

BCMD Minutes

Date: January 15, 2008
Time: 5:30 p.m.
Location: Cooper Day Real Estate, 400 E. Hyman, Aspen, CO 81611

Present: Mike Cooper, Joyce Hardy, Jerry Scheinbaum, Glenda Knight, Steve Conner, Lawson Wills, Kelly Gessele, Bill Johnston (candidate for subdivision manager)

Absent: Isabel Day

Agenda:

- **Call to Order:** 5:50 p.m.
- **Approve Minutes:** Joyce made motion to approve minutes for 11/20/07 and 12/11/07, Mike seconded. Minutes approved for both meetings.
- **Public Comment:** No public present.
- **Water Plant Manager's Report:** Water leak was found at the fault line on Medicine Bow and fixed at the first of the year using Dave Anderson, who found it immediately. Four-way intersection to Zone 4 at upper tank was checked – only 1 leak was found. All the excavation was in the ditch, no asphalt was disturbed. Discussion on having him regularly check for leaks, sharing his time up here with other subdivisions (i.e. Starwood, etc.) checking their systems. Earthquake pipe added in the spring should help that area near Bielec's house where the leak detected. When water is turned off and on, there is an air bubble at the 4-way intersection that prevents water from getting to the homeowners for 30-45 minutes. An air vac buried outside the vault this summer would prevent this from happening.
- **Steve Conner's Council:** Discussion regarding previous leak in July with Tal. General system maintenance: our water system plan states that the division of responsibility starts at the meter: leaks on our side of the meter are our responsibility, on the homeowner's side of the meter it is their responsibility. He would be responsible for the amount of water he used, and fixing the problems on his side of the meter. Jerry made a motion to notify Tal that the invoice sent to him will be voided. Joyce seconded. The motion passed. We will apologize to Tal for the length of time that it took to resolve this issue.

Do we have it stated anywhere what size pipe the system is supposed to use? Rules set by the engineer when the system was first designed may have that information. The pipe coming down from Snowmass Water and Sanitation is a 4" pipe. We feel the County requested that we only use a 3/4" pipe. Now approximately 4 houses are using 1", 1 1/2", or 2" pipe, which could overload the system if there was a house fire.

A resolution designating the locations of the official public notice boards within the Brush Creek Metro District was reviewed. Mike Cooper made a motion to adopt the resolution, Joyce seconded it. All were in favor. Do not need to make a resolution for May elections. Glenda Knight was nominated by Jerry and Mike to be the designated election official for the May 2008 elections. Self-nominating affidavit signed by board members running for re-election in May should be signed and submitted by end of February.

Pioneer Springs update. Steve met with Herb Klein. Water service and plant site were the important assets gained by including Pioneer Springs. They want to be out of the district and form their own district. They would not be able to vote in district elections, but they would contribute through taxes. They have expressed interest in adding their own water storage tank on Pioneer Springs property. We are authorized to sell water to BCMD district owners and Pioneer Springs. There are currently a total of 7 Pioneer Springs users. They would continue to pay on the bond debt, but are not interested in paying for the road debt. Payments would be made to a district fund we set up for 1) maintaining the line, 2) the government required to manage the system, and 3) audit costs. Taxes from last year would still be collected this year. If an agreement was reached this year, any changes would be effective next January. All future water debt would include them. Steve's recommendation is to pursue their request and come to an agreement with them. They would prepare the documents and present them to us at their cost. A release would be included. Board is interested in pursuing this. Some concern regarding the water storage tank they discussed.

Should future tap fees should be based on EQR's or size/diameter of pipe that the county requests?

- **BCMD Manager's Report:** Bill Johnston is applying for manager position of the subdivision and monitored the meeting, offering suggestions to agenda items discussed. BCMD is in the business of selling water and paying down the debt to offer water to the subdivision. Those who use the water should be paying for it according to the subdivision water rates. Jerry mentioned that we are also interested in creating a water maintenance fund for emergencies. Bill will meet with Kevin McClure to discuss job description and evaluate the amount of time he would be able to dedicate to the BCMD. He currently manages the Starwood subdivision, also.
- **Budget:** Budget items were discussed in bills/finance.
- **Bills/Finance:** All board members signed off on the Road and Water account invoice payments. Joyce motioned to approve bills for December 2007, Jerry seconded it. All were in favor. Discussion regarding transfers to capital funds. Funds were transferred from the Water Operations Fund and the General Fund to the Water System Capital Fund and the Road Capital Fund respectively. Mil levy collected from property taxes is put into the Bond Fund account that balances out at year end.
- A/R list was reviewed noting high A/R accounts. Discussion of Mullen A/R for first quarter 2007, since meters at bottom and top do not agree. Top meter had

been added to check usage against the bottom meter. Kelly will add an idler arm and check valve onto the meter and line to their house. Kelly was authorized by the board to fix the system so that both meters read the same. The bill will be adjusted to the correct meter reading. Camberg, a new owner, asked for an adjustment due to his ignorance of the BCMD billing guidelines and accelerated rates for large water usage. Base rate will be applied for this first time. Any additional high-usage bills that occur will be billed including the previous high-usage rate.

- **Other Business:** Discussion regarding Isabel Day's resignation of her board position in May. Another board member would need to be appointed in 60 days. Her seat would be up for election in May. Rosa Bielec is interested in being a BCMD board member. Tish Leslie, an employee at Cooper Day Real Estate could be contracted to take meeting minutes. Call for nominations notice for the May 2008 election needs to be published between February 6 & 21, 2008. The notice should also be posted at the dumpster message boxes.

Monroe Summers from Cozy Point ranch would like our support with the county for dumping snow on the west side of the Juniper Hill entrance. We will support him. He has done a good job with the property. We do not want employee housing there on the ranch.

- **Adjournment:** 7:55 p.m.

BCMD Minutes

Date: February 19, 2008

Time: 5:30 p.m.

Location: Cooper Day Real Estate, 400 East Hyman Avenue, Aspen, CO 81611

Present: Mike Cooper, Joyce Hardy, Glenda Knight, Jerry Scheinbaum, Lawson Wills

Absent: Isabel Day, Kelly Gessele, Bill Johnston

Public: Donald Stone

Agenda:

- **Call to Order:** 5:55 p.m.
- **Approve Minutes:** Motion to Approve January 15, 2008 minutes was made by Mike, 2nd by Jerry, Motion Passed.
- **Public Comment:**
 - Donald Stone reviewed history of repaving schedule and his request not to pave his road. He currently lives on Tabula Rasa and has another lot next to his home. At the time of the road repaving he was the only home on that road. He is concerned about the intermittent plowing of Tabula Rasa this year and has been relying on David Elston, who plows his driveway to plow the road down to the Tabula Rasa intersection at Medicine Bow. He would like Bobby Holmes to widen the road for emergency vehicle access. Motion to approve Mike speaking with Bobby Holmes, 2nd, Motion Passed.
 - Discussion regarding boulders added to the side of road – Donald said that rocks were placed to protect newly planted cottonwood trees from construction trucks that were parking on the road side from another construction site. It may be necessary to remove the boulders in the future due to survey showing land ownership where rocks are.
- **Water Plant Manager's Report:** Water Plant Manager not present due to a previous conflict. Discussion concerning rescheduling meeting if Water Plant Manager and BCMD Manager are both not able to be present. It has been noted that we want them to both be at the regularly scheduled meeting, and will track this to see if it is an often occurrence. Glenda reviewed December water losses. For January 5th-February 5th usages were equal to usage of same period last year.
- **Interim BCMD Manager's Report:** BCMD Manager not present due to illness.
- **Budget:**
 - New BCMD Manager fee will be reviewed in 4 months to determine whether a water surcharge will be necessary to cover expenses.
 - Snowplowing for 2007 was budgeted at \$40,000 and the year-end expenses were \$40,185.00, January 2008 bill was \$23,842.50. Budget line item adjustments may need to be made to cover February-April snow plowing invoices. Road grader as spring comes may be

necessary for Bobby Holmes to redo ditches. Early road striping and sweeping should be scheduled as soon as snow melts.

- Glenda prepared a chart of account summary of bank account balances, it was reviewed and approved. This will be reviewed at each monthly meeting.
- **Bills/Finance:** Motion to Approve January 2008 bills as presented, 2nd, Motion Passed.
- **Other Business:**
 - Question regarding necessity of architectural committee to hire an outside architectural consultant during project reviews.
 - Upcoming board election discussion. Rosa Bielec is interested in being a board member as a replacement for Isabel and will be listed on the ballot. Public notice of open board positions was posted in the Snowmass Sun.
 - Joan Teige is not conforming to subdivision rules regarding parking on the Upper Juniper Hill Road. They have received 3 warnings from Mike. Motion to Approve adding rocks across from 2392 Juniper Hill Road to close off the illegal parking area, 2nd, Motion Passed.
 - Eric Oliphant from Aspen Ridge at 2700 Juniper Hill has a requested a mailbox and is interested in using the dumpsters. Non-resident trash fee created for Aspen Ridge residents. Motion to Approve BCMD meeting with an authorized Aspen Ridge representative, 2nd, Motion Passed.
 - Our insurance company sent a letter regarding flood insurance and will be reviewed by the board. Board is concerned about upcoming snow melt this spring in the subdivision.
 - Water bill issues:
 - J. P. Jallifier would like water bill finance charges waived due to a discrepancy as to whether his renters paid the bill. All bills were received by the owner. Motion to Approve denial of his request to eliminate his water bill finance charges, 2nd, Motion Passed.
 - Todd Heimel has paid the water costs for a leak on his property. He still has a \$3,522 balance for the unpaid portion of his 2nd & 3rd Qtr water usage. We requested that he hire a plumber to find the problem. We are waiting for his results.
 - George Sells 3rd quarter water bill is \$7,921. There was a leak in his ornamental water feature. Discussion regarding the delivery of a water shut off notice. BCMD recommends that he attend the March meeting to discuss the problem.
- **Adjournment:** 7:45 p.m.

BCMD Minutes

Date: March 17, 2008

Time: 5:30 p.m.

Location: Cooper Day Real Estate, 400 East Hyman Avenue, Aspen, CO 81611

Present: Mike Cooper, Kelly Gessele Joyce Hardy, Bill Johnston, Glenda Knight, Jerry Scheinbaum

Absent: Isabel Day, Lawson Wills

Public: George Sells

Agenda:

- **Call to Order:** 5:50 p.m.
- **Approve Minutes:** Motion to Approve February 19, 2008 minutes was made by Mike, 2nd by Joyce. Motion Passed.
- **Public Comment:** George Sells appeared before board regarding his water bill. His water and trash bill are currently outstanding. He received his 3rd quarter billing about October 30th that reflected a water leak. Mike was contacted by landscaper – he had installed an outside waterfall hooked up to an un-insulated garden hose that ran underneath the deck on the customer's side of the meter. When the feature was turned on in June/July, the hose cracked. Actual meter readings showed 3,000 gallons used in June, 84,000 gallons in July, 278,000 gallons used in August. Water usage was 3,000 in September when feature was turned off. Total for 3rd quarter bill was 365,000 gallons used billed at \$7,726.00 which reflects the districts accelerated fee structure for excessive use. When the 4th quarter statement went out, around late January 2008 Glenda added a note for a response from property owner. Ten days ago Mike contacted George and asked him to appear at the next meeting. George is discouraged about improper installation of water feature and thought the cost of a re-circulating feature would not cost that much. He is looking for an adjustment on his bill.
 - **Board's discussion:** Bill suggested that the board should be aware of unusual water usage by property owners, but that the responsibility is indeed the property owners. Jerry feels that the complicated water system integrity is checked by monthly water readings for leak detection. Joyce felt that high-water usage should be noted to the homeowner. Mike felt that it was not the board's total responsibility to notify homeowner..
- **Water Plant Manager's Report:**
 - Kelly put a new meter with backflow preventer and check valve at the Bielec/Mullen property. The property is located at the top of Juniper Hill Drive and sits significantly higher than the top water pumphouse tank location. Water usage will now be metered at the house – the meter at the bottom of the driveway was removed. Water had been

pumped up to the house, but would be reverted back to the tank when there was a water demand from another home in the subdivision and the meter number would roll backwards. Plumber pressure tested the meter and no leaks were detected. Problem should be solved.

- Many water meters are still buried by snow. Can be hand dug or use skidsteer from Independence Environmental Services before April 1st quarterly meter reading. Kelly will estimate cost for skidsteer use.
- Top pumphouse should have air vac added – Kelly will prepare a quote for Bill by next week and would like to install it in May or June.
- **BCMD Manager's Report:** After snow melts Bill and Kelly will meet to review meter locations and other water issues. Dave Anderson from Utility Technical Services, a water leak detection company will test system on June 1st. Question as to whether Bill should review monthly water usage meter readings and notify homeowners. Starwood is now installing a computerized meter program that will read meters at whatever timing is pre-determined and can alert manager if there is a potential problem. Bill will get a quote for BCMD. We will review water billing procedure that Starwood uses when homeowner has water problem issues.
- **Budget:**
 - Snowplowing is now over budget as of the end of February.
- **Bills/Finance:** Motion to Approve February 2008 bills as presented, 2nd, Motion Passed. Snowmass Water and San will show the day that the meter was read on the invoice – it was not read on the 5th of the month. Glenda prepared a bank account balance list that was reviewed and approved.
- **Other Business:**
 - Election was cancelled due to lack of interest – Joyce, Jerry and Rosa Bielec will serve as board members for 4 year terms beginning May 6th, 2008. A Formal Resolution to cancel the election was prepared. A Motion to adopt the resolution to cancel the election was made by Mike, 2nd by Joyce, Motion Passed.
 - Joan Teige is not conforming to subdivision rules regarding parking on the Upper Juniper Hill Road. They have received 3 warnings from Mike, currently a trailer tent and snowmobile are parked there. Mike is working on getting a tow permit for the subdivision from Brian Pettit.
 - Review of flood insurance letter from Neil-Garing Insurance. Does not cover houses washed downhill due to mud slides, but could protect the water system pumphouses. Flood insurance is added as a rider to your homeowner insurance. We are assuming our ditches should hold water runoff this year and will not add a flood insurance rider.
- **Adjournment:** 7:45 p.m.

BCMD Minutes

Date: April 24, 2008

Time: 5:30 pm

Location: Cooper Day, 400 E. Hyman, Aspen, CO 81611

Present: Mike Cooper, Jerry Scheinbaum, Glenda Knight, Kelly Gessele, Isabel Day, Bill Johnston

Absent: Lawson Wills, Joyce Hardy

Agenda:

1. Call to Order: 5:45

2. Approve Minutes: Corrections made. Motion to approve March 17, 2008 minutes was made by Mike, 2nd by Jerry. Motion passed.

3. Public Comment: No public

4. Water Plant Manager's Report: Kelly would like to install vacuum system to be able to suction at the upper pump system at the top of Juniper Hill Road that has been getting air bubbles. Kelly may run into some problems but will work on fixed bid of \$ 7,040. Mike makes a motion to approve the work, Jerry seconds and all in favor. Meter readings: Kelly thinks it is completely worth the time and effort to read the meters monthly. **Grundfest:** High reading, absent owners, bottom of the meter had a bolt broken on the meter itself and water was running out. The bolt broke from pressure (around 200 psi) – water hammer possibly. Owners have been billed based on last year's usage. Meters and curb valves belong to the district.

Secondary District for Testing: micro-biology, copper and lead. EPA considers us a "consecutive water system". State EPA would like us to test for acids created by chlorine that is added to water. We need to come up with an auditing plan – map of system, pumps etc, and testing next year to see disinfecting products. Testing will show up on the bill. Extra costs are unknown – depending on cost, it may be included in regular maintenance bill from Kelly.

Jerry: pit at new house on Upper Ranch Road (new pre-fab) was full of water. Jerry would like to make sure it is ¾ inch line. Kelly tapped at ¾ inch. Kelly saw the hole back filled.

Mike: digging out water pits and hydrants – needed to be done twice – needed more direction. Kelly inspected the final work.

Bill: let Bill know when Kelly is installing the airvac.

5. BCMD Manager's Report: Checked into the billing system and they all have high praise for it. Will have a recommendation next meeting.

Alex: Bill has asked Alex to work an hour every day to work on the dumpsters and keep them clean. May have more work for him in the summer – trim grass, shovel under guardrails and more.

Meter Reading System : Meeting with **Jimmy Street** 4/25/2008 from GJ Pipe to look at BCMD to do testing on meters to see if receiver locations work – he will give proposal.

Jerry: weight limit signs needed, there is blatant disregard and upper ranch road is cracking – again. Bill suggests sending out a letter to truckers and haulers. Now they

are luxury and spec homes so they should pay more to not ruin our roads. Bill will follow up with Glenda with list of Truck and Haul Companies.

6. Budget : Plowing: for first quarter is \$67,482. up dramatically from last year. Well over budget. Amend the budget? No contingency for operations. Bill says we should have at least ½ years reserve in the fund. **Need to do during 2009 budget process.** You can borrow money from a capital fund.

7. Bills/Finance: Jerry makes a motion to approve the bills as presented for the period of March 2008. Isabel 2nd. All in favor.

Approve Bills: done

Glenda's report:

Water: operating cost in 2007 is \$6.19 per thousand. Bottom rate is \$4.20.

A/R: Alex Kryz: Broken hose bib. 204,000. gallons – regular rate \$3,801.00. At \$6.19 he owes \$1,262. Mike makes a motion to reduce rate (all water at \$6.19 per thousand), Jerry 2nd, all in favor.

Mullen/Bielec: last year first quarter they were billed for 109k gallons. Meter was not functioning properly. Now we have new meter and accurate reading. The board decided to bill Bielec same usage as 1st quarter of 2008 for 1st quarter of 2007.

Heimel: Seeking reduction in bill (2nd and 3rd quarter 2007) because he claims he could not have used as much water. Kelly could not find any problem with the meter or readings. Owner was watering trees with out an irrigation system. Owner had plumber up, nothing wrong again. Now that it is winter the usage is normal. Owner has paid the two bills at \$5.00 per thousand leaving a balance of \$3,522. Board decided to bill the difference between \$5. and \$6.19 on the balance and send him a note that if it happens again, he will not get the discount and in addition he will have to pay back the 2007 adjustment.

Sells: Had water feature leak: Board decided to bill owner all usage at the operation rate of \$6.19 per thousand gallons as well as a finance charge on the reduced amount.

Klar: Have not received any payment from her since Feb. 2006. Current balance for trash, water service fee and finance charges is \$2,840.99. Bill will send a letter for collection. Klar uses a well and therefore we can not send disconnect notice.

8. Other Business

A. 8250 Houses– Mike will contact Boots Ferguson (legal review) to go to a BOCC meeting in order to veto any construction over 5750 sq ft.

B. St. Ville Lights. Lights are on 24/7 and face out. They are visible from Wood Creek and are illegal according to the IGA. Bill will send a letter.

C. Dumpster Latches: difficult to operate due to expanding large wood doors. Bill will fix.

9. Adjournment: 7:30

BCMD Minutes

Date: May 20, 2008

Time: 5:50 p.m.

Location: Cooper Day Real Estate, 400 East Hyman Avenue, Aspen, CO 81611

Present: Rosa Bielec, Mike Cooper, Joyce Hardy, Bill Johnston, Glenda Knight
Lawson Wills

Absent: Kelly Gessele, Jerry Scheinbaum

Public: No public present.

Agenda:

- **Call to Order:** 5:50 p.m.
- **Approve Minutes:** Motion to Approve April 24, 2008 minutes was made by Mike, 2nd by Mike (as the only board member present who was at the April meeting). Motion Passed.
- **Public Comment:** No public was present.
- **Water Plant Manager's Report:** Kelly was in Durango and unable to make the meeting.
 - Installation of air vacuum at the top pump house is scheduled to start this week. Bill explained the purpose of the project. It will keep pump interference to a minimum by eliminating air out of the water line. This occurs when the line is disturbed due to a leak and the system restarts. The air vacs will operate at that time only.
- **BCMD Manager's Report:**
 - Bill reviewed the CUSI utility billing system that Rosa recommended. Cost is estimated at \$5-6,000.00. Bills can be programmed to show a historic billing reading and what the quarterly water usage was. Information downloads into an excel program and can produce reports.
 - Jimmy Street from Grand Junction Pipe tested the system with 4 meters to see how the data collection units are working. Because of the terrain changes, another test will be done with more meters. Starwood is installing a computerized meter program. This system would alert Bill if a property's water usage detects a leak or unusual usage. It would also allow for automatic meter readings. Agreement with Starwood Homeowners Association could reduce costs if the computerized meter program were shared. Bill will price out costs. Dave Anderson from Utility Technical Services, a water leak detection company will test system on June 1st.
 - Bill spoke with electrician who will need more information about the new dumpster project on Juniper Hill side to prepare a quote.
 - Don Stone has requested road improvements to Tabula Rasa. \$1000-1200 estimate for road grader and road base. Question as to whether

construction will be occurring on the road. Board will look at the road, review construction schedule and decide if road improvements will be added at that time.

- Weed control Prima Plant Service, Roaring Fork Vegetation are available for spraying. Crystal Yates-White, Pitkin County Land Manager e-mailed BCMD regarding a request for more weed control. Colorado State Noxious Weed Program has requirements for controlling weeds in subdivisions. A letter to all homeowners encouraging them to take care of their own property's noxious weeds can accompany the quarterly water bill. Discussion about setting a neighborhood day for communal weed control.
- Weight-limit signs for roads will be put up this week. Other road movement after melt-off will be addressed with county. GR Fielding will inspect areas. Two areas that have cracks will be addressed as soon as possible.
- Alex will take a vacation in June. Bill will have his clean-up job covered.
- **BCMD Glenda Knight's Administrative Report:**
 - **Budget:** Snowplowing budget item was discussed. The bill was low this month. Snowmass Water and Sand bill reviewed. April usage was not over the allotted amount. Water loss was acceptable.
 - **Bills/Finance:** Motion to Approve April 2008 bills as presented, 2nd, Motion Passed. Director fee will be increased from \$75 to \$100 according to SDA guidelines.
- **Other Business:**
 - Joyce Hardy and Rosa Bielec were sworn in as directors on the BCMD board for 4-year terms.
 - Discussion regarding purchase of TDRs and large, square-footage houses potentially being built in the neighborhood. BCMD wants to have the eligibility to veto size of the home being presented to the county and building department.
 - New dumpster design discussed for Juniper Hill side. Electrical hookup or solar power possibilities will be explored. Bill Campbell will prepare an initial design. Discussion on the recommendation of a trash compactor. Finished square-footage of the building area will be larger than the Medicine Bow side.
 - Joan Klar has received a letter regarding non-payment of her services bill since February 2006. She has not complied with BCMD requests. Deadline for payment is tomorrow. If her account is not satisfactory by then Mike will contact Steve Conner. Board may turn her account over to a collection agency.
 - Bill discussed lighting at St. Ville home with homeowner. He will consider changing his lighting concept, but feels that is was within the county approval. He has been notified of his driveway mudslide.
- **Adjournment:** 7:50 p.m.

BCMD Minutes

Date: June 24, 2008

Time: 5:55 p.m.

Location: Cooper Day Real Estate, 400 East Hyman Avenue, Aspen, CO 81611

Present: Rosa Bielec, Mike Cooper, Kelly Gessele, Joyce Hardy, Bill Johnston, Glenda Knight, Jerry Scheinbaum, Lawson Wills

Absent: Michael Cooper

Public: Gerald Grayson

Agenda:

- **Call to Order:** 5:50 p.m.
- **Approve Minutes:** Motion to Approve May 20, 2008 minutes was made by Jerry, 2nd by Lawson. Motion Passed.
- **Public Comment:** Gerald Grayson reported on continuing problems with illegal parking of cars and the addition of one storage shed within the road right-of-way at Joan Teige's residence. Bill will correspond and establish communication with her. Rosa said that the area looked like a huge storage area for various items all winter and it did not look presentable. Bill also requested that Gerald rebuild the meter pit at his driveway entrance to be more in code with the subdivision requirements.
- **Water Plant Manager's Report:**
 - Air vacuum at the top pump house keeps interference to a minimum by eliminating air out of the water line which occurs when the line is disturbed due to a leak and the system is then started back up. Kelly described some alterations he had made to solve the problem. The digging is done, but he is still exploring options that will work in all seasons.
 - Consumer Confidence Report is finished. Copper and lead violation is mentioned. Samples were sent in and two had spillage in transit. Samples were recollected but were sent in after the completion date required by the state agency. We are within the limits for lead and copper in the water.
 - Meter repair discussed. Bill is reviewing various computerized meter reading systems.
 - Pump motors are working well. Kelly wants to get another 7.5 hp electrical motor to rotate with other pumps. Quote is \$4,000. Lawson made a motion for approval with funds coming out of the BCMD water fund, Jerry 2nd, Motion Passed.
 - Dave Anderson's Utility Report didn't find any problems with the system. Any leakage in the service pipe was showing up on the other side of the BCMD line. Possible problems of less than 2 gallons per minute leak at home sites were showing up at Brendan Roberts and

Steve Meyers. Those homeowners will be alerted to a potential problem.

- Jerry asked Kelly to prepare a map documenting a history of BCMD's water leak areas for future reference.
- **BCMD Manager's Report:**
 - Road stabilization at Raines site on Upper Ranch Road was discussed. Builder has requested the permission to build a retaining wall to support the large cut that has been made along the road. Bill has seen a computer-generated construction plan. Drilling for supports would be drilled 12-14 feet and would most likely affect the roadway. BCMD needs an indemnification and approval from both the County and BCMD. Lawson made a motion for BCMD to have Bill represent the board to review and approve or Passed approved. Steve Conner will review the agreement. All costs incurred will be the responsibility of the owner.
 - Repairs to Tabula Rasa road will be included with other road repairs. Bill was unable to reach Don Stone who has requested the road improvements. Bill received a quote from Elam for road work around the subdivision. The quote is in two proposals – Upper Juniper Hill and Medicine Bow quote is \$24,651 (saw cut sections of the road and remove existing asphalt, repair, and repave with 5 inches of asphalt), lower Juniper Hill is \$16,422 (for saw cut and removal of cracked area, then applying asphalt overlay). The board considered getting competitive bids but decided against it based on previous experience with Elam in regard to competitive pricing, their proximity and timing. Lawson made a motion for approval with funds coming out of the BMCDD General fund which has \$40,000 in the budget for road maintenance and any overrun would come out of the road capital fund. Jerry 2nd, Motion Passed. Bill will schedule Elam to proceed.
 - Bill spoke with Bill Campbell the architect, who will need more information about the new dumpster project on Juniper Hill side to prepare a quote. Commercial compactors instead of dumpsters either bought or leased are being considered and would allow for fewer trash pickups. Currently the pavement at that location needs repair. The next meeting will discuss the design and location options of the site.
 - Weed control Prima Plant Service sprayed noxious weeds yesterday. Colorado State Noxious Weed Program has requirements for controlling weeds in the subdivision.
- **BCMD Glenda Knight's Administrative Report:**
 - **Budget:** Budget was not available at the meeting.
 - **Bills/Finance:** Motion to Approve May 2008 bills as presented, 2nd, Motion Passed.
 - **Audit** approval was discussed. Roger would like to see more complete time sheets for accounting and maintenance with Glenda Knight and Alejandro Angeles regarding water and road funds. Year-end

financials report from auditor will be discussed at the next meeting after Glenda finds out more details from Roger.

- **Other Business:**
 - Jerry Scheinbaum was sworn in as a director on the BCMD board for 4 year terms.
 - Joan Klar has received a letter regarding non-payment of her services bill since February 2006. She has until tomorrow to reply. Glenda spoke with Steve Conner. He said trash fees were a Homeowner Board responsibility. Steve will decide what fees can be charged to her through her property taxes for services that are not trash related. Trash fees were added as a Metropolitan fee so that homeowners could deduct the fees from their taxes.
 - St. Ville home has not changed his lighting concept. Bill has suggested that he install a motion sensor.
 - Fire mitigation and emergency exit plan was discussed. Concern was raised as to how much the board should dictate landscaping guidelines. Maybe the board's concern should be focused more alongside the roadways. Budget funds can be appropriated for a study to be done in the future.
- **Adjournment:** 7:50 p.m.

BCMD Minutes

Date: July 22, 2008

Time: 5:30 p.m.

Location: Cooper Day, 400 East Hyman Avenue, Aspen, CO 81611

Present: Steve Conner, Mike Cooper, Kelly Gessele, Joyce Hardy, Bill Johnston, Glenda Knight, Jerry Scheinbaum, Lawson Wills

Absent: Rosa Bielec

Agenda:

1. **Call to Order:** 5:35 p.m.
2. **Approve Minutes:** Motion to Approve June 24, 2008 minutes was made by Jerry, 2nd by Lawson. Motion Passed.
3. **Public Comment:** No public present.
4. **Water Plant Manager's Report:** Kelly has a problem with the piping movement at the 4-way intersection. There are 2 valves 40-feet apart in the same location. There is a lot of strain on the pipe and because it is a gasket pipe, it will start leaking. He wants to use flexible ball expansion joints that will move, expand and contract if the pipe moves and will help with the strain on the joint. Kelly will meet with Bill to review his drawing and decide whether an engineer needs to be involved. Engineer costs are estimated at \$1000. Manufacturing pipe engineer may also be helpful. Subdivision map for previous break/leak problems and meter pits is being compiled. Dave Anderson's utility report was given to Glenda.
5. **BCMD Manager's Report:** Elam will repair road as requested in next couple of weeks. Discussion regarding Joan Teige's inability to follow subdivision parking rules and potential for adding boulders or a guardrail. Jerry made a Motion to approve \$5,000 budget for road beautification project. Lawson 2nd Motion. Motion Passed.
 - Discussion about Juniper Hill dumpster project. Accurate solar assessment for total accumulation of solar hours will be pursued. Plan from Bill Campbell is being reviewed by waste management company for feasibility.
 - Weight-limit road signs need to be posted. Road crack filling will be marked, scheduled and priced. County should be scheduled for striping roads. They cover the center line and BCMD pays for the corner edging stripes. Road-side maintenance continues with mowing, clearing under guardrails, weed spraying, and ditch work.
6. **Budget:** Glenda distributed budget copies. Road maintenance budget may need to be increased – have already accrued bills for dumpster project, mud slide mitigation. 2009 budget needs to have a contingency fund for some line item emergencies. Monahan, Lampman & Hays, P.C. compliance issues were discussed.
7. **A/R:** Jean Paul Jallifier discussed his water bill finance charges with Jerry. BCMD board has not waived his fees which are approximately \$300. Judith Altman on Brush Creek Road used 91,000 gallons this quarter (60,000 in June). Usage would be charged approximately at \$800. She did new planting and

responded to Glenda's call immediately. She was in contact with her irrigation company who subsequently found some leaks in her pipes. Bill will be reduced by \$300 for a one-time fee due to new planting pending Bill verifies the upgrade on the property. Debbie Kelly's usage is 70,000 gallons for the quarter and says they have probably used that much water for the quarter. If they reconnect their well to irrigate they must contact Kelly Gessele to make sure water is not cross-connected to the BCMD water system.

- 8. Bills/Finance:** Motion to Approve June 2008 bills as presented, 2nd, Motion Passed.
- 9. Other Business:** Steve Connor presented an Exclusion and Service Agreement for Pioneer Springs. This reverse-annexation proposal will exclude them from BCMD road costs and remove them from the district. They will not be able to vote in district elections. They would be obligated to pay taxes on the water refunding bond, but will no longer pay off the road bond debt service. They would not be assessed on any future road mill levies. If a mill levy for debt service was needed for water service improvements they would be billed for that. Pioneer Springs has no water rights and was not originally within the service area for water service. Agreement needs to be read and discussed. If we agree to go ahead with the Exclusion and Service Agreement, it will be approved by the court and become a legal document that cannot be contested in the future. A service and maintenance fee needs to be computed for Pioneer Springs' homeowners. A work session with Pioneer Springs' attorney may be scheduled after we have reviewed the agreement. Pioneer Springs was the only group of homeowners that were added after the district was already formed. That enabled us to get a site for a potential water plant we might have wanted in the future through an agreement with Droste. It also gave BCMD the water rights, but water treatment is necessary from Snowmass Water and Sanitation.
 - Joanie Klar has still not paid the amount owed. BCMD could have the county treasurer certify and collect those funds from her if she does not pay back water fees. There is a special procedure done that would be followed – this would happen after the budget is done. Steve will work with Glenda and the board to achieve this.
- 10. Adjournment:** 7:35 p.m.

BCMD Minutes

Date: August 19, 2008

Time: 5:30 p.m.

Location: Cooper Day, 400 East Hyman, Aspen, CO 81611

Present: Rosa Bielec, Mike Cooper, Kelly Gessele, Joyce Hardy, Bill Johnston, Glenda Knight, Jerry Scheinbaum, Lawson Wills

Agenda:

1. **Call to Order:** 5:45 p.m.
2. **Approve Minutes:** Motion to Approve July 22, 2008 minutes was made by Lawson, 2nd by Mike. Motion Passed.
3. **Public Comment:** No public was present.
4. **Water Plant Manager's Report:** Bill and Kelly will meet and discuss the 4-way fault area and price out the pipe-joint materials he would like to use. Kelly will then present a plan to the board.
5. **BCMD Manager's Report:** Bill left a message to resolve Gates' trash dumpster fee collection. Road-side beautification notice is proceeding and a description of the project will be posted at the dumpsters – contractors are submitting bids. Excavation Services should submit a proposal next week. The project will be completed in the next couple of weeks.
 - Jeremy Lowell's driveway on upper Juniper Hill was damaged by fault or poor subsoil. Rosa said that the damage was partly due to the construction he had done at his home. He questioned whether a cold-patch had been done – there are no cold patches on subdivision roads. Board suggested that he is responsible for rebuilding his driveway.
 - Crack sealing proposal for \$8,800 – work can be done next week. Price is consistent with what has been paid in previous years. Motion to Approve was made by Mike, 2nd by Lawson. Motion Passed to schedule crack sealing next week.
 - Weight-limit signs are ordered. Bill will find out about the status of the Upper Ranch Road retaining-wall agreement with Doug Raines. Bill received a complaint about the fencing constructed for Kappeli's front-end loader and will ask him to add more landscaping if possible.
 - Bill is still testing computerized water-meter-reading system and will have a report for the board at September's meeting. Meters would be read from a location in Starwood and would allow us to check for leaks and usage online, as well as being compatible with our billing software. Rosa volunteered her help.

6. **Budget:** Discussion regarding budget compliance and what direction to proceed in appropriating funds for William Campbell's consulting fees for the Juniper Hill dumpster/mail box island improvements.
7. **Bills/Finance:** A/R was reviewed and looks good. Noticeably outstanding was Joanie Klar. Jean Paul Jallifier paid amount due minus accumulated interest. High-water usage abusers for July were alerted.
 - Board discussed the proposed Pioneer Springs Exclusion and Service Agreement. Mill levies based on assessed value – Pioneer Springs is 19.234% and Brush Creek is 80.766% of the total amount of the mill levy. Glenda computed what the total loss would be from the general fund if we agree to the proposed service agreement document, and that amount would be \$49,522.00. Maintenance and service fees could be based on assessed value and billed accordingly. Steve Conner needs to decide whether allowing Pioneer Springs out of the road bond will violate our agreement. A Pitkin County assessor employee suggested that a multi-level mill level payment schedule may be a solution. Mike will speak with Steve and Don Diones and report back at the next meeting.
8. **Other Business:** \$22,897.00 was received from Pitkin County for the Highway Use Tax and will go into the road capital fund. Glenda received a letter from the Colorado Special Districts Property and Liability Pool asking us if we want to increase our liability insurance. Bill will review the policy we currently have. Rosa and Lawson would like a representative to attend a meeting and explain our current coverage. Glenda will call Neil-Garing to schedule them for a future board meeting.
9. **Adjournment:** 7:20 p.m.

BCMD Minutes

Date: September 23, 2008

Time: 5:30 p.m.

Location: Cooper Day Real Estate, 400 East Hyman, Aspen, CO 81611

Present: Rosa Bielec, Mike Cooper, Kelly Gessele, Joyce Hardy, Bill Johnston, Glenda Knight

Absent: Jerry Scheinbaum, Lawson Wills

Agenda:

1. **Call to Order:** 5:42 p.m.
2. **Approve Minutes:** Motion to Approve August 19, 2008 minutes was made by Mike, 2nd by Joyce. Motion Passed.
3. **Public Comment:** No public was present.
4. **Water Plant Manager's Report:** Kelly discussed a new piping system at fault area on Medicine Bow just down from the 4-way intersection that would add 2 flexible joints between the 2 valves and then expansion ball joints that would move 15° if necessary. The middle section would also move if necessary. A restrained joint snap lock was also discussed, but Kelly didn't think we would need to add them. Parts and labor are approximately \$19,365.00 and would take 2½ days to complete, 50% of the amount quoted for parts. Kelly would like to purchase parts now and install them after the runoff is complete next spring. Mike made a Motion to budget the water capital improvement funds and purchase the materials after the first of the year. Motion 2nd by Rosa, Motion passed. If a leak-detection survey is done next spring again, we would be able to tell the state of the system.
 - Fire hydrant at the top of Juniper Hill was hit and is now propped up. Kelly will check for any damage to the hydrant or its valve.
 - Debby Kelly at 300 Solar Way has used a lot of water this summer. They are current with A/R, however the ongoing 3rd quarter bill will be affected by this problem. Glenda had spoken with her, as well as her property manager, in July and September. In mid September they figured out there was a leak. The landscaper asked Kelly Gessele to make a suggestion for how to proceed to fix the problem. Rosa will work with Bill to prepare and send a shut-off-notice letter defining the leak in the homeowners' service line and a request to repair it within an allotted time period. This will be mailed to offenders.
5. **BCMD Manager's Report:** Bill commented on the turquoise blue truck that has been parked in a newly excavated a parking spot into hillside on Juniper Hill Drive – Mike believes that is Laurie VanWoerkom and will speak with him.
 - Weight-limit signs are now posted.

- Bill estimates that the computerized, water-meter-reading system will cost approximately \$30,000 for data-collection units, \$15,000 will cover the data-collection units (meters), and \$6,000 for the compute billing software. Meters would be read from a location in Starwood and would allow us to check for leaks and usage online.
- A five-year engineering study plan would list recommendations for subdivision improvements. We would become more proactive vs. reactive to projects that have been done and help management plan for the needs and desires of our constituents. Bill will prepare a request for proposals for the paper requesting bids from engineers. Bill has worked with Dean Gordon in the past for Starwood.
- As a special district we may only employ people cleared by the E-verify documentation system according to new laws. Mountain Temp does not use this documentation system to check their employees' legal status. Rosa will investigate a potential form that we can use for this purpose.
- Bill will ask for a cost estimate for 2-3 applications per year from a couple of weed-control companies.
- Pulling ditches should be completed before the winter season and estimated at \$9,000. Road-side beautification project has \$5,000 approved. Money allocated from dumpster is in the road improvement fund and could be used for ditches.
- Sunsense Company documented sun exposure test on the Juniper Hill dumpster area. Medicine Bow and Juniper Hill get the same amount of sun exposure.

6. Budget:

- **Bills/Finance:** Motion to approve August 2008 bills as presented. Motion Passed. Next year's lowered assessed values will affect mill levy. Glenda will have next year's budget e-mailed to the board by October 15th, before the next meeting. The next meeting is the following week. Bill and Glenda will plan for a budget meeting with Roger. Reserves should be established in the budget for unforeseen items.
- Bill recommended adding budget line items supporting funds for an architect that will create for a BCMD community master plan for future planning. Bill will prepare a request for proposals.

7. Other Business: Piles of dirt at the 4-way intersection will be used for finishing road-side beautification projects.

- Board discussed giving Bill a 16% raise after the first of the year, but decided to wait until all Board members were present to make a decision.

8. Adjournment: 7:45 p.m.

BCMD Minutes

Date: October 21, 2008

Time: 5:30 p.m.

Location: Cooper Day Real Estate, 400 East Hyman, Aspen, CO 81611

Present: Mike Cooper, Kelly Gessele, Joyce Hardy, Bill Johnston, Glenda Knight, Jerry Scheinbaum,

Absent: Rosa Bielec, Lawson Wills

Agenda:

1. **Call to Order:** 5:50 p.m.
2. **Approve Minutes:** Motion to Approve September 23, 2008 minutes was made by Mike, 2nd by Joyce. Motion Passed.
3. **Public Comment:** No public was present.
4. **Water Plant Manager's Report:** Kelly examined the fire hydrant at the top of Juniper Hill that was hit by a vehicle. He found dirt in the shut-off valve box after he moved it with his truck. There is now not enough water pressure for the hydrant. He will try to blow the dirt out at his shop and see if that is successful. Repairs for a rebuild could run \$900.00.
 - Three-year copper/lead test was well below the 90% level. The BCMD monthly bacteria test was not received by the state. We received a notice of violation to monitor. Consumer Confidence Report in January will note this violation using specific required language by the state. This violation is not a reflection on the quality of the water. He took 2 samples this month and will take 2 more next month.
 - Water-loss for September was 14.9%. Variance depends on what day the meters are read.
 - Follow-up to water leak problem at Debby Kelly, 300 Solar Way. Kelly made his suggestions for how to diagnose and fix their problem. They ended up finding the leak that was running down into the foundation. By digging down 12-feet it was revealed that the service-line pipe was leaking at the entrance to the house. It has been repaired.
 - Bill and Kelly will start a weekly review and update by phone on Mondays.
5. **BCMD Manager's Report:** Dumpster improvements – paint quote \$2240.00 for materials and labor for 2 buildings. Motion to Approve improvements was made by Jerry, 2nd by Mike. Motion Passed. Bill will schedule the work. Spraying on paint instead of using a roller or brush could reduce labor costs. \$41,000 Elam road repair bill was used from Dumpster improvement budget and was approved by Roger Maggard the auditor Monahan, Lampman and Hayes.

- Mike Otte has requested crack sealing on Daniel Drive. Bill felt that the road condition is too poor for that to be useful. The five-year engineering study plan previously discussed would list recommendations for subdivision improvements. We would become more proactive vs. reactive to projects that have been done and help management plan for the needs and desires of our constituents. Bill is preparing a request for proposals. It would be publicly advertised in the paper.
- Turquoise blue truck belongs to Laurie VanWoerkom and is parked in a newly excavated parking spot into hillside on Juniper Hill Drive. Bill will speak with him.
- Weight-limit signs that are now posted will remain up throughout the year.
- Discussion of our responsibility as a special district for complying with the new employment law of people cleared by the E-verify documentation system. Mountain Temp does not use this documentation system to check their employees' legal status. Mike will speak with Steve Conner.

6. Glenda's report:

- **Bills/Finance:** Motion to approve September 2008 bills as presented. Motion Passed. A/R were reviewed and approved. Delinquent A/R water accounts will continue to accrue interest. It is not necessary for Glenda to continue monthly calls to offenders. Jerry's over usage for the 3rd quarter is attributed to Alex watering around the Juniper Hill dumpster site. BCMD will pay \$276 to cover the last two 3rd quarters for 2007 and 2008 for water usage at the site. Jerry will do a system pressure test to check for any potential problems.
- Joanie Klar's delinquent A/R may be added to her property taxes by certification by the county assessor's office. Mike will speak with Steve Conner. She has been unresponsive to Glenda's phone calls.
- Glenda spoke with Steve Conner regarding the proposed Pioneer Springs agreement. It may be necessary to have a split mil levy: one for BCMD homeowners and a separate one for Pioneer Springs. BCMD is still considering what course to take.

7. Budget:

- Next year's lowered assessed values will affect mill levy. Glenda e-mailed budget to the board. Glenda met with Roger Maggard the auditor Monahan, Lampman and Hayes. They discussed a contingency fund (fund balances). Reserves should be established in the budget for unforeseen items. Budget worksheet was reviewed by the board.

8. Other Business: Piles of dirt at the 4-way intersection will be removed when ditches are done this fall.

9. Adjournment: 8:10 p.m.

BCMD Minutes

Date: November 20, 2008

Time: 5:30 p.m.

Location: Cooper Day Real Estate, 400 East Hyman, Aspen, CO 81611

Present: Rosa Bielec, Mike Cooper, Joyce Hardy, Bill Johnston, Glenda Knight, Jerry Scheinbaum, Lawson Wills

Absent: Kelly Gessele

Public: Michael Mullen

Agenda:

1. **Call to Order:** 5:35 p.m.
2. **Approve Minutes:** Motion to Approve October 21, 2008 minutes was made by Mike, 2nd by Jerry. Motion Passed.
3. **Public Comment:** None
4. **Water Plant Manager's Report:** *(presented by Bill in Kelly's absence)* A late water meter reading from Snowmass Water & Sanitation noted that we may have a larger than usual water loss (809,100 gallons in 10 days) and meters will be reread. Kelly noted that the pumps had not been running more than normal. Bill will talk with Kelly tomorrow morning and discuss scheduling a leak detection survey of the system and then notify Glenda.
 - Kelly's rate increase request of 25% effective January 1, 2009 is within water service guidelines and should be considered reasonable. Cost of meter reading and labor rates are assumed to remain the same and will be confirmed. Board is interested in receiving more detailed monthly information with his service contract.
5. **BCMD Manager's Report:** Dumpster's are being painted.
 - As per the September 23rd BCMD meeting minutes: "a five-year engineering study plan would list recommendations for subdivision improvements. We would become more proactive vs. reactive to projects that have been done and help management plan for the needs and desires of our constituents. Bill will prepare a request for proposals for the paper requesting bids from engineers. Bill has worked with Dean Gordon in the past for Starwood."
 - Laurie VanWoerkom has moved his truck from the newly excavated area in the hillside on Juniper Hill Drive.
 - Mike will e-mail results from his research for the compliance with the new E-verify documentation system for subdivision contractual employees.
 - Neighborhood beautification project has been completed on Upper Juniper Hill and improvements made to 4-way intersection.

- Prima Plant Service weed-control services will submit a bid for annual service. Discussion regarding what kind of service we would like for the subdivision and how to notify homeowners to comply. County currently sites homeowners that do not address their own weed control problem.

6. Glenda's report:

- **Bills/Finance:** Motion to approve October 2008 bills as presented. Motion Passed. A/R were reviewed and approved.
- Steve Conner has an ongoing conversation with Pioneer Springs regarding the proposed agreement. BCMD is still considering what course to take.

7. Budget:

- Budget worksheet was reviewed by the board. Budget needs to be certified by December 15th.
- Discussion of funds budgeted for "Long-term Planning," which would relate to the engineer 5-year plan. There is still a problem with the crack-sealing problem on Daniel Drive and may be addressed by using recycled asphalt. It would work for homeowner traffic, but would not withstand heavier truck traffic. Mike would like Dave Heiberger from Elam to look at the project, which would be assessed next spring. Jerry suggested using the county engineer or Elam's engineer. Past subdivision repair work should be historically logged and a record archive compiled to eliminate duplication. "Consulting" line item would refer to plans for beautification and subdivision entrance improvements.
- Legal budget line will be equally divided between road and water funds. Snowplowing and emergency reserve budget lines were discussed. Rosa mentioned the possibility of pursuing a grant for water improvements we have been talking about making. Jerry said that funds can be raised as a water enterprise.

8. Other Business:

9. Adjournment: 8:10 p.m.

BCMD Minutes

Date: December 9, 2008

Time: 5:30 p.m.

Location: Cooper Day Real Estate, 400 East Hyman, Aspen, CO 81611

Present: Rosa Bielec, Mike Cooper, Kelly Gessele, Joyce Hardy, Bill Johnston, Glenda Knight, Jerry Scheinbaum

Absent: Lawson Wills

Public: No public present.

Agenda:

1. **Call to Order:** 5:37 p.m.
2. **Approve Minutes:** Motion to Approve November 20, 2008 minutes was made by Mike, 2nd by Jerry. Motion Passed.
3. **Public Comment:** None.
4. **Water Plant Manager's Report:** A late water meter reading from Snowmass Water & Sanitation in November noted a larger than usual water loss. Over 10 days the leak resulted in a loss of 809,100 gallons. Three homeowner's meter bottoms froze and broke apart from the meter. Water was found in the pits. Discussion as to whether fire hydrant workers servicing the hydrants on the same day leak was detected had something to do with the problem. Dave did a leak detection of the system. Kelly suggested that meters could be read weekly or bi-weekly to make sure there are no problems. Master meter readings were checked over a 3-day period after the repairs were made and it reflected a daily water usage of 27,000-29,000 gallons. Insulation protecting the historically problematic meter bottoms from the bottom of the pit could make it easier to do meter readings and protect them from the cold weather. Grand Junction pipe may have the necessary supplies needed. Kelly would try to finish the insulation project by the first of the year.
 - Kelly will prepare an updated agreement with BCMD reflecting the service that he provides for the subdivision. His rate increase request of 25% effective January 1, 2009 is within water service guidelines and should be considered reasonable. Monthly charges will increase to \$1500.00 and \$500.00 for reading meters monthly. Board is interested in receiving more detailed monthly information with his service contract.
5. **BCMD Manager's Report:** Dumpster painting is finished.
 - The State of Colorado is taking submissions for a \$300,000-ceiling grant for computerized water metering systems. They are offering as much as 50-50 funds for the project. Deadline for application is January 14th. We should be able to get numbers together from CUSI. Rosa and Bill can write the grant

proposal in the next couple of weeks. Bill will be gone from December 22-January 3rd. Rosa will be gone after the first of the year. Jerry suggested that Bill pursue getting a water-metering company competitive bid. Computerized water meters could be installed by a plumbing company.

- Dave Heiberger from Elam has not reviewed the crack-sealing problem on Daniel Drive and whether we could use recycled asphalt. It would work for homeowner traffic, but would not withstand heavier truck traffic. Jerry suggested using the county engineer or Elam's engineer. Past subdivision repair work should be historically logged and a record archive compiled to eliminate duplication. "Consulting" line item would refer to plans for beautification and subdivision entrance improvements.

6. Glenda's report:

- **Bills/Finance:** Motion to approve November 2008 bills as presented. Motion Passed. A/R were reviewed and approved.

7. Budget:

- Budget worksheet was reviewed by the board. Budget needs to be certified by December 15th. Public hearings for the budget were held on November 20th and December 9th. Motion to Approve the Brush Creek Metropolitan District Resolution No. 3 (to appropriate sums of money), No. 4 (to adopt budget) and No. 5 (to set Mill Levies), Series of 2008 budget was made by Rosa, 2nd by Jerry. Motion Passed.
- Salary increase for Bill Johnston was tabled. A job description for the subdivision manager should be on file.
- Quarterly water statement will include a rate increase notice. \$20,000.00 per year operating cost increase will be covered.
 - Rates will increase at the first of the year due to increase rates of service fee. Water service fees would increase from \$75.00 to \$100.00 a quarter. 138 homeowners pay the quarterly water service fee. That would generate \$13,800.00 which would cover Kelly's rate increase. Infrastructure improvements are necessary in the upcoming year. Rates have not been raised since 2003, however our rates from Snowmass Water and Sanitation was last increased in 2006. Discussion for increasing water usage rates. Motion to Approve increase water service fee to \$100.00 per quarter per homeowner was made by Rosa, 2nd by Mike. Motion Passed.
 - Glenda will prepare a spreadsheet showing the average of our 5-tiered system for water rates to determine the increase of water usage rates.
 - Board will pass a resolution to annually increase the rates at 3-5% or CPIU (whichever rate is lower) to cover increase in water cost and system maintenance.

8. Other Business:

9. Adjournment: 7:35 p.m.