

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **January 22, 2015**  
Time: 5:30 p.m.  
Location: Aspen Mtn. Gondola Bldg. – Conference Room, 601 E. Dean Street  
Aspen, CO 81611

Present: Joyce Hardy; Lawson Wills; Isabel Day; Kevin McClure, Manager; Jerry Scheinbaum, Jim Laing; Glenda Knight, Bookkeeper; Kelly Gessele, Water Plant Manager  
Marti Barbour & Jean Owen, Recorder of Minutes

Absent: none

1. **Call to Order** at 5:45 p.m.
2. **Approval of minutes.** A motion was made to approve the minutes; seconded and the minutes for November 2014 were approved as read with one change to the minutes from the December meeting. 6a. board agreed that the answer would be changed to read: board is not sure and the service plan needs to be reviewed.
3. **Public Comment** - none
4. **President's Comment** – Blue barrel next to the mail boxes – no gravel in it yet. Kelly said he can come and fill it up. Move in between postal boxes and the trash enclosure.
5. **Accountability** -
6. **Water Plant Manager's Report:** Kelly Gessele
  - Kelly met with Charouhis re: an alternate route to get water. Discussion about the request and impacts it might have. Kelly was directed not to agree to anything with Charouhis.
  - Kelly has begun repairing the fire hydrant shut offs and will complete when ground thaws out.
  - No additional maintenance projects are scheduled for spring at this point.
  - Problems with the top water tank staying at the same elevation – some check valves went out. Kelly replaced the faulty parts.
  - Current water system/pipes: Has been 2 years since any major work done. Kevin will bring estimates for discussion at next meeting. Need to look at materials cost and length of pipe we're talking about. Kelly says we need just along the Lowell property – about 50'. He can see where it cracks along the fault. Approve in next month's meeting and then order parts in March for project to start in Spring, 2015.

**Losses:** Total District losses are 16 % for December. Pioneer Springs main meter is not accurate. Decision was made for Kevin and Glenda to get together to figure out a system that will accurately measure the percentage of losses on the main line and within the service area.

7. **BCMD Manager Report:** Kevin McClure.

**Juniper Hill bus stop**

- Kevin talked w/ David Iverson, RFTA regarding improving the Juniper Hill bus stop. Iverson expressed that he doesn't think it's feasible due to the lack of ridership to support what it would cost. Any change requires upgrading to full current design standards including ADA compliance.
- If/when RFTA develops a Cozy Point plan then it could be put it into the plan. Lawson suggested that RFTA may be inclined not to act however they don't have the liberty of discriminating which bus stops get upgrades given ridership. This stop probably not frequently used because it's in state of disrepair.
- Lawson suggested the City elected official on the Transportation committee is the person to contact. Kevin said he'd continue working on this.

**Juniper Hill Trash/Mail Facility**

- Snowplow program seems to be going better now and suggested putting more sand in front of Juniper mailboxes.
- Juniper hill has a safety problem: snow melt off the roof creates ice dam. Solution: extend roof line 2' or put a short retaining cinder block wall to dam it up. Make sure that Alex looks at this as a spring project.
- Trash pickup service has changed reducing the bill by \$200. Change: Saturday pm and not Sunday and changed from a 2yd to a 3yd recycle bin on Medicine Bow side.

**Medicine Bow**

A sign is needed here. Suggestion: Use a big rock, either one taken from Droste property or possibly from the reservoir.

**Medicine Bow Trash/Mail Facility**

- Need to add a slab for newspaper boxes.

**Roads**

- Kevin discussed resurfacing of roads. He will have paving contractor do an analysis and go out to bid in spring by end of Feb for a March project.

8. **Budget** – no changes are needed.

9. **Bills / Finance** - Approve Bills. A motion was made and seconded to approve the bills for December 2014. The motion passed and the bills were approved as presented.

- Glenda's Report - Accounts Receivable. There were no concerns by the Board about the accounts receivable. Normal collections were made with new issues.
- Money available for projects from Colorado LOTTO. It was determined by the board that if we have no feasible way to use this money it should be returned.

## 10. Other Business

- Review Revised rules & Regs – this needs to be done.
  - **Charouhis tap request:** Board doesn't know if we can or wants to provide service. We need to know what his plan to use the water will be – we already know that he has a well for domestic. The underlying issue isn't that we don't want to sell him water but that we can't.
  - **Discussion about the March 8, 1994 Amendment** document. It was determined a review of this document is needed in order to determine what, if any, water rights changed as a result of this Amendment with Pioneer springs.
  - Monthly maximum water we can buy from SWS is routinely exceeded in the hot (3<sup>rd</sup> quarter) months. Board would like to pursue relief of that contractual maximum given water rights that were given for Pioneer springs supply. He will call Connor on Monday to set a meeting.
  - **Temporary structures** – Kevin says 5 now are visible and the policy is that while you're building it's allowed. The concern applies more to houses without garages. We need to find a way to bring the HOA, the county and the Metro District/HOA into the discussion. We should be referring callers to the HOA. It's really the HOA and not the Metro Districts rules and regs that should be used to determine if any action needs to be taken. Our Board should notify Pappas of this issue and be on the Agenda for the next Annual HOA meeting.
  - **Web site & emails** for water outages- discussion postponed.
  - **Next meeting** was set for Feb 19, 2015
11. **Adjournment.** A motion was made to adjourn. It was seconded and the meeting was adjourned 7:15 at p.m.

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **February 19, 2015**  
Time: 5:30 p.m.  
Location: Aspen Mtn. Gondola Bldg. – Conference Room, 601 E. Dean Street  
Aspen, CO 81611

Present: Joyce Hardy; Lawson Wills; Kevin McClure, Manager; Jerry Scheinbaum; Glenda Knight, Bookkeeper; Kelly Gessele, Water Plant Manager and Jean Owen, Recorder of Minutes  
Absent: Jim Laing and Isabel Day

1. **Call to Order** at 5:35 p.m.
2. **Approval of minutes.** Motion to Approve January, 2015 minutes, 2<sup>nd</sup>, Motion Passed.
3. **Public Comment** – none
4. **President's Comment:** Jerry Scheinbaum  
Discussion are Pioneer Springs water rights Droste gave it to BCMD re: Letter from Steve Connors reply to the March 8<sup>th</sup> 1994 – Pioneer Springs amended document. BCMD needs to approach Snowmass Water & Sanitation to make the appropriate changes.

Re: Temp structures & homeowner's covenants – HOA Covenants are clear that there should not be any temp structures. Asked if the board felt that BCMD should take an active role in guiding this issue it was felt that it is outside the service plan. Do we want to approach Pappas? One property owner (Thompson) walked the subdivision and complained about parked motor homes. Enforcement would only work if all of them are notified at the same time. The most we can legally do is make a request to have someone voluntarily comply with our request. Question: How would we notify the homeowner's? Put a notice on the dumpsters? Board decided that we could have a conversation with Pappas. No decision was made because those present felt the full board should be present to determine any action. Absent board members will be notified that we discussed this and would like to continue the discussion next month, as a part of meeting minutes.

## Accountability –

### 5. **Water Plant Manager's Report:** Kelly Gessele

**Losses:** Total overall billable is 82.5%. Inside the District billable is 84%. Kevin did a manual calculation of current time balance between what we buy and what we sell and losses seem to be at 18%. This is in winter when the losses should be the highest. Problem is that 28,000 gallons are unaccounted for prior to the BC main meter. Concern about the Pioneer Springs main meter is that if you put a check valve in it probably would have dissimilar pressures and if you were to have a fire there may be a disparity of pressure causing low pressure or no water at all. Kelly said what we need to do is go to the other meter which T's off to the main line down the hill and put in a compound meter and make sure that the vault is water proof. Kelly will do the research and talk to some engineers about the problem and cost to fix it. Lawson thinks that if we're not having a problem to wait for now.

- Buying meter parts was difficult - GJ Pipe no longer a distributor so Kelly is sourcing this material from a Neptune distributor - Finish Line Systems of Lakewood CO. Glenda says Mike Levine, Neptune/Co Springs, wants BCMD to open a direct account and states Neptune can't warranty products without setting up an account. Kelly says BCMD already has an account with Neptune. The Board doesn't think a new direct account is needed. Kelly directed Glenda to give him the information and he'll contact Mike @ Neptune.
- David Halverson at 23 Upper Ranch Road wants to know what he can do and can't do. He discussed the existing ¾" line and is insistent on putting in a 2" line. The concern BCMD has is that when you make the reduction from the 2" to the ¾" line, the amount of pressure caused at the connection where the clamp is that it could come apart. Kelly needs to make sure he has a backflow preventer installed.
- Variable Frequency Drive for the top pump house is running well with the new VFD on the motors.

### 6. **BCMD Manager Report:** Kevin McClure.

- Charoulis has continued to try to make contact. Joyce said we don't really know how many taps we have. Concern is putting more demand on the top system.
- **Juniper Hill bus stop** – Kevin said that he talked to the City and was referred to Austin White who is in the process of doing a master plan. Don't know if the RFTA bus stop and the school bus stop are related. Ideally it would be good to make the stop bigger and nicer for the school kids. Jerry said that he thinks that a Cozy point bus stop would be a real challenge with bus drivers who would

have to stop there and then accelerate and cross two lanes of traffic within two blocks to make the Intercept lot turnoff. Iverson said it was a complete NO Go and that we are way down the list. Good to put in a shelter.

- **Roads** - Asked GMCO for a chip seal bid in 2014 which was: (2014 work \$3.12 X 66,000 square yards totaling \$210,000 to chip seal/repair/work on sides of all the roads). Jerry said he'd like a bid for asphalt as well. BCMD has the money and it would be a good time to do it. Upper Ranch Rd. is probably one that needs it most. Elam's work includes all the finish work and shoulders are all repaired and fixed. Consider possibly consolidating our work schedule to piggyback on the lower part of Juniper Hill for the work planned for the bike race.

- **Other projects:** Kelly will do a bid for new piping with the flex 10. There are 126 houses that are on the system and have a tap with a potential increase of 10 homes for a total of 136. Need to assume 126 houses in the bid.

- **Isolation valves fire hydrants** - The line shutoffs/curb key pipe had been nicked @ Turtle Cove and Upper Ranch. Kevin directed Kelly to go up and see if there is residual material and then vacuum it out.

### **Medicine Bow**

Big rock: What is the status? Kevin is working on it.

Repair weight sign that has fallen, across from the dumpster. It needs a screw.

- **Budget** – no changes are needed. Steve Connor's bill – he wrote an IGA - Lawson and Joyce thought it was wordy – Jerry's OK with it. We could get out of it or stay in it without any harm.

## **7. Bills / Finance**

a) A/P: Motion to Approve January, 2015 bills as presented, 2<sup>nd</sup>. Motion Passed.

b) Glenda's Report:

1. **Motion to Approve Resolution designating the locations of the official public notice boards within the Brush Creek Metropolitan District was Introduced, read, 2<sup>nd</sup>, Motion Passed by Board of Directors of the Brush Creek Metropolitan District on the 19<sup>th</sup> day of February, 2015. A copy of Resolution is attached.**

2. A check for \$18,449.25 has been issued to the Department of Local Affairs for return of CFT funds.

c) A/R: Reviewed. Kevin will take action, as needed.

d) DLG. (Dept of Local Governments) – An email re: Non-Rated Securities of CO Annual Reporting Requirement was received by Glenda. She will complete

and return. Capital Reserve Funds have been in place but do not have a long term budget plan. We have some time to deal with this. Glenda suggested we start to develop a long term Reserve Budget.

- e) Letter from Colorado Special Districts Property and Liability Fund re: expiration of \$315.00 being held in the Safety Grants Fund. BCMD needs to spend \$630.00 before end of March in order to not lose the money. 50% of the money spent, up to \$315.00, would be reimbursed.

## 8. **Other Business**

- a) Review Revised rules & Regulations - **Discussion about the March 8, 1994 Amendment** document
  - b) Extra Charges for oversized water lines – we will discuss next meeting.
  - c) **Temporary structures** – already discussed above
  - d) **Web site & emails** for water outages- discussion postponed.
  - e) **Next meeting** was set for March 19, 2015.
9. **Adjournment.** Motion to adjourn, 2<sup>nd</sup>. Motion Passed at 7:15 p.m.

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **March 19, 2015**  
Time: 5:30 p.m.  
Location: Aspen Mtn. Gondola Bldg. – Conference Room, 601 E. Dean Street  
Aspen, CO 81611

Present: Joyce Hardy; Kevin McClure, Manager; Jerry Scheinbaum; Glenda Knight, Bookkeeper; Water Plant Manager, Jim Laing and Jean Owen, Recorder of Minutes

Absent: Isabel Day, Kelly Gessele and Lawson Wills

1. **Call to Order** at 5:37 p.m.
2. **Approve Minutes.** Motion to Approve February, 2015 minutes, 2<sup>nd</sup>, Motion Passed. Changes: address Halverson 23 Upper Ridge Road – delete comment about any homeowner suing another
3. **Public Comments:**
  - **Jere Long**, Aspen Production. Re: photo shoot on April 7<sup>th</sup> (a Tuesday), on Medicine Bow Rd. He has proposed to do Homeowner posting regarding the photo shoot live on Medicine Bow for New Balance shoes. They want to come to Aspen area and shoot local area on Medicine Bow Rd. 9 tenths of mile from entrance. He has already talked with John Pappas and both homes at the bottom and Grundfests. Has a permit from Pitkin County. They'll be using a 20-25 people crew and ask that they be allowed to park vehicles on road below shoot. They will be augmenting snow with fake snow made of environmentally friendly potato starch & also using snow blankets. The shoot will likely happen early in the morning for 2-3 hours starting around 8am with prep work. Sherriff's dept is set to help with traffic, intermittent lock off when street traffic will be held for 5 min and then open up to allow flow of traffic again. A tech scout will come on April 6<sup>th</sup> to approve site. If it starts @ 8am then most people are already on their way to work. If it seems like they're going to be socked in with bad weather, the shoot would be changed to Monday the 6<sup>th</sup>.

Jere will send BCMD a certificate of insurance to Glenda. John Pappas didn't need it for HOA. Signs will be put up to allow people to choose to use Juniper Hill instead. Have **John** put them up at trash dumpsters and on Medicine Bow side where it's split. They're hoping to park a motor home for wardrobe changes



lower on the road & leave it there for 2-3 hours. It was suggested a good place might be @ the 1st switchback just another 100 yards up the road, past the mailboxes on the gully side of the road or where the guardrail is at the Mink's driveway there is a decent size pullout.

- **Parker Lathrop**, Deputy Chief Aspen Fire Dept. re: wildfire mitigation Brush Creek Village is higher on the list and looking for ways to lessen the risk. Working with the county to use some of the easements. Hoping to get up there where there is heavy brush on the side. They are not going to clear cut but thin out where scub oak and what's growing vertically is overgrown. They use a really measured approach not a total removal. They won't take away vegetation that offers privacy. Trying to encourage homeowner's to mitigate their own properties. Want county to agree where if the Homeowner mitigates then the county could come in and take it away the cuttings, at no cost.
- Kevin rode with Rick and Parker. They showed him areas where it would be good to cut the vegetation in order to maintain access / reduce the worst spots for exit. He showed them the big cottonwoods that we'd love to see cut along with the scrub oak and other vegetation.
- 2<sup>nd</sup> day could be set up where the chipper would be manned by the county and have it set up for a community participation day in the summer.
- Last year Fire Dept. did McSkimming. If an owner wants to mitigate their property, the Fire dept provides guidelines for trimming brush. Fire dept offers an assessment, free of charge, to every homeowner to help them with their mitigation. Need enough flyers to mail out. Depending on what date is set a flyer could be mailed out with the next bill.

4. **President's Comment:** Jerry Scheinbaum

1. **Accountability –**

**Extra Charges for oversized water lines** (an equipment sur-charge). Restructure billing for people who have 1 ½" or 2" water lines. They should be charged for a premium because they are out of compliance and in violation of the water agreement. Need to discuss this when Kelly is in attendance. Pioneer Springs lines are bigger because they were required by the county to put fire sprinkler systems in their homes.

5. **Water Plant Manager's Report:** NO REPORT - Kelly Gessele not present.

**Losses:** Glenda reported on current losses and specific leaks the past month.

**2 leak situations found:**

- 1) **Buchanan:** End house on Turtle Cove – left the outside door open in a mechanical room, Isabel knew their phone number, Kevin contacted them and they immediately took care of it.

2) **Lowell, 2345 Juniper Hill Rd. house** – Leak started on Friday and when Glenda saw it on Sunday Kevin went up to find the source. Kelly went up and turned water off at the pit, got in touch with the owner directly. American Leak went up and located leak – they were gearing up to start digging up the driveway – the owner, when walking the dog, heard water running near the irrigation vault that is off their water line between the drive and house and that’s where the leak was. Riley went in the vault and shut off the water. The system had blown out, said that there had been a failure before. Riley said that a bushing had worn out.

6. **BCMD Manager Report:** Kevin McClure.

- **Roads** - Jerry asked Kevin to get a bid from GMCO & Elam for asphaltting the roads. Elam/Vinda – their bid was based on the GMCO bid for average widths of 22’ width for the same square yardard at 2”. Using this criteria an estimate 8,000 tons of aspault is needed @ \$106/ton would cost \$840,000. (may be a little steep). Would help to dress the shoulders? Asphalt paving is considered to last 10 years. The road is so good that we don’t have any major failures. Need to consider spending \$865,000 if we did asphalt. It takes about 10 years to accumulate that much money. We took out the bond in 2004 to repave the roads. Have \$750,000. Only cost consideration would be whether we are going to do a pipe replacement on upper Juniper Hill Road.

Last time a complete overhaul was done it wasn’t a 2” overlay (probably a 1” or 1 ½”). Can’t see spending \$200,000 on chip sealing because we’re going to have to do it again. We have the money in road capital fund. How bad is Juniper hill above the 4-way? We would save \$150,000 by stopping at the 4-way and doing the main road with asphalt. Last time we stopped at the 4-way, didn't do upper Medicine Bow or Juniper Hill Roads because he didn’t think the road was good enough. Bid could be a-la-carte or chunk by chunk. We need to determine how bad the road is above the 4-way. It seems good for the volume of traffic. Dip is OK, filled it in a lot up to Dossingy's driveway with the goo that they put in there. Jerry asked Kevin to get a full bid and determine footage and include Sage Brush, Turtle Cove, Red Tail, etc. so that we have it all.

Pioneer / Grand Valley is big – might have an agreement with Elam for their pit. He’ll get another bid from Grand Valley. Lyons is too small, American Aspault, don’t know. Maybe the county gets a better price from Elam than we do. Maybe we could piggyback on one of their projects for tonnage and mileage contract it through them and get the benefit of their price. Find out if the county would be willing to come in and pay the difference between the chip seal cost and asphalt as a part of the work needed for the Pro Tour?

**Medicine Bow - Rock** – largest backhoe that they have at the dump didn't work – rock was too big – need about a 3' rock. Talked to Rick Ballentine. So project is still in process, also ordered the letters for the Medicine Bow side rock.

- Called Piffer/excavator re: Charoulis property regarding water line.
- A whole new set of lights for mailboxes & dumpster enclosures was received but are still in the electricians van.

**How is Alex doing?** He has been working under very loose supervision – some spots that Kevin noticed that he'd like him to sweep a little better. Responded to hydrants, and to help find the pit at Jeremy Lowell's. Dumpsters are looking good. Happy with what we've asked him to do.

- **Budget** – no changes are needed

## 7. **Bills / Finance**

- a) A/P: Motion to Approve February, 2015 bills as presented, 2<sup>nd</sup>. Motion Passed.
- b) Glenda's Report:
  - 1) IGA between Starwood Metro, BCMD & WHSWD re: water meter reading was presented to Jerry for signature. Approved & signed and will be given to Steve Connor.
  - 2) Discuss adjustment of water leak bills:
- c) A/R: Reviewed. Kevin will take action, as needed.
  - Buchanan/Turtle Cove called and asked for his bill to be adjusted due to leak. Glenda says there was an approx. 44,000 gallons loss. Won't know until we have the reads. There may be some sort of adjustment to the bill.
- d) Notice to Electors of the Brush Creek Water District: This Disclosure Statement, which we've paid for, is required to be posted at county clerk's office and mailed to each homeowner.

## 8. **Other Business**

- a) Review Revised rules & Regulations - Discussion about the March 8, 1994 Amendment document needs to be when full board is in attendance.
- b) **Temporary structures** – Jim reported that one by the brick driveway will be coming down this weekend.
- c) **Web site & emails** for water outages- discussion postponed.
- d) **Next meeting** was set for April 16, 2015

- 9. **Adjournment.** Motion to adjourn, 2<sup>nd</sup>. Motion Passed at 7:05 p.m.

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **April 16, 2015**  
Time: 5:30 p.m.  
Location: Aspen Mtn. Gondola Bldg. – Conference Room, 601 E. Dean Street  
Aspen, CO 81611

Present: Kevin McClure, Manager; Jerry Scheinbaum; Glenda Knight, Bookkeeper; Jim Laing, Isable Day, Lawson Wills and Jean Owen, Recorder of Minutes  
Absent: Joyce Hardy, Kelly Gessele

1. **Call to Order** at 5:40 p.m.
2. **Approve Minutes.** Motion to Approve March, 2015 minutes, 2<sup>nd</sup>, Motion Passed
3. **Public Comments:**
4. **President's Comment:** Jerry Scheinbaum  
**Accountability**
5. **Water Plant Manager's Report:** NO REPORT - Kelly Gessele not present.  
**Losses:** Lawson reported that losses are currently running 13% which is better than normal.
6. **BCMD Manager Report:** Kevin McClure.  
**Medicine Bow - Rock – Backhoe** has been out of service. People at the dump will load it when the backhoe is back in working order.

**Flexible Pipe Bid:** Kelly does not have pricing complete for preventative bid to do the flexible pipe in front of 2345 Juniper Hill (Lowell). It's a known fault site. Kelly said he was going to run a camera through the new flex site to see if something is moving. Whole cost of new flexible pipe was around \$150,000 plus the cost for a new camera for the Annual camera review. This new camera needs to be dedicated for this use only and then stored until next Annual review. Cost for a new camera could be around \$10,000.

**Fire mitigation program** is set for May 14<sup>th</sup>. Residents will be allowed to place brush out at curb for chipping from May 11<sup>th</sup> thru 14<sup>th</sup>. No logs bigger than 10". Notice will be posted.

**Roads Project:** Kevin spoke with Burt and G.R. Fielding @ Pitkin County Roads. They discussed the road project estimated to cost \$850,000, including shouldering. They said that asphalt would last a long time. He will make sure the bid includes additional costs for shouldering and raising of guard rails rolled in. Kevin has measured guard rails and they are typically low. Some cases the guardrails are as high as 27". 5 or 6 sections of guardrail above Snow Fox need to be raised to the standard height. The bid must include tying into roads and driveways making sure these cuts are done first. Most importantly a 2" overlay. David Hyberger (Frontier) talked about milling to make the transition. Above the 4-way (2,500 s.f.) the road is still in good shape.

G.R. suggested we get a bid from Elam, Frontier, Grand River and United. Elam was asked to bid and he said they have not provided one yet. Dave Hyberger (Frontier) has been given the #'s from GMCO bid – (600,000 s.f. of asphalt and added up the 25,000 lineal feet includes going above the 51,000 feet of shouldering (\$15,000 in addition to the roads for the shouldering).

Question still remains whether we can get the City or County to pay for work from the mailboxes to Highway 82 on Juniper Hill at Cozy Point because our property line starts at the mailboxes. This section of road is starting to show wear. Juniper Hill, Upper Ranch, Medicine Bow, Red Tail Lane, Turtle Cove and Daniel Drive are all County roads. The work must be done in advance of the Pro Challenge race.

**Hydraulic Flows from hydrants:** Tim Young, ISO Commercial Property, called regarding fire flows on the hydrants. Brian Nichols used to do it and they don't have manpower or money to do it now. Talked with Kelly and he says he can do it. If Kelly doesn't have the gauge to do it Brian will give him one.

**Comcast / Whitehorse Springs / Scott Wright** regarding the meter/data collectors. As far as he knows all documents have been signed. Now we have to get the technical hookups completed. Glenda has received a call from Mark at Starwood to get the account set up. She'll wait until Scott gets back at end of April to set up the account with Comcast.

**Juniper Hill St. Ville Foreclosure** – June 24<sup>th</sup> is the date of the Sale.

**Signs:** Instead of getting another temp sign Kevin's having J&S signs create new signs.

**Chourhis property:** Kelly is getting bugged to get numbers. Kevin suggested that inquiries get directed to the him/board.

**Tap @ 1533 Juniper Hill Road** – Copley: Patch at the road cut for that tap needs to be fixed. Kelly did the tap and will take care of the repair that is needed.

**Questions that came up: Electrical surcharge for underground - what year does this expire?**

**7. Budget – no changes needed**

**8. Bills / Finance**

a) A/P: Motion to Approve March, 2015 bills as presented, 2<sup>nd</sup>. Motion Passed.

b) Glenda's Report:

A/R: Reviewed. Kevin will take action, as needed. Only 2 that were not collected.

**Water leak adjustments:** It was determined that owner would be billed at the lowest tier, which is \$5.50 per 1,000 gallons.

- Lowell re: bill for \$2,090. Glenda checked to see what adjustments could be made. He will get a credit of \$1,166.00 (charging him \$924.00 using the lowest tier).

- Buchanan – requested an adjustment of his bill for \$655.00 – he will get an \$83.00 credit based on charging him at the lowest tier.

- c) Glenda will need to wire funds from the Bond Fund to make the May Bond payment (interest only) due on May 11th. Glenda will go to the bank on May 7<sup>th</sup> with a Board member to sign the paperwork.
- d) **Leak Procedure** - Next water bills we should write and distribute a Leak Procedure bulletin. In the future we should be charging for administration costs (Kevin's time to go out and investigate the leak). If we have to make a service call they will be charged. Kevin and Glenda will work on a written procedure. Most important aspect of the procedure is to make sure that we have a good way to contact the owner when we determine that there is a leak. When they are notified of a probable leak they must respond to the call. Make sure it is understood it is "Not our responsibility" but we can assist" the owner mitigate a leak...etc.

**9. Other Business**

- a) Review Revised Rules & Regulations
- b) Extra charges for oversized water lines – need to have input from Kelly so this discussion will need to wait
- c) **Temporary structures** – no discussion
- d) **Web site & emails** for water outages
- e) **Next meeting** was set for May 21, 2015

**10. Adjournment.** Motion to adjourn, 2<sup>nd</sup>. Motion Passed at 6:40 p.m.

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **May 21, 2015**  
Time: 5:30 p.m.  
Location: Snowmass Chapel-Library 5307 Owl Creek Road  
Snowmass Village, CO 81615

Present: Kevin McClure, Manager; Jerry Scheinbaum; Glenda Knight, Bookkeeper; Lawson Wills, Joyce Hardy, Kelly Gessele and Jean Owen, Recorder of Minutes  
Absent: Isabel Day, Jim Laing

1. **Call to Order** at 5:35 p.m.
2. **Approve Minutes.** Motion to Approve April 2015 minutes, 2<sup>nd</sup>, Motion Passed with the correction of two items to the minutes 1) 6. Kevin McClure's report re: Flexible Pipe Bid ¶ 2 note regarding the cost of the camera – change amount from \$1,000 to \$10,000; and 2) ¶ 5 reference in Roads Project to J.R. @ Pitkin County Roads to G. R. Fielding.
3. **Public Comment:**
4. **President's Comment:** Jerry Scheinbaum  
a) **Accountability**
5. **Water Plant Manager's Report:** Kelly Gessele

Question as to whether there is another way to find out how the flex pipe section is doing without using a camera in the pipe? Kelly suggested doing the pressure tests first and then if there's a problem buy a camera. The pressure test will cost \$200 and be done in less than a day. He would need at least 2 hours and would shut off the valves at both ends and divert water to bypass pipe, then pressure up the flex pipe for the test. When Kelly is ready to do this test, we'll have to inform the people who will not have water during the test.

A new dedicated camera to do this work costs \$10,000. With the camera you might not see and/or wouldn't know if the camera would tell us where we have an angle. It can see the joints. The camera can see where the spigot goes into the bell and he'll be able to see where there is an irregularity. Kevin says we know that we don't have a major leak or it would show up. Lawson wants to get some sort of verification that the work that was done in the Fall of 2012 is still working. **A motion to conduct the pressure test was made, seconded and passed.**

Other Losses: Tad Hundertmark, the new owner of Krueger's old place, is losing 200 gallons a day, which has been going on for several years. Lawson suggested we should make the new owner install a continuous copper line. The leak should theoretically be at one end or the other. Kelly could do the test between the house and the meter. That would be between Kelly and the owner, not a BCMD issue.

There are another 6 or 8 properties that show up on the continuous leak report all the time.

These are small continuous 24-hr leaks. Other owner's are also showing up on the report. Glenda will make an assessment by looking at reads from midnight to 6 am for each property to get some idea what the losses are. Kevin will then contact each of the homeowner's involved.

Kelly needs to write up a S.O.P. for his employees for work done in Brush Creek Village.

6. **BCMD Manager Report:** Kevin McClure.

**Medicine Bow** – Rock – will be placed on land 5/22 /15 – Have Alex plant some flowers around it.

Lawson got a call from Peter Gregory (house Kevin used to own up Solar Way 1<sup>st</sup> house on the left). He has asked for a variance to put in an ADU on the right hand side. Only concern is that it will become a Weberized house.

**Flexible 10 Pipe Bid:** Kelly will present at a later meeting. This project is probably not going to be done this summer and Kelly wants to do a lot of planning on it.

**Upper Ranch Rd.** re: pile of road base on the left side. A bunch of cars are parked there. Jerry asked Kevin to see if they are putting a parking lot there.

**Fire mitigation program:** May 14<sup>th</sup>. Residents piles have been placed out. They will be gone when chipper work is completed next week.

**Roads Project:** Road Project will be from the 4-way down. The apron in front of the dumpster on JH will be reworked. Drainage flow will be improved at intersection of Upper Ranch Rd. & Medicine Bow Rd.

**Frontier proposal / Dave Hyberger way less than Elam's.** Massive difference in tonnage for 2 bids. Paving: Elam has 6,800 tons needed \$100/ton = \$680,000; Pioneer is \$107.50/ton but is only 5,000 tons. Pioneer is also \$20,000 less in shouldering and ends up being 20% under the Elam bid. Both specify 2". Called Dave/Frontier back to look at bid regarding the less tonnage in his proposal for same fill of 2" verified he had the same specs as Pioneer.

Elam's plant has controls damage being repaired. It is not verified to be running at spec.

Kevin wants to call and ask David/Frontier for bid to agree "for price not to exceed". Frontier is doing tons of work for Pitkin County/G.R. which has all speeded out.

**Motion to allow Kevin to proceed working with Frontier Paving/ David Hyberger to finalize the bid towards doing the road work. Motion was Seconded and Passed.**

**Signs:** To be installed: 3 "Excess Weight" and 1 "Not a thru street"

**Weeds mitigation should start soon.** Alex will use backpack with sprayer to spray weeds when there's going to be 48 hours between rains.

**Tap @ 1533 Juniper Hill** at Copley driveway – a patch is needed.

**Electrical surcharge for underground** – Kevin to find out what year this expires.



7. **Budget: no changes needed**

8. **Bills / Finance.**

Policy on leaks is that anytime there is a continuous leak the owner will be charged for excess water at our lowest rate. Re: Mullen leak/related billing: From the meter to the house is his responsibility. Mike Mullen called a plumber to locate his leak and then deducted the charge from his water bill. The BCMD notified him as a courtesy not as a requirement. He will have 60 days after the due date to pay his bill, per the policy. The board agreed that he is responsible to pay the bill or have the water shut off. Glenda will print a report from the Neptune system to indicate when and how long the leak was occurring to mail to Mullen.

a) A/P: Motion to Approve April, 2015 bills as presented, 2<sup>nd</sup>. Motion Passed.

b) A/R: Reviewed. Kevin will take action, as needed

**Comcast / Whitehorse Springs** / Steve Conner did give us back the original contract and as far as he knows all documents have been signed. Scott Wright thought it would be up and running this Thursday or Friday, the account has not been set up yet. Scott thought he would have the gear at beginning of May. Glenda is waiting to set up the account with Comcast until Scott can tell them exactly what he needs for the connections.

c) **WM** – New trash contract needs to be signed. Services have had a price increase. In order to get the price rolled back we have to sign a new contract (\$2,200.00 retroactive to 5/1).

d) **Water Systems Capital Fund (Enterprise Fund)** needs to be build up. The only way to do that is to either raise prices or reduce costs.

e) **Elections of Board Members won't be until next year**

9. **Other Business**

a) Review Revised Rules & Regulations - postponed

b) **Web site & emails** for water outages - postponed

c) **Next meeting** was set for June 18, 2015

10. **Adjournment.** Motion to adjourn, 2<sup>nd</sup>. Motion Passed at 7:05 p.m.

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **June 18, 2015**  
Time: 5:30 p.m.  
Location: Snowmass Chapel Library  
5307 Owl Creek Road  
Snowmass Village, CO 81615

Present: Kevin McClure, Manager; Jerry Scheinbaum, Isabel Day, Kelly Gessele, Kevin McClure, Joyce Hardy, Glenda Knight, Bookkeeper and Jean Owen, Recorder of Minutes

Absent: Jim Laing, Lawson Wills

1. **Call to Order** at 5:45 p.m.

2. **Approve Minutes.** Motion to Approve May 2015 minutes, 2<sup>nd</sup>, Motion Passed

3. **Public Comment:**

- Roger Hollowell – wanted to find out about how the board functions. His house is near a fault line (Steven Myers old house) top of Medicine Bow, downhill from Lawson’s house. Pavement between his house and Bialic’s house is shifting and he needs some information about the fault so he can understand more about what changes.
- Geological survey of the Mancos shale which when it gets really wet water perks nicely down through the ground, which is the reason why the pipes move. Kevin said that he might be able to find a copy of the geological survey. Or Stan Bialek might have a copy.
- Isabel said that they located 3 springs below her house which they discovered by a water witch. They put in a 154’ French drain and then jacked up one end of the house. Kevin suggested he contact Schmueser, Gordon, Meyer (Dean Gordon) who have been involved in much of the mitigation.

4. **President's Comment:** Jerry Scheinbaum

5. **Water Plant Manager’s Report:** Kelly Gessele

Pressure test: Kelly’s going to do this by end of July.

Dave Anderson conducted a waterline leak survey for BCMD on May 27th for the purpose of detecting and locating any leaks in the water distribution system. Found fire hydrant #4 on Medicine Bow was leaking and leak on PRV at Juniper Hill and Sagebrush Lane. Kelly has repaired the PRV and is working of the fire hydrant repair.

CCR – Consumer Confidence Report – State comes up with a monitoring schedule for testing – Make us do testing for copper/lead, soc’s, voc’s (simple chemicals). We’ve had no problems since 1990 with exception of he put in Copper without being certified, which he will be in August.

Fire hydrants need to be tested to verify that they meet ISO standards. Kelly is going to charge

\$30/hydrant of which we have 40 hydrants. \$450 has already been spend in parts. Kelly will provide a printout along with his invoice that indicates what hydrants have been checked and that the tests have been done.

**A motion to authorize the expense of testing the fire hydrants was made, seconded and passes.**

The State Rules & Regs are changing all the time. Annual review is in place. Procedures for our systems need to be documented. This information is all in the monitoring plan. Kelly says that Colorado Dept of Health mandated by the EPA – wants to be able to look at our flow records, initiate an inspection, want to look at the tanks and check the SOP's. Once Kelly has a SOP on file he can hire a non-certified employee to do the work with his oversight.

**BCMD Manager Report:** Kevin McClure.

**Medicine Bow – Rock was placed on** Elfriede Kuhn's property, it was supposed to be on Rick Balentine's property. It has to be moved further from the road and someone needs to pursue an easement and get a updated survey.

**Roads Project: Frontier bid \$754,000.00 Elam's bid \$758,000. Frontier Paving/ David Hyberger to finalize the bid towards doing the road work.** Dave revised his bid and now it has more yardage in it then Elams – Frontier's price per ton is \$3/more than Elam's and includes more elevation and more shoulder work. Question is who do we think more certain that they can do a better job. Elam still working on their new plant, also going to pave with a new piece of equipment. Frontier is using a highway machine which provides continuous, non seamed run. Frontier is doing a lot of county work and they are very happy with them. Main thing is in staying on top of yardage. (Frontier 100 tons more than Elam's). Quality is the bigger issue. Frontier has a pickup machine. Elam would pave with a standard hopper machine.

County budgets certain amount for a road. Isn't Frontier going to give them a firm bid rather than just getting a bid based on tonnage? Kevin will find out. We're getting the same price that the county gets. Raising the guardrails are going to be an additional expense – 23-24" and they should be 27". Ideal fencing came out and bid \$20,400 to do the work – one section (125' long) doesn't need to be done. Few spots where we can save some of this. Adarand is another company that does it and he hasn't gotten a bid from them yet.

**Jerry said he wants to hold off on the vote until Lawson is here. Work to be done by end of July, first part of August.**

**Signs:** Kevin has the "Weight Limit" signs but they need to be installed.

**6. Budget: no changes needed**

**7. Bills / Finance.**

- Approved Bills: Motion to Approve May 2015 bills, 2<sup>nd</sup>, Motion Passed

- Glenda's report:

1) Discuss Cronenberg & Koelle taps, Mullen's 2 meters

**Discuss ADU meter's and tap fees – Cronenbertg & Koelle** right now both of these properties have an ADU's where the 2<sup>nd</sup> structure is not attached to the main house. Each

of these properties have 2 taps.

Mullen's pit: He has a storage tank in between his 2 meters – we take the top meter reading for the usage.

Jerry asked Kevin to bring a diagram of the location of the meters that are distant from the main service line.

Some of the transmitter boxes on posts are detached, need to be repaired by Kelly.

- 2) St. Ville's – going into foreclosure July 8<sup>th</sup> – should present them with a shut-off notice.
- 3) Waste Management- Add extra recycle pickup day to Medicine Bow & Juniper Hill for \$81/month. With the constant overflow at a cost of \$50/time this extra pickup will save money.
- 4) A/R

**8. Other Business**

- a) Review Revised Rules & Regulations document. This discussion needs to be when full board is in attendance.
- b) **Web site & emails** for water outages
- c) **Next meeting** is set for July 16, 2015

**9. Adjournment.** Motion to adjourn, 2<sup>nd</sup>. Motion Passed at 7:50 p.m.

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **July 23, 2015**  
Time: 5:30 p.m.  
Location: Snowmass Chapel Library  
5307 Owl Creek Road  
Snowmass Village, CO 81615

Present: Kevin McClure, Manager; Jerry Scheinbaum, Isabel Day, Joyce Hardy, Jim Laing, Lawson Wills, Glenda Knight, Bookkeeper and Jean Owen, Recorder of minutes

Absent: Kelly Gessele

### 1. Call to Order at 5:45 p.m.

### 2. Approve Minutes. Motion to Approve June 2015 minutes, 2nd, Motion Passed with the following changes:

Page 2 – A motion to Authorize - The State Rules and Regs are changing all the time. Annual review is in place.

Page 2 – Under Roads Project - County budgets – add the word **raising the** to the 2nd sentence describing costs - guardrails are going to be an additional expense

Page 2 – under Signs: change wording to read: Kevin has the ‘Weight Limit‘ signs but they need to be installed.

### 3. Public Comment:

- Mike Mullen: He has 3 questions:

1. How much we have in the bank accounts? He was provided a report showing the balances in each of our bank accounts.

2. How much is outstanding on the combined water/road bond? BCMD owes \$570,000.00

3. What is the interest rate on the bonds? Interest rate is 4.6%.

- He asked why we don't pay off the bond and suggested we could pay it down without having to pay a penalty. BCMD will look into paying down as much as possible without having to pay a penalty.

- He asked whether BCMD was a profit or non-profit. Glenda said neither, BCMD is a governmental entity.

### 4. President's Comment: Jerry Scheinbaum

a) Re: Complaints have been made about the unsightly property of owner Alice Koelle's @ 1946 Medicine Bow. The renter has not been maintaining and is out of compliance with the Brush Creek Landowner's Assoc. Jerry could ask John Pappas, President of the HOA, to write a letter to her to ask her to take care of this matter.

b) Noxious weed mitigation: Jerry has directed Alex one more time and look at how many thistle he has missed on the road right of way.

c) Jerry said he would ask Kevin to talk to Alex about cleaning up the vegetation from 2 or 3 feet on the side of the road to maintain better visibility.

**5. Water Plant Manager's Report:** Kelly Gessele

Status of the pressure test and fire hydrants tests will be reported next month.

**6. BCMD Manager Report:** Kevin McClure – by phone

**Roads Project:** Asphalt project contract has been awarded to Frontier. Work will begin the week of August 10th or August 16th. It will take over a week and possibly up to 2 weeks depending on the amount of rain during the period. Lawson asked that Kevin be there to oversee the thickness and make sure they don't go over the tonnage agreed upon. Guardrail heightening work will be done afterwards. He's put in a call to G. R. for the striping.

- **Rock Signs:** letters are hard to read because it's a different color and doesn't contrast as much. Maybe plant some yellow plants, like yarrow, to pull eyes to the sign? Trees around the rock need to be planted in the spring or fall.
- **Owner on Red Tail (Jerome Meister)** has to do some work on his driveway. Some benching needs to be done (20' between the road and the top of the hill) where he will do some grading. He'll have a professional excavator do the work. Kevin sent some pictures of the site.

Lawson also asked for Alex to be told that he can put a notice on the dumpster for his weed spraying service.

**7. Budget:** Even though the recycle costs have gone up no changes needed. Glenda reported that she has created a 2014 Budget vs Actual report which Board members reviewed and discussed.

**Water usage:** Lowell water usage was 63,000 gallons in May. Glenda has called him and he said that his irrigation clock was set wrong and said he had corrected it. June's usage was even higher. She'll contact him again about June usage.

**8. Bills/ Finance:**

- a) Approve bills: Motion to Approve June 2015 bills as presented, 2nd and Passed.
- b) Glenda's report
  - Motion to approve Extension of Time to File Audit was made, seconded and approved.
  - Foreclosure – St. Ville property has been taken off the list.
  - Isabel asked Glenda to ask Holy Cross when 15 % surtax is going to be paid off.
- c) A/R
  - Kevin reported that the past due bill for St. Ville has not been paid. He hasn't gotten a response from the owner yet.
  - Lawson asked Mike to pay his bill. Mike disputes that there was a leak and requested that a new meter installed and the old one analyzed afterwards. Lawson asked Glenda to have Kelly replace the meter and test the old meter and provide a report to the Owner and the Board.

**9. Other Business:**

- a) The board had discussion about Snowmass Water & Sanitation's decision to remove fluoridation from the water supply. The Board recognizes that the water BCMD receives will be affected. No consensus was reached as to whether the decision was a good or bad one.
- b) Review Revised Rules and Regs
- c) Web site & emails for water outages
- d) Next meeting Aug 20, 2015

**10. Adjournment:** Motion to adjourn, 2nd, Motion Passed at 7:30 p.m.

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **August 20, 2015**

Time: 5:30 p.m.

Location: Snowmass Chapel Library  
5307 Owl Creek Road  
Snowmass Village, CO 81615

Present: Kevin McClure, Manager; Jerry Scheinbaum, Isabel Day, Joyce Hardy, Lawson Wills, Glenda Knight, Bookkeeper and Jean Owen, Recorder of minutes

Absent: Jim Laing and Kelly Gessele

1. **Call to Order** at 5:45 p.m.
2. **Approve minutes.** Motion to approve July 2015 minutes was made, 2<sup>nd</sup> and passed.
3. **Public Comment**

- **Stuart Lusk, Property owner:** He's concerned about the increased speed on the roads and asked what can be done to slow people down? Also, coming up brush creek and into Brush Creek Metropolitan district on the original Medicine Bow old access road people don't yield. Whatever we want to do we would have to go the County to do it. Isabel suggested that we go to Pettit with a formal letter of request. Possible solutions: 1) Portable strips can be used 2) warning sign could be installed. Kevin was directed to talk with Pettit to express concerns.

- **Tom Rubel / City of Aspen Open Space:** Tom provided an overview of what's happening with the Cozy Point Ranch Management Plan. Monroe started the property design, and Patti is still managing the ranch. They've met with the City of Aspen and Open Space board. City food groups, Roaring Fork Food Policy Council, Eden Vardy/Aspen tree, Aspen Mass, Cozy Point property & Cozy Point Ranch. Some of the ideas include building an overpass and also possibly connecting to the bike trail where it ends at the AABC. Right now they are in the idea gathering stage. The City got a grant from the State to save the foundation and the roof of the red barn at Cozy Point.

Traffic and parking are the main concerns that BCMD would have of any plans for new development and uses. Tom said you can go online and review the Management Plan and offer your comments.

- **Mike Mullen, Property owner brought questions to the Board.**

Regarding the payoff of the Road Bond which is now \$570,000 and will expire 2018. There are no penalties of any kind. The average that we are paying over is roughly 5% a year. He asked if we have enough in reserve to pay off the bond. No we don't in order to maintain an adequate reserve.

Jerry said he would first like to talk to the bank and accountant. Then we could put it to a Board vote.



Regarding trash: Mike noted that he is aware that there is illegal dumping going on in the district and has done research for locking systems for the dumpsters.

**4. President's Comment:** Jerry Scheinbaum

Jerry has had telephone conversations with homeowners on Upper Juniper Hill Road who were unhappy that their section wasn't getting paved. Several things came out of that. A need to update our website and keep it current. If project plans were on the website he could have referred them to the website. Jerry made these homeowners aware that BCMD is responsible for road maintenance and NOT beautification. Suggestion was to find a person/company who would be able to update the website and maintain it. Kevin was directed to look into other websites and find out who they are using.

**5. Water Plant Manager's Report** – Kelly Gessele – report given by Kevin

- Flow test for the fire hydrants tests - Kelly got about 8 of them done and hopes to have all 30 complete by the end of September.
- Evaluation for the flex pipe still to be done by Kelly.

**6. BCMD Manager Report** – Kevin McClure

**Roads Project:** Paving portion is done. Jerry expressed concern about some of the bumps in the road which are not acceptable. Some are due to old cracks in the road. Stripes are going to be completed by end of Sept and paid for by the County. Shouldering is starting tomorrow.

Guard rails work will be completed in September – Jerry asked Kevin to find out if the County would pay any money for the guard rails.

**Rock Signs:** Decorative rock – really light at Medicine Bow entrance. Is there anything that can be done to darken the lettering? Kevin will look into this.

**Beautification around the rock** – do this in spring because we'll need some water.

**Noxious Weeds:** Susan Thompson complained about thistles on neighboring property that needs to be taken care of. Kevin said he'd call the property owner. This is a County violation of noxious weeds so it should be taken care of by the property owner. Have to use a herbicide because if you just cut them the roots get stronger.

**Parking on Roadway** – There are areas in which people are parking on or in the right of way which has brought concern about being a safety hazard. Some of this might be resolved once the shouldering work is done.

**7. Budget:** No changes needed.

**8. Bills/ Finance**

- a) Approve bills: Motion to approve July 2015 bills as presented was made, 2<sup>nd</sup> and passed.
- b) Glenda's report:
- c) A/R
  - **Past due bill for St. Vile** a payment of \$1,000 was received on 7/27 leaving an outstanding balance of \$800.00. Glenda said the report indicates that the meter is showing no water usage for almost 2 months now. Kevin has left him a message and requesting access to his house. This brought up the point that St.Ville's meter is located

inside the house and we have no access to check out whether there is a problem. Maybe we need to re-install the meter outside.

- **Mike Mullen's meter & bill:** Glenda gave him the report indicating that the meter was tested, and it checked out as working properly. Mike said he'd pay the bill.

**9. Other Business**

- a) Holy Cross documents for line burying project – discussion about what the payoff date is and whether it makes sense to look into solar to provide needed power. Kevin will look into this.
- b) Review Revised Rules and Regs
- c) Web site & emails for water outages
- d) Next meeting Sept 24, 2015

**10. Adjournment: 7:40 p.m.** A motion to adjourn was made, 2<sup>nd</sup> and passed.

# Brush Creek Metropolitan District

Date: **September 24, 2015**

Time: 5:30 p.m.

Location: Snowmass Chapel Library

5307 Owl Creek Road

Snowmass Village, CO 81615

Present: Kevin McClure, Manager; Jerry Scheinbaum, Isabel Day, Joyce Hardy, Jim Laing,  
Kelly Gessele Glenda Knight, Bookkeeper and Jean Owen, Recorder of minutes  
Absent: Kelly and Jim came late. Lawson Wills was absent

1. **Call to Order** at 5:35 pm.
2. **Approve minutes.** Motion to Approve August 2015 minutes was made, 2<sup>nd</sup>, Motion Passed. With the following changes.
  - Page 1, ¶1 under Public Comment: Replace the 2<sup>nd</sup> sentence to read: Also, coming up brush creek and into Brush Creek Metropolitan district on the original Medicine Bow old access road people don't yield.
  - Page 1, ¶4 under Mike Mullen's comments: 1<sup>st</sup> sentence to read "payoff of the Road Bond"
3. **Public Comment**
  - **Eden Vardy, T.R.E.E.** (Cozy Point) – He gave a history of the organization and presented the plans TREE is making to expand their operation and use of the land at Cozy Point ranch and what that would entail. They've been operating at Cozy Point for past 5 years on 2/3 of an acre which they would like to expand to 5 acres.
4. **President's Comment:** Jerry Scheinbaum – We don't always have to act upon one person's request. Foolhardy for us to pay down all of our bonds and then had no available money in the bank.
5. **Water Plant Manager's Report** – Kelly Gessele  
Status of Pressure and flow tests of the fire hydrants – Kevin said the information and report needs to be given to Timothy Young of VerIsk Insurance Solutions – Kelly's is ready to present the information and Kevin said that Rick Ballentine gave him this person to contact.
  - Pressure tested the flex pipe @ Medicine Bow for 200 pounds of pressure for an hour.
  - Working on fixing the fire hydrant at Medicine Bow and Upper Ranch Rd. which is still leaking.
  - Concerns were expressed regarding a cut across the Upper Ranch Road for a new water line for a new home being constructed. It will be compacted according to specs given by Dan Gordon of Schmueser Gordon Meyer who did the road erosion report (specified 90% compaction of all road cuts).
6. **BCMD Manager Report** – Kevin McClure  
**Roads Project – re: shoulder work** – discussion over completion of the work needed and concern over variances to the contract. Kevin will have further discussion with Frontier about these issues and the concerns expressed by Board members.

7. **Budget:** No changes needed.

8. **Bills/ Finance**

- a) Approve bills: Motion to Approve September 2015 bills as presented was made, 2<sup>nd</sup> and Passed.
- b) Glenda's report:
  - Leak at former Kruger property has been fixed and a backflow preventer valve was installed.
  - 2014 Audit was received from the Auditor.
  - Total Assessed Valuation for taxable year 2015 from the County was received. The Assessed Value for BCMD subdivision is \$894,130.
  - Comcast connection @ White Horse Springs to satisfy the IGA with White Horse Springs and Starwood Metro Districts was presented for Jerry's signature. Cost of this new service will be \$238 /month.
  - Proposed Budget will be present in the October meeting.
- c) A/R
- d) **Damage to a meter - Crawl space of St. Ville** – meter wasn't reading because it's been dismantled for past 2 months. Kevin has also asked him about paying the past due of \$800. Kevin will text him tomorrow and talk about putting a hold on his water.

9. **Other Business**

- a) Bond payoff possibility: A motion was made, 2<sup>nd</sup> and passed to not pay off the bonds at this time.
- b) Board talked about Mike Mullen's preliminary proposal about the locked trash containers and decided that there is not enough information to consider it at this time.
- c) Review Revised Rules and Regs
- d) Web site & emails for water outages
- e) **Next meeting Oct 22, 2015**

10. **Adjournment** – Motion to adjourn at 8:00 pm

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **October 22, 2015**

Time: 5:30 p.m.

Location: Snowmass Chapel Library

5307 Owl Creek Road

Snowmass Village, CO 81615

Present: Jerry Scheinbaum, Isabel Day, Joyce Hardy, Jim Laing, Kelly Gessele, Lawson Wills, Glenda Knight, Bookkeeper and Jean Owen, Recorder of minutes

Absent: Jim Laing, Kelly Gessele & Kevin McClure were absent

1. **Call to Order** at 5:30 pm.
2. **Approve minutes.** Motion to Approve September 2015 minutes was made, 2<sup>nd</sup>, Motion Passed. With the following changes.
  - Page 1, ¶5 last sentence – change Dean to Dan of Schmueser Gordon Meyer
3. **Public Comment** – none this month
4. **President's Comment:** Jerry
  - He has asked that the Board support the restriction of public comments to 10 minutes with no personal stories. Every time issues arise it seems that it's partially due to lack of communication.
  - He proposed that we should work on getting the website updated. Website developers need to be contacted for a viable update. Jean suggested that she knows of a woman that does this type of work. Board is willing to pay a monthly fee to someone to keep the website updated. The board authorized her to talk to her and get a bid for the work that is needed. Jean also suggested that she could be the person who would be responsible to update the website after each meeting. Suggestions for additions to the website could be: Updates on current projects, additional information about events, etc. Goal would be for the website to be a pipeline with all the information that's going on which affects people in the subdivision such as: dates of work for paving project; activities on Cozy Point.
5. **Water Plant Manager's Report** – Kelly Gessele – no report
6. **BCMD Manager Report** – Kevin McClure
  - Kevin, Jerry and Lawson met with Frontier and they authorized the finish work of \$30-35,000 of shouldering to complete the project. Shouldering is to be done starting next week.
  - Striping done by Pitkin County will be done when weather dries up.
7. **Budget:** Proposed 2016 Budget
  - Board members reviewed the proposed 2016 budget. No major projects are planned for 2016.
  - The need to create a Capital Budget was expressed. Forecast for the Capital road budget is believed to need about \$70,000 per year which does not include repairs but includes an

- amount to be put away each year so that 10 years down the road it can fund another road project.
- Per the year end 2014 Audit \$42,715 needs to be moved from the Water Fund to the General Fund checking account in order to correct the internal balances of the two funds.

**8. Bills/ Finance**

- a) Approve bills: Motion to Approve October 2015 bills as presented was made, 2<sup>nd</sup> and Passed.
- b) Glenda's report: see above notes on 2016 proposed Budget

**9. Other Business**

- a) Review Revised Rules and Regs
- b) Locked dumpsters – Board members decided to table the discussion about this until more information becomes available.
- c) Next meeting is November 19, 2015 and will be held in Snowmass Village again. A 2016 Public Budget Hearing meeting is planned and will be published in the paper.

**10. Adjournment** – Motion to adjourn at 7:15 p.m.

# Brush Creek Metropolitan District

## Budget Hearing Meeting

Date: **November 19, 2015**

Time: 5:30 p.m.

Location: Snowmass Chapel Library

5307 Owl Creek Road

Snowmass Village, CO 81615

Present: Joyce Hardy, Jim Laing, Lawson Wills, Kelly Gessele, Glenda Knight, Bookkeeper and Jean Owen, Recorder of minutes

Absent: Jerry Scheinbaum, Kevin McClure and Isabel Day

1. **Call to Order** at 5:35 pm.
2. **Approve minutes.** Motion to Approve October 2015 minutes was made, 2<sup>nd</sup>, Motion Passed.
3. **Public Comment** - none
4. **President's Comment:** Jerry Scheinbaum – not present
5. **Water Plant Manager's Report** – Kelly Gessele
  - Put in the ¾" water tap for Laura Makar / Upper Ranch Road. Water service was installed in a pit, is turned on and meter is set to go. Transmitter is on
  - Have to have the tanks (reservoirs) inspected in the springtime
  - Projects for next spring
    - o he know they're having some problems with the hydrants
    - o Kelly wants to switch over to another pump in the upper pump house
  - Projects for next spring/summer: Kelly wants to develop a budget to replace the water line @ Upper Juniper Hill Rd. – cost to put in a flex line along the earthquake / fault line
6. **BCMD Manager Report** – Kevin McClure
  - Roads Project – Repair work was done for the list of homeowners who lodged a complaint about the transition from the road to their driveways.
  - Frontier: Shoulder work is still to be completed and it may need to wait until spring. Glenda is going to check with Kevin on this.
7. **Budget:** 2016 Proposed Budget was discussed.

Note that the Operating Budget is increasing from \$500,000 to \$515,000 but the debt service will decrease from \$240,000 to \$198,000. This trend will continue until next year since the Water Bond will be paid off in 2016. The Road Bond will be paid off in 2018. Both of these will result in a net tax decrease to homeowners. **Motion to approve the proposed budget was made, seconded and approved.** Need to hold a special meeting December to approve the budget for the mill levy.

## Brush Creek Metropolitan District

### 8. Bills/ Finance

- a) Approve bills: Motion to Approve October 2015 bills as presented was made, 2<sup>nd</sup> and Passed.
- b) Glenda's report:
  - She transferred \$42,715 as requested by the Auditor from the Water fund to the General fund.
  - We now have Road Operating fund has almost \$400,000 balance. She would like to take \$200,000 out and put it in the Capital Fund. **Board approved this.**
9. A/R – homeowner on Solar Way/Debbie Kelly who is always on the leak list – now she is using 1,500 gallons a day. Caretaker has called a plumber to investigate.

### 10. Other Business

- a) Review Revised Rules and Regs
- b) Dumpsters @ Medicine Bow location – Kevin needs to ask Alex to check all the locations
- c) Web site – Board members liked the way the website developer proposal; was presented. **Board approved a \$2,000 expenditure for website development by this contractor, effective immediately.** Jean will convey this to her and also ask her to make contact with Glenda for billing information. They also requested that she be asked to visit the January board meeting to introduce herself and discuss progress.
- d) **Next meeting: December 10, 2015 in Aspen @ the Ski Co Gondola building in the new conference room.**

11. **Adjournment** – Motion to adjourn at 6:30 pm



# Brush Creek Metropolitan District

## Regular Monthly Meeting

Date: **December 10, 2015**

Time: 5:30 p.m.

Aspen Mtn. Gondola Bldg. – Conference Room, 601 E. Dean Street Aspen, CO 81611

Present: Kevin McClure, Manager; Jerry Scheinbaum, Lawson Wills, Isabel Day, Joyce Hardy, Jim Laing, Glenda Knight, Bookkeeper and Jean Owen,  
Recorder of minutes

Absent: Kelly Gessele

1. **Call to Order** at 5:35 pm.
2. **Approve minutes.** Motion to Approve November 2015 minutes was made, 2<sup>nd</sup>, Motion Passed.
3. **Public Comment:** Scott Wright of Aspen Advanced **Starwood - White Horse Springs** – New circuitry is all in place however there is one more part that is needed before it's up and running fully. We are working with 1996 Neptune technology – Comcast's installation was seamless. Maintenance will not be necessary – once the configuration is set it just waits until there is a problem. Would like to do some work from the cabin out to the tower to put the wiring into conduit to protect from chance of rodent's eating the wiring. Scott has 10 hours of work, and 100' of cable. The IGA was to give cable service to White Horse Springs and Starwood. Security camera is up and running and they are very happy.
4. **President's Comment:** Jerry Scheinbaum – no comment
5. **Water Plant Manager's Report** – Kelly Gessele – no report
6. **BCMD Manager Report** – Kevin McClure  
Dumpster wasn't closing well on the Medicine Bow side – Alex and Kevin made the adjustments to make it close.  
Turtle Cover dip is pretty hard to navigate – Kevin said that this would be taken care of by the shouldering work in Spring.  
Glenda reported that there was a bad leak at Debbie Kelly's on her side which got fixed.  
Kevin said that there are no real water issues right now.
7. **Budget – Adopt 2016 Budget & Sign resolution**  
Glenda got the final certification of value form the Assessor's Office. The amended certification of values was a total of \$18,190,370.00. The budget was reviewed. Jerry made a motion to Approve the Resolution to Adopt the Budget; Resolution to Appropriate Sums of Money, and the Resolution to Set Mill Levies. Jim seconded his motion and it was unanimously approved by the Board.

## **8. Bills/ Finance**

- a) Approve bills: Motion to Approve November 2015 bills as presented was made, 2<sup>nd</sup> and Passed.
- b) Glenda's report: discussed concerns regarding recycle overflow – see notes below in other business.
- c) A/R

## **9. Other Business**

- a) Review Revised Rules and Regs
- b) Web site development – update and questions from consultant
  - Kevin to contact County to see if we could be a part of a reverse 911 system
  - Collect emails from everyone
  - Logo – Brush Creek Metro District does not have a logo - but we could create one – Have Jamie give us some ideas in January.
  - General information about BCMD (see Letter Kevin wrote / assessment fee letter)
    - o Water system
    - o Fees amounts – also a statement like “Homeowner’s are subject to Quarterly water, trash and road fees”
    - o Details of how many miles of pipeline and how much pressure for each tap
    - o Water source: purchased from Snowmass Water & Sanitation District
    - o Pictures – Kevin to send pictures of Rock / seasonal – both winter and summer –  
Overview statement – Brush Creek is a wonderful place to live: while it’s not a wildlife preserve, it is certainly a place where bear, deer, and elk live. It serves as a migration corridor for these and there have been frequent viewing of mountain lions, bobcat, fox and coyote.
  - BCMD Public Phone #- mailbox needs to be kept open – message refers people on to correct contact.
  - Documents:
    - o Documents: Financial (budget) and monthly Board Meeting Minutes
    - o Covenants, Plat map and IGA agreement,
    - o Contact info – list of Board members and their term information, contact info, address, phone # & email for BCMD
    - o Invitation to join the Board
    - o Links to landowners, HOA / Pappas info
- c) Overflow of dumpsters and recycle bins: Jim Lang said that a homeowner and friend, Matt Harder, has commented that he’s noticed the dumpsters are getting overrun. He is technology oriented and suggested that he could set up a remote entry system – card pass or key pad – this way we could track the use and hopefully defer abuse. Recycling is more of an issue – A homeowner recently called Glenda re: recycle bin was overflowing when the trash bins were not full. The Board decided to add 1 day a week of recycle pickup.

### **d) Next meeting January 21, 2016**

10. **Adjournment** – Motion to adjourn at 6:45 pm