

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: **January 19, 2017**

Time: 5:30 p.m.

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

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

Absent: Kelly Gessele

1. Call to Order at 5:40 p.m.

2. Approve minutes. Motion to Approve December 2016 minutes was made, 2nd, and passed. Delete wording at end of paragraph discussing Cozy Point Ranch Master Plan that reads: “Jerry said that Aspen T.R.E.E. should have at the most an acre for his sustainable farming”.

3. Public Comment: no one present

4. President’s Comment: Jerry Scheinbaum

Jerry made a suggestion that we may want to have water system parts and supplies that have been acquired by Kelly for our system collected and stored in a shed on our property. Kevin is going to look into where these parts might be stored. We might also want to store other landscaping tools there. He is thinking that we may have room in one of the pump houses for these parts.

Jerry asked whether the City pays for any portion of the snow plowing for Juniper Hill from the dumpsters down to Hwy 82. This portion of the road does not belong to Brush Creek subdivision. Kevin will check with Bobby Holmes to see who is paying for this work.

5. Water Plant Manager’s Report – no report

6. BCMD Manager Report – Kevin McClure

- Kevin said that when he talked to Riley last week he has had some problems acquiring the valves needed to replace the old ones. The automatic valve in the main vault is not turning off properly. It has to be turned on/off manually, which Riley is doing.
- Kevin talked to G.R. Fielding of County Roads about a traffic light at Juniper Hill Road and Hwy 82 and found out that they felt the study conducted a few years ago indicated that there didn’t seem to be a problem. Jerry suggested he talk with Brian Pettit who is G.R.’s boss. Many of the Board members thought that his perception is not an accurate one, and that there are definite safety issues with this intersection.
- Kevin had a good conversation with Airport manager John Kinney and he sounded interested in attending a meeting.
- Kevin was asked to invite Greg Poschman to the February meeting.

7. Budget: no report

8. Bills/ Finance

- a) Approve bills: Motion to approve December 2016 bills as presented was made, 2nd & passed.
- b) Glenda's report: A motion was made to adopt the **Resolutions Designating the Locations of the Official Public Notice Boards within the Brush Creek Metropolitan District (No. 01, Series of 2017)** by Jerome Scheinbaum. It was seconded by Isabel Day and a vote of 5 in favor passed the resolution.

9. Other Business

- a) Traffic light at Juniper Hill – see above notes under Jerry's comments.
- b) Dip at Turtle Cove. Jerry feels we need an investigation how the street can be improved where the depression causes cars to really torque. For a later discussion and work by the roads contractor in springtime.
- c) Raising guard rails – discuss in springtime
- d) Next meeting February 16, 2017

10. Adjournment at 6:45 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: February 23, 2017

Time: 5:30 p.m.

Location: Aspen Mountain Gondola Building Conference Room
601 East Dean Street, Aspen, CO 81611

Present: Jerry Scheinbaum, Isabel Day, Joyce Hardy, Kevin McClure,
Riley Gessele, Glenda Knight, Bookkeeper
and Marti Barbour, Recorder of Minutes

Absent: Jim Laing & Lawson Wills

1. **Call to Order** - 5:45 pm
2. **Approve Minutes** - Motion to Approve the January 2017 minutes was made, seconded and passed.
3. **Public Comment** - No public was present.
4. **President's Comment** - None
5. **Water Plant Manager's Report** - Riley
 - a. Riley reported that there was an airlock in the pump at the middle house; it lost prime and will have to be sent back to be rebuilt at an approximate cost of \$1,000. Riley installed a spare pump that we had on hand. Kevin Madison, an electrician that Riley consulted, believes the phone line is gone. Meanwhile, Riley is manually opening and closing the valve about three times per week. He will check to see if there is a valve at the tank and if so, he will be able to pressure-test the lines. The system is about 30 years old.
6. **BCMD Manager Report** – Kevin McClure
 - a. Regarding storage, there is a fair amount of space to put in some shelving in the Lower Pump House for spare parts.
 - b. Jerry would like Riley to label all Brush Creek equipment.
 - c. Kevin has mentioned to Pitkin County Airport Manager, John Kinney, that the Board would like him to come to a Board Meeting. The Board would like to consider the May meeting for John to address all Board Members to discuss the runway expansion and its implications for Brush Creek residents, flight patterns, flight regulations, infractions and air traffic.

- d. Bobby Holmes bills Brush Creek Metro District for the snow plowing of Juniper Hill from the dumpsters down to Highway 82, which is not technically Brush Creek Metro District responsibility. The Board discussed this point and would like the City of Aspen and Cozy Point to know that BCMD is providing the “good neighbor service” of paying for and plowing this segment of road.
 - e. Kevin has not yet brought up the subject of a roundabout at Juniper Hill Road and Highway 82 with the highway department.
 - f. Kevin has not yet spoken with Mr. Poshman regarding an invitation to attend an off-season Board Meeting.
 - g. Kevin is planning plantings on the Juniper Hill side by the signage rock.
 - h. Kevin will talk to G.R. and Brian Petit regarding getting some free milling to even out some shoulders of the road so there is not such a big drop off.
 - i. Kevin will be working with Riley on the aforementioned line in the middle pump station.
7. **Budget.** Glenda stated that there was not much to report at this point in time.
8. **Bills/Finance**
- a. Approve bills; A motion was made to approve the January 2017 bills as presented, seconded and passed
9. **Glenda’s Report**
- a **A/R:** There were approximately 10 customers passed due who are normally timely; she will give a bit more time because of a possible postal delay and begin calling next week.
10. **Other Business**
- a Next meeting March 23, 2017

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: March 23, 2017
Time: 5:30 p.m.
Location: Aspen Mountain Gondola Building Conference Room
601 East Dean Street, Aspen, CO 81611
Present: Jerry Scheinbaum, Jim Laing, Joyce Hardy, Kevin McClure, Glenda Knight,
Bookkeeper and Jean Owen, Recorder of Minutes
Absent: Isabel Day, Lawson Wills and Riley Gessele

1. **Call to Order** - 5:35 pm
2. **Approve Minutes** - Motion to Approve the February 2017 minutes was made, seconded and passed, with the following changes:
Add the information about **Absent:** Jim Laing & Lawson Wills
3. **Public Comment** - No public was present.
4. **President's Comment** - None
5. **Water Plant Manager's Report** – no report
6. **BCMD Manager Report** – Kevin McClure talked to Riley about the pump in the main pumphouse that needs to be installed. Kevin suggested he would call an electrician John Miller to see what it needed to replace the failing phone line (maybe a RF radio)
 - Kevin and Riley have been working on 4 meters which were not reading correctly. Riley needs to replace one that is not functioning. The other problems have been resolved.

Jerry asked Kevin to contact Austin/City of Aspen to get a copy of what the City's work session meeting for Cozy Point Ranch was about.

Signal at Juniper Hill and Hwy 82 – Kevin said he hasn't had another conversation with G.R. but that when he last talked to him G.R. said that they don't have any money to spend, and don't feel this is a high priority item. Jerry asked Kevin to go to Brian Pettit and find out who with the Colorado Dept. of Highways is our contact person.

Dip at Turtle Cove – Kevin has made a call to David Hyberger/Frontier to start working on this.

- **Guard rails** – Dave Hyberger/Frontier who is already planning on raising the guardrails when the weather allows.
- There is much gravel collected at some of the switchbacks. Kevin will probably have Troy/Native Excavation go up and use the skid steer and back grade the material so that the drops are not so great. He'll probably wait till May.

- **Storage sheds** – Jerry asked for Kevin to contact Riley to get a list of inventory of items already in inventory which belong to BCMD. These items need to be placed in our storage sheds. Kevin plans to buy some metal shelving and just place them within the pump houses and use this to store the parts.

Summer projects:

- Install shelves for storage in pump houses
- Planting on the Juniper Hill side
- Plant some more of the trees/shrubs on Medicine Bow side
- David Hyberger will be taking care of the dip at Juniper Hill road
- Repair the bear handle on Medicine Bow dumpster lock
- Glenda talked to Donald Stone about the sign that needs to be replaced. Problem has been getting a 5” post like the one that needs to be replaced. Kevin will call the county to see if they have some this size.

7. **Budget.** - Jerry asked how we are doing with the plowing budget so far. \$95,000 was budgeted and we’ve used \$30,000 of that amount so far.

8. Bills/Finance

- a. Approve bills: Motion was made to approve the February 2017 bills as presented, seconded and passed.

b. Glenda’s Report

- Loss report: not too bad this month. 4% on the main line and 11 % in the district. Kevin was asked to contact the plumber to check into the Pioneer Springs line to determine whether there is a loss occurring on the line somewhere and determine what is needed to get the meter to work properly.
- **A/R:** Most of the outstanding monies owed have been collected.

9. Other Business

- a Dip at Turtle Cove – see note above in Manager’s report
- b Guard rails – see note above in Manager’s report
- c Next meeting April 20, 2017 at Snowmass Chapel

10. **Adjournment:** Meeting was adjourned at 6:30 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: April 20, 2017

Time: 5:30 p.m.

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

Present: Jim Laing, Joyce Hardy, Kevin McClure, Isabel Day, Lawson Wills and Glenda Knight, Bookkeeper and Jean Owen, Recorder of Minutes

Absent: Jerry Scheinbaum, Kelly Gessele

1. **Call to Order** - 5:35 pm
2. **Approve Minutes** - Motion to Approve the March 2017 minutes was made, seconded and passed.
3. **Public Comment** – no public were present
4. **President’s Comment** – no report
5. **Water Plant Manager’s Report** - Kelly asked for Glenda to mention that the new fill valve on Brush Creek road at the fill control station should be installed by 4/22/17.
6. **BCMD Manager Report** – Kevin McClure
 - Radio Frequency system needs to be installed to replace the telephone line which has deteriorated from old age. Miller Electrical Aspen has given a quote for \$4,422 to install that system into the main control station which communicates to the lower pump house. It does not require a repeater. The Board asked Kevin to find out if the work has a warrantee. This work should be paid out of the Capital fund. If Kevin can get agreement between Kelly/Riley and Miller then he has been approved to fast track this work.
 - Kelly has ordered 2 new pumps for backups which are a total of \$7,800.
 - Kevin will be getting a list of the parts inventory from Kelly/Riley.
 - The Board agreed that a storage unit would be great to have to adequately store the inventory parts. Kevin is going to explore where it’s best to build. Kevin suggested that several of the Board members could go out and walk the property and identify a place where it would be best to place a structure.
 - Kevin has talked to Ideal Fencing regarding the damaged guardrails. The quote is for \$7,800 which would be discounted \$1,000 if they are up doing other work in the area. He also talked to them about raising the guardrail posts and they said they need to see it before giving an estimate. He will also contact Adarand for a quote on raising the guardrails.

- One of the Board members mentioned that we should get money from the insurance company for the person who had the accident which caused the damage to one of the guardrails.
- Kevin was asked to talk to Anna about installing some more trees and plantings on Juniper Hill. We need to have a bid for the cost of more trees.
- Riley said he was going to fix the Grundfest meter and we think that it's working.

Kevin was asked to contact the resident on Tabula Rasa who asked permission to install the new street sign to get it done.

Paving and shouldering were going to be done by Troy. Kevin is waiting to see if we can get free milling material from the City before we start doing this work.

Kevin will go to Brian Pettit and find out who with the Colorado Dept. of Highways is our contact person.

Dip at Turtle Cove – Kevin has made a call to David Hyberger/Frontier to start working on this. Kevin was asked to have them fill in the dip at upper Ranch Road at the same time.

7. **Budget** – no report

8. **Bills/Finance**

a. Approve bills: Motion was made to approve the March 2017 bills as presented, seconded and passed.

b. **Glenda's Report**

- Loss report: Board members feel it's worth asking Kelly what his recollection of the Pioneer Springs meter situation is and if it was determined whether it was worth fixing the meter that isn't working at Pioneer Springs. Also ask whether there is a check flow valve at this meter, the high/low, how it is supposed to work and how much it would cost to get the meter to work correctly.
- St. Ville's has still not closed and we were told that it will be closed by September.
- **A/R:** Most of the outstanding monies owed have been collected.

9. **Other Business**

- a Dip at Turtle Cove – see note above in Manager's report
- b Guard rails – see note above in Manager's report
- c Next meeting May 18, 2017 at Snowmass Chapel

10. **Adjournment:** Meeting was adjourned at 6:45 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: May 18, 2017
Time: 5:30 p.m.
Location: Snowmass Chapel - Library
5307 Owl Creek Road
Snowmass Village, CO 81615
Present: Jerry Scheinbaum, Jim Laing, Kevin McClure, Isabel Day, Lawson Wills and
Glenda Knight, Bookkeeper and Jean Owen, Recorder of Minutes
Absent: Joyce Hardy and Kelly Gessele

1. **Call to Order** - 5:40 pm
2. **Approve Minutes** - Motion to Approve the April 2017 minutes was made, seconded and passed.
3. **Public Comment** – no public were present
4. **President’s Comment** – got a nice email from Austin Weiss, City of Aspen, asking him to be on the selection board committee for Cozy Point applicants.
5. **Water Plant Manager’s Report** – no report
6. **BCMD Manager Report** – Kevin McClure
 - Kelly/Riley has replaced the new fill valve on Brush Creek road at the fill control station in the lower vault where the eroded valve was.
 - The new Radio Frequency system will be installed in the next week by Miller Electrical Aspen at the main control station which communicates to the lower pump house. Parts and initial install will be under warranty.
 - Riley has given a partial inventory list of parts they have which belong to BCMD.
 - STORAGE: Middle house pump house storage space is going to be set aside to house our inventory parts.
 - Kevin has talked with the mother of the person who had the accident which caused the damage to one of the guardrails. They are going to work with their insurance company to reimburse BCMD for the damages.
 - Kevin talked to Anna about installing some more trees and plantings on Juniper Hill and she is working on a bid for the cost of these.
 - The new street sign for the resident on Tabula Rasa has been installed.
 - Paving and shouldering are on the schedule to be done by Troy. Kevin is still waiting to see if we can get free milling material from the City of Aspen.
 - Kevin talked to G.R. again about the Juniper Hill intersection. He’s also called C.D.O.T. directly to start the formal process. A case # has been issued and the work begins with the traffic, access and permitting departments. He’s working with Lisa Young from the Zone 3 office to start work to determine if a light is needed.

- Dip at Turtle Cove – David Hyberger/Frontier will soon be starting on the work to fill in the dip at upper Ranch Road at the same time.
- Kevin is going to ask Kelly what his recollection of this meter situation is and if it was determined whether it was worth fixing the meter that isn't working at Pioneer Springs.
- Jerry asked Kevin to have Alex start work on the weed remediation.
- Jerry asked Kevin to look into a sanitized camera for the tanks in pump houses.

7. **Budget** – no report

8. **Bills/Finance**

a. Approve bills: Motion was made to approve the April 2017 bills as presented, seconded and passed.

b. **Glenda's Report**

- St. Ville's has still not closed, now they say that it will be closed by September.
- **A/R:** Current for the time being.
- The Waste Management trash & recycle bill has gone up by \$125.00/month.
- Glenda has made contact with Mullen about his high water usage.

9. **Other Business**

- a Dip at Turtle Cove – see note above in Manager's report
- b Guard rails – see note above in Manager's report
- c Next meeting will be June 22, 2017 at Snowmass Chapel

10. **Adjournment:** Meeting was adjourned at 6:50 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: **June 22, 2017**

Time: 5:30 p.m.

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

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

Absent: Jerry Scheinbaum, Jim Laing & Kelly Gessele

1. **Call to Order** at 5:40 p.m.
2. **Approve minutes.** Motion to Approve May 2017 minutes was made, 2nd, and passed.
3. **Public Comment: Roger Hollowell, a homeowner at 1766 Medicine Bow**, brought an engineer plat map on the slide area that involves his house. He is asking if there is any documentation that exists to describe the situation further. At one point BCMD installed fabric in the road to stabilize the slide area up by Bill Mitchell at 724 Medicine Bow. Roger explained that the goal is to find out how widespread it is and find out if he should look at fixing it.

Lawson asked that we have Independence Environmental Services (Riley) go up to inspect the meter pit because Roger has noticed about 6" gap at the top of his meter pit.

4. **President's Comment:** Jerry Scheinbaum was absent so Lawson led the meeting.
5. **Water Plant Manager's Report:** Kelly Gesele - absent
6. **BCMD Manager Report:** Kevin McClure
 - **RF** system is communicating. The electrician who knows the Red Lion electrical part of the system is meeting with Kevin, Riley/Kelly on Tuesday to make sure everything is working correctly.
 - NativeX/**Troy** has not been responding to Kevin's calls and so the milling work that needs to be done has not been done.
 - **Alex** is in the process of replacing all the zip ties that were holding the white boxes to the green posts at each meter pit with bolts.
 - **Neither Adarand** nor Ideal, who have both submitted quotes, have been responsive to our needs to repair the guardrail on Medicine Bow.
 - **Center line road striping** for the road still is due to be done.
 - **Landscaping** for Medicine Bow area does not seem to have enough water going to it to add more landscaping. Isabel commented that flowers and what's in there does not seem to be in keeping with the surrounding/natural landscaping that is more sustainable, that does not require so much water and maintenance. Maybe some Aspen, evergreen trees and some sage bush.

- **A motion** was made to authorize Kevin to spend \$5,000.00 for additional landscaping for the Medicine Bow and Juniper Hill entrance areas. A vote was taken and was seconded and passes.
- **Shouldering** work has been left for NativeX/Troy, who has not been responsive.
- **Bear latch at Medicine Bow** will be fixed by Brandon next week.
- **Traffic light at Juniper Hill** - Kevin has submitted a formal request to CDOT for a study of the safety at the entrance at the Smith Hill stop sign.
- **Weed spraying** is in progress right now.

7. Budget: no report

8. Bills/ Finance

- a) Approve bills: Motion to approve May 2017 bills as presented was made, 2nd & passed.
- b) Glenda's report:
- c) Glenda presented Engagement Letter to Hays, Maggard & Hood, P.C. which got signed for the annual audit which has to be filed by July 31st, 2017.
- d) Lawson also signed the Standard Form to Confirm account balance information with financial Institutions
- e) A/R: no report

9. Other Business

- a) Traffic light at Juniper Hill – ongoing – see comments in Manager's report above.
- b) Dip at Turtle Cove. - ongoing
- c) Raising guard rails – ongoing
- d) Next meeting July 20, 2017

10. Adjournment at 6:45 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: July 20, 2017

Time: 5:30 p.m.

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

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

Absent: Kevin McClure and Kelly Gessele

1. **Call to Order** at 5:45 p.m.
2. **Approve minutes.** Motion to Approve June 2017 minutes was made and 2nd.
3. **Public Comment:** Scott Wright re: changes in Neptune System.
Starwood has replaced their meter transmitters over a period of years and upgraded their Neptune software installation over the last few weeks. The Neptune software BCMD is using is over 8 years old. BCMD could be charged as much as \$40,000 for an immediate upgrade to the latest Neptune software and hardware. Starwood has three R900v1 data collectors and is interested in selling them for \$2,500 each. One of the three would be installed to recover data the White Horse Springs data collector may miss. Another one could be stored and used as backup parts if/when BCMD might need them. If BCMD was to do what Starwood did the new service would need to use a new (not upgraded) server system and radio frequency transmitters. BCMD would likely need to replace all the sender units involved which would cost \$200 each.

Scott recommends for BCMD to buy 2 of the 3 units from Starwood since they are not available in stock anywhere. Starwood only has three data collectors and they have 107 meters and it's costing them over \$50,000 to replace these parts and upgrade the software in total.

For maintenance of the old system BCMD is paying Neptune \$1,000 fee per year. Scott suggests that we abandon Neptune's support if the support actually refuses to support their own older hardware and software. The cost to install a data collector would probably be 1 day of labor to install and \$5,000 for the 2 used units from Starwood.

He thinks that if we do this it could buy us 7-10 years more for our system. Neptune said that they could not improve the current system by adding 2 additional readers since these readers are no longer available. Scott will also look at installing one on Star Mesa since that is a straight shot.

Glenda hasn't had any readings since July 8th. Scott has since changed all the programming. If we authorize expenditures to install the new readers he can get the new system up and

running with the ability to read from one collector within the next 2 weeks. He needs to get back to us on the cost of the new Land/Power lease for the data collector.

The Board approved an expense of \$700 which would include the cost of a new monitor for Glenda's computer. He will present the board with an invoice for the hours worked on our system to get it to fully operational again.

4. President's report: Jerry participated in the City of Aspen meeting which is a part of the planning process determining the future of Cozy Point

Cozy Point – the 2 organizations which have been selected are:

- **Horse Operation:** Patti's bid was the only one received by the City. Rob Covington works for the city and is doing the haying. Fencing is a concern for the safety of the horses. When and how this is will be added to the operation is yet to be determined.
- **Aspen Tree/Eden Vardy got picked** for agricultural educational programs. Eden has the camp, a Co-Op and greenhouse.

A.C.E.S. presented a proposal also but was not picked. The City is still open to their participation in the project.

AVLT is a custodian for some of the land at Cozy Point and so their part of the acreage is restricted for use.

Parking Signs: - we need to start putting up "No Parking" signs between Cozy Point and the gate up to Wildcat Ranch/Bonderman's. This corner is not a good place to park.

5. Water Plant Manager's Report: Riley Gessele

- The RF part seems to be defective and Kevin is sending it back to the manufacturer. Miller Electric is working with Kelly/Riley to remedy the situation. Scott Wright, who was in attendance for Public Comment, volunteered that he has the experience to help out. The Board members approved Scott working with Kelly/Riley and Miller to get it working.
- Problem with one of the main Pressure Reducer Valve (PRV) and it's just time to replace it since it's 30 years old. It will probably take approximately \$4,000 for the valve and \$1,200 for the labor (2 days of labor) to install a new one. The Board has agreed to have Riley order the valve and start the work.
- Riley said that it would be nice to get an allowance (\$500) for some basic tools that they need on a regular basis. He will make a list of these items and give it to Kevin at the next meeting. For this reason the Board agreed that it would be nice to have the storage area secure.

6. BCMD Manager - Kevin McClure - by phone

- Kevin is now overseeing the controlling of the water storage tank levels by hand. Kevin has been in contact with Miller Electric every day and he has been in touch with the manufacturer every day for the past 2-3 weeks.
- **Shouldering:** Troy has on order a rubber tire hoe to do this work.
- **Guardrails:** 2015 bid from Ideal Fencing to raise all the guardrails - \$20,000 – for about 2,000' of railing. Ideal will stand by their original bid. Kevin will call Mike at Ideal tomorrow and find out what that bid entails and if it will bring the guardrails up to code. He believes the code is for 29" – 31" for a new guard rails.
- Kevin has given Alex Roger Hollowell's address to check on the gap at his meter pit and reset it.

- **Landscaping:** Kevin has been asked to look into the replacement of the eaten tree on the Medicine Bow entry. Kevin feels we need to keep the wild grasses when adding new vegetation. Alex should be asked to knock down the taller grass so we can see the rock and the sign which is there.

7. Budget: no report

8. Bills/ Finance

- a) Approve bills: Motion to approve June 2017 bills as presented was made, 2nd & passed.
- b) Glenda's report:
 - We are being charged a surcharge for the water usage over 2 million gallons a month.
 - Jerry signed the Request for Extension of Time to File 2016 Audit.
 - Alex reported that there are 2 properties on Medicine Bow are over run by weeds. He thinks that both properties are absentee owners. The Board asked Glenda to call the owner's and ask them to mitigate the weeds. She's going to ask them if they got the letter from Pitkin County.
 - Alex has been sweeping roads. Snow Fox Lane road has been really sloughing off and so the debris in the road has been worse after the recent rain falls. The Board directed Glenda to call Alex and have him present a proposal of what it would take to remedy or mitigate this situation.
- c) A/R: no report

9. Other Business

- a) Traffic light at Juniper Hill - ongoing
- b) Dip at Turtle Cove. – ongoing
- c) Raising guard rails – ongoing
- d) Jerry is asking us to consider speed bumps or 25 MPH sign between entrance Bonderman's property and corner of Juniper Hill Rd.
- e) Lawson said we need to do something about the HOA (Brush Creek Landowners Association) and the way it's being run. He's suggesting that we need to have someone on our Board be a member or the President of their Board.
- f) Next meeting August 17, 2017

10. Adjournment at 8:06 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: August 17, 2017

Time: 5:30 p.m.

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

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

Absent: Jerry Scheinbaum, Isabel Day

1. **Call to Order** at 5:35 p.m.
2. **Approve minutes.** Motion to Approve July 2017 minutes was made, 2nd and approved.
3. **Public Comment:** Scott Wright re: changes in Neptune System.
Scott reported that he has a meeting with W/J on Monday to set up an agreement for a location of the data collector, for signal and testing of the system. We would probably provide them internet service in trade for our ability to use their site.

We are currently getting reads from the White Horse Springs collector. Scott relocated another collector and it is picking up reads. There is an IGA between Starwood, White Horse Springs and BCMD which allows us use of the location at White Horse Springs for the collector, and we are paying \$240.88 a month for an internet connection that all three parties use.

Since we had decided to stay with the existing system and have agreed to purchase two of the three units from Starwood Scott wonders if we might want to purchase the third one and put it in storage. Lawson made a Motion that BCMD buy the additional unit and put it in storage. It was seconded by Jim and approved by a majority of the Board.

4. **President's report:** None - Jerry not present
5. **Water Plant Manager's Report:** Kelly Geselle
 - Kelly is going to fix a small leak which is in the lower valve vault for the main water system on Brush Creek.
 - Kelly will order a replacement pump which will put in our inventory.
6. **BCMD Manager** - Kevin McClure
 - RF signal needed for communication between the water storage tanks is still not up and running. System was sent back to factory, it was tweaked and recalibrated. Once it was tested again it is sending a signal, however it is not working properly and so there is some corruption that is causing the signal to be poor quality. Miller is going to call the techs of the manufacturer and if it is still not working then he was going to send it back.

- Kevin will meet with Scott tomorrow to try to troubleshoot the phone line signal system, which is the old system. We're paying for phone lines and using the phone lines to get the signal from the upper pump house to the lower pump house.
- Scott suggested that we can use just a network type signal, such as an Ethernet/Internet connection. This is what Scott is hoping to acquire by getting access to W/J location.

Dr. Mitchell's house at 734 Juniper Hill is at times getting too much water pressure. The valve does not work well with a pressure differential on either side of it right after it tees off to the irrigation system and so they turn this on/off manually as they use it. The water to the house is controlled by the PRV after the tee to the irrigation so that if the pressure to the house drops it will regulate the pressure so that it doesn't get too high.

The owner notices that when the sprinkler system goes on the water pressure to the house goes down.

Our valve on our system which is failing, has been ordered and is going to be shipped Sept 15th. It will be installed when it arrives.

- **Shouldering:** Troy got the rubber tire hoe equipment and will begin doing this work next week.
- **Landscaping:** \$5,000 has been authorized for vegetation on Juniper Hill side and separately replace the tree that was eaten on Medicine Bow. Alex has cut the tall wild grasses down and installed some flowers which look much better. On the Juniper Hill side landscaping they need to have Riley install the tap into the existing fire hydrant and Alex will plant some more drought resistant vegetation.
- **Bonderman road maintenance project** – Bonderman would like to pave just to the high point of his road. This would mean Frontier trucks would be coming up to do the work. We would rather have the trucks come up the Juniper Hill side to less impact the recently paved roads. David Hyberger of Frontier called Kevin about the project and the scope of the work. Kevin called the Bert Pierce/County Roads department regarding the road up to the Bonderman gate to see what we can do to limit the use of the trucks and was told there is nothing we can do.
- **Crack sealing** for all subdivision roads – Kevin will contact Kaufman Sealing Coating to give us a bid to do this work.

7. **Budget:** no report

8. **Bills/ Finance**

- a) Approve bills: Motion to approve July 2017 bills as presented was made, 2nd & passed.
- b) Glenda's report:
 - Glenda received the Annual Leak Test report and passed it on to the Board members for review. This is a leak survey where a person goes around and tests to see if there are any leaks. The report came back reporting no significant leaks.
 - The yearly Audit is complete and it was reported there were no issues. Interfund balances recommendations was that the Water Operating Fund pay the General Fund \$10,843.00 in order to eliminate the December 2016 outstanding interfund due/from amount. General Fund checking account will have \$543,000 balance.

Glenda recommended that we transfer \$250,000 to the Capital Fund which is paid a small amount of interest. The Board approved this transfer.

- Independent Contractor / Employee: They recommended that BCMD ensure that a contract is in place for All Valley Maintenance (Alex's services).
- Adopt a minimum capitalization policy and suggested that most people put a \$1,000 cap. Jim will draft a suggested policy and read it to the Board next month.

c) A/R: Need to make some calls and possibly issue a couple of shut-off notices.

9. Other Business

- a) Traffic light at Juniper Hill – Kevin is pursuing the Snowmass Roads department and City Council about these concerns since County Roads has basically told us they are taking no action.
- b) Dip at Turtle Cove. – done
- c) Raising guard rails – ongoing
- d) Jerry is asking up to consider speed bumps or 25 MPH sign between entrance Bonderman's property and corner of Juniper Hill Rd. - ongoing
- e) Lawson said we need to do something about the HOA and the way it's being run. He's suggesting that we need to have someone be a Board member or the President of the Board.- needs to be on the agenda to discuss next month
- f) Next meeting September 21, 2017

10. Adjournment at 7:15 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: September 21, 2017

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, Jim Laing, Joyce Hardy, Kevin McClure, Manager, Kelly Gessele, Glenda Knight; Bookkeeper and Jean Owen; Recorder of minutes.

Absent: Lawson Wills and Isabel Day

1. **Call to Order** at 5:30 p.m.
2. **Approve minutes.** Motion to Approve Aug 2017 minutes was made, 2nd and approved.
 - Page 2, Landscaping/ Kevin changed to – \$5,000 has been authorized for vegetation on Juniper Hill side and the tree that was eaten by a deer on Medicine Bow side which will be replaced.
3. **Public Comment:** Scott Wright re: changes in Neptune System.
 - He has been working with Comcast for the past 3 weeks to have them install an internet connection at W/J. They said that would require \$15,000 so now he's going to try to have them install it at Juniper Hill and is waiting on them. Once that link is up and running, he'll put a data collector at W/J.
 - The system that communicates with us when there are problems with tank levels or malfunctions is currently working on a telephone line connection that is very old. Scott doesn't know how long we can expect it to continue working. He has an estimate of what it would cost to upgrade to a different system.
 - Kevin consulted with Kelly, regarding John Miller and the electrician who installed the was a hard short on the Century Link system and the conclusion reached that the line is bad and it was determined that we need a hard line to assure the signal works. Scott thought that ultimately the problem with the RF system that was meant to replace the phone line was that John of Miller Electric had the coordinates off. He did not think the RF signal was going to work in that terrain.
4. **President's report:**

Jerry discussed concerns about the deterioration of upper Medicine Bow Road which goes up to David Bonderman's gate due heavy traffic. Jerry drove the 50' of road belonging to BCMD, that is paved down from the gate. There was substantial dips by almost 6-8" in places. The road does not comply with county standards. He is concerned over possibility that BCMD would be liable for any damage to vehicles as a result of the road deterioration. He mentioned that we probably wouldn't be able to plow it since it will probably fall apart. Joyce said that she talked to Morgan Merrill's realtor who had suggested that we should submit a letter for the records with the Pitkin County disclaiming our liability. Jerry is going to talk to our lawyer Steve Connor to discuss whether a letter would suffice to protect us from any liability.

5. Water Plant Manager's Report: Kelly Geselle

- Tests are required every year for trielmethenane. We are in the stage 2 testing. Copper and lead tests still need to be done.
- A pressure modulating valve for flow and regulation for the main system is supposed to arrive the end of the month and Kelly/Riley will install it then.

6. BCMD Manager - Kevin McClure

- **Shouldering:** Troy has spotted the material and began spreading it. He took the big piles and moved them so that he can spread them around the switchbacks where is a larger gap between the pavement and the berm.He will use some existing gravel and drag it back to fill.
- **Landscaping:** Riley is supposed to put the tap in at Juniper Hill dumpster site. Kevin will start reviewing with Alex the landscaping plan that will be installed.
- **Crack sealing** work on the roads is done.
- Kevin contacted Bill Charouhis about the thistles on his property which are a violation of County ordinance of noxious weeds and he will notify his property manager.
- **Medicine Bow Rock** landscaping used a lot of water this summer. We'll try cutting this in half next summer.
- **Guard rails** – Kevin is still working to get David Hyberger to see if he can get his crew out to do this work before the end of the summer/fall season. Jerry asked Kevin to look into what and whose standards we are complying with in regards to raising of the guard rails.

7. Budget: Glenda will present the proposed budget for 2018 at next month's meeting. We received the first evaluation from the assessor's office and there was only \$56,000 increase in the total evaluation.

8. Bills/ Finance

- a) Approve bills: Motion to approve August 2017 bills as presented was made, 2nd & passed.
- b) Glenda's report: Mr. Eaton's meter at 90 Sagebrush has not reported any usage since June 18th, 2017
- c) John Rainey at 722 Upper Ranch Road. Needs a wire repaired.

9. Other Business

- a) Adopt a minimum capitalization policy - ongoing
- b) Discuss what can be done about the Brush Creek Landowners Association. Lawson feels we need to do something about the HOA and the way it's being run. He's suggesting that we need to have someone be a Board member or the President of the Board.- needs to be on the agenda to discuss next month - ongoing
- c) Next meeting October 19, 2017

10. Adjournment at 7:05 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: October 19, 2017

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, Lawson Wills, Jim Laing, Joyce Hardy, Isabel Day, Kevin McClure, Manager, 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 September 2017 minutes was made, 2nd and approved.
- 3. Public Comment:**

Bryan McShane of 1735 Medicine Bow spoke regarding Website. He's had some conversations with Glenda about creating a feature on the BCMD website where homeowners could communicate with other homeowners. Also, it would be good to have bills set up to be invoiced and paid online. He feels that maybe an interactive website would allow the homeowners to come forward when problems arise (example: problems with abuse of the dumpsters). Jerry responded that he is aware that everybody who pays Pitkin County taxes gets a \$100 credit to use the Pitkin County landfill. He suggested that there is a continual turnover with the 30% of homes that are being rented. He had a situation where a neighbor left his halogen lights on, which is a violation of the Pitkin County light ordinance. He's mentioned this because these kinds of situations become a community issue rather than one homeowner to another homeowner. Jerry said that we will put a slip in the next billing envelope making sure that people are aware of the BCMD website.

Scott Wright – Scott contacted Comcast 6 weeks ago about installing the new line at W/J. Comcast's cost would be \$15,000. The address given Comcast was 1801 Juniper Hill Road. He spoke with them yesterday; they said they have initiated a moratorium for further line installation until next spring. Scott is going to look for another location. Jerry suggested that he look for certain "common area" points within the subdivision that are within the sight line.
- 4. President's report:** Jerry Scheinbaum
Jerry talked to Steve Connor about the upper Medicine Bow road damage. He suggested that BCMD post a sign on upper Medicine Bow warning people about the road damage. Kevin will order and install a sign past Matt Harder's driveway (1952 Medicine Bow) reading "Severe road damage ahead. 12,000 pound weight limit. Proceed at your own risk."
- 5. Water Plant Manager's Report:** Kelly was not present.

6. BCMD Manager - Kevin McClure

- Due to the early snows a lot of trees were broken. Kevin and Alex cleared a lot of the debris. Aspen Tree Service will be scheduled to go around the subdivision and pick up the piles of tree limbs around subdivision roads. Kevin will post signs at the trash dumpsters to notify homeowners of the date of the tree service.
- Shouldering: Troy moved the road base to extend up to the road edge.
- Equipment from Kelly – Riley has promised to get the new valve installed so we can irrigate the Juniper Hill entrance, for the new vegetation we will be planting.
- Landscaping: waiting for the irrigation to be completed and will wait until the spring to plant new vegetation on the Juniper Hill side.
- The reservoir water tank control system is working well.
- BCMD should be in good shape for the winter. Roads and shouldering have been improved.

7. Budget: Glenda presented the proposed budget for 2018. The water operations budget will need to keep increasing due to the increasing cost of maintaining an aging system. The amount left over in the water operating fund after expenses will be \$3,300. Water Capital Fund has \$268,860 right now. The water fund needs to be increased. Discussion regarding increasing the water rate tiers.

8. Bills/ Finance

- a) Approve bills: Motion to approve September 2017 bills as presented was made, 2nd & passed.
- b) Glenda's report:
 - On Thursday, November 9th, Glenda will need someone to accompany her at the bank to wire the bond payment that is due on that day.
 - Evergreen Events sent a 24 month contract for their services, but there was some questions about the termination clause. Lawson said he'd call them to discuss questions he has about the contract.
- c) A/R

9. Other Business

- a) Adopt a minimum capitalization policy
- b) Discuss what can be done about the Brush Creek Landowners Association.
- c) Next meeting is **Thursday, November 16, 2017.**

10. Adjournment at 7:30 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: November 16, 2017

Time: 5:30 p.m.

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

Present: Lawson Wills, Joyce Hardy, Isabel Day, Greta Gessele, Glenda Knight; Bookkeeper and Jean Owen; Recorder of minutes.

Absent: Jerry Scheinbaum, Jim Laing, Kevin McClure & Kelly Gessele

1. **Call to Order** at 5:30 p.m.
2. **Approve minutes.** Motion to Approve October 2017 minutes was made, 2nd and approved.
3. **Public Comment:**
4. **President's comment:** Jerry Scheinbaum – no report, Jerry was absent.
5. **Water Plant Manager's Report:** Kelly was not present but Greta, his daughter, gave an update on his behalf.
 - The tap at the bottom of Juniper Hill where the triangle park is completed.
 - Still having issues with the data collectors, of 4 only 1 is working. This means that we're missing about 30-41 reads each day. One or two of the data collectors need to be moved to a different location at W/J, we are waiting on Comcast to install an internet connection at that location. Glenda will get in touch with Scott for an update on when that might be completed. Lawson suggested that we put this issue on the agenda for next month to closely monitor the situation.
 - Inventory of parts will be taking place and Greta will be in touch with Kevin.
 - Main line PRV valve has not been installed. Greta will make sure this is done
 - Leak on one pump (new one that was just repaired). The part needs to be sent back and then re-installed in the lower pump house on Juniper Hill.
 - Due to the power outage Lawson has asked Greta to look into getting a power backup system to resolve power outage issues down the line.
6. **BCMD Manager - Kevin McClure** – no report, Kevin was absent.

Issues that need to be resolved with Kevin are:

 - Trees at the entrances that need to be installed.
 - Storage of water pumps and other equipment on BCMD property
 - Sign going up to the top of Medicine Bow at Bonderman section of road.
 - Raising of guardrails which needs to be discussed further at another time.
 - Remove the signs at the dumpster regarding the brush removal project.

7. Budget: We need the final property evaluations which are not received until early December. Then the proposed budget for 2018 needs to be finalized and adopted before December 15, 2017.

8. Bills/ Finance

- a) Approve bills: Motion to approve October 2017 bills as presented was made, 2nd & passed.
- b) Glenda's report:
 - Discuss Community Bank CD which is approximately \$215,000. The Board decided to renew the CD for the 27 month term @ an interest rate of 1.35%.
- c) The contract for Evergreen Events for compost pickup was approved and signed.
- d) A/R

9. Other Business

- a) Adopt a minimum capitalization policy
- b) Discuss what can be done about the Brush Creek Landowners Association.
- c) Next meeting is tentatively **Tuesday, December 12, 2017 in Aspen at the Aspen Ski Co Gondola Plaza.**

10. Adjournment at 6:30 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: December 12, 2017

Time: 5:30 p.m.

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

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

Absent: Isabel Day, Kevin McClure & Kelly Gessele

1. **Call to Order** at 5:35 p.m.
2. **Approve minutes.** Motion to Approve November 2017 minutes was made, 2nd and approved.
3. **Public Comment:** none
4. **President's comment:** Jerry Scheinbaum – The Metro board discussed the current relationship with Independence Environmental Services (IES), concern for ensuring a reliable water contractor for the future and whatever changes we need to put into action.
5. **Water Plant Manager's Report:** Greta Gessele from IES updated BCMD on the monthly water system report.
 - We are still having issues with the data collectors which are now operating at 25% capability. Scott Wright will be returning to the valley this evening and can work with Comcast who is now ready to install the new line at W/J.
 - Parts inventory of parts purchased for our use at IES facility will be done by IES. Greta will be checking purchase orders against the items in stock.
 - Glenda talked to Jimmy Street in order to get a hand held by Sunday, December 31st to do the reads for the end of the year.
 - The PRV valve on the main water line for Dr. Mitchell's and Jerry Scheinbaum property has still not been installed. Greta will oversee this work to ensure that when the parts arrive from backorder Riley will do the installation.
 - The pump in the middle pump house was leaking and was replaced with a spare pump. The damaged pump has been out for repair.
 - Due to the recent power outage Lawson asked Greta to research and quote on a power backup system that would resolve power outage issues in the future.
6. **BCMD Manager - Kevin McClure** – no report, Kevin was absent.

The Board reviewed the lack of progress on projects waiting to be completed. These agenda items will be discussed at the January meeting.

 - Landscaping projects and trees replaced at the entrances that need to be completed.
 - Storage of water pumps and other equipment on BCMD property in the pump houses on storage shelving.

- Road damage sign needs to be mounted past the four-way intersection after 1952 Medicine Bow Road.
- Failure to get water meter readings from homeowners property which requires Kevin McClure to contact Scott Wright.
- Raising of the guardrails.
- Remove the signs at the dumpster regarding the brush removal project.

7. Budget: The Board voted unanimously to adopt the 2018 Budget under the three resolutions known as:

- 1) Brush Creek Metropolitan District Resolution No. 03 Series of 2017, known as Resolution to Adopt Budget;
- 2) Brush Creek Metropolitan District Resolution No. 04 Series of 2017, known as Resolution to Appropriate Sums of Money;
- 3) Brush Creek Metropolitan District Resolution No. 05 Series of 2017: known as Resolution to Set Mill Levies.

8. Bills/ Finance

- a) Approve bills: Motion to approve November 2017 bills as presented was made, 2nd & passed.
- b) Glenda's report:
 - Interest was received from the Community Banks CD and was renewed for 27 months at a new interest rate of 1.5%
 - Data collectors: Scott Wright is returning to Aspen and will work to ensure that the data is collected using a hand held device.
- c) A/R

9. Other Business

- a) Adopt a minimum capitalization policy
- b) Discuss what can be done about the Brush Creek Landowners Association.
- c) Next meeting is tentatively **January 18, 2018 in Aspen at the Aspen Ski Co Gondola Plaza.**

10. Adjournment at 7:00 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: September 21, 2017

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, Jim Laing, Joyce Hardy, Kevin McClure, Manager, Kelly Gessele, Glenda Knight; Bookkeeper and Jean Owen; Recorder of minutes.

Absent: Lawson Wills and Isabel Day

1. **Call to Order** at 5:30 p.m.
2. **Approve minutes.** Motion to Approve Aug 2017 minutes was made, 2nd and approved.
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 - He has been working with Comcast for the past 3 weeks to have them install an internet connection at W/J. They said that would require \$15,000 so now he's going to try to have them install it at Juniper Hill and is waiting on them. Once that link is up and running, he'll put a data collector at W/J.
 - The system that communicates with us when there are problems with tank levels or malfunctions is currently working on a telephone line connection that is very old. Scott doesn't know how long we can expect it to continue working. He has an estimate of what it would cost to upgrade to a different system.
 - Kevin consulted with Kelly, regarding John Miller and the electrician who installed the was a hard short on the Century Link system and the conclusion reached that the line is bad and it was determined that we need a hard line to assure the signal works. Scott thought that ultimately the problem with the RF system that was meant to replace the phone line was that John of Miller Electric had the coordinates off. He did not think the RF signal was going to work in that terrain.
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- **Guard rails** – Kevin is still working to get David Hyberger to see if he can get his crew out to do this work before the end of the summer/fall season. Jerry asked Kevin to look into what and whose standards we are complying with in regards to raising of the guard rails.

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8. Bills/ Finance

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- b) Glenda's report: Mr. Eaton's meter at 90 Sagebrush has not reported any usage since June 18th, 2017
- c) John Rainey at 722 Upper Ranch Road. Needs a wire repaired.

9. Other Business

- a) Adopt a minimum capitalization policy - ongoing
- b) Discuss what can be done about the Brush Creek Landowners Association. Lawson feels we need to do something about the HOA and the way it's being run. He's suggesting that we need to have someone be a Board member or the President of the Board.- needs to be on the agenda to discuss next month - ongoing
- c) Next meeting October 19, 2017

10. Adjournment at 7:05 p.m.