

Brush Creek Metropolitan District
Thursday, October 17, 2024 at 5:30 p.m.
Meeting held via Zoom

- Jerry Scheinbaum, President - Absent
- Joyce Hardy, Director
- Jerome Meister, Director
- Jim Laing, Director
- Dean Hill, Director
- Rick Stevens, District Manager
- Cindy Herndon, District Controller
- Maggie McHugh, Water Engineer, Roaring Fork Engineering

1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Jerome Meister.
2. **Approve Minutes: *Motion:*** Jim Laing motioned, with a second from Jerome Meister, to approve the minutes of the September 17, 2024 meeting as presented. All were in agreement.
3. **President's Comments:** Board President, Jerry Scheinbaum, was unable to attend the meeting.
4. **Manager's Report:**
 - a. **School Bus Stop at Medicine Bow:** Rick Stevens reported that he has been working with owner, Lindsey Port, and the Aspen School District's transportation manager on an ongoing problem with the traffic flow during the time of school bus pick-ups and drop-offs. They had contacted Rick to see what BCMCD might be able to do to help with the situation. He said that they are still in discussions and that he would continue to follow up.
 - b. **120 Turtle Cove Application:** Rick let the board know that he has been communicating with Mike Kraemer from Kraemer Land Planning to coordinate the review of the application for improvements to 120 Turtle Cove. He said that they are still in discussions and that he would continue to follow up.
 - c. **98 Snow Fox Lane Project:** Rick reported to the board that he was continuing to monitor the road improvements project on Snow Fox Lane. He said that he had spoken with the engineer working on the project and they had added a trench drain near to where Snow Fox meets up with Medicine Bow Road. He mentioned that paving had begun recently.
 - d. **Other:** Rick briefly mentioned that Aspen SavATree had done the last weed application for the summer season and that he is continuing to work with several owners that have shown up on recent leak reports. He also mentioned that he and Tom Newland from Newland Project Resources had been looking at the plans that Pitkin County and CDOT are proposing for traffic control improvements. He will continue to monitor that project and report back to the board if there is any impact on the district.

5. Water Engineer's Report:

- a. **District Water Usage:** Maggie McHugh from Roaring Fork Engineering reported on the water usage for September 2024. She noted that usage levels looked really good, and that this September was the lowest amount of usage since RFE has been working with BCMD. She noted that usage was below 2 million gallons for the month and that water loss was at a very low rate of 3.8%.
- b. **Ongoing Projects and Recommended Improvements:** Maggie briefly reviewed some recommended improvement projects for 2025 that she listed in a previous report:
 1. Zone 4 Improvements:
 - Replace existing pumps with higher pressure, high flow rate rates;
 - Install an air release vault at the top of Zone 4;
 - Install two 10,000 gallon fiberglass tanks for fire protection;
 - Generator evaluation;
 2. Replacement of broken air-vac valve on Sagebrush Lane;
 3. Daniel Drive pipeline replacement design (construction 2026);
 4. Hydraulic model development for pipeline replacement projects, water loss tracking, and zone monitoring;
 5. Tank Coating and Structural Inspection for capital improvement planning;
 6. Phaser road evaluation for the 6.3 miles of road in the district;

She mentioned that she will start looking into the details of each project and Rick noted that some of these projects will be included in the 2025 budget with expense for both the Water and Road funds using operating and capital reserves. The board had no questions or comments.

6. Bookkeeper's Report:

- a. **Individual Water Usage:** Cindy reviewed the Water Usage and High-to-Low usage reports for the month of September. There were no questions or comments.
- b. **Fund Balance Report:** Cindy presented the Fund Balance Report noting that next month a transfer should be made from Water Operating to the Water Operating Reserves once more of the 3rd quarter billing is received.
- c. **Receivables:** Cindy briefly reviewed the current receivables, noting she had recently sent out invoices for the 3rd quarter.
- d. **Payables:** The payables for both the General account and the Water account were reviewed by Cindy.

Motion: Joyce Hardy motioned, with a second from Dean Hill, to pay bills as presented. All were in agreement.

- e. **Other:**
 1. **2025 Budget Draft Review:** Cindy reviewed the draft of the 2025 budget in detail. She mentioned that once the depreciation number is provided by Maggie another draft would be emailed to the board for their review.

2. File Storage/Document Scanning Project: Cindy said that she was continuing to work on the scanning project and would give another update at the November meeting.

7. Other Business:

- a. Jerome Meister mentioned that there are several piles of brush that people have put out wanting to take advantage of the free chipping program. Rick thought that they had probably just missed the date of the program and that he would send All Valley Maintenance out to pick up any piles before the winter weather arrives.
- b. Rick said he had received a request from the owners of 2753 Medicine Bow for access to the district water service. Rick talked about needing to establish a policy to be able to respond to these requests both now and in the future. It was decided to reaffirm our agreement with Snowmass Water to establish consistent messaging.
- c. Joyce Hardy questioned whether BCMD had a policy for outside fire pits. Rick said that BCMD currently did not have a policy regulating that, but that the County was looking at an impact fee. Joyce is concerned that her neighbors are leaving their fire pit burning unattended for several hours at a time. Rick thought that this was a Landowners Association zoning issue. Jerome Meister suggested reaching out to Chad Abraham, Pitkin County Zoning Officer, to see if he can help with enforcement.

8. Date of Next Meeting: The date of the next meeting was set for Thursday, November 21, 2024.

9. Adjournment: The meeting was adjourned by Jerome Meister at 6:16 p.m.