



**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING  
ARABIAN ACRES METROPOLITAN DISTRICT**

May 18, 2022 at 5:30 P.M.

Via Telephone and Video Conference Call

**In attendance were Directors:**

Edith Coffman

Elizabeth Douglass

Lanny Hoel

Martin Lempecki (unexcused absence)

Jennifer Shepard

**Also in attendance were:**

Kevin Walker, WSDM

Rebecca Hardekopf, WSDM

Lynn Willow, ORC

**1) ADMINISTRATIVE MATTERS**

- a) Call to Order & Declaration of Quorum: President Coffman called the meeting to order at 5:32 PM and confirmed a quorum was present with Director Lempecki absent.
- b) Confirm any Potential Conflicts of Interest: The Directors each confirmed there were no potential conflicts of interest.
- c) Discussion and Approval of the Agenda: President Coffman requested the addition of Agenda item 2.d. Approval of Credit Application for Ferguson. Director Douglass moved to approve the Agenda as amended; seconded by Director Hoel. Motion passed unanimously.
- d) Discussion and Appointment of Board Officers: Ms. Hardekopf explained the Board has the option to reassign the officer positions if they want to. Ms. Hardekopf provided a quick summary of the officer roles. After discussion, the Board agreed to keep the officer positions with Director Coffman as President, Director Douglass as Secretary, Director Hoel as Treasurer, and Directors Lempecki and Shepard as Assistant Secretary.
- e) Consider Approval of Meeting Minutes from April 20, 2022: President Coffman commented that the minutes were not accurate and not complete. She explained that the discussion regarding the Planning Commission meeting was not accurate. Mr. Walker commented that the minutes are accurate, but she can table them if she would like. Mr. Walker will provide the minutes of the Planning Commission meeting that stated they voted to recommend to the Board of County Commissioners that the service plan be amended to remove the requirement for exclusions to be a major modification which was adopted by the Planning Commission. Mr. Walker explained that at the Planning Commission meeting, they did not turn down the District's item but turned down the request by the County Planning Director to modify the land use code which was not the District's item. The Planning Commission recommended unanimous approval of the District's item. President Coffman requested the minutes of the Planning Commission be put into the record. The Board took no action on the April 20, 2022 Meeting Minutes.

## 2) FINANCIAL MATTERS

- a) Review of Billing and Collection Status: Ms. Hardekopf presented the Billing and Collection status. There is one ongoing shutoff and one new payment arrangement. Ms. Hardekopf explained the late fee process and late fees are charged on the 6<sup>th</sup> of the month. There is also a \$50 shutoff fee. President Coffman discussed a customer who does not pay until they receive the warning letter and asked if there is something that can be done to deter that and prevent Mr. Willow from having to drive and come post letters. Ms. Hardekopf explained another district charges an additional fee for just posting the shutoff notice letters. She noted it would require a public hearing with 30 days' notice to modify the Fees Resolution. Ms. Hardekopf will provide a memo that explains the process to modify the fees.
- b) Review and Accept the April 30, 2022 Unaudited Financial Status: Ms. Hardekopf presented the April 30, 2022 Unaudited Financial status. Director Douglass requested the income statement have a column that shows a comparison to the previous month. Ms. Hardekopf confirmed that can be done. Director Douglass moved to accept the April 30, 2022 Unaudited Financial Status; seconded by Director Shepard. Motion passed unanimously.
- c) Review and Approve the Payment of Claims: Ms. Hardekopf presented the Payment of Claims. Director Douglass asked about the final numbers of the February leak. Ms. Hardekopf will find out if there is an invoice for KA Excavating that is not yet reflected. Ms. Hardekopf noted the insurance payment increased by \$75 for the temporary water tank. She also noted that Director Lempecki's payment will be removed if he is unable to join the meeting. President Coffman asked about Zion Bank coming from the general fund. Ms. Hardekopf confirmed it should be coming out of the bond fund and she will get that corrected. Ms. Hardekopf explained the United Fire Group was a mistake and will be removed. Mr. Willow explained the Front Range invoice is for parts to connect the temporary tank. Mr. Walker noted the District will request reimbursement for those invoices for the tank project from the grant. Director Douglass moved to approve the Payment of Claims less Director Lempecki's payment and less the United Fire Group invoice and the addition of the \$75 insurance payment; seconded by Director Hoel. Motion passed unanimously.
- d) Approval of Credit Application for Ferguson: President Coffman requested Board approval for credit from Ferguson. Mr. Walker explained that Mr. Willow requested the District obtain a line of credit or account from Ferguson Water Works. Mr. Willow explained that Ferguson Water Works is a local supplier that carries the larger infrastructure parts that the District needs. He noted that the District has an account with WinWater, and they also supply the parts but are more expensive and does not have the same parts. He noted it would be easier and more efficient to have an account at both suppliers. President Coffman moved to approve the line of credit at Ferguson Water Works for the District's use; seconded by Director Shepard. Motion passed unanimously. Ms. Hardekopf will inform the Board of the line of credit amount.

## 3) MANAGEMENT MATTERS

- a) Update on Exclusion Process with Teller County: Mr. Walker reported that the Board of County Commissioners heard the District's item on April 12<sup>th</sup> and approved the modification of the service plan to allow different language and removed 16 items that were considered to be changes that would require a material modification of the service plan. The approval allows the material modifications to be defined by the State statute. Mr. Walker noted the County Commissioners were thankful of the District's patience

during the process and were appreciative that the District was working through a solution to the question regarding service to Trout Haven. The service plan is now amended to not require County Commissioner approval of the exclusions. Mr. Downie recommends the Board adopt a confirming resolution next month for the petitions that were approved by the Board last May to finalize them and have the properties excluded. After the adoption, Mr. Downie will file the proper documentation with the court. Mr. Walker discussed the possible future petitioners. Mr. Walker requested the Board discuss and establish a process for future petitioners including a preliminary application and meeting with the district manager to make sure the petitions are correct and discuss fees.

- b) Capital Improvements Discussion: Mr. Walker reported that he is researching additional leak detection equipment.
- c) Update on Tank Coating Project: Mr. Willow reported the temporary tank is up and the coating company has begun sandblasting. After sandblasting, they will clean and coat the sides and the top of the tank first and then will finish the bottom last with a total of two coats.
- d) Discuss SDA Workshop: Ms. Hardekopf discussed the upcoming SDA workshop and noted it is \$30 registration for Board members. There is a half day workshop in Fountain on June 20<sup>th</sup> and the Denver workshop will be made available online for free. Director Shepard noted she would be interested in the online workshop.

#### 4) LEGAL MATTERS

- a) Ratify Amaritech Contract for Tank Coating Project: After review, President Coffman moved to ratify the Amaritech contract for the tank coating project; seconded by Director Shepard. Motion passed unanimously.

#### 5) OPERATIONS

- a) ORC Report: Mr. Willow presented the Operator's Report. The Board discussed that they did a great job providing pictures and setting up the temporary tank.

- 6) **PUBLIC COMMENT:** There was no public comment. Director Douglass discussed upcoming fire mitigation and confirmed with Mr. Willow there will not be an issue with water system infrastructure. She noted there is not a final date yet.

- 7) **ADJOURNMENT:** Director Douglass moved to adjourn the meeting at 6:44 PM; seconded by Director Hoel. Motion passed unanimously.


THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR WEDNESDAY, JUNE 15, 2022 AT 5:30 PM.

Respectfully Submitted,  
Walker Schooler District Managers

DocuSigned by:  
*Rebecca Hardekopf*

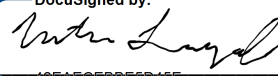
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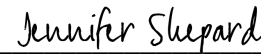
THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 18, 2022 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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Edith Coffman

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Elizabeth Douglass

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Lanny Hoel

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Martin Lempecki

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Jennifer Shepard