

The Brush Creek Metropolitan District
Thursday, April 14, 2022 at 5:30 p.m.
Zoom Meeting

- Jerry Scheinbaum, President
 - Lawson Wills
 - Joyce Hardy
 - Jerome Meister
 - Jim Laing
 - Rick Stevens, BCMD Manager
 - Tammy Thurber, Bookkeeper
 - Cindy Herndon, Proposed new bookkeeper
 - Rebecca Driscoll, Meeting Recorder
1. **Call to Order:** The meeting was called to order at 5:33 p.m. by Jerry Scheinbaum.
 2. **Minutes:** Minutes of the March 17, 2022 were approved by a roll call. All were in favor.
 3. **President's Report:** Jerry expressed dismay about the Brush Creek-area caucus not forming as hoped. There was discussion whether the BCMD could count as caucus member, given it owns property in the caucus boundaries, but legal counsel Steve Conners said that could only happen if 100% of the BCMD landowners agreed. With the current IGA expiring in 2024, Jerry was hopeful that the new one would give BCMD a seat at the table, in the event that the Caucus fails to lead. Lawson thought the master plan agreement with amendments were a good start in protecting the neighborhood. Jerry feared a significant employee housing development could be slated for Cozy Point, perhaps near the archery range, and Jerome added Cougar Canyon may have traded development rights. Rick recalled an outparcel with 11 units might be in discussion, but they have no water.
 4. **Manager's Report: Rick Stevens**
 - **Brush Creek Master Plan:** Pitkin County Planning and Zoning was scheduled to adopt its updated master plan for the Brush Creek Area on Tuesday, April 19, following a review on Tuesday, March 29, which featured a letter from BCMD detailing its concerns, including status of the Caucus, Park and Ride, Farm Collaborative, the development of the Sanditen property Jewish Center, Food Trucks, etc. Rick stated the major points had some impact, especially the lack of a Cozy Point master plan, and lack of CDOT access permit for Juniper Hill Road.
 - **Meter Update** – Rick expressed concern at the progress of the Badger meter installations and announced he was considering moving forward with the project with a different firm to complete the installations. BCMD has completed 3-4 meters in Pioneer Springs, and six in other key locations that replace manual reads. Two locations were delayed due to incorrect lids, which blocked cell signals. Those that have been installed are working well.
 - **Water Report:** Roaring Fork Engineering's Water report by Richard Goulding discussed locating water used, but not billed. The amount lost increased in 2022 to 38-40%. Roaring Fork Engineering is investigating possible inaccuracies in the bulk meters (the Rodeo Lot meter is an old Neptune meter that may need replacing). With the installation of new Badger residential meters, the hope is the tracking will help identify leaks. Rick discussed hiring a leak detection service to eliminate any significant leaks before the summer irrigation season commenced. The Board was enthusiastic to start the season as leak free as possible.
 - **Bookkeeper appointment:** The Board discussed the hiring of candidate Cindy Herndon to replace Tammy Thurber, whose full-time schedule has precluded her from staying with BCMD. Her appointment will be ratified in executive session. Tammy and Cindy will meet to discuss current

policies in banking, accounts, AP, AR, etc. However, the transfer to the new electronic interface and billing with Beacon, Badger, CUSI will start with Cindy.

- **Elections:** Joyce reviewed older minutes that said election years were moved to odd years, so confirmed the next election will be 2023. **Management with confer with Glenda, the former bookkeeper, for details on official election protocol.**
 - **SDA:** Membership to the Special District Association of Colorado will be renewed.
 - **Water Engineer:** Jacgui Gossard will be taking over for Maggie McHugh as Engineer of record from Roaring Fork Engineering. Richard Goulding will oversee for the time being.
 - **Billing:** Jerry Scheinbaum proposed moving to monthly billing, instead of quarterly billing, once the electronic billing system was up and running.
 - **Automatic Payments:** Rick and Cindy proposed setting up automatic payments for recurrent bills, like trash and electric, to reduce administration costs and time. The Board agreed that bills with predictable and generally fixed amounts could be automated.
 - **Fire Mitigation:** The Board reviewed plans for fire mitigation, noting there is no enforceable regulation to require people to clean up their property. Rick noted each homeowner can review public maps which show fire danger for their particular properties. That information is also available to insurance companies, so Rick stated it was in the homeowner's best financial interest to mitigate the danger as much as possible. Grants are available to do BCMD right-of-ways from the Fire Department, and possibly also the County, given the IGA discusses right-of-ways, though they require matching funds from BCMD. Jerry suggested getting bids to mitigate the right-a-ways, and apply for matching funds.
 - **Roads:** Solar Way's request for guardrails was declined, since it's a private road. A site review for a residence on Red Tail is still underway, which will require retaining walls and driveway excavation.
 - **Power Outage:** A power outage lasting several hours knocked out water for a few homes which rely exclusively on pumped water. Rick updated the cost of a booster system to e \$40,000, way less than the \$150,000 previously discussed. The Board discussed whether matching funds for fire mitigation might be possible to help that project, though prioritized it behind the current water meter replacement project.
5. **Bookkeeper's Report:** Tammy Thurber
- **A/R:** The Board discussed progress of accounts receivables.
 - **Leak:** Tammy alerted the Board to a large homeowner leak, which was reported on the system, but not addressed promptly. The leak has discontinued without any BCMD interference. The Board asked Rick to discuss the leak with the homeowner.
 - **A/P:** The Board approved monthly bills to be paid.

The Board moved to an executive session to discuss hiring of a replacement bookkeeper.

MOTION: Lawson Wills made a motion to accept the contract for Cindy Herndon as amended in executive session, which was seconded by Jerry Scheinbaum, with all in favor.

6. **Date of Next Meeting:** The next meeting will take place one week earlier than normal, on Thursday May 12th, at 5:30 p.m., to accommodate attendees who will be otherwise unavailable.
7. **Adjournment:** Jerry motioned to end the meeting at 7 p.m.