

Brush Creek Metropolitan District
Thursday, May 16, 2024 at 5:00 p.m.
Snowmass Chapel Conference Room
Snowmass Village, CO 81615

- Jerry Scheinbaum, President
- Joyce Hardy
- Jerome Meister, via Zoom
- Dean Hill, via Zoom
- 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 5:02 p.m. by Jerry Scheinbaum.

2. **Approve Minutes:** The minutes of the April 18, 2024 meeting were approved as presented and reviewed by Joyce Hardy. All were in agreement.

3. **President's Comments:**

- a. **Short Term Rentals (STRs):** Jerry Scheinbaum began his comments revisiting the discussion on collecting fees from STRs and how that can be coordinated with Pitkin County's efforts to establish new policies for those properties. Jerry restated his desire to see these properties pay for the increased water usage and trash costs. Jerome Meister raised the question of how BCMD will know who in the district is using their residence for STRs. Rick Stevens suggested that Pitkin County could disclose that information as part of the licensing process and those residences would have a separate ownership category for BCMD billing proposes.

4. **Manager's Report:**

- a. **Alternative Revenue Study:** Rick Stevens discussed the proposal submitted by Maggie McHugh of Roaring Fork Engineering on the scope and cost of a study examining the opportunities BCMD may have to generate additional revenue sources. He described how the study would be divided into two separate phases with fees associated with each phase. He pointed out that the first phase would be a discovery phase and second phase would be conducted if the first phase concluded that the district can legally move ahead with establishing a new fee structure. Maggie noted that there is legislation currently being considered at the state level that may impact Special Districts' ability to assess certain fees and she would be looking into that specifically.

Motion: Jerry Scheinbaum motioned, with a second from Joyce Hardy, to proceed with phase one of the study. All were in agreement.

- b. **Inter-Governmental Agreement (IGA):** Rick spoke about the meeting he had with Pitkin County Engineer Andrew Knapp and Tom Newland of Newland Project Resources to discuss road maintenance agreement. As it stands the existing road agreement provides for basic maintenance on the Brush Creek Metro roads (i.e. mowing shoulders, striping, signage, etc.) He mentioned that no capital projects are accommodated and the road impact fees that are collected at building permit issuance are not available for Brush Creek Metro to use or access. Also, that the IGA between BCMD and the County has expired, and that the county has no interest in taking over the metro roads.
- c. **Annual Maintenance:** Rick reported that he had met with Fernando from All Valley Maintenance and they had come up with a spring punch list that Fernando will begin working on.
- d. **Common Areas:** Rick spoke with Charlie Hobor at Hobor Home and Land on converting the common areas at the entrances to xeriscapes. They will be coming up with a plan and monitoring the progress on the transition.
- e. **Water Rights:** Rick spoke about the issue of water rights and the threat to Metro's resources, if any, should be evaluated and documents that are contracts between the Snowmass Water and Sanitation District and BCMD should be reviewed. It was decided that Roaring Fork Engineering would do a quick review.

5. **Water Engineer's Report:**

- a. **Water Demand Summary:** Maggie McHugh from Roaring Fork Engineers reviewed the monthly water report noting that usage was normal and there wasn't anything that would cause concern. The loss amount was up slightly and will be monitored to make sure that doesn't continue to increase.

6. **Bookkeeper's Report:**

- a. **Water Usage:** Cindy reviewed the Water Usage and High-to-Low usage reports for the month of April. Rick noted that Matthew Ferguson has an ongoing leak that he is aware of but hasn't been able to identify the location.
- 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 stating that she will be sending out reminder emails to those with outstanding balances. 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 Western Colorado Electrical Control Specialties for work on the new Sensaphone system. Joyce Hardy wanted to draw attention to the fees being charged by All Valley Maintenance to make trips to the landfill which are approximately \$200 - \$300 per month. She asked that the faded signs that state that fines will be enforced for unauthorized dumping at the Medicine Bow dumpster building be replaced and Rick confirmed that would be done.

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

- e. **Other:** Cindy reported that she had a meeting with Rick and Joyce Hardy regarding the project of scanning and storing online the physical documents currently being stored in several different locations. She reported on a couple of conversations she has had regarding moving the files being stored in Grand Junction and for local shredding services. Joyce spoke about her desire to have all board members take on the task of looking through the documents in the 32 boxes to determine what should be scanned for archiving.
- 7. Date of Next Meeting:** The date of the next meeting was set for Thursday, June 20, 2024.
- 8. Adjournment:** The meeting was adjourned by Jerry Scheinbaum at 5:48 p.m.