

**Brush Creek Metropolitan District**  
Thursday, November 21, 2024 at 5:30 p.m.  
Meeting held via Zoom

- 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
- Glenn Loper, BCMD Owner

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 October 17, 2024 meeting as presented. All were in agreement.
3. **President's Comments:** Position vacant at the time of this meeting. A new board president, Joyce Hardy, was appointed on Friday, November 22, 2024 and approved by all board members.
4. **Manager's Report:**
  - a. **Vacant Board Seat and Upcoming Election Discussion:** Rick Stevens let the board know that Glenn Loper, homeowner in Brush Creek Village, would be attending the board meeting and that he was interested in serving on the board. He spoke about the upcoming election and which seats would be up for election and the terms. After a brief discussion with Glenn, the board confirmed his appointment with all in agreement.
  - b. **2025 Budget Discussion and Approval:** Rick Stevens reviewed the proposed 2025 budget and answered questions on capital improvements being suggested for Pump Station 4 and the projected income for the water system in the next year. Jim Laing and Jerome Meister had questions on the level of billable water usage compared to water purchased from Snowmass Water and Sanitation District and asked to see a report comparing the trends for those amounts. Rick said that those numbers are readily available and would work with Maggie McHugh and Cindy Herndon to get that report prepared for the next meeting. Jim Laing made a motion with a second by Jerome Meister to approve the proposed budget and all were in agreement.
  - c. **Other:** Rick briefly mentioned his desire to create a newsletter for the district to distribute to owners at the end of the year to provide updates on upcoming road or water system improvements and to answer questions that he's received recently. The board was generally supportive, and Rick said he would begin working on that.

**5. Water Engineer’s Report:**

- a. **District Water Usage:** Maggie McHugh from Roaring Fork Engineering reported on the water usage for October 2024. She noted that even though usage for October 2024 was about 100,000 over the previous year, total usage for 2024 would probably end up about 1,000,000 gallons less than 2023. She noted that domestic use generally doesn’t fluctuate much from year to year. She pointed out that the summer months really drive the total usage numbers with irrigation usage varying widely from a dry summer to one with more rain.
- b. **Recommended Projects/Improvements for 2025:** Maggie reviewed some recommended improvement projects for 2025 and the projected costs for those projects:
  - 1. Replace Zone 4 existing pumps with high pressure, high flow rate pumps;
  - 2. Install an air release vault at the top of Zone 4;
  - 3. Replacement of broken air-vac valve on Tabula Rasa; and
  - 4. PASER Road Analysis

**2025 Proposed Capital Projects**

	<b>Professional Fees and Construction Oversight</b>	<b>Construction Oversight Estimate</b>
<b>Zone 4 Pump Station Improvements</b>	\$6,800	\$25,000
<b>Zone 4 Air Release Vault</b>	\$5,400	\$20,000
<b>Replace Tabula Rasa Air-Vac Valve</b>	\$2,500	\$5,000
<b>PASER Road Conditions Evaluation</b>	\$10,100	N/A
<b>Total</b>	<b>\$24,800</b>	<b>\$50,000</b>

She 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. Jerome Meister asked about the PASER study and what that entailed. He suggested that a second company be contacted and asked to provide another bid for doing the study. Rick Stevens said that he would reach out to another company and get that before moving ahead.

**6. Bookkeeper’s Report:**

- a. **Individual Water Usage:** Cindy reviewed the Water Usage and High-to-Low usage reports for the month of October. There were no questions or comments.
- b. **Fund Balance Report:** Cindy presented the Fund Balance Report suggesting a transfer be made from the Water Operating Checking account to the Water Operating Reserves account of \$100,000. Jerome Meister made a motion, seconded by Dean Hill, to transfer the funds. All were in agreement.
- c. **Receivables:** Cindy briefly reviewed the current receivables, noting that calls had been made to those owners with outstanding balances.

- d. **Payables:** The payables for both the General account and the Water account were reviewed by Cindy.  
**Motion:** Jerome Meister motioned, with a second from Joyce Hardy, to pay bills as presented. All were in agreement.

**7. Other Business:**

- a. **New Board Member Appointed:** The board was introduced to Glenn Loper and asked him about his history with Brush Creek Village and the Roaring Fork Valley. Glenn spoke about his work and the experience he has that would help him contribute to the BCMD board. Jerome Meister made a motion to appoint Glenn to fill the vacant seat on the board. Dean Hill seconded the motion, and all voted to approve the appointment.
- 8. Date of Next Meeting:** The date of the next meeting has been set for Thursday, December 12, 2024 at 4:30 p.m.
- 9. Adjournment:** The meeting was adjourned by Jerome Meister at 6:51 p.m.