

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: January 17, 2013

Time: 5:30 p.m.

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

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

Absent: Lawson Wills

1. Call to Order at 5:36 pm.
2. Approval of minutes. Jerry made a motion to approve the minutes; Joyce seconded the motion and the minutes were approved as read.
3. Public Comment. None.
4. President's Comment. None.
 - a. Accountability
5. Water Plant Manager's Report:
 - a. Posts to protect new shut-off valves
 - b. There was a water pressure problem again; it fails several times per year and has 22-year old technology and equipment. Kelly and Kevin have researched new pumps that have a phase converter built into it. The current equipment with two horsepower has not been enough. Kevin will be checking to see if Holy Cross has a rebate program. Kelly recommended that he and Kevin take a look at the equipment with an engineer to see what piece of equipment would work the best. The Board agreed; Jerry asked that they get the equipment with a warranty.
 - c. In Spring, an health inspector will visit to inspect the water system for Brush Creek.
 - d. Pevny's new meter went in today.
 - e. Trash Removal Costs: Kevin did a comparison between MRI and Waste Management. Waste Management comes in about \$900/month less. They will provide seven days with five/six containers at a maximum of \$2500/month.
 - f. The markers have not been put in to identify the valves due to weather. (last minutes)
 - d. Snow Removal discussion. It is the consensus of the Board that the roads are

being effectively maintained; they would like itemized bills so they know exactly what is being done and where, and what the cost of sand/gravel is per application.

6. BCMD Manager Report: Kevin McClure.
 - a. Discussion of 2012 Project & Maintenance List
 - b. Kevin reported on the dumpster project: Original budget for dumpster only was approximately \$15K. Scope was increased; concrete walls were constructed and the mail structure was completely rebuilt. \$29,950 has currently been spent. There remains stonework and painting to do; approx \$5K left to spend on the Juniper Hill dumpster project.
 - c. Kevin got the signs up on the road last week; the stone signs will be a project for May. For budget purposes, Isabel suggested that the money for the stone could come out of the beautification project funds.
7. Approve Bills. A motion was made and seconded to approve the bills for December 2012. The motion passed and the bills for December 2012 were approved as presented.
8. Glenda's Report. The water bills will now be showing an exact read, rather than rounding.
9. Accounts Receivable. Kevin spoke with Kathy Gibson who said she will bring her six month past due water bill to Glenda tomorrow, 1/18.
10. Other Business.
 - a. Adopt resolution re: locations of public notice boards. Board members signed the resolution.
 - b. Guard rail near Kappeli at 976 Medicine Bow Road. Someone went off the road and hit Kappeli's water meter post; he is requesting a guard rail. Kevin will look into this and address Mr. Kappeli on this subject.
 - d. Web site and emails for water outages
 - e. Review Revised Rules and Regulations
 - f. Manager To Do:
 - 1) Fire extinguishers/smoke alarms/lights for dumpsters
 - 2) Spring: culverts/ditch work
 - 3) Kapelli's guard rail
 - 4) Talk to Bobby about pricing
 - 5) Review website to determine if we have a visit count
 - 6) Weekly email to Board members with updates
 - g. Follow up on last month's To Do List:
 - 1) Do Medicine Bow first (fire ash cans, labeled for dumpsters)
Juniper Hill: Timing? Ready to put dumpsters in now.
 - 2) Drywall & roofs on dumpsters

- 3) Shaving down on lip on Juniper Hill Dumpster
 - h. Glenda will invite the insurance agent to the February meeting to go over coverage.
11. Next Meeting Date: **Tuesday**, February 19, 2013
12. Adjournment. motion was made to adjourn. Isabel seconded the motion; the meeting adjourned at 7:16 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: February 19, 2013

Time: 5:30 p.m.

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

Present: Lawson Wills ; Joyce Hardy; Isabel Day; Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Jerry Scheinbaum; Jim Laing; Glenda Knight, Bookkeeper; Marti Barbour, Recorder of Minutes; Susan Schmitz, Commercial Lines Producer for Neil Garing Insurance (by phone)

1. Call to Order at 5:35 pm.
2. Approval of minutes. Jerry made a motion to approve the minutes; Joyce seconded the motion and the minutes for January 2013 were approved as read.
3. Public Comment. None.
4. President's Comment. None.
 - a. Susan Schmidt of Neil-Garing Insurance called at 6:15pm to speak about the District's insurance coverage; discussion is recapped as follows:
 - In the event of a catastrophe; \$4 million of coverage per occurrence. If there were no negligence, \$15K no-fault per occurrence.
 - Susan will get back on the risk management question of who determines coverage.
 - All employees are covered, however, not Independent Contractors.
 - In the event of a water break that takes BCMD-maintained county road, there is \$2M in policy for “flood”. A flood does not have to be a natural event.
 - If a pipe bursts and washes away a house; the homeowner's policy would go after the District. If the District is not negligent, they would not be responsible for damage to home.
 - The claims adjuster makes the call.
 - Defense costs for litigation are unlimited.
 - Total cost for property and liability policy is \$7,750/per year, \$340/year for Glenda and Board for Workers Compensation.
 - Pump Houses & equipment are insured.
 - Regarding any changes to the policy, liability limits would be at your comfort level and recommendations can be made after a walk-through with

the Loss Control representative from Neil-Garing Ins. and Kevin and Glenda.

- Regarding the feeder line coming down from Snowmass, if it is BCMD pipe and is within 1,000 feet of one of the pump houses it would be covered for fire or explosion. If you wanted to cover all of the lines, contamination would be something for which to consider getting coverage. Snowmass Water and Sanitation requires a back flow preventer at each home.
- If we were to be sued for an accident and were blamed for not maintaining the road, we would be covered, even if BCMD were negligent.
- Slips/falls at dumpster are covered.
- BCMD would like a quote to increase the umbrella \$1M or \$2M.
- Employee theft is covered at \$100K.
- If we (out of negligence) caused some one's water heater to blow up, it would need to be determined what triggered the loss and a claim would have to be filed.

5. Water Plant Manager's Report:

- a. Posts to protect new shut-off valves – Not discussed.
- b. Kelly reported that there are some problems with the upper pump house; the switches are worn out and will need to be replaced, although some parts can be re-used. The cost just to get it back on line is \$2,080.00. Holy Cross has some energy rebates available which could bring the total cost of the water system upgrade down to \$10,000. The Board passed a motion to approve \$2,080 to replace switches and Kelly will bring a bid for the complete water upgrade.
- c. Terry Haynes (1684 Medicine Bow) had a frozen pipe line on the south side of his house. Both Kelly and Kevin responded. Terry Haynes is paying for the pipe thawing, but was told that he had to keep the water running in order to keep it from freezing. He is using 800 gallons per day and is looking for a break on his water bill. Glenda will talk to him about cutting off the water and draining the line when he goes out of town.

6. BCMD Manager Report: Kevin McClure.

- a. Kevin has a call in to Pinto regarding solar power lighting and smoke detector monitoring at the dumpsters. Other calls have been made to look into all the options.

7. Approve Bills. A motion was made and seconded to approve the bills for January 2013. The motion passed and the bills for January 2013 were approved as presented.

8. Other Business.

- a. Brush Creek Service Plan-CTF funds. In order to keep getting the funds, the District needs a plan for its usage. BCMD needs space to develop for open

space or funds will not be available. Some ideas were brought up but discussion was postponed.

- b. Web site & emails for water outage – Discussion postponed.
 - c. Review Revised Rules and Regs – Discussion postponed.
 - d. The City of Aspen wants to run the bike race on Monday August 19, 2013 through the District up Medicine Bow and down Juniper Hill. There will be about 20 minutes between races that people may be able to get in and out of their driveways. After much discussion, it was agreed that it could be mutually beneficial.
 - e. There was some discussion of what to do with fire ash, as there have been two fires so far. Kevin will be working on some suggestions for resolving this problem.
 - f. Manager To Do:
 - 1) Back flow preventer requirements
 - 2) Well cross-connections
 - 3) Latch on the dumpster; replace with heavier duty one.
 - 4) Have Alex spread some gravel at the dumpster on the Juniper Hill side.
 - 5) Itemize Manager's time sheet/invoice
 - 6) Inside stops on the dumpster doors on Medicine Bow; replace wood with full stops.
 - 7) Figure out the fire ash problem
 - g. Follow up on last month's To Do List:
 - 1) Fire extinguishers/smoke alarms/lights for dumpsters
 - 2) Spring: culverts/ditch work. Native X and Kelly; Kevin getting estimates.
 - 3) Kapelli's guard rail. The Board agreed not to proceed with the guard rail.
 - 4) Talk to Bobby about pricing. The Board was looking for more itemization (tonnage of sand)
 - 5) Review website to determine if we have a visit count. He hasn't looked at the website.
 - 6) Weekly email to Board members with updates. The only calls this month that were relevant just happened last week; he will keep the Board posted as things happen.
 - 7) Drywall on the ceilings of the dumpsters has been installed; roofing not done on Medicine Bow Side.
9. Next Meeting Date: Thursday, March 21, 2013
10. Adjournment. Joyce made a motion to adjourn. Lawson seconded the motion; the meeting adjourned at 7:45 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: March 21, 2013
Time: 5:30 p.m.
Location: Aspen Mtn. Gondola Bldg. – Conference Room, 601 E. Dean Street
Aspen, CO 81611
Present: Lawson Wills; Joyce Hardy; Kevin McClure, Manager; Kelly Gessele,
Water Plant Manager; Jerry Scheinbaum; Jim Laing; Glenda Knight,
Bookkeeper; Marti Barbour, Recorder of Minutes
Absent: Isabel Day

1. Call to Order at 5:40 pm.
2. Approval of minutes. Joyce made a motion to approve the minutes; Jerry seconded the motion and the minutes for March 2013 were approved as read.
3. Public Comment. None.
4. President's Comment. None.
5. Water Plant Manager's Report:
Kelly reported that the Holy Cross rebate is not what we had anticipated (50%). Asked about the magnitude of the total cost of the job, Kelly said about \$13,100. When asked about the life expectancy of the pumps, Kelly said that they are six years old and expected only to last about that long. Because of the location of the pump, it is getting a lot of wear and tear. Kelly doesn't anticipate that BCMD will need any other projects scheduled for the summer; it would be a good time to do this replacement. The Board would like Kelly to continue with a proposal to submit for approval at April's Board Meeting.
6. BCMD Manager Report: Kevin McClure. Glenda has been in touch with Susan of Neil Garing Insurance. The walk-through has not been scheduled and questions not yet answered. Kevin then gave a report of the follow-up on the Manager "To-Do" List:
 - a. Kevin got estimates from John Miller and Mike Tierney for lighting of the trash enclosures and mail box area: \$750-\$1000 per side, installed. The Board has experience and confidence in John Miller's work. The Board would like to know the life expectancy of the batteries. John is including some security-minded ways of installation.
 - b. Back flow preventer requirements. Kevin will check with Snowmass Water for the requirements.

- c. Stops on the dumpster doors will be replaced with heavier duty ones.
 - d. Have Alex spread some gravel at the dumpster on the Juniper Hill side.
 - e. Figure out the fire ash problem. Kevin has an ash can system that he has gone over with Alex; there is a can painted red for ashes.
 - f. Fire extinguishers and light smoke alarms. The Board discussed putting in fire extinguishers and a sprinkler system.
 - g. Kevin talked to Bobby regarding pricing for sand. He charges \$400 each time he sands all of the roads which includes the price of the sand. He uses about 2 loads of sand each time he does the roads.
 - h. Website review...Marti will check into putting a visitor counter on the website.
 - i. Kevin will be using text message to convey updates to members of the Board who are interested.
 - j. Kevin showed a drawing of the Brush Creek Village signs to be used at the entrances, on a large rock from Elam, and a sign over the dumpsters. The rock could be about \$1,000, which includes the cutting. The Board asked Kevin to proceed with this project. About five road signs have been replaced.
 - k. Kevin has an estimate to do some road work by Native Excavating and showed pictures of locations where the work is to be done. The Board would like to get a competitive bid from Pioneer Paving and have the work done in April or May.
 - l. Kevin passed around the Work List for 2012:
 - m. Culvert Cleaning. Kevin will get a number from Troy for April/May cleaning.
 - n. Roadside runoff – Snow Fox has a culvert. It may just take regular maintenance.
 - o. Kevin will speak with County Roads Department re improvement of Medicine Bow /Lower Brush Creek intersection.
7. Glenda. The audit process has begun; it is due June 30 and she has started sending things to the accountant, Roger.
 8. Approve Bills. A motion was made and seconded to approve the bills for February 2013. The motion passed and the bills for February 2013 were approved as presented.
 9. The Accounts Receivable are looking good.
 10. The Pitkin County Commissioners rerouted the bike race to include Lower Medicine Bow to Upper Ranch Road to Lower Juniper Hill
 11. Brush Creek Conservation Trust Funds (CTF). Jim Crowley had thought that BCMD may end up with Cozy Point and therefore set aside these funds for use with Open Space. Glenda will check for the exact requirements.
 12. Web site & emails for water outage - postponed for future discussion
 13. Review Revised Rules and Regulations – postponed for future discussion.
 14. Manager To Do:

- a. Competitive bid for road work
 - b. Follow up on current items
 - c. Speak with County Roads Department re (see above)
 - d. Well cross-connections.
15. Next Meeting Date: Tuesday, April 16, 2013 at Snowmass Chapel
16. Jerry made a motion; Joyce seconded it and the meeting adjourned at 7:15 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: April 16, 2013

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, President; Board Members Joyce Hardy; Isabel Day; Jim Laing and Kevin McClure, Manager; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes

Absent: Lawson Mills, Kelly Gesselle

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:35 p.m.
2. Approval of Minutes. The minutes for March 2013 were approved as read.
3. President's Comment
 - a. Smuggler Trailer Park gets a group deal with Comcast; the subdivision pays for a particular area. Jerry suggested looking into something like this for Brush Creek if we could negotiate a good deal and put it on the residents' quarterly bill.
 - b. Alex called Jerry regarding pursuing the snowplowing for Brush Creek. Kevin offered to call Alex back to talk to him about it.
4. Water Plant Manager's Report. Kelly was absent.
5. BCMD Manager Report. Kevin McClure.
 - a. The snow prevented him from getting more bids on the ditches. Bobby spoke to Kevin.
 - b. Regarding the storage container that is located at the Weintraub residence at Juniper Hill and Daniel Drive. Kevin asked Mr. Weintraub to relocate it further back from the street, as it will probably be there for a year. After Board discussion, it was decided that Kevin will tell him that it cannot be stored where it currently is. By his house is preferred however, Kevin will refer the owner to a company that will pick up and store pods.
 - c. Kevin showed pictures of some potential maintenance items near Turtle Cove (fire hydrant shut-offs). Jerry suggested that this be deferred to Kelly.
 - d. Signage. Kevin brought some examples of lettering. The Board narrowed it down to two styles (column 2 and 4); Jerry asked to have a full-size mock-up made. Kevin showed a picture of a flat front boulder and suggested putting the sign on something like that rather than splitting a boulder in half and having a manufactured look. Kevin will find some actual boulders that are available and bring pictures to decide on at May's meeting.
 - e. He did not yet get the requirements for back flow connections.
 - f. Jerry asked the timetable for finishing the dumpsters. The next week of warmer weather and it can be finished. There are some unsightly markings created by wire brushing that will need to be fixed.

- g. Kevin met with Mrs. Pevney and discussed their water usage. Glenda can give her a meter reading whenever she requests it, within 24-hours.
6. Bills/Finance
- a. Approve Bills. A motion was made and seconded to approve the bills for March 2013. The motion passed and the March 2013 bills were approved as presented.
 - b. Glenda's Report – adjusted mill levies. After the papers were signed on December 13th, on the 17th, Glenda got a call that the numbers were not right. We came up with .072% more than the Mill Levy, so the numbers were adjusted and The Resolution # .05 of Series of 2012 was signed and will be resubmitted.
 - c. Accounts Receivable. Glenda just sent out the bills, but noted that there is one outstanding bill of approximately \$1,000.
7. Other Business
- a. Brush Creek CTF Funds. Funds will be used for maintenance of the common areas by the Juniper Hill dumpster
 - b. Website and emails for water outages. Isabel suggested that we send out an email to the 35 addressees to let them know about our next project. Kevin will send out an email to let residents know about the bike race route and how it will affect them. Marti will post the information on the website.
 - c. Review Revised Rules and Regulations. Joyce will email Board members a copy of the document to be reviewed and brought back to the June meeting for discussion.
 - d. Weed Control. Kevin will call to get it started earlier this year. The Board authorized Kevin to buy a backpack to contain a weed sprayer.
 - e. Next meeting: May 16, 2013
8. Adjournment. A motion was made to adjourn. The motioned was seconded and passed; the meeting adjourned at 6:45 pm

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: May 21, 2013

Time: 5:30 p.m.

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

Present: Board Members Lawson Wills; Joyce Hardy; Isabel Day; Jim Laing and Kevin McClure, Manager; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes

Absent: Jerry Scheinbaum, Kelly Gesselle

1. Call to order. The meeting was called to order by Lawson Wills at 5:45 p.m.
2. Approval of Minutes. The minutes for April 2013 were approved as read.
3. Water Plant Manager's Report. Due to Kelly's absence, there was no Water Plant Manager Report. The Board discussed water usage; there are several large users showing up on the report. Glenda calls each of those high water users and keeps a record. Lawson suggested that the calls be followed up by a written notice. Kevin will come up with a brief notice to be hand delivered to the 6-7 people that are always on the "continuous leak list." Isabel asked if there was a Snowmass ordinance requiring homeowners to fix water leaks; if so, Glenda will look into that and determine whether it can be enforced by BCMD.
4. BCMD Manager Report.
 - a. Signs. Kevin brought in sample vertical sign templates for the signposts to be placed at the "T" at Medicine Bow and Brush Creek Road and Juniper Hill Road. Kevin also showed some pictures of large moss river rocks and sandstone. The sandstone is less expensive and has better contrast; the Board unanimously agreed to go with the sandstone. The budget for signs is \$4,000; if it looks like the cost of the project is getting close, Kevin will let the Board know before going forward.
 - b. Dumpsters. Stain will be used as opposed to paint. Kevin will get a lighter color, as the Board did not want a dark tone. Lawson made a motion to approve the \$1500 expenditure for Brad to repair the stone on Medicine Bow and install the new stone veneer at Juniper Hill. The motion was seconded and passed.
 - c. Kevin got two bids for the exact same work on the ditches in order to make an accurate comparison; it will either be asphalt or screened rock. Kevin asked for authorization to spend up to an additional \$13,000 for road shoulder and ditch maintenance. Lawson made the motion and it was unanimously approved.
 - d. Valves. There is some valve damage at Red Tail; Turtle Cove and Upper Ranch Road that Kelly would like to get fixed. It is Kevin's opinion that the one with the main valve be fixed. Kevin will order some flat blue markers for the valves in order to avoid further damage.
 - e. Status of storage container at the Weintraub residence (Daniel Drive) that was brought in for temporary storage. BCMD originally said "No" to the container unless it was put on his construction envelope. Kevin has been talking to both Mr. Weintraub and his architect. If it is shown on his construction plan, the storage can be placed on his

building envelope during construction; otherwise, it is an eyesore that is disagreeable to neighbors and the Board.

- f. Weed Control. It will be started earlier this year and have Alex do it with a mask and respirator.
 - g. Meter Pits. Kevin recommended doing a physical check of each meter pit, as they don't show up on Glenda's report and are not checked on a regular basis. This item (Systemized Meter Inspections) will be put on the agenda for June.
5. Bills/Finance
- a. Approve Bills. A motion was made and seconded to approve the bills for April 2013. The motion passed and the bills for April 2013 were approved as presented.
 - b. Glenda's Report. There were supposed to be three closings this past week but two were postponed or cancelled.
 - c. Glenda was asked by Lawson to figure out the pro rata share road maintenance and snow plow usage which Charouhis agreed to pay.
6. Other Business
- a. I.G.A. with Pitkin County re: law enforcement. The Board discussed the use of the road for skateboarding; the skateboarders seemed to have moved on, so it is not currently an issue.
 - b. Website and emails for water outages. Rita Sherman (Landowners Association) has collected about 50 out of 140 owners email addresses.
 - c. Review Revised Rules and Regulations
 - d. Next meeting: June 20, 2013, subject to possible change due to schedules and need for quorum.
7. Adjournment. A motion was made and seconded to adjourn at 7:19 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: June 20, 2013

Time: 5:30 pm

Location: Snowmass Chapel – Library

Present: Board Members: Joyce Hardy, Isabel Day, Jim Laing, Jerry Scheinbaum, Kevin McClure

Manager: Glenda Knight, Bookkeeper, Marti Barbour, recorder of minutes.

Absent: Lawson Wills, Kelly Geselle

1. Call to order: The meeting was called to order by Jerry Sheinbaum at 5:40 pm.
2. Approve Minutes: The minutes for May 2013 were approved as read.
Review of Charouhis and allegedly his planner, Glen Horn says he plans to agree to pay for roads and plowing based on the number of structures in Brush Creek Village.
Jerry would like the trash to be added to the bill as independent trash trucks are not allowed on our roads.
3. Public Comment: none
4. President's Comment: none
5. Water Plant Manager: Kelly is absent due to fire in the Flat Tops. Kevin is giving the report. Utility Technical Services came May 29th to test at the whole water system using sounding equipment. A leak was found 72 Red Tail. The meter base was replaced by I.E.S. Kelly has not yet replaced any damaged meter valve sleeves. There are currently three that are damaged. Jerry would like Kelly to attempt to repair them before digging up and replacing them. We had a quick scare and thought we had water outage but it was a water problem only with Gaffney's system.
6. BCMD Manager Report:
 - a. Jerry recommends that when we do the ditch work that we use natural gravel sources instead of asphalt because the material compacts too much and leaves oil globs. The county says use anything including shale and local sources. Troy, with Native Excavation, met today with utility workers so that he can start digging. Joyce would like Kevin to notify Milan about doing the dirt work to improve their sight line. We may be able to get the county to wash the roads down after the work. If not for the bike race. Conrad at Precision Cut and Design has finalized the design and will correct the design of the vertical sign for Juniper Hill.
 - b. Kevin will clean out the Medicine Bow Dumpster with a power washer from the fire. Jerry approved the new color for the dumpsters. The board does not want to spend \$800 a year for repainting.

- c. Kevin was talking to Rick Balentine who suggested having the County come out to discuss fire prevention in the district. Jerry would like Lawson to be present for this discussion.
- d. Braun: would like to discuss adding a fire hydrant close to his home. Kevin called him back but has not heard back from him.
- e. Droste: we are going to swap the location of the pressure reducer and meter in order to get the meter closer to the tap.
- f. Jerry would like to restructure the water rate for those who have 2 inch pipe lines because they are not in compliance with the district. It is not fair to the other homeowners in the event of fire. The Board of County Commissioners mandated a 4 inch line, the county is requiring 2 inch lines into the houses in the district, and the district has a rule of no greater than ¾" lines. Jerry would like to include Lawson next meeting to see about action.
- g. There is a letter of completion for the Juniper Hill dumpsters. Kevin will put metal on the bottom of the dumpster doors for bear prevention.
- h. Conservation Trust Fund has a new list and we may be able to pay for lighting and other items for the dumpster. Also they include water pipe repair up to \$5k.
- i. Weeds are just now coming out. Jerry authorized the purchase of a \$60 back pack sprayer.

7. Budget:

- a. Approve Bills: A motion was made and seconded to approve the bills for May 2013 as presented.
- b. Glenda's Report: Glenda says the budget is fine. Spending for plowing was low this spring.
- c. Charouhis: add the trash to the overall bill of roads and plowing. Glenda needs to get a number and get an agreement from Glenn Horn.
- d. A/R: Burns and Ochs are due for shut off notices.

8. Other Business:

- a. Site Easement Expiration: Glenda will ask Steve Conner to proceed.
- b. Fire Suppression: plan to clear brush out and remove for free at the dumpsters. Kevin will speak to Jerry Peetz about his brush removal program.
- c. Pro Bike Race: Glenda will send us a list of planning meetings for the race.
- d. Next Meeting July 18, 2013.

9. Adjournment

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: July 18, 2013

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, President; Board Members; Joyce Hardy; Isabel Day; Jim Laing and Kevin McClure, Manager; Kelly Geselle, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes and , Bill Charouhis of 1953 Medicine Bow

Absent: Lawson Wills

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:34 p.m.
2. Approval of Minutes. One correction was made to the minutes in Paragraph 6F: “The Board of County Commissioners mandated...” With that correction made, the minutes for June 2013 were approved as read.
3. Public Comment. Bill Charouhis is building a home at 1953 Medicine Bow, which borders the subdivision. Jerry gave him an overview on the Metro District’s plowing and trash services. Mr. Charouhis is currently looking into the well situation and has not yet made his decision. He has concerns about the quality of his water and was assured that the water is as good or better than bottled. It will be up the Board to decide when to let him tap in because it could bring us over the allotment. Pending the decision of the Board, he will talk with Kevin and Kelly about the process. Glenda explained how the water bill is charged. The original agreement says that we can have 136 lots; we have 137 plus the seven additional taps in Pioneer Springs. The Board members don’t have a problem in allowing him to tap in to the District but deferred the decision to the lawyer, Steve Connor. As Mr. Charouhis is making construction plans, Glenda will talk to Steve in order to get an answer for him. He will be in town for a few weeks. To answer Mr. Charouhis’ question, Kelly will need to know the elevation of the house in order to determine the water pressure coming from the tank below.
4. President’s Comment
 - a. The Brush Creek Metro District lawyer, Steve Connor, sent out an email to the Board regarding the former Droste property. Jerry asked that Board members read the email and that it be included as an Agenda item for discussion next month.
5. Water Plant Manager’s Report. Everything is working fine; the upgraded pumps will be installed in September. They will be opening up the hydrants to flush the system, which should not significantly affect the water usage.
6. BCMD Manager Report
 - a. Dumpsters are being painted.
 - b. Two types of signs; vertical signs on posts & rock signs
 - c. Four signs are at the shop to be picked up and reinstalled.
 - d. The solar lights will be installed in a few weeks.

- e. Troy will be starting with all the approved ditch work. The rock used at Medicine Bow was discontinued; new rock is being ordered
7. Manager "To Do" List for next month:
- a. Dumpster on Juniper Hill
 - b. Painting on Juniper Hill
 - c. Electrician to get lighting installed
 - d. Pricing for crack sealing in Fall
 - e. Contact Race organizers and City of Aspen regarding the dip at Juniper Hill and filling in at Cozy Point shoulder at Juniper Hill
8. Bills/Finance
- a. Approve Bills. A motion was made and seconded to approve the bills for June 2013 as presented. Motion passed.
 - b. Glenda's Report. Isabel asked Glenda if the money charged for all of the excessive water usage is covering the fees from Snowmass Water & Sanitation. The annual revenue from Mr. Charouhis' property would be approximately \$1900. Glenda asked if everyone reviewed the initial draft of the audit. The Board unanimously approved the initial audit. IRS sent a letter; Special Districts do not have to pay FUTA for any employees. \$117.44 has been paid so far; Jerry will sign the forms for a refund back to the District.
 - c. Accounts Receivable. The Accounts Receivable are in good shape with only one needing a shut off notice. (Burnes)
9. Other Business
- a. The Board continued discussion from last month regarding the size of lines and the need for water storage for fire mitigation. Brush Creek Metro District can only allow ¾ inch water lines, therefore, it is the responsibility of the homeowner to provide for water storage.
 - b. The Board discussed the bike race and the condition of some of the roads; Kevin will make a call to do a site visit with the organizers.
 - c. Excess water usage: The Board went over the water usage figures for last month and discussed implementing a fine. Nothing was decided at this point.
 - d. Discuss Site Easement Agreement & Extension (see President's Comment discussion above)
 - e. Website and emails for water outages (postponed)
 - f. Review Revised Rules and Regulations (postponed)
 - g. Next meeting: August 15, 2013
10. A motion was made to adjourn. It was seconded and approved to adjourn at 7:30 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: August 15, 2013

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, President; Board Members Lawson Wills; Joyce Hardy; Jim Laing and Kevin McClure, Manager; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes; Steve Whipple & Pete Rispoli, (peterispoli@comcast.net) President of Pioneer Springs Homeowner’s Association

Absent: Isabel Day, Kelly Gessele

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:40 p.m.
2. Approval of Minutes; Para 3; clarify “our water” as Brush Creek Metro District water. ‘ It will be up “to” the Board.’ With the aforementioned corrections made, the July 2013 minutes were approved.
3. The visitors from Pioneer Springs came to request being excluded from future road bond issues. Pete read a letter to Steve Conner from Matt Dalton, dated 4/28/06. The Pioneer Springs Homeowner’s Association wants to keep the water agreement but would like to be released from paying any future road bonds since they do not get any road maintenance and are paying bond money as well as taxes increasing each year. Steve Whipple would like to go to the Pitkin County Commissioners to see if they would include road maintenance as part of what they pay for. Jerry offered to call the Brush Creek Metro District lawyer, Steve Conner. Lawson said he was not willing to adjust the bonds as they now exist but would be willing to discuss it when the bond is paid off in 2018. It was mutually agreed between Steve, Pete and Lawson and Jerry to revisit it going forward. The Board will discuss it and create a proposal for the Pioneer Springs Home Owner’s Association and plan to re-visit the idea in the near future. Snowmass Water & Sanitation has to approve any additional water customers, but there may be one tap available
4. Manager’s Report:
 - a. Road work done
 - b. Rock on medicine bow side was set today (for the sign); Juniper Hill’s rock is not yet in place
 - c. Dumpsters are just about done; painting being done today.
 - d. Alex did some weed-eating and tree trimming to get things cleaned up.
 - e. Talked to David from Aspen Tree about the branches that keep coming out; he said keep cutting them back and eventually they will stop producing more branches. Kevin will check the budget and keep cleaning up as the budget allows.
 - f. Kevin will get some flags and fiberglass posts
 - g. Lighting for trash and mailbox structures. John Miller from Miller Electric ordered a demo kit for trial installation of solar lighting before a final decision is made.
 - h. Signs for Medicine Bow dumpster are ready to be picked up from Arrow Sign (correction for typographical error)

- i. Kelly will be doing maintenance items in September.
- 5. Bills/Finance
 - a. Approve Bills. A motion was made and seconded to approve the bills for July 2013 as presented. Motion passed.
 - b. Glenda's Report.
 - 1) Highway user check was received for \$21K which brings the total to \$590K in the Road Capital Fund. The Board discussed the use of capital funds and the possibility of chip-sealing in a few years. Chip sealing helps to maintain good roads but not when they start deteriorating. The Board also discussed the use of the roads by construction vehicles and would like to restrict the use of Juniper Hill Road and ask that they use Medicine Bow.
 - 2) We are overpaying Oates, Knezevich by \$300 and they will hold it for future invoices.
 - 3) Joan Teige has been on and off the leak list, water is not running all of the time. Glenda will contact Joanie about what appears to be excessive water usage.
 - c. Accounts Receivable. The Accounts Receivable is in good shape.
 - d. Approve final audit. The audits were handed out and approved per the auditor's approval.
- 6. Other Business
 - a) Discuss enforcement of weight limits on BC Village roads. Discussion tabled.
 - b) Discuss Site Easement agreement & extension (next meeting)
 - c) Web site & emails for water outages (next meeting)
 - d) Review Revised Rules and Regs (next meeting)
 - e) Next meeting Sept 19, 2013
- 7. Adjournment. A motion was made and seconded to adjourn the meeting at 7:21 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: September 19, 2013

Time: 5:30 p.m.

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

Present: Board Members Lawson Wills; Joyce Hardy; Isabel Day; Jim Laing; Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes

Absent: Jerry Scheinbaum

1. Call to Order. The meeting was called to order by Lawson Wills at 5:35 p.m.
2. Approve minutes. A motion was made and seconded to approve the August 2013 minutes as read, motion passed.
3. Water Plant Manager's Report. Kelly reported that there is a small leak that he is going to work on tonight. The recent lightning storms have created problems that the new system has done a great job in notifications. The computer will tell what the problem is so Kelly then knows what tools to take with him for repair. Kelly said that Western Colorado Electric will be installing three pumps. In Spring 2014, Kelly is going to buy a TV camera to inspect the new flex piping to see if it is working well. Bill Charouhis of 1953 Medicine Bow has put in a well but is preparing for a possible water line in the future. Kelly will not put in a tap without Board approval.
4. BCMD Manager Report
 - a. Juniper Hill side dumpster is done
 - b. Juniper Hill dumpster has a piece of concrete that Kevin will smooth out
 - c. Truck traffic on Medicine Bow and Juniper Hill. Kevin has spoken with the owners of construction companies that are using our roads regarding the truck traffic. There is a small amount of road damage on Daniel Drive.
 - d. Projects for winter. Lettering on the rock for Juniper Hill and Medicine Bow. The Board would like to see some more rocks and landscaping by the "lonely rock" on Medicine Bow.
 - e. A concrete pad is being poured for newspaper bins at Medicine Bow.
 - f. The motion sensor solar lights have been approved and in process for installation.
 - g. Dumpsters. The new recycling bins on Medicine Bow have been put in place and are completely co-mingled, except for plastic bags and styrofoam. There are signs posted on the bins. Kevin will contact Waste Management to see if they have a sign that we can post on the doors to inform residents and homeowners.
 - h. Crack-sealing for entire subdivision. Kevin received a bid \$25,000. There is \$63K in the budget for Paving and Patching. Kevin will get a second bid for comparison purposes. The Board went over concerns from the land owners meeting and discussed possible solutions.
5. Budget. Glenda will bring the preliminary budget for 2014 to the October meeting.
6. Bills/ Finance
 - a. Approve bills. A motion was made and seconded to approve the bills for August 2013 as presented, motion passed.

- b. Glenda's report – IGA with Starwood. Starwood wants to up the annual fee from \$2500 to \$3500 for the data collection and information sharing equipment. Isabel suggested that we request a five-year binding agreement. They gave the Board another bill for \$1500 for IT, which is in addition to the amount for data sharing. Kevin will ask that the IT bill be included in the maintenance agreement.
 - c. Chapel donation for meeting. The requested donation is \$50 per meeting. Lawson made a motion to send the Chapel \$50 per month for each meeting. The motion was seconded, motion passed. Glenda will pay as appropriate.
7. A/R. The Accounts Receivable are in good shape. Kevin will contact Kathy Gibson regarding a payment.
8. Other Business
 - a. Discuss Pioneer Springs issues. The Board discussed the recent request by the Pioneer Springs Homeowner's Association and will come prepared for more discussion at the October meeting.
 - b. Web site. The Snowmass Water & Sanitation District "What's the Quality of My Water?" and the 2012 Drinking Water Quality Report is on the website, linked under the "Documents" tab.
 - c. Review Revised Rules and Regs. The Board agreed to bring their marked up copy of Revised Rules and Regs to discuss at the October meeting.
 - d. Next meeting: Thursday, Oct 17, 2013
9. Adjournment. A motion was made to adjourn. The motion was seconded, approved and the meeting adjourned at 6:35 p.m.

Brush Creek Metropolitan District
Monthly Board Meeting Minutes

Date: October 17, 2013
Time: 5:30 p.m.
Location: Snowmass Chapel – Library, 5307 Owl Creek Road, Snowmass Village, CO 81615
Present: Jerry Scheinbaum, President; Board Members Lawson Wills; Joyce Hardy; Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes
Absent: Jim Laing; Isabel Day

Call to order. The meeting was called to order by Jerry Scheinbaum at 5:39 p.m.

1. Approval of Minutes. The minutes for September 2013 were approved as read
2. President's Comment
 - a. Accountability. Jerry asked Kevin a question about Starwood. Summary of discussion is contained in Paragraph 6b for IGA Starwood.
3. Water Plant Manager's Report. Lawson asked Kelly about the upper pump house; Kelly has been waiting for Western Colorado Electric to get out and install the equipment. Kelly asked the Board for a completion time of the end of this year. A question was raised about whether a check-valve would bring water back from Pioneer Springs if there were a real problem. The water agreement specifies ¾" lines; Pioneer Springs has 2" lines. Jerry would like to go the homeowners and get them into compliance in doing ¾" lines only. The Board discussed this possibility extensively but was unable to come to mutually agreeable decision. Discussion then moved to the requirement that each home have a backflow preventer that is checked every year; Kevin will check on this requirement and will check all of the new meters to verify that they do all have back flow preventers.
4. BCMD Manager Report.
 - a. No one is lined up to pour the concrete for the newspaper pad.
 - b. Miller Electric will be doing the lights next week.
 - c. Kevin has some "co-mingled" signs he will place at the dumpsters when he gets the signs from Arrow.
 - d. There is road damage Juniper Hill due to a large truck going up with an empty trailer; Kevin will talk to Village Excavating about it.
 - e. Kevin will get some competitive bids for crack sealing before the weather turns.
 - f. Lettering on Juniper Hill Rock; the 48" x 20" rock would do well with 6" white reflective lettering.

- g. Kevin will remove the “lonely” rock (Medicine Bow side) and find something more appropriate.
- h. The Lawler’s wanted a sign to notify of their hidden drive along Brush Creek Road; this is a County issue and Kevin will contact the Lawler’s and explain.
- i. Projects for next year:
 - (1) Drainage: continue to cut back on brush and improve drainage;
 - (2) Painting fire hydrants;
 - (3) Chip sealing roads? Kevin will call GMCO regarding the pricing of chip sealing.
 - (4) Re-vegetation on the hill below Shapiro’s property.
- 5. Budget. The Board discussed whether or not to take the 5.5% increase allowed by law for the General Operating Fund, as it was not increased last year. The decision was unanimous to increase the General Operating Fund by 5.5%.
- 6. Bills/Finance
 - a. Approve Bills. A motion was made and seconded to approve the bills for September 2013. The motion passed and the bills for September 2013 were approved as presented.

Glenda’s Report – IGA with Starwood. Jerry asked if BCMD could be independent of Starwood. Yes; there are several ways: (1) BCMD owns one data collection unit that Starwood installed; however, it is now in storage at Season’s Four. Beyond the equipment that reads the meters, we would have to get our own network and FTP site. We have the software. (2) Another option is to get a handheld reader that would require driving the roads and collecting the data. That would not give us constant meter readings or any access to leak reports that we are now getting. After discussing the different options for meter reading; the Board would like to stay with “real time” data and would like to have a system independent from Starwood. The Board asked Kevin to ask Starwood for a pro-rated bill for the end of the year while checking the propagation study.
 - b. Accounts Receivable. The accounts receivable were in good shape.
 - c. The Bond payment is due. Joyce or Lawson will go with Glenda to the bank on November 5th.
- 7. Review Revised Rules and Regulations. Joyce made some suggested revisions and gave out copies for discussion. She will make some additional revisions and send to all Board members for review next month
- 8. Next Meeting: Tuesday, November 19
- 9. Adjournment. A motion was made to adjourn. The motioned was seconded and passed; the meeting adjourned at 7:15 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: November 21, 2013

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, President; Board Members Lawson Wills; Joyce Hardy; Jim Laing; Isabel Day; Kevin McClure, Manager; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes; Scott Wright of Aspen Advanced; Pete Rispoli of Pioneer Springs

Absent: Kelly Gessele, Water Plant Manager

Call to order. The meeting was called to order by Lawson Wills at 5:34 pm.

1. Approval of Minutes. The minutes for October 2013 were approved as read.
2. Public Comment: Pete Rispoli of Pioneer Springs came to see if the Board has come to a resolution. Pete asked what the sticking point is. Their road is all patched and falling apart (past the entrance). As representative for Pioneer Springs homeowners, Pete expressed their frustration that they are paying for their road repairs in addition making payments to Brush Creek Metro District, which feels unfair to them. Going forward (after 2018) they want to be treated as a water client only. There was discussion with Pete and Board members about the possibility of having Pioneer Springs join the subdivision, as they are part of the Metro District. They discussed some history and how decisions were made in the past, particularly in 1991 and 2006. Pete suggests that the Metro District consult a lawyer as to how we might resolve the concerns. Lawson said that the Metro District would consider fixing the roads if asked by Pioneer Springs, as long as it is a County road. At the entrance to Pioneer Springs, there is a sign that says, "Private", which is why it was not considered a public road to be maintained by Brush Creek Metro District. Pete asked about the Brush Creek Metro District's use of bond money. Glenda clarified that the dumpsters were built from money coming from trash collection bills. Jim Laing re-stated that, as there are many things to discuss in the Board Meeting, we really can't make any changes in the relationship between Brush Creek Metro District and Pioneer Springs before 2018. Pete responded by asking again if the Board could discuss the situation and get back to them with an answer. Jerry said that it was a good idea to look into getting their road repaired if they were in compliance with the County but did express some concern about the 2" water lines in Pioneer Springs versus the ¾" lines in Brush Creek Village if they were to become part of the subdivision. If there were a fire, the use of 2" lines could potentially take the majority of the water. It was mutually agreed that this situation probably could not be resolved in the context

of a monthly Board Meeting and would require more research and discussion by the Brush Creek Metro District.

3. Water Plant Manager's Report, Kelly said that everything is ready to get the controls and pumps in by the first week in December. He has the poles and markers for the hydrants.
4. BCMD Manager Report
 - a. Entrance Signs Update; Letters for the stones; incomplete
 - b. Reflective material put behind the letters on the vertical sign posts
 - c. Alex finished painting the barrier for the gas meter.
 - d. Lighting in at Dumpster; Isabel asked if it could be fireproofed. The ash can situation still needs to have a good solution.
 - e. Missing veneer stones at Medicine Bow dumpster were replaced.
 - f. Estimate to chip & seal the subdivision.
 - g. Crack seal; incomplete
 - h. Juniper Hill side lettering; incomplete
 - i. Kevin will be staying on top of the situation of heavy trucks using the roads when they are soft during the spring thaw.
 - j. Kevin spoke with Bobby Holmes regarding snow plowing. They are ready.
5. Budget. Discussion of 2014 Proposed Budget. Glenda passed out copies of the budget for review. The budget cannot be approved until the final assessment but before December 15th. Approval of the budget is set for the next Board meeting which will be Tuesday, December 10th at the Gondola Building.
6. Bills/Finance
 - a. Approve Bills. A motion was made and seconded to approve the bills for October 2013. The motion passed and the bills for October 2013 were approved as presented.
 - b. Glenda's Report – Software and system upgrades. Scott Wright of Aspen Advanced attended the meeting up give an update regarding the use of the data collection unit that we purchased in 2009 to read meters. Discussion ensued regarding building a 20 foot tower for approximately \$3,000 at the middle pump house or about possibly getting an easement to put it on someone's property or checking with Holy Cross Electric about using a utility pole (as only a receiver). It does not need to have a direct line of sight. It would require very little maintenance although there would be some cost involved in using a server. It will need an internet connection. The project completion is estimated at two to three weeks. If Brush Creek Metro District agrees on a space (Kevin will call Holy Cross); Scott can get started on the work for completion before the year's end. Glenda said that the Neptune software and computer system is old and needs to be replaced at a cost of approximately \$3,400. Scott negotiated a deal with Grand Junction Pipe for the system for three years of support and software upgrades. Glenda asked if the data collection unit needed to be checked; Scott volunteered to look at it. The money is available in the Water Capital Fund. There was discussion about getting a temporary install before getting a permit for the final location. Lawson made a motion that we employ Scott Wright to install a meter data collection system (temporary system) this winter until we

can install a permanent system. The temporary system will be within a budget of not-to-exceed \$5,000, which will include the Neptune Software upgrade and a new computer. Scott will rewrite the software so that it goes to two servers until we know that it is working correctly. Jerry seconded the motion and it was unanimously passed.

7. Accounts Receivable. The Accounts Receivables were reviewed; there are a few delinquencies that Glenda is going to follow up with.
8. Review Revised Rules and Regulations; postponed discussion.
9. Next meeting: Tuesday, December 10th at the Gondola Building
10. Adjournment. A motion was made to adjourn. The motioned was seconded and passed; the meeting adjourned at 7:17 pm

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: December 10, 2013

Time: 5:30 p.m.

Location: Aspen Mountain Gondola Building Conference Room, 601 E. Dean Street, Aspen, CO

Present: Jerry Scheinbaum, President; Board Members Joyce Hardy; Lawson Wills, Isabel Day; Jim Laing. Kevin McClure, Manager; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes

Absent: Kelly Gesselle

1. Call to Order. The meeting was called to order by Jerry Scheinbaum at 5:31 p.m.
2. Approval of Minutes. The minutes for November 2013 were approved as read.
3. Public Comment. David Reindel; Jill Radel of Evergreen Events and Liz O'Connell of City of Aspen's Environmental Health and Sustainability Department, re: Composting
 - a. David (dave@evergreenevents.net 970-987-1364) presented their composting program as one that is specifically tailored to the needs of the customer. They provide composting education and work closely with the City of Aspen and the Sanitation Department and Waste Management. They provide the bins for weekly pick up. For two trash enclosures, they would bring the price down from \$180 to \$150/month. There is a start-up fee (\$45) but only after the initial three month trial period. Out of 50 emails that Jill sent out to Brush Creek Subdivision residents; about 11 said they would participate in the program and 12 said they were not interested. Jerry made a motion that we start the three-month trial program to get started on composting with Evergreen Events at a cost of \$150/month. Lawson seconded the motion which was unanimously approved.
4. President's Comment. The light at the mailbox needs to be looked at; sometimes it work and sometimes it doesn't. Kevin will check to see if the charging panels are possibly covered. Every five feet there is a crack in the road at Upper Medicine Bow at the 4-way on the thin overlay portion. The Board members asked that Kevin speak to Mr. Charhous about the excessive wear and tear with special concern about the roads during spring thaw.
5. Water Plant Manager's Report. Kelly was absent.
6. BCMD Manager Report. Kevin McClure.
 - a. Looking at some locations (poles) for the tower. Once we get the location, everything is ready to go. The goal remains to have everything powered up by the first of the year. Once everything is set to go, the Metro District will have to pay \$75 month to Starwood for a phone line which we will need.
 - b. Snow plowing is going well

- c. Kevin is still working on the Juniper Hill sign for the rock; the Medicine Bow sign is being re-designed.
 - d. Kelly got some blue valve markers for winter; all are now marked; three curb boxes are still needing repair.
 - e. Leakage. Glenda couldn't get a good read for the main meter.
7. Bills/Finance
- a. Approve Bills. A motion was made and seconded to approve the bills for November 2013. The motion passed and the November 2013 bills were approved as presented.
 - b. Accounts Receivable. There are some outstanding accounts. Kevin will follow up with Byrnes and Gibson.
 - c. Budget. The Board made a motion and unanimously approved adopting Resolution No. 03; Resolution No. 04 and Resolution No. 05 Series of 2013. A motion was made to approve moving money into Capital Funds; \$95,000 Water Fund to Capital; from the General Fund, \$110,000 to Capital Fund. The motion was unanimously approved.
8. Other Business
- a. Review Revised Rules and Regulations. Joyce has some minor suggestions for additions which will be brought to the January meeting for discussion.
 - b. Discuss Pioneer Springs issues. The Board discussed the road situation and will continue to keep it as an active agenda item until resolution.
 - c. Website and emails for water outages. Jill Radel has about 50 email addresses that we can get started with.
 - d. Next meeting: January 16, 2014
9. Adjournment. A motion was made to adjourn. The motioned was seconded and passed; the meeting adjourned at 6:45 pm.