

# Brush Creek Metropolitan District

Date: **January 21, 2016**  
Time: 5:30 p.m.  
Location: Aspen Mtn. Gondola Bldg. – Conference Room  
601 E. Dean Street  
Aspen, CO 81611

Present: Kevin McClure, Manager; Jerry Scheinbaum, Isabel Day, Joyce Hardy, Lawson Wills, Glenda Knight, Bookkeeper & Jean Owen, Recorder of minutes.

Absent: Jim Laing and Kelly Gessele were absent

1. **Call to Order** – Meeting was called to order at 5:38 pm.
2. **Approve minutes.** Motion to Approve December 2015 minutes was made, 2<sup>nd</sup>, Motion Passed. With the following changes: Other business: reference to a friend of Jim Laing's: add name of person referred to as a friend and homeowner named Matt Harder, who is technology oriented.
3. **Public Comment**
  - Stuart Lusk – expressed a concern and desire to know what is happening with Cozy Point.
4. **President's Comment:** Jerry Scheinbaum – Kevin has been directed to Bobby Holmes to make sure that we are not being billed for plowing Charouhis's driveway
5. **Water Plant Manager's Report:** Kelly Gessele – Absent
6. **BCMD Manager Report:** Kevin McClure
  - Reverse 911 with the County: Kevin said when he called he couldn't get past the person at the front desk of the Sheriff's office. He presented several situations where the need for reverse 911 might apply:
  - What if we have a water outage and we want to notify everyone right away?
  - He asked them if we had a fire could we use the reverse 911 system to notify homeowners? Sherriff's office said that whoever noticed the fire first would call 911 Dispatch and then the Pitkin County's procedures would take over.
  - Could we pay for the ability to use their reverse 911 system?
  - Kevin asked what if we had a water main break, what could we expect from them? This would be a different level of emergency than a fire. It would probably require BCMD to notify the homeowner's.
  - If it was a road emergency then someone would call 911 and the officer who was dispatched would identify if other services are needed.
  - We probably want to place information about the Pitkin Alert program on the website and inform homeowner's that they can personally sign up. Maybe we could also send out a notice of this in one of the billings.

## Projects

- Months away from finishing the shouldering
- Landscaping around the rocks will be done in Spring. Watering could be done by Alex by hand. Kelly could go into the ground there at Balentine's property on Medicine Bow Road and put in a valve that we could use.
- **RE: Trash dumpsters** – 1 recycle and 2 trash are presently in place on the Medicine Bow side. Trash gets picked up 6 days a week except Sunday – recycle is picked up every day but Tuesday and Sunday.
- Last month we talked about the possibility of switching to 1 trash container and 2 recycle containers. Instead we decided to try and add another pick up day for recycle. For peak time, like Christmas, maybe we need to have an additional dumpster for cardboard only with signage for homeowner's to break down their boxes.
- Maybe add a notice in a billing on bright orange paper "please break down your boxes"
- In the meantime Kevin has been asked to place a sign on the inside and/or outside of enclosure doors reminding people to break their boxes down.

7. **Budget:** No changes needed. The 2016 approved Budget has been added to the website.

## 8. Bills/ Finance

- a) Approve bills: Motion to Approve December 2015 bills as presented was made, 2<sup>nd</sup> and Passed.
- b) Glenda's report:  
**A motion was made by Jerry and seconded by Lawson** to sign the annual Posting Notice Resolution which is an annual document that needs to be submitted and a Resolution appointing a designated election official and authorizing designated election official to cancel election. Both these documents were signed and will be submitted.
- c) A/R

## 9. Other Business

- a) Review Revised Rules and Regs – discussed the need to do this in order to have it ready for the new website. This will placed on the agenda for February's meeting.
- b) Web site development progress – Jean, who is working closely with the website developer presented some examples of logo's for Board's selection and discussed content.
- c) **Next meeting is February 18, 2016**

10. **Adjournment** – Motion to adjourn at 7:15 pm was made and approved.

# Brush Creek Metropolitan District

Date: **February 18, 2016**

Time: 5:30 p.m.

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

Present: Kevin McClure, Manager; Jerry Scheinbaum, Isabel Day, Joyce Hardy,  
Glenda Knight, Bookkeeper & Jean Owen, Recorder of minutes

Absent: Jim Laing and Lawson Wills & Kelly Geselle were absent

1. **Call to Order** – Meeting was called to order at 5:45 pm. with the following changes:
2. **Approve minutes.** Motion to Approve January 2016 minutes was made, 2<sup>nd</sup>, Motion Passed. With the following changes.
3. **Public Comment:** none
4. **President's Comment:** Jerry Scheinbaum – no comment
5. **Water Plant Manager's Report:** Kelly Geselle – no report
6. **BCMD Manager Report:** Kevin McClure
  - **RE: Trash dumpsters** – We currently have 1 recycle and 2 trash in place. On the Medicine Bow side trash gets picked up 6 days a week except Sunday – recycle is picked 5 days but not on Tuesday and Sunday.
  - Last month we talked about the possibility of switching to 1 trash container and 2 recycle. This month we've decided to ask Waste Mgmt. to change the recycle pickup from 5 to 6 days and trash pickup would be changed from 6 to 5 days.
  - **If we do this we need to put up big signs calling attention to these changes which Kevin will do.**
  - Kevin has placed temporary signage saying that cardboard boxes need to be broken down.
  - Glenda said that Steve Shapiro said he would be willing to monitor the dumpsters on the Medicine Bow and Juniper Hill for fee. He is willing to confront people who come and he doesn't recognize them as homeowners. It may have value to educate people on breaking down boxes, recycle etc. Glenda was asked to find out what his fee would be.

## **Water meter repairs:**

Couple of water remote readers quit working:

- 260 Medicine Bow – Gonsky where the broken meter was broken by the plowing.
- 951 Brush Creek Road – reader at Smith's residence not reading and still working on a solution.

Kevin talked to Bobby about pulling the ditches as opposed to just dumping more gravel in them in order to finish the shouldering. This would accomplish 2 things: 1) doing the ditch maintenance and 2) leveling off the shoulders. Bobby will need to wait until May to give us an estimate of what this will take.

7. **Budget:** No changes needed.

8. **Bills/ Finance**

- a) Approve bills: Motion to Approve January 2016 bills as presented was made, 2<sup>nd</sup> and Past
- b) Glenda's report:
- c) A/R – some people pay late. Kevin was asked to call Kathy Gibson and Dr. St. Ville about their bills.

9. **Other Business**

- a) Review Revised Rules and Regs – reviewed, discussed and approved the 12 page document for the new website. Joyce will make the changes needed and send to Glenda who will in turn send to Jean to place on the website.
- b) Web site development progress – Jean, who is working closely with the website developer presented handouts of parts of the new website vs the old one. She made note of the changes and documents needed for each tab.
- c) **Next meeting is March 17, 2016**

10. **Adjournment** – Motion to adjourn at 7:30 pm was made and approved.

# Brush Creek Metropolitan District

Date: **March 17, 2016**  
Time: 5:30 p.m.  
Location: Aspen Mtn. Gondola Bldg. – Conference Room  
601 E. Dean Street  
Aspen, CO 81611

Present: Kevin McClure, Manager; Jerry Scheinbaum, Joyce Hardy, Lawson Wills, Kelly Gessele, Glenda Knight, Bookkeeper & Jean Owen, Recorder of minutes.

Absent: Jim Laing and Isabel Day were absent

1. **Call to Order** – Meeting was called to order at 5:35 pm.
2. **Approve minutes.** Motion to Approve February 2016 minutes was made, 2<sup>nd</sup>, Motion Passed.
3. **Public Comment: none**
4. **President's Comment:** Jerry Scheinbaum – no comment
5. **Water Plant Manager's Report:** Kelly Gessele
  - New regulation about the inspection of storage water tanks at the pump houses. We need a certified person who will scuba dive down and look for fractures and corrosion. Also, operation and maintenance schedule is being required by State that is quarterly and then updated yearly. He will schedule this inspection work to be done. He's trying to work this so that he'll be doing several other facilities plus ours at a cost of around \$700. This inspection is a requirement and a part of the Rule and Regulations by the State Health Department. Also, the homeowner's backflow preventers need to be inspected every year.
  - Glenda reports that the weekly reads are showing higher daily use than normal for this time of the year for the past 3 or 4 weeks. The water losses are indicating almost 30% loss within the district (on our side of the meter). Kelly will schedule the person out of Grand Junction to check the lines for leaks.
  - American Leak Protection out of Grand Junction. He uses helium and pumps it into the line which reveals leaks that are not detectable any other way.
6. **BCMD Manager Report:** Kevin McClure
  - Discuss pay rate raise for Alex – Alex has asked for a raise. He's been @ \$32.50 for quite a few years. He's asking for \$35/hr. Glenda said that for the dumpster sweeping the raise would cause us to go over budget.
  - **Motion was made, seconded and approved for Alex to be paid \$35/hour.**
  - Pulling the ditches – Kevin will get a bid from Bobby to do this.
  - Dumpster pad on Juniper Hill that was just poured in fall is coming apart. Kevin will look at this when it gets more dry.
  - Landscaping – Plans to plant in May/June
  - Juniper Hill side run a hose down from Jerry's to keep it green

- Medicine Bow side - We've been given permission to use Balentine's water but rather than use his we could add a hose bit @ water pit @ Balentine to water – Kevin will call Kelly to set this up.

**7. Budget:** No changes needed. The 2016 approved Budget has been added to the website.

**8. Bills/ Finance**

- a) Approve bills: Motion to Approve February 2016 bills as presented was made, 2<sup>nd</sup> and Passed.
- b) Glenda's report:
  - Trash: If we change number of days for pickup from recycle and trash it would save \$177.50 a month. It's now 5 days recycle/6 days trash every week. Board decided to leave it as is for now. If it gets bad then Glenda could call Waste Management and change.
  - **Resolution: A motion was made by Jerry and seconded by Lawson** to sign the Resolution to cancel elections. The document is: **Cancellation of Election and Declaration Deeming Candidates Elected Board of Director Resolution**. Jerry signed the document and Glenda will submit it to the appropriate party.
- c) A/R - Kevin's calls to homeowner's on A/R.
  - Kathy Gibson said she'd drop a check off
  - St. Ville texted and he said he didn't know about the past due but will pay it.

**9. Other Business**

- a) Revised Rules and Regulations document – Final 11 page revised document was re-formatted will be sent digitally to Joyce for review.
- b) Web site development progress – Jean submitted new Website Content document with notes from last meeting. Lawson asked what the possibility of having the website completed by mid summer. Jean assured him and other board members this was possible.
- c) **Next meeting is April 21, 2016 and will be held in Snowmass at the Chapel.**

**10. Adjournment** – Motion to adjourn at 6:40 pm was made and approved.

# Brush Creek Metropolitan District

Date: **April 21, 2016**  
Time: 5:30 p.m.  
Location: Snowmass Chapel – Library  
5307 Owl Creek Road  
Snowmass Village, CO 81615

Present: Jerry Scheinbaum, Lawson Wills, Isabel Day, Jim Laing, Kelly Gessele, Glenda Knight, Bookkeeper & Jean Owen, Recorder of minutes.

Absent: Kevin McClure, Manager, Joyce Hardy

1. **Call to Order** – Meeting was called to order at 5:45 pm.
2. **Approve minutes.** Motion to Approve March 2016 minutes was made, 2<sup>nd</sup>, Motion Passed.
3. **Public Comment: none**
4. **President's Comment:** Jerry Scheinbaum – no comment  
Kevin – To Do list:
  - Cracks in the road. Jerry says that as soon as we have runoff – we will typically see the **ground shifting**
  - Kelly was informed that the Board is concerned about water losses – higher than normal for this time of the year. Approximately 30% - 7 to 10,000 gallons higher daily usage showing up on the weekly logs. Kelly said that the annual leak inspection is scheduled in June – Board wanted this to be moved up. Kelly will call Dave (Utility Technical Services, Inc.) on Monday and try to move up schedule.
  - Backflow preventers on the Homeowner's side of meters are supposed to be inspected once a year – **What is our obligation re: the testing of the backflow preventer?** Homeowner's are ones responsible to ensure that they have a backflow preventer on their system and that it's working properly. BCMD needs to notify the homeowner's that they need to check to see if they have a double-check, single-check or no check backflow preventer on their system. **Kelly needs to verify if all homeowner's are in compliance.****Kevin needs to get going on the summer projects:**
  - **shouldering**
  - **landscaping**
  - **water tap down at Balentine's – Kelly has been asked to do this work.**- **Pulling the ditches** – Board asked for a schedule and how it's going to be done. Goal would be to have completed before June 1<sup>st</sup>. Fill in with road base where there is a severe drop between road and ditch.
5. **Water Plant Manager's Report:** Kelly Gessele
  - Kelly reports that the annual inspection of all backflow preventer is a requirement and a part of the Rule and Regulations by the State Health Department.

- **Makar** – new homeowner – 200 Upper Ranch Rd. Kelly tried to bill her for installing the water line from our main line to her lot line and put in meter. This is an expense covered by BCMD because the tap fee has been paid for that property. The road cut is starting to sink and Kelly needs to repair the asphalt patch for her water line. He will wait for a couple of months until the ground settles.
- **Put a new tap in below Balentine's – frostless tap – this is for the anticipated landscaping near the signage rock**
- Jerry asked what it would cost to relocate the meter at St. Ville's from inside the house to a meter pit outside. There are a few other properties which need the same work done.

6. **Budget:** No changes needed. The 2016 approved Budget has been added to the website.

#### 7. **Bills/ Finance**

- a) Approve bills: Motion to Approve March 2016 bills as presented was made, 2<sup>nd</sup> and Passed.
- b) Glenda's report: Glenda needs a director to go to the bank with her on May 10<sup>th</sup> to wire Bond interest payment to bank in Denver. Insurance went up \$700 over last year which is about \$550 over the amount budgeted for 2016.
- c) A/R – a couple of homeowner's need to be contacted re: past due by Kevin.

#### 8. **Other Business**

- a) Revised Rules and Regulations document – Final 11 page revised document was re-formatted will be sent digitally to Joyce for review.
- b) Web site development progress – Jamie will present draft of the new website to Board. Squarespace - \$160.00/yr – easy to edit- have a temporary site. For the Elections tab there needs to be a paragraph stating: Elections are held every 2 years, the term is 4 years. The election date has to be posted.

The board decided to add information on local Links – popular sites such as Aspen / Snowmass Chamber link for local events/activities; Town of Snowmass for local shops and info; local City/County governance sites for design requirements; etc. Jean will provide a list of these, given their request. Some already on the old website are:

Aspen/Pitkin GIS interactive mapping application <http://www.aspenpitkin.com/Departments/GIS-Mapping/Interactive-Maps-GISMO/>; Brush Creek Village home Energy Smart!(970) 925 9775 [pitkin@energysmartcolorado.com](mailto:pitkin@energysmartcolorado.com), [www.energysmartcolorado.org](http://www.energysmartcolorado.org)

Board also wants to notify homeowner's of new website via letter in July's Water Billing. Jamie will do design of the insert.

Set up feature on the website where users need to sign in either as homeowners or as a guest. Homeowners would be asked to enter their email address the first time in a login screen.

- c) **Next meeting is May 19, 2016 and will be held in Snowmass at the Chapel.**

9. **Adjournment** – Motion to adjourn at 7:30 pm was made and approved.



# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **May 19, 2016**

Time: 5:30 p.m.

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

Present: Kevin McClure, Manager; Jerry Scheinbaum, Joyce Hardy, Jim Laing, Lawson Wills, Kelly Gessele, Isabel Day, Glenda Knight, Bookkeeper and Jean Owen, Recorder of minutes

**1. Call to Order** at 5:40 pm

2. **Approve minutes.** Motion to Approve April 2016 minutes was made, 2<sup>nd</sup>, Motion Passed with correction at top of 2<sup>nd</sup> page after Makar – wording “this is for the anticipated landscaping near the signage rock” was added.

**3. Public Comment**

- Friends of Cozy Point Ranch Fran Soroka and Carol Dopkin - They are here tonight to ask for the Board’s comments and opinions. Carol handed out a flyer about the Friends of Cozy Point Ranch organization. She said they decided to start a new support group for the equestrian operation at Cozy Point Ranch. Eventually they see themselves becoming a foundation to raise funds for the beautification of the property and advocate for equestrian activities.

They’d like to see the City make some upgrades, such as safer corrals, better sheds, and the drainage needs to be improved. They see themselves as a voice for the horse to make sure that it’s a safe environment. They would like to see that every horse outside for the winter has a shelter.

Jerry asked if they could give the Board an overview statement of what their goals are so that we could offer support to the Friends of Cozy Point Ranch. Collectively the Board agrees with the Friends of Cozy Point Ranch that it should be kept rural with a focus on Colorado western heritage.

**4. President’s Comment:** Jerry Scheinbaum – no comment

**5. Water Plant Manager’s Report – Kelly Gessele**

- Kelly followed up to report that he had gone around to check a few of the properties and said what we have is not check valves but they are pressure reducer valves.
- Tap at Balentine’s for landscaping with the signage rock. Kelly went out on Wednesday and met with Kevin at the Balentine property . Balentines were there. Kelly’s going to give an estimate of what it would cost to do the tap on our side rather than off of Balentine’s tap.
- Kelly said that we don’t need a scuba diver to inspect water tanks but we can do it with a camera. He’ll schedule it with 3 other systems.
- Kelly has contacted Dave Anderson and tried to move up the date for the test. It’s scheduled for Memorial Day to check our lines for a possible water leak.

- Kelly asked if any work needs to be done at St.Ville's, the property has been taken over by the bank. The meter needs to be moved from the inside to an outdoor meter pit.

**6. Director's Oaths – Jerry & Joyce –**

**Both Joyce and Jerry took their oath of office for a term of four years and signed the proper form.**

**7. BCMD Manager Report – Kevin McClure**

- **Roadwork Project:** Kevin has driven the roads with Bobby and talked about our options for shouldering and pulling ditches. There is no easy solution since the ditches are too deep and steep. If you don't remove the organic materials or kill it you don't really know if there's a problem.

Jerry suggested that Kevin drive the subdivision and budget \$30,000/year. The first year starting with the most difficult. Schedule the work to be done over a period of 4 years the deepest most dangerous first. There are some culverts that need to be flushed out and cleared of debris. Kevin is going to figure out who he thinks will be the best operator for this work. Native Excavation did work several years ago and he was satisfied with the result.

- Lawson mentioned that a jeep is parked again on the vacant lot past Solar Way that just sold. Find out if the new property owner has given permission for the vehicle to be parked there and advise them that it needs to be moved.
- **Rock Beautification on Medicine Bow side:** Kevin is proposing to plant natural trees and flowers that are indigenous to the landscape and don't require a lot of water. Amy, a landscape architect, can pick the vegetation.

**A motion was made, seconded and passed for the beautification project at the rock sign for \$10,000.**

**8. Budget:** No changes needed.

**9. Bills/ Finance**

- Approve bills: Motion to Approve April 2016 bills as presented was made, 2<sup>nd</sup> & Passed.
- Glenda's report:
  - Bond payment was made. Next payment will be due 6 months from now.
  - Boxed up paperwork and sent File Finders which costs \$33.50/month
  - Waste Management tried to raise our monthly rate about \$500. Glenda negotiated a new rate with them of \$2,500/month for one year.
  - Glenda's working on getting the paperwork to the auditor.
- A/R – Report looks in line for this month.

**10. Other Business**

- Review Revised Rules and Regs
- Web site development – Final comment from Board were given.
- Next meeting June 16, 2016

**11. Adjournment – 7:30**

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **June 16, 2016**

Time: 5:30 p.m.

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

Present: Kevin McClure, Manager; Jerry Scheinbaum, Joyce Hardy, Jim Laing, Lawson Wills, and Isabel Day. Glenda Knight, Bookkeeper and Jean Owen, Recorder of minutes.

Absent: Kelly Gessele

1. **Call to Order** at 5:50 pm
2. **Approve minutes.** Motion to Approve May 2016 minutes was made, 2<sup>nd</sup>, and Passed with the following change.  
Replace the wording on page 1, 4 lines up from the bottom which now reads “Kelly said that we don’t have to do a scuba diver to inspect the water tanks but we can do it with a camera. He’ll schedule with 3 other systems. to read: “Kelly said we don’t need a scuba diver to inspect the water tanks.”

3. **Public Comment:** none

4. **President’s Comment:** Jerry Scheinbaum – Comments to Kevin: the marking of the cracks was a great job. There are a lot of cracks and it’s time to seal. Kevin said we should wait till fall to do this since the heat adds more expansion.

Jerry asked if the Board has any desire to absorb the HOA into the Metro District? Everyone unanimously said yes, they would be interested. It would be worth it to look into it.

5. **Water Plant Manager’s Report** – Kelly Gessele – no report

6. **BCMD Manager Report** – Kevin McClure

- Weed spraying: The thistle is already starting to grow. It may not be too early to mitigate. Alex has his own spray pack to start.
- Kelly will install a new water meter so that we can access water for the new landscaping we plan to add at the rock sign on Medicine Bow Road.
- Proposals for landscaping design for the Medicine Bow Road rock sign are in and he’ll look at pricing and determine who will do the installation. He’ll sign the contract with Amy Capron (the designer) who will provide a plan. Then he’ll pick someone else to do installation.
- Kevin will spray the lettering on the rock on the Medicine Bow Road with metallic bronze paint to darken the lettering.
- Dave Hyberger dumped a bunch of asphalt in a couple of piles. Kevin talked with Troy of Native Excavating and his crew is available to spread out of the asphalt to put into the pull outs, inside of the worst hairpins and any other big drop-offs and heavily traveled areas. We may want to consider getting our own road crew and trying to manually work the ditches. Alex does have a man (Jose) who could possibly lead such a crew. Jerry could talk to Manuel at Cozy Point to see if he has some men that could help with the

task. We'll need a bunch of equipment. Kevin will talk with Troy to see if his crew could do a ¼ - ½ mile a day.

- Received calls from Dave Elston & his uphill neighbor on Medicine Bow Road requesting we take care of the drop off at their driveway.
- Kevin said that he wants a note in the minutes to remind Kelly to improve his patch work on the Upper Ranch Road. This will happen later in the year, but it needs to be done.
- Kevin said that Kelly had Dave of Utility Technical Services come up and do a leak analysis & provide a report of his findings. He didn't know if there was a leak on Medicine Bow Road or not. We had a 30% water loss inside the district in May. Glenda said that the reading last week revealed that we had another 15,700/day loss more than last year for the same period. So water is going somewhere. Dave detects leaks through a device that uses sound in an isolated section. The water lines from the source (Snowmass Water & Sanitation District) aren't leaking. So it's somewhere within the Metropolitan District that the leak(s) are occurring. Isabel said that she feels it is our job to watch the water. There is a duty to chase the leak but how we go about it and how much we want to spend is the question. The leak(s) could be occurring in the lines to the pump houses. Kelly could do a pressure test of these to explore if this is the origin of the leak(s).

**7. Budget:** No changes needed.

**8. Bills/ Finance**

- a) Approve bills: Motion to approve May 2016 bills as presented was made, 2<sup>nd</sup> & Passed.
- b) Glenda's report:
  - Phone bills didn't come in so she'll call officers to sign the checks when they come in.
  - St. Ville: property - Northern Trust is the bank that took over St. Ville's property at 1258 Juniper Hill Road. Glenda has completed the document on line to put BCMD on the vendor list. It will take weeks to get a check for the outstanding money for past due bills. She's also been talking to a local person from Coldwell Banker representing Northern Trust to move the meter from inside to outside the house. Kelly will do the work.
- c) Audit: All documents have been given to Roger, the auditor.
- d) A/R – Glenda needs to make a few calls on bills that are past due.

**9. Other Business**

- a) Revised Rules and Regulations. A motion was made to adopt the revised Rules and Regulations, 2<sup>nd</sup> and Passed. Jean will update the website with this new document.
- b) Web site development – the new website is live and minutes are current. President Jerry will be set up as owner of the domain name. Flyer announcing the new website will be included in the next billing.
- c) Next meeting July 21, 2016

**10. Adjournment** – 7:30 p.m.

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **July 21, 2016**

Time: 5:30 p.m.

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

Present: Kevin McClure, Manager; Jerry Scheinbaum, Joyce Hardy, Lawson Wills, Isabel Day.  
Kelly Gessele, Glenda Knight, Bookkeeper and Jean Owen, Recorder of minutes.

Absent: Jim Laing and Isabel Day

1. **Call to Order** at 5:45 pm
2. **Approve minutes.** Motion to Approve June 2016 minutes was made, 2<sup>nd</sup>, and Passed with the following change: bottom of notes change date of next meeting to July 21<sup>st</sup> rather than August.
3. **Public Comment:** none
4. **President's Comment:** Jerry Scheinbaum
  - Grayson has been emailing Jerry for 2 weeks because of the pile of brush that Roger Hollowell's is leaving on the front of his property.
5. **Water Plant Manager's Report** – Kelly Gessele
  - Kelly has been looking for another person to do the leak detection who uses helium.
  - Due to increased compliance verification requirements by the State Kelly has to set up a test for the Brush Creek water system. The initial inspection will cost \$1,600. Anything that is out of compliance will be identified and repairs will have to be made.
6. **BCMD Manager Report** – Kevin McClure
  - Weed spraying: The thistle up Medicine Box needs some attention. Alex has been doing weeding alongside of the road and has sprayed the thistle.
  - Emily Gary' (189 Medicine Bow) has a large patch of thistle that needs to be mitigated at owner's cost. Kevin needs to contact them to get permission to get on the property to spray the thistle.
  - Alex has painted the fire hydrants and finished painting the dumpster enclosures.
  - Kelly is in the process of installing the new water meter so that we can access water for the new landscaping we plan to add at the rock sign on Medicine Bow road.
  - Proposals for landscaping design for the Medicine Bow road rock sign area: Kevin will continue looking at bids for the installation. Cost for the materials with Eagle Crest is coming in around \$5,000. He has signed a design contract with Amy Barrow/Land Design 39 who provided a plan. Kevin thinks that the project will cost around \$10,000.
  - The new lettering on the rock on the Medicine Bow road has been sprayed and it looks much better.
  - Alex filled in the edge of one driveway with asphalt (David Elston's). Kevin talked with Troy of Native Excavating and wants him to do the work with his machines rather than having Alex do it by hand. Starting the 1<sup>st</sup> week of August the project will span a period over several

year with the targeting a budget of \$30,000 each year. The focus of this work will be to fill in the gaps along the tight inside curves of the roadways.

- Lawson says that he has noticed cracks along the roadway indicating there has been some movement in the asphalt especially in front of 1800 Medicine Bow which is at the western edge of the slide area. The cost of repairs will come out of the \$75,000/yearly road maintenance budget and will begin in September.

**7. Budget:** No changes needed.

**8. Bills/ Finance**

- a) Approve bills: Motion to approve June 2016 bills as presented was made, 2<sup>nd</sup> & Passed.
- b) Glenda's report:
  - Audit was glowing. The audit has been completed and reviewed by Roger the accountant. The Board has approved it for appropriate filing.
  - A debit account will be set up for the payment of the domain name each year. Glenda will set this up with a balance of \$1,000 to retain ownership of the domain name and give the website the account information to guarantee the guarantee ownership of the domain name.
  - A/R – past due for St.Ville: property under default / Northern Trust is supposed to close tomorrow / John Wilcox is the new owner. Kelly needs to pull out the meter.

**9. Other Business**

- a) New website: The new website is completed and Jean has updated it with the new revised Rules and Regulations document. The announcement mailer of the new website went out in early July.
- b) Paving at the upper part of Juniper Hill Rd. – Homeowner, Grayson has called to find out the status of this. A discussion was had and tabled for another time.
- c) Next meeting August 18, 2016

**10. Adjournment – 7:30 p.m. – Jean 8:15**

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **August 18, 2016**

Time: 5:30 p.m.

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

Present: Kevin McClure, Manager; Jerry Scheinbaum, Joyce Hardy, Lawson Wills, Jim Laing, Glenda Knight, Bookkeeper and Jean Owen, Recorder of minutes.

Absent: Isabel Day, Kelly Gessele

1. **Call to Order** at 5:40 pm
2. **Approve minutes.** Motion to Approve July 2016 minutes was made, 2<sup>nd</sup>, and Passed with the following change: Page 2 under Kevin's report: Line 6 Medicine Box to Medicine Bow
3. **Public Comment:** Stuart Lusk was in attendance. Location where he lives he has a view of a large area which overlooks other property. He saw another wreck at Brush Creek Rd. and Medicine Bow Rd. last week where 5 cars were involved. This is a place where other accidents have taken place due to many people going way too fast along Brush Creek Road. There is no speed sign between Hwy 82 and our intersection. He wonders what we might be able to do to slow traffic down. Jerry said that we could put a speed dip there to slow people down which could be plowed in wintertime. There is a yield sign there now but people really go right past it. We could also put a large sign. Maybe have Kevin talk to G.R. Fielding and have him attend one of our meetings to see if there is anything that could be done to alleviate the safety hazard.
  - Homeless people sleeping on the bank of the pond at Hwy 82 and Brush Creek Road. He doesn't know if the Aspen Police are monitoring this or not. He called the cops out of concern for the situation.
  - Stuart wrote a letter to the Airport about the over/under and a lot of private planes flying over Shale Bluffs. For 30 years the protocol was to fly over Woody Creek and the gravel pit. Now they are going left and flying over Brush Creek and it is a safety issue. Jerry suggested that we invite the Airport director, John Kinney, to our meeting and there can be homeowner's present to voice their concerns.
4. **President's Comment:** Jerry Scheinbaum. The Board is in unanimous agreement that the 4 way intersection at Juniper and Medicine Bow should remain open to parking along the right of way and off pavement. This temporary parking has been used for many years for short term use to walk dogs or recreational use by residents.
5. Jerry suggested the board consider putting in a light signal at Juniper Hill and Hwy 82. Brian Pettit called him about 5 years ago and asked if we wanted a stop light put there. Could be put on a sensor that knows when a car is coming and the light will turn.
6. **Water Plant Manager's Report** – Kelly Gessele – no report
7. **BCMD Manager Report** – Kevin McClure

- Met with Troy of Native Excavation and drove around and may be available this week. They decided to use a mini excavator and fill a truck and just scoop it right out of the truck and lay it in to fill the gaps in the shoulders. Going to hit the worst inside switchbacks first. We have some really tall grass in areas so he needs to have Alex go in and cut the stuff off with a weed wacker first and bring it back to the road level. County has a mower and maybe we could use theirs.
- Kevin will check new water meter so that we can access water for the new landscaping we plan to add at the rock sign on Medicine Bow road.
- Proposals for landscaping design for the Medicine Bow road rock sign area: Kevin has received a quote for landscaping installation from Anna/Binbilla and now he thinks that the project will cost around \$13,500.
- Cracks will be seal coated in September.

**8. Budget:** No report.

**9. Bills/ Finance**

- a) Approve bills: Motion to approve July 2016 bills as presented was made, 2<sup>nd</sup> & Passed.
- b) Glenda's report:
  - Letter from Roger, our auditor, recommended that we transfer money from the water fund to the general fund in the amount of \$12,817.00 in order to eliminate the December 31, 2015 outstanding interfund due to/from amount. A motion was made to transfer these funds, 2<sup>nd</sup> and Passed.
  - Discuss the renewal of CD at Community Bank on August 28<sup>th</sup>. They have a new one where we'll get .9% for a 15 month CD. Jerry will complete the form and go into Community Banks and roll it over to this new CD.
  - Water usage per day has gone down. Kelly did find some leaks down by the vaults.

**10. Other Business**

- a) Discuss paving upper Juniper Hill Dr.
- b) Website development – no report
- c) Next meeting September 15, 2016

**11. Adjournment** at 7:45 p.m.



# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

**Date:** September 15, 2016

**Time:** 5:30 p.m.

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

**Present:** Kevin McClure, Manager; Jerry Scheinbaum, Joyce Hardy, Lawson Wills, Jim Laing, Kelly Gessele, Glenda Knight, Bookkeeper and Marti Barbour, Recorder of minutes

**Absent:** Isabel Day

1. **Call to Order** at 5:30 p.m.
2. **Approve minutes.** A motion to approve the August 2016 minutes was made and seconded; the motion passed.
3. **Public Comment.** Stuart Lusk attended and expressed his concern about the traffic at the merge at the entrance to Medicine Bow from Brush Creek Road. Kevin suggested some signs, re-contouring of the road or creating something similar to the residential entrance to the Willits shopping area. This will be a discussion to be had with G.R. Fielding for his recommendations. Stuart was called by the FAA to discuss the flight patterns. The Board members discussed the flight patterns and decided to take a video or pictures to show to both John Kinney and the FAA Representative.
4. **President's Comment:** Jerry Scheinbaum. The Board would like more attention paid to wording of sentences in the minutes. The Board discussed and approved a parking sign at the intersection of Medicine Bow and Juniper Hill to read: "Resident Day Parking" approximately 18" x 12".
5. **Water Plant Manager's Report** – Kelly Gessele
  - There was an electrical power outage last night, September 14, due to lightening. Without electricity we cannot get water to residents in the upper part of the subdivision. People below the tanks would be able to have water for a few hours; the tanks depleted about one third. Kelly went up to the pump houses to be sure they reset properly after electricity was restored.

- Kelly has to get into the property at 1258 Juniper Hill, which is under contract but not yet closed. The meter is currently inside and has to be relocated outside once the new owners take possession.
- There was discussion about some meters failing due to an unknown event in the in the lower Juniper Hill area. This discussion will be continued until resolved. We want to look into a water hammer absorbing instrument component. Jerry mentioned that if the meters were to fail without being noticed that it would take only a few days for road damage to occur.
- Middle Pump House: the pumps there have run continuously for five years and are in good shape. Kelly recently purchased one new pump and had one re-built for backup.
- Lawson asked Kelly if he had everything ready for winter. Kelly will mark the shut off valves and pit locations with plastic blue marking posts.

## **6. BCMD Manager Report – Kevin McClure**

- The crack sealing will be done by Kaufman Seal Coating, whom we have used in the past and were happy with, for an estimate of approximate \$8,000. They will bill by actual footage that he lays down. The schedule will begin on September 28<sup>th</sup>. Kevin will tell them that the day they start they must let him know if they think it may be up to \$9,000.
- We have a bid for landscaping at the Medicine Bow Rock by Binbilla for \$9,310. The sprinkler estimate by Hanging Valley is \$2,300, which is more than we wanted to spend and Kevin will ask is we can get it down some. The sprinklers will go in first, followed by the landscaping.
- Kevin contacted Jerry from the Aspen City Streets Department regarding asphalt milling for shouldering. We obtained 11 free loads, 1800 tons which is worth \$27,000 worth of materials. We are paying for the trucking. Shouldering will start next week with Native Excavating. We will use Alex to remove the organics prior to excavating. After the first few days we will know what footage we are covering and about how far we can get in a day's work.
- Kevin will get the sliding organic removed above Mitchell on Juniper Hill.
- Projects underway and being done: irrigation; ditches with shouldering; sealing.
- Jerry mentioned that the weeds need to be trimmed at the base of the Medicine Bow Rock in order to see the bottom letters.
- Kevin will ask the Aspen Airport Manager, John Kinney, to attend a Brush Creek Metro District meeting to discuss the departure

flight paths, as we have been getting feedback from the residents that need to be addressed.

- Kevin will be in touch with Bobby Holmes about the winter plowing.
- BCMD is concerned about the intersection of Highway 82 and Juniper and would like a traffic signal or an underpass (a question for G.R. Fielding)

**7. Budget:** Glenda Knight: The first draft of 2017 Budget will be presented at the October meeting.

**8. Bills/ Finance**

- a) Approve bills: A motion to approve August 2016 bills as presented was made, seconded and passed.
- b) Glenda's report.
  - Per last month's discussion, Glenda transferred money from the water fund to the general fund in the amount of \$12,817 in order to eliminate the December 31, 2015 outstanding interfund to/from amount
  - The CD at Community Bank was renewed for 15 months at .9%.
- c) A/R. The accounts are in good shape.
- d) Discussion on bond. Glenda will be prepared with the details of how that will look for the debt service and taxes for 2017 which should be reduced given that the water bond will be paid off in November of 2016.

**9. Other Business**

- a) Next meeting October 20, 2016

**10. Adjournment.** A motion was made and seconded to adjourn the meeting at 7:10 p.m.

# Brush Creek Metropolitan District

## Monthly Board Meeting Minutes

Date: **October 20, 2016**

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, Joyce Hardy, Lawson Wills, Jim Laing, Glenda Knight, bookkeeper and Jean Owen, recorder of minutes.

Absent: Isabel Day, Kelly Gessele, Kevin McClure

a) **Call to Order** at 5:10 p.m.

b) **Approve minutes.** Motion to Approve September 2016 minutes was made, 2<sup>nd</sup>, and Passed with the following changes:

- Pg 2 paragraph 6 – 2<sup>nd</sup> bullet – change amount to read \$9,310.00
- Pg 3 top of 1<sup>st</sup> bullet – Kevin will be in touch with Bobby Holmes regarding snowplowing

c) **Public Comment:** Leslie Thomas of the Roaring Fork Valley Horse Council re: Cozy Point plan. She's come to get our opinion and input on the developing plan for the future of the property. A Roaring Fork resident for 30 years, in ranch and land development management, she is a member of the Roaring Fork Hounds, pony club and on the board of the Horse Council. The impetus to create the Roaring Fork Valley Horse Council was the Rio Grande Rails to Trails project. The city now has a 225-page report defining the possibilities for the development of the Cozy Point Ranch property.

Within that report is a request from T.R.E.E. for several (approximately 12) acres to be set aside for education and agriculture. There is a great deal of interest in building a community growing center (greenhouses, etc.) They have been meeting with Pitkin Open Space & Trails Board. The Roaring Fork Valley Horse Council was told by Pitkin County Commissioner, Bert Myrin that to be effective they need to stay involved and show up at meetings. They've tried to work with the City of Aspen Parks Department, feeling the process has not been inclusive of all interested community members; as well as working with T.R.E.E.

organization on developing a comprehensive plan. They subsequently received a letter from Austin Weiss, City of Aspen Open Space Manager, asking them to cease and desist.

- Not all the letters from the equestrian community written to the city were included in the report. The city has set an open house meeting and announced a new deadline for community input by Friday, November 18<sup>th</sup>. Bert Myrin, suggested that the Roaring Fork Valley Horse Council members should e-mail the commissioners' board to make its needs, desires and concerns known.
- In the past two years the city did not ask anyone from Colorado State University to consult in the development of the plan for the land in terms of equine and agricultural potential for this property.
- Presentation in January emphasized the need to protect the riparian area with respect to the existing Conservation Land Trust (AVLT) and the easement restrictions that are in place for the equestrian center.

Jerry commented that he didn't think that the Brush Creek Metropolitan District has enough power to put our voice behind the Roaring Fork Valley Horse Council to effectively lend their support in the development of an equestrian trail.

- d) President's Comment:** Jerry Scheinbaum – After the election Jerry wants the board to invite the new county commissioner to our meeting to let them know who we are and what our concerns are with regards to the local and surrounding area having an impact on the 127 members in our community.  
*Regarding traffic in the community:* Jim asked Jerry if we have the authority to place a stop or yield signs and or create road/speed bumps on our own roads. Jerry said yes, as long as we conform to the standard signage.
- e) Water Plant Manager's Report** – Kelly Gessele – not present
- f) BCMD Manager Report** – Kevin McClure – not present
- g) Budget:** 2017 proposed budget was presented and reviewed. Glenda asked everyone to give input or ask questions about the proposed budget items. Discussion back and forth comparing next year's budget categories and amounts to previous years.
- h) Bills/ Finance**
- a) Approve bills: Motion to approve September 2016 bills as presented was made, 2<sup>nd</sup> & Passed.
- i) Other Business**
- a) Traffic light at Juniper Hill and Hwy 82
  - b) Pitkin County airport flight path
  - c) Dip at Turtle Cove
  - d) Raising guard rails
  - e) Juniper Hill dumpster door repair
  - f) Next meeting November 17, 2016
- j) Adjournment** at 7:25 p.m.