

Brush Creek Metropolitan District
Thursday, June 20, 2024 at 5:30 p.m.
Snowmass Chapel Conference Room
Snowmass Village, CO 81615

- Jim Laing, via Zoom
- Joyce Hardy, via Zoom
- Jerome Meister
- Dean Hill
- Jerry Scheinbaum, absent
- Rick Stevens - District Manager
- Cindy Herndon – BCMD Bookkeeper
- Maggie McHugh - Water Engineer, via Zoom

1. **Call to Order:** The meeting was called to order at 5:32 p.m. by Jerome Meister.
2. **Approve Minutes:** The minutes of the May 16, 2024 meeting were approved as presented and reviewed by Joyce Hardy. All were in agreement.
3. **President’s Comments:** Board President, Jerry Scheinbaum, was unable to attend the meeting.
4. **Water Engineer’s Report:**
 - a. **Water Demand Summary:** Maggie McHugh from Roaring Fork Engineers reviewed the monthly water report noting that usage has increased which is expected with owners turning on irrigation systems. Usage is still coming in lower than the last 3 years. The loss amount dropped to 8.6%, which is well within the acceptable range.
 - b. **Water Rate Fee and Structure Investigation:** Maggie reported on the progress of the rate fee study noting that they had looked at districts of similar size and structure. They also looked at the American Water Works Association (AWWA) Manual M1 Principles of Water Rates, Fees, and Charges along with the Colorado Department of Local Affairs (DOLA) Utility Fees, Rates, and Collections 1 document which outlines allowable rates, and fees that Districts are allowed to charge users. She presented information in her report on the different fee types they had identified and alternative rate structures.
5. **Manager’s Report:**
 - a. **Zone 4 Pump Station Improvements:** Rick Stevens stated that Zone 4 had been compromised by a significant increase in usage. He reminded the board that last summer there had been a discussion on making some simple improvements that he suggested moving forward with at this time. He stated the improvements would include upsizing the supply lines and other pump improvements. He said that Adrian Aguliar from High County Utility Services would prepare a cost estimate and that Maggie could review the improvements before presenting them to the board for approval.

- b. **New Irrigation Policy:** Rick spoke about the new irrigation policy that had been sent to owners in order to be in compliance with the Snowmass Water and Sanitation District policy. A map was also sent along with the policy so that owners could identify what schedule they should be on based on their location. The policy has also been posted to the BCMD website for reference. Rick and Cindy will be looking at Beacon reports to monitor compliance with the policy.
- c. **Water Flow to Fire Hydrants:** Rick reported that the current water supply to some of the fire hydrants is not adequate and there may be interrupted water flow if demands below the hydrants are high.
- d. **Rental License Applications:** Rick reported on his conversation with Nicole Stout at Pitkin County regarding ADUs/CDUs. He mentioned that there are currently 4 applications for rental licenses for Brush Creek residences. Rick felt that the county would be more likely to approve licenses for long vs short term rentals and that the BCMD policy needs to be in alignment with the county's policies to be congruent for the building permit process. Rick suggested that Maggie create a draft of the BCMD ECU policy that could be given to the county so they could share it with owners at the beginning of the licensing process. Jermone Meister asked if the board could receive a copy of the county's STR policy and suggested that the metro district should send that out to owners with information on requirements for the STR license.

6. Bookkeeper's Report:

- a. **Water Usage:** Cindy reviewed the Water Usage and High-to-Low usage reports for the month of May. Rick noted the current noticeable service demand increase is due to irrigation systems being turned on. He restated that we would be monitoring usage to ensure compliance with the new irrigation policy.
- b. **Fund Balance Report:** Cindy reviewed the Fund Balance Report and there were no comments or questions.
- c. **Receivables:** Cindy briefly reviewed the current receivables noting the 2 of the 6 outstanding accounts had contacted her about making a payment and 2 might need to receive a notice of intent to file a lien. She stated that she would be following up on that with Rick's help. There were no comments or questions.
- d. **Payables:** The payables for both the general account and the water account were reviewed by Cindy. She highlighted the invoice from All Valley Maintenance for work done on road shoulders, fire hydrant and trash enclosure painting. Cindy suggested transferring \$100,000 from the General Operating Checking account to the General Operating Reserve.

Motion: Jerome Meister motioned, with a second from Jim Laing, to pay bills as presented. All were in agreement.

Motion: Jim Laing motioned, with a second from Dean Hill, to approve the transfer of \$100,000 from the General Operating Checking to the General Operating Reserve. All were in agreement.

- e. **Other:** Cindy gave an update on the document scanning project. She reported on a quote received from Vital Records Control and summarized the estimated expense of the project. Joyce spoke about her desire to have all board members take on the task of looking through the documents in the 31 boxes to determine what should be scanned for archiving. It was decided that the boxes would be delivered to Cindy's residence. She and Rick will make an initial pass through the boxes and then distribute any remaining boxes to board members with brief instructions on how to sort the contents. The board was in favor of moving forward with the project as outlined.
7. **Date of Next Meeting:** The date of the next meeting was set for Thursday, July 18, 2024.
8. **Adjournment:** The meeting was adjourned by Jerome Meister at 6:28 p.m.