

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: January 16, 2014

Time: 5:30 p.m.

Location: Aspen Gondola Building

Present: Jerry Scheinbaum, President; Board Members; Joyce Hardy; Isabel Day; Jim Laing and; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes; Scott Wright, Aspen Advanced

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:33 p.m.
2. Approval of Minutes. The minutes for December 2013 were read and unanimously approved.
3. Public Comment. Scott Wright from Aspen Advanced, came to report that he put our data collection unit on Joyce's roof and there are about 13 properties that could not see it. He has tried several locations in Brush Creek and has a few choices for the Board. One of the residents of Star Mesa is willing to host the equipment (for less than Starwood would charge); the second option is that we do a straight data swap with Starwood for the readings from Starwood for Pioneer Springs; Starwood is getting about 3-4 readings that they cannot get from their equipment in Starwood. The Board felt it would be better to get a handshake agreement between the managers. BCMD is agreeable to pay whatever fees necessary in order to keep the system running and it is assumed that Starwood would do the same. The Board agreed to compensate Joyce for hosting the equipment by giving her a rent check. The Holy Cross poles are facing the wrong direction for possible use by our data collector. The Board would like to have Kevin and Scott evaluate the easements for common-area spaces as a location for the data collector rather than on Joyce's roof, which will only be temporary. A motion was made to pay \$50 to Scott for a used printer for Glenda's office; the motion was unanimously approved by the Board.
4. President's Comment
 - a. Accountability. The Board discussed both Managers' responsibilities and accountability.
5. Water Plant Manager's Report. As the Water Plant Manager was not in attendance, there was no report.
6. BCMD Manager Report. As the Manager was not in attendance, there was no report.
7. Budget. The year ended within budget.
8. Bills/Finance
 - a. Approve Bills. The bills for December 2013 were approved as presented.
 - b. Accounts Receivable. The Board discussed Pevny's high water usage, although they do not have a leak. There are 4-5 residences who do have leaks. The question was brought up as far as whether households can be fined for not correcting leak problems once it has been identified and called to their attention. On a regular basis, Glenda reviews the readings for potential leaks and notifies the homeowner. Jerry will email Kevin and ask him to pursue contacting homeowners who have been notified of leaks.

9. Other Business
10. Dumpsters – Discussion for next month (fireproof; lighting, etc)
 - a. Adopt resolution re: locations of public notice boards. The Board adopted the Resolution No. 01, Series 2014, with four in favor and zero not.
 - b. Review Revised Rules and Regulations – next month’s agenda
 - c. Discuss Pioneer Springs issues – next month’s agenda
 - d. Website and emails for water outages – next month’s agenda
 - e. Two of the composting bins have disappeared from the dumpster areas.
11. Next Meeting: February 20, 2014
12. Adjournment. A motion was made and seconded to adjourn the meeting at 7:09 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: February 20, 2014

Time: 5:30 p.m.

Location: Aspen Mountain Gondola Building Conference Room, 601 E. Dean Street, Aspen, CO

Present: Jerry Scheinbaum, President; Board Members Joyce Hardy, Isabel Day; Jim Laing. Kevin McClure, Manager; Kelly Gessele, Water Plant Manager, Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes; Scott Wright of Aspen Advanced

Absent: Jim Laing; Lawson Wills

1. Call to Order. The meeting was called to order by Jerry Scheinbaum at 6:12 p.m.
2. Approval of Minutes. The minutes for January 2014 were approved as read.
3. Scott Wright – Aspen Advanced. Scott spoke about where to put the data collection unit in Brush Creek. There is a location on Star Mesa on private property. The Board would like to get an easement to use a portion of his property and unanimously approved a motion to allow Scott to pursue locating a Data Acquisition Unit on Star Mesa.
4. Water Plant Manager’s Report. Kelly reported:
 - a. Variable Frequency Devises (VFDs) were put in; there will be a rebate from Holy Cross Electric.
 - b. Snowmass Water and Sanitation ask Kelly if it would be alright to upgrade the master meter that Brush Creek owns at the Rodeo Lot at no cost to us, Kelly said yes.
5. BCMD Manager Report. Kevin McClure gave an update on job status as follows:
 - a. Water Shut Office Notices will be going out for Burns; Heimele and Gibson for bills not paid beyond 30 days. The Board unanimously approved a motion to set the fees: \$50 for the Delinquency Notice; \$150 for shut-off and \$150 for turn on. Every notice will be sent registered mail with an explanation of fees.
 - b. Lights on Medicine Bow side; there are still no lights.
 - c. Juniper Hill; the mail light works.
 - d. Kevin is ordering a new sign “Do Not Enter” for the Medicine Bow one-way entrance to the subdivision.
6. Bills/Finance
 - a. Approve Bills. A motion was made and seconded to approve the bills for January 2014. The motion passed and the January 2014 bills were approved as presented.
 - 1) Discuss Alex’s rate. The Board agreed to allow him the additional \$2.50/hour for everything except the dumpsters, which he charges his standard rate.
 - b. Glenda’s Report: Resolution to appoint Designated Election Official (DEO). The Call for Nomination was published in the newspapers and will be posted on the website as well.
 - c. Accounts Receivable. As discussed above, there will be collection notices sent out for three outstanding bills.
 - d. Budget.
7. Other Business

- a. Review Revised Rules and Regulations (postponed)
 - b. Discuss Pioneer Springs issues. (postponed)
 - c. Website and emails for water outages. (postponed)
 - d. Next meeting: March 20, 2014
8. Adjournment. A motion was made to adjourn by Jerry Scheinbaum. The motioned was seconded and passed; the meeting adjourned at 7:00 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: March 18, 2014

Time: 5:30 p.m.

Location: Aspen Gondola Building, 601 East Dean Street, Aspen, CO 81611

Present: Jerry Scheinbaum, President; Board Members Lawson Wills; Joyce Hardy; Isabel Day; Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes; Scott Wright of Aspen Advanced

Absent: Jim Laing

1. **Call to order.** The meeting was called to order by Jerry Scheinbaum at 5:35 p.m.
2. **Approval of Minutes.** The minutes for February 2014 were unanimously approved as read.
3. **Scott Wright of Aspen Advanced.** The owner in Star Mesa is agreeable to putting our data collection unit on his property as a 5-year trade agreement (negotiable). The trade is a spot on his land for the unit and we will provide a high speed internet connection for his house. The upper pump house or the pump house with the best line of sight will need to get high speed internet. The owner will then be able to use the internet connection. The total is \$3,400 which is a one-time cost and comparable to a one years' agreement with Starwood. Lawson suggested that Conner write up a legal trade agreement document. Comcast will go on the Brush Creek property; the pump house will need an address, which will be 2475 Juniper Hill. Glenda will contact Conner. A battery back-up system for the equipment will be necessary (\$150) The expenditure for the data meter transmission system will come directly from the Water Capital Fund (approximately \$20,000)
4. **Water Plant Manager's Report.** Updated job status: There are problems with high pressure on the piping. Kelly put two 3-phase pumps; 2 VFDs and 2 transponders in the upper pump house. Now it works well with soft starts and stops, which is easier on the pipes. Kelly will submit a bid to put the variable speed pumps in the middle pump house. He would like to buy another pump to have as a spare. In the summer, Kelly would like to do an assessment of the flex pipe that was put in the fall of 2012, by running a camera through the flex pipe to see how the joints are working, and if there has been any movement. There are three valve boxes that need repair; one at Red Tail; one at Turtle Cove and another at Upper Ranch. Kelly would also like to have the hydrants checked. Kelly suggested that some new button locking mechanisms be installed on the pump house. Kevin will have that done.
5. **BCMD Manager Report.**
 - a. Kevin ordered a sign for weight limits (40K pound gross in effect through June 15th) Jerry suggested that a letter be drafted to Elam; Casey and LaFarge stating that weight limits are now in effect until June 15th for Brush Creek Village; a weight ticket must be in possession. Kevin will draft the letter and email to the Board Members for their

comments/review. The letter will include specific roads. Copies of the letter will be sent out with the bills in two weeks.

- b. Crack Sealing. The Board would like Kevin to have the crack sealing in late Spring when the roads dry out.
 - c. Maintain edges of the roads (summer project)
 - d. Medicine Bow dumpster lighting needs to be checked.
 - e. Pad for newspaper boxes at Medicine Bow Dumpster still needs to be done.
 - f. The water shut-off notices did not go out; Kevin will send those out this week.
 - g. The bike race wants to use the same Brush Creek loop again this year.
6. **Budget.** Glenda reported that the Budget is on track
7. **Bills/Finance**
- a. Approve Bills. A motion was made and seconded to approve the bills for February 2014. The motion passed and the bills for February 2014 were approved as presented.
 - b. Glenda's Report. Election cancelled.
 - c. Accounts Receivable. The Accounts Receivable are in good shape.
8. **Other Business**
- a. Review Revised Rules and Regulations (postponed)
 - b. Discuss Pioneer Springs issues (postponed)
 - c. Website and emails for water outages
9. **Next Meeting:** April 17, 2014 (third Thursday)
10. **Adjournment.** A motion was made and seconded to adjourn the meeting at 7:15 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: April 17, 2014
Time: 5:30 p.m.
Location: Aspen Gondola Building Conference Room, 601 E. Dean Street, Aspen, CO 81612
Present: Jerry Scheinbaum, President; Board Members Lawson Wills; Joyce Hardy; Isabel Day; Jim Laing and Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Riley Gessele; Glenda Knight, Bookkeeper; Marti Barbour, recorder of minutes;

1. **Call to order.** The meeting was called to order by Jerry Scheinbaum at 5:40 p.m.
2. **Approval of Minutes.** The minutes for March 2014 were unanimously approved as read.
3. **Water Plant Manager's Report by Kelly and Riley Gessele**
 - a. The Pevny's are having a water pressure problem. There is an alternate way to test pressure which Kelly is working on. The Board recommended that Kevin and Kelly speak with the Pevny's.
 - b. Riley is working on White Horse Springs (35 homes below Starwood) and thinks there may be a mutually beneficial solution to the reading of meters. They are in the process of upgrading their meter system. The Board feels that it may be a good idea to work together with another metro district and suggested that Riley and Scott (Aspen Advanced) talk. Jerry asked that Riley and Scott attend the May Board meeting.
 - c. There was a question as to the success of the flex pipe and how to check it. Discussion ensued as to whether to try to get a camera in the pipe. Many agreed that it may be worth a try but no motion was made.
 - d. Kelly was asked how the District lost 18% of water this past month. June is the time to do the yearly leak detection test. It is expected that there may be a 10% "loss".
 - e. Glenda reported that the Pioneer Springs meter is not working correctly. Kelly said that he could replace the register on it.
 - f. Kelly reported that we are getting a rebate from Holy Cross.
4. **BCMD Manager Report by Kevin McClure**
 - a. **Signs.** Kevin moved the one-way sign at the bottom on Medicine Bow, according to Board suggestion. The sign on Juniper Hill side needs some work on the letters in order to make them stand out. Kevin is looking for a better way to resurface the letters.
 - b. **Chip sealing.** The Board discussed the pros and cons on chip sealing. Kevin has some bids to evaluate.
 - c. **Construction projects.** Bill Charouhis' site doesn't seem to be having much activity; neither does the Weintraub site. The weight signs are in place.
 - d. **Water Meter move.** The equipment is still on Joyce's roof.
 - e. **Back flow reports.** Lori Pevny has made several reports to Kevin. Grayson also reported a water problem that Kelly was able to resolve. On the reports that Glenda reads, the meter at Pevnys' is showing backflow.

- f. **Striping.** Kevin said we were up for striping this year and will ask if we can get in on a discount for chip sealing through the County.
5. **Budget**
6. **Bills/Finance**
 - a. Approve Bills. A motion was made and seconded to approve the bills for March 2014. The motion passed and the bills for March 2014 were approved as presented.
 - b. Glenda's Report
 - The Bond payment is due in May; someone will have to go to the bank with Glenda before May 6.
 - Glenda will be gone from May 7-21. The Board discussed having the readings checked on Glenda's computer while she is out. We will have a brief meeting on Thursday, May 22nd at the Snowmass Chapel. At that time, the oaths can be signed.
 - Modell has had a leak and has a plumber working on it. So far, his name is still on the "leak list". Ochs was informed of a leak by Glenda and has worked to resolve it.
 - Glenda has communication from Steve Connor regarding possibly creating a legal agreement with the property owner in Star Mesa for placement of the data collection unit for reading metes.
 - c. Accounts Receivable. The bills for March 2014 were approved as presented.
7. **Other Business**
 - a. Review Revised Rules and Regulations (postponed to May)
 - b. Discuss Pioneer Springs issues (postponed to May)
 - c. Website and emails for water outages (postponed to May)
8. **Next Meeting:** May 22, 2014
9. **Adjournment.** A motion was made and seconded to adjourn the meeting at 7:20pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: May 22, 2014

Time: 5:30 p.m.

Location: Snowmass Chapel Library, 5307 Owl Creek Road, Snowmass Village, CO 81654

Present: Jerry Scheinbaum, President; Board Members Lawson Wills; Joyce Hardy; Isabel Day; Jim Laing and Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Scott Wright, Aspen Advanced; Mike Mullen

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:40 p.m.
2. Approval of Minutes. A motion was made and seconded to approve the April 2014 minutes as read.
3. Public Comment. Mike Mullen believes that Pitkin County should pay for the roads as far as the dumpsters and is willing to take the bond payoff to voters in a referendum. Don Diones phone number was provided to Mike. Mike asked about plowing and Jerry described the good service and price we are getting from Holmes. He has some advantages like staging at Cozy Point and being a big enough operator to have good coverage. Mike asked about Kelly and water service. Again Jerry described the service we get and at a good price, while also mentioning that Kelly is committed and responses quickly as needed. Mr. Mullen is expected to return for the July meeting.
4. Water Plant Manager's Report. Kelly will be jetting the culverts.
5. BCMD Manager Report.
 - a. Kevin will work on abandoned cars problem on Medicine Bow.
 - b. Kevin will work on crack sealing
6. Bills/Finance
 - a. Approve Bills. A motion was made and seconded to approve the bills for May 2014. The motion passed and the May 2014 bills were approved as presented.
 - b. Glenda's Report. Oaths: Recently elected Directors, Isabel Day, Jim Laing and Lawson Wills took their Oath of Office. Jerry Scheinbaum signed the proper documents to be filed with the Division of Local Government and the Pitkin County Clerk.
 - c. Accounts Receivable.
7. Other Business
 - a. Review Revised Rules and Regulations. Postponed discussion.
 - b. Discuss Pioneer Springs issues. Postponed discussion
 - c. Website and emails for water outages. Postponed discussion.
 - d. Next meeting: July 17, 2014
 - e. Software Update from Scott Wright of Aspen Advanced. WHS location will miss some houses. The Star Mesa location collected all houses. Conner does not want BCMD tied up with an individual home owner as far as a swap and usage agreement for internet

access. Scott will look in to the possibility of a repeater and will see about the use of a Starwood Tower for our data collection unit. We want to get reads from the Rodeo lot main meters if possible. Kevin will check to see if Snowmass Water and Sanitation can send us the reading. Scott also said that he has better backup software for Glenda. We will need street addresses for the pump houses.

8. Adjournment. A motion was made and seconded to adjourn the meeting at 7:40 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: June 19, 2014

Time: 5:30 p.m.

Location: Snowmass Chapel Library, 5307 Owl Creek Road, Snowmass Village, CO 81654

Present: Jerry Scheinbaum, President; Board Members Lawson Wills; Joyce Hardy; Isabel Day and Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Scott Wright of Aspen Advanced

Absent: Jim Laing

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:40 p.m.
2. Approval of Minutes. A motion was made and seconded to approve the unofficial notes of minutes as read. The final version will be submitted at the July 2014 meeting.
3. President's Comment
 - a. The Board has re-reviewed Conner's letter regarding the water agreement and the inclusion of Pioneer Springs and has unanimously decided to take no action. The contract will stand as written.
4. Water Plant Manager's Report. Kelly reported that he was having problems with the VFDs (Variable Frequency Drive). This was causing Mullen to lose pressure, which then created a problem in our system (air locks). Kelly was able to rig something so it would work. The Board discussed the use of certain types of pumps which pull more pressure than we are creating. Kelly will be monitoring the modified system. Kelly and Kevin will begin preparation to jet culverts. There was a water inspection from the Health Department. The aluminum hatches on water storage tanks need to get fixed. Kelly had it done but it wasn't satisfactory and he has to get it done again. Pioneer Springs wants to put in a fire hydrant at the top of the hill. The Board had concerns about Brush Creek Metro District's availability of water if they had both hydrants turned on. Pioneer Springs said they would pay for it and would like for it to go in before paving in July. The Board made it clear that nothing could be done until we have it approved by a certified State water engineer. Kevin will be the one to advise Pioneer Springs of the Board decision. Any request from an owner to Kelly should go through the Board first by way of Kevin if it involves our water system or any alteration thereof. Jerry suggested that we put a notice to be included in the monthly billing. Lawson will come up with the wording for the notice and a website notice.
5. BCMD Manager Report.
 - a. Kevin showed the Board a bid from SealCo for crack sealing for \$12,000. Lawson made a motion to approve the bid from SealCo; Jerry seconded and the motion passed.
 - b. Abandoned vehicles. Pitkin County won't do anything about it. Kevin sent an email to the property owner for verification that the vehicles are not hers and the owners did not have her permission to park the vehicles there. Kevin spoke with D&D Towing, who will tow the vehicles. There will be a towing charge but no storage fees.

- c. We need another big rock for the Medicine Bow side to put Brush Creek Village lettering on.
6. Budget. The budget is on track.
7. Bills/Finance
 - a. Approve Bills. A motion was made and seconded to approve the bills for May 2014. The motion passed and the May 2014 bills were approved as presented.
 - b. Glenda's Report. Adopt resolution re: Cancellation of Election and Declaration Deeming Candidates Elected Resolution. Jerry made a motion to adopt the resolution; it was seconded by Isabel and unanimously approved.
 - c. Accounts Receivable. Gaffney is on the leak list but used 67,000 gallons for the month of May. Glenda will check to see what is for June to date. The Waste Management bill had \$660 of extra charges for the month of May due to extra yardage (for things outside of the dumpster)
8. Other Business
 - a. Review Revised Rules and Regulations. The Board discussed doing some additions to the Rules and Regulations and making a shortened version for the most commonly needed and used.
 - b. Website and emails for water outages. Postponed discussion.
 - c. Next meeting: July 17, 2014
 - d. Scott Wright, Aspen Advanced, said that Starwood has a tower 20 feet from the White Horse Springs tower and is willing to trade internet for use of the tower. Once Scott knows that Comcast will work up there, the Board will have an agreement written up. There will need to be another intergovernmental agreement with White Horse Springs in the event that we share our system.
9. Adjournment. A motion was made and seconded to adjourn the meeting at 7:15 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: July 22, 2014

Time: 5:30 p.m.

Location: Snowmass Chapel Library, 5307 Owl Creek Road, Snowmass Village, CO 81654

Present: Jerry Scheinbaum, President; Board Members Lawson Wills; Joyce Hardy; Isabel Day, Jim Laing and Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Scott Wright of Aspen Advanced; John Pappas, BCLA President

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:40 p.m.
2. Approval of Minutes. A motion was made and seconded to approve the June minutes as read. The last sentence of paragraph 4 needed some clarification which was discussed for satisfactory understanding. The final minutes for May were submitted; both May and June 2014 minutes were approved as read.
3. President's Comment. Jerry expressed his concern about whether a hydrant requires a tap fee, and also suggested that there should be a statement included in the Rules and Regulations, about a \$10,000 fine for any tampering, touching or any way fooling with the BCMD system. The Board discussed their concerns and would like to have Dean Derosier (the designer of the system) present at the August meeting to address the possibility of having enough water in the instance of a major fire. Kevin will invite Dean and let him know that Pioneer Springs has requested another hydrant and that Brush Creek Metro District would like to get an engineering study to address this. Discussion was tabled until further information is gained.
4. BCMD Manager Report. Kevin McClure.
 - a. Conrad (Sign-maker) coming this week to straighten the "V" on the sign.
 - b. Alex is painting the dumpsters; Kevin will oversee.
 - c. Seal-Coating. Both crews will be through within two weeks.
 - d. Kelly fixed some valve boxes; there is still one on Turtle Cove and Upper Ranch which need to be fixed.
 - e. A portion of Upper Ranch Road was saw-cut and patched. Kevin will look into it and find out who did it.
 - f. The rock on Medicine Bow may be replaced with a larger one. Kevin is waiting to get approval on a particular larger rock.
5. Public Comment. John Pappas addressed the Board as President of the Brush Creek Landowner's Association (BCLA). Since the Brush Creek Metro District (BCMD) already handles most of the business that the Landowner's Association is concerned with, i.e., keeping track of any outstanding bills from an owner before the property is sold, there is a duplication of effort. The Board members are in agreement that the BCLA could be dissolved and will ask the BCMD lawyer to check into the possibility and legal aspects of making this happen.
6. Water Plant Manager's Report. Kelly Gessele.
 - a. Kelly reported that there are no problems with the flex pipe.
 - b. The digger was left up as there is more to do at Turtle Cove and Medicine Bow.

- c. Kelly recommends a GPS unit which will help to locate valves and which can also be programmed with fire hydrant service, etc. Kelly will be doing the yearly flush of the fire hydrants (rather than Aspen Fire Department)
 - d. The new pump system at the top is functioning well.
 - e. The new check valves were installed into Pevney's system and the readings are looking good.
 - f. Kelly will turn up the valve to increase water pressure at Lawson Wills house.
 - g. During the heat, more ventilation is needed at the upper pump house. The Board agreed to get a summer door with louver slats (or something to accomplish the purpose) to provide more air flow and replace it with the regular door when the weather cools off.
7. Budget. The budget is on track. The Board discussed the two bonds and would like to get a statement which will show more detail on interest paid, etc.
8. Bills/Finance
- a. Approve Bills. A motion was made and seconded to approve the bills for June 2014. The motion passed and the June 2014 bills were approved as presented. A question arose about the increased bill amount for Holy Cross. It was \$100 higher due to pump house usage, which then lead to the discussion of getting a summer door (above).
 - b. Glenda's Report. Approve Audit for 2013.
 - i. A representation letter was signed.
 - ii. The audit cost was \$7,000.
 - iii. Joyce questioned the 4th sentence on page 2. The Board discussed it and unanimously agreed that it should be deleted. Subject to this change, the Board approved the 2013 Audit.
 - c. Accounts Receivable.
 - i. Droste is going to buy our trash service and will be billed.
9. Other Business
- a. Review Revised Rules and Regulations. The Board discussed doing some additions to the Rules and Regulations and making a shortened version for the most commonly needed and used. It is still being discussed with regard to some changes and pending legal counsel.
 - b. Website and emails for water outages. Postponed discussion.
 - c. The Board needs to follow up on a note to Connor regarding out of District users to contribute a particular sum for plowing, use of roads and trash service, which will be an agenda item for the August meeting.
 - d. Next meeting: Due to schedules and summer vacations, the August meeting was changed to Tuesday, August 26, 2014 at the Snowmass Chapel, in order to have a quorum.
10. Adjournment. A motion was made and seconded to adjourn the meeting at 7:40 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: August 26, 2014

Time: 5:30 p.m.

Location: Snowmass Chapel Library, 5307 Owl Creek Road, Snowmass Village, CO 81654

Present: Jerry Scheinbaum, President; Board Members Joyce Hardy; Isabel Day, Jim Laing. Kevin McClure, Manager (by phone for his report); Glenda Knight, Bookkeeper; Scott Wright of Aspen Advanced and Marti Barbour, Recorder of Minutes

Absent: Kelly Gessele, Water Plant Manager

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:43 p.m.
2. Approval of Minutes. A motion was made and seconded to approve the July 2014 minutes as read.
3. President's Comment. The President had no comment.
4. Public Comment. Scott Wright, Aspen Advanced. Scott asked that we made a motion for the lawyer to draw up. Scott wants to put in an extra (redundant) connection at a high point, perhaps the Upper Pump House, as a safety measure (if the connection at White Horse Springs were to fail, or if another collector device were needed) The Board made a motion to enter into an intergovernmental agreement with Starwood Metro District for the purpose of installing an internet connection on Starwood's Tower to service Brush Creek Metro District water meter data collection needs. There will be a \$600 equipment fee payable to Scott Wright, Aspen Advanced, for installation. Jerry made a motion to approve the intergovernmental agreement. Isabel seconded the motion and it was unanimously approved by the Board.
5. Water Plant Manager's Report. Kelly Gessele was not present.
6. Manager's Report. Kevin McClure reported by phone:
 - a. SealCo did the crack sealing and asked Kevin for a list of roads that needed work. The Board agreed that all of them needed to be done. There is an emulsified build up patch where they applied a few inches of lift that was settling. Kevin feels good about the job that was done but is going to ask them to finish a few places. There is a patch that is more grainy but it is there as part of the repair. Jerry said that there were lots of places where the material oozed down and needs to be firmed up with more material. The Board agreed that payment should be held until the work is complete. Glenda will get the check in full ready but hold it for completion.
 - b. The base was removed from the broken baluster at Medicine Bow.
 - c. The rock at Juniper Hill needs an adjustment on lettering; the guy that did it should be available by mid-September.
 - d. There is a pile of weeds to be picked up and lots of thistle patches that need to be removed. Kevin will ask Alex to take care of it.
 - e. Discussion of Dean's letter forwarded to Board members by Kevin: The Board has not given Kelly the authorization to proceed with the request for a fire hydrant. Based on Dean's letter, Jerry made a motion to approve the installation of a fire hydrant at Pioneer Springs. Pioneer Springs will absorb all expenses for engineering and design, as well as costs relating to installation. Kelly will do the installation. Jim Laing seconded the motion; all were in favor and the motion was unanimously approved.
 - f. Kevin was in touch with the 1533 buyer who has not paid a tap fee. Kelly gave him an estimate which includes his labor and equipment. The tap fee is \$25,000.
 - g. Utility locates to go to leak at Red Tail.

- h. Kevin has not checked the curb valves but will do so at the same time as checking the leak.
- 7. Budget. The budget is on track
- 8. Bills/Finance. Glenda received another \$1,000 charge from Waste Management on their recent bill for extra yardage. According to our contract, extra yardage is to be charged at \$15. Glenda called them and a credit was made in the amount of \$540. Isabel suggested that we revamp the area to encourage recycling and remove some of the smaller trash cans. The Board would like Glenda to contact Waste Management to discuss their suggestion. Extra yardage for recycling is much cheaper per yard. Isabel suggested putting in a faux wall to separate the containers and label them bilingually for “trash” and “recycling”. There will be more discussion pending the suggestions of Waste Management. Snowmass Water and Sanitation read the meters on July 2nd and August 11th but then billed according to Glenda’s meter readings because they were more accurate for billing purposes.
 - a. Approve Bills. A motion was made and seconded to approve the bills for July 2014. The motion passed and the July 2014 bills were approved as presented.
 - b. Glenda’s Report. Community Bank CD Renewal. The CD renews in three days. If we don’t do anything it will automatically renew and we will not know the rate until then. Currently it is 1.05%. There will be eight days after renewal that the funds can be withdrawn without penalty. After discussion, the Board would like to get three other quotes on CD rates prior to September 5. Glenda will look into it and send the Board members an email.
 - c. Accounts Receivable. No discussion.
- 9. Other Business
 - a. Review Revised Rules and Regulations. The Board discussed- creating a shorter, two-page, quick reference version of the 30-page document. Isabel suggested that there could be a Rules and Regs for Water; one for roads & one for trash. Further discussion was tabled.
 - b. Website and emails for water outages. Postponed discussion
 - c. Blind crossing at 942 JHR, Sherwin property. The Board discussed this and did not feel that was a huge problem as it has been like that for 25 years. There was some discussion regarding taking the knoll down (past Dr. Mitchells...one corner below Sage Brush). The owners should flag the exact spot they are referring to and Kevin will drive by to look at it and then contact them. Jerry said that if we cut down a part of someone’s property, we will have to get an engineering study done.
 - d. Discuss out of District users fees for roads etc. Charouhis
 - e. The Cesery property is under contract as a short sale, outstanding monies owed will be added.
 - f. Alice Koelle’s trampoline and temporary structure (located by the road) was discussed by the Board. The Board would like Kevin to address the unsightly condition of the driveway (to include all exercise equipment, etc.), as it concerns the road easement. Jerry will email Kevin.
 - g. Next meeting Sept 18, 2014
- 10. Adjournment. Jerry made a motion to adjourn the meeting. The motion was seconded and passed. The meeting adjourned at 7:45 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: September 18, 2014

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, President; Board Members Joyce Hardy; Isabel Day, Jim Laing. Kevin McClure, Manager; Glenda Knight, Bookkeeper; Susan Thompson; Chris Hansen, homeowners of 2020 Juniper Hill Road

Absent: Kelly Gessele, Water Plant Manager

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:43 p.m.
2. Approval of Minutes. A motion was made and seconded to approve the August 2014 minutes as read.
3. President's Comment. With the Board's approval, Jerry would like Kevin to ask RFTA to put a covered bus stop at Highway 82 and Cozy Point Ranch. The Board unanimously agreed. Jerry asked what the significance is to BCMD is with regard to Monroe's death (Cozy Point Ranch). The Board members felt that if the City of Aspen stays with Patti, that there would not be significant change in the management of Cozy Point in the next five years. Jim Laing offered to talk to someone to check into whether the Brush Creek Metro District can have a presence in future decisions with regard to the IGA (Inter Governmental Agreement)
4. Water Plant Manager's Report. Kelly Gessele was not present.
5. Manager's Report. Kevin McClure
 - a. The abandoned car will be moved within a few days. (approximate location in a vacant lot near 800 Medicine Bow)
 - b. Kelly fixed the water leak at Red Tail.
 - c. Kevin spoke to Alice Koelle regarding the clutter on her property. She accepted her responsibility to clean it up.
 - d. Kevin will respond to the email regarding the complaint regarding the clutter.
 - e. The Cesery property closed; the Metro District received a \$25,000 tap fee. The Board discussed and agreed upon putting the money into the Water Capital Fund.
 - f. Alex has been working on thistle removal. Next year, it was suggested that Alex could go to the homeowners with a proposal to remove their thistle so that BCMD is not doing it.
 - g. Alex will continue to cut trees back
 - h. There is a large break in the road at 1934 Juniper Hill, at the sharp turn going up. It was circled but missed; Kevin will check into it.
 - i. The letters on the sign are still crooked and have yet to be fixed.
 - j. We have another rock on which to put lettering.
 - k. There are beautification project funds that may be able to be used to create a small park-like look around the rock/sign. The Board is setting up a goal to get a plan drawn up and approved this winter.
 - l. Kevin will call Scott to get updated regarding the water meter data collection unit being relocated.
 - m. The solar lights at the dumpsters don't work a lot of the time. Kevin will check into it.
 - n. Lawson suggested that a notice be put up at the dumpsters informing them that Pitkin county residents get free access to the dump. The Board didn't feel that this would help, as it seems that people choose to disregard signs. There was no decision made.

- o. The Board discussed the problem corner at Juniper Hill above the George Sells and Malikian properties. The homeowner is willing to pay for some removal of the berm. The Board also discussed purchasing a mirror to install on the corner. No decision was made.
- 6. Budget. The budget is on track.
- 7. Bills/Finance
 - a. Approve Bills. A motion was made and seconded to approve the bills for August 2014. The motion passed and the August 2014 bills were approved as presented.
 - b. Glenda's Report. We are under budget for the Snow Plowing Fund. The Klar property went under contract.
 - c. Accounts Receivable. No discussion.
- 8. Other Business
 - a. Review Revised Rules and Regulations. Discussion tabled.
 - b. Discuss out of district users fees for roads, etc. Discussion tabled.
 - c. Discuss the Pioneer Springs fire hydrant. Pioneer Springs will be invited to the next Board meeting to discuss the protocol.
 - d. Website and emails for water outages. Discussion tabled.
 - e. Next meeting October 16, 2014
- 9. Adjournment. Joyce made a motion to adjourn the meeting. Jerry seconded the motion, it was unanimously approved and the meeting adjourned at 6:50 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: October 16, 2014

Time: 5:30 p.m.

Location: Snowmass Chapel Library, 5307 Owl Creek Road, Snowmass Village, CO 81654

Present: Jerry Scheinbaum, President; Board Members; Joyce Hardy; Isabel Day, Jim Laing. Kevin McClure, Manager; Glenda Knight, Bookkeeper; Scott Wright of Aspen Advanced; Theresa Hackbarth and Tom Rubel, City Parks Department, Marti Barbour, Recorder of Minutes

Absent: Kelly Gessele, Water Plant Manager; Lawson Wills

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:35 p.m.
2. Approval of Minutes. A motion was made and seconded to approve the September 2014 minutes with the following correction in paragraph 5, o: Upper Ranch Road should be changed to "Juniper Hill Road". After this change to paragraph 5, o, the minutes were approved as read.
3. Public Comment.
 - a. The Aspen Parks Department was represented by Theresa Hackbarth and Tom Rubel. Jerry invited them because we share an intergovernmental agreement with Cozy Point and the Board would like to know how we can be involved in the future. Next year there is a budget for a master plan. The goal is to keep the ranch operating as before until the master plan is completed. Patty Watson will be kept on as the manager. The ranch manager, Rob Covington, will be helping with the transition. The expected time frame is one year. The Master Plan will be seeking public input; the biggest goal is to keep it agricultural. Jerry asked if all ideas would be considered, although it is a conservation easement. The Parks Department wants to reassure the Board that the Ranch will pretty much be continuing as it was but that they would seek Brush Creek Metro District Board's input. The Department will get the BCMD Board the conservation district plan for our review. The Parks Department will keep the Board informed as things progress.
 - b. Scott Wright, Aspen Advanced. The lawyers for White Horse Springs and Starwood are discussing legalities of the property use and easement. Meanwhile, Scott will remove the unit and ladder from Joyce's house and place it at tower by the pump house. BCMD will pay White Horse Springs with a Comcast internet connection.
4. President's Comment
5. Water Plant Manager's Report – Kevin reported for Kelly in the BCMD Plant Manager report below.
6. BCMD Manager Report. Kevin McClure.
 - a. The paving patches that Kelly did looked great at Juniper Hill Rd and end of Red Tail
 - b. Kelly fixed the valve at Red Tail
 - c. There have not been any outages since summer; things are working well now with the pump house.

- d. Jerry asked if we do “ditching” to control erosion by the road. Kevin said they do hand packing. There is a procedure that can re-edge the road; Kevin will check into the cost of having that done.
 - e. There was no chain put across the parking area at Medicine Bow yet.
 - f. No progress in moving the inside of the curve at Juniper Hill (lowering)
 - g. Cut down some blooming thistles
 - h. Stretch marks in road at Pappas house are still there. (Sharp corner by the pump house)
 - i. Kevin has yet to meet with the Seal Coat people
 - j. Excavator lined up to move the rock won’t be completing the work; Kevin will find another contractor to do the job
 - k. Bobby is still set up to do the plowing for the upcoming snow season.
7. Discussion of 2015 Budget. Glenda passed out a copy of the proposed 2015 budget for Board member review. The Board would like the data collection system to be in its own category in the Operating Budget. Glenda will get Roger’s (the Accountant) advice on where to put it.
8. Bills/Finance
- a. Approve Bills. A motion was made and seconded to approve the bills for September 2014. The motion passed and the September 2014 bills were approved as presented.
9. Glenda’s Report – The UMB Bond semi-annual bond payment has to be paid in November. One of the Board Members has to go to Alpine Bank with Glenda. Joyce, Jim and Jerry will be in town and Glenda will set it up with one of them.
10. Accounts Receivable. The accounts receivables are in good shape.
11. Other Business
- a. Review Revised Rules and Regulations (to be put on November agenda)
 - b. Discuss out of District users fees for roads etc .(to be put on November agenda)
 - c. Discuss Pioneer Springs fire hydrant. Kevin has spoken to Pete Rispoli about the fire hydrant. It will be handled from Association to Association. The Fire Marshal will be consulted. Cirioulous has decided that he wants to use domestic water supplied by BCMD. He will need storage tanks. Conner had offered him an agreement. Jerry asked if a ¾” line would suffice or if he would be requesting a 2” line. (not necessarily as the water will be flowing downhill for the most part) The meter should be right at our pipes. Kelly gave Braun (Pioneer Springs) a price of \$10,000 for installation.
 - d. Web site & emails for water outages) (to be put on November agenda)
 - e. Next meeting Nov 20, 2014, will be published as the Budget Hearing Meeting (website)
 - f. Glenda got a call about a big bush being in the way of the sign at Solar Way. Glenda called Alex, who said he would cut it down.
 - g. The Klar property is under contract.
12. Adjournment. Jerry made a motion was made to adjourn the meeting; Joyce seconded it and it was unanimously approved that the meeting be adjourned at 7:10 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: November 18, 2014

Time: 5:30 p.m.

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

Present: Jerry Scheinbaum, President; Board Members Joyce Hardy; Isabel Day, Jim Laing. Kevin McClure, Manager; Kelly Gessele, Water Plant Manager Glenda Knight, Bookkeeper, Scott Wright, Aspen Advanced

Absent: Lawson Wills

1. Call to order. The meeting was called to order by Jerry Scheinbaum at 5:34 p.m.
2. Approval of Minutes. A small change needs to be made to Subparagraph 6e: "Juniper Hill Road" should be replaced by "Medicine Bow Road". After this change, a motion was made and seconded to approve the October 2014 minutes as corrected.
3. President's Comment. Jerry received a call from Lawson, who said that BCMD cannot give Charouhis a tap until authorized by Snowmass Water and Sanitation. The Board discussed allocations of taps per property and asked Kevin to call Lawson to discuss it. According to the last minutes, the BCMD Lawyer, Steve Connor, has already drawn up an agreement. The question to Lawson is whether his concern is the tap question or the district question.
4. Water Plant Manager's Report.
 - a. Kelly Gessele received several calls from Charouhis about a route using Medicine Bow Road. There is a 6" line that he could tap into Dossigny's (Upper Juniper Hill) line. The Board reminded Kelly not to dig anything without prior approval. If the Board can give him approval, they will.
 - b. Fire Hydrants. He will be checking and working on them.
5. Scott Wright, Aspen Advanced. Steve Conner is also the lawyer for White Horse Springs. As far as drawing up an agreement between White Horse Springs and Brush Creek Metro District for the installation of the data collection unit, the question arose of a possible conflict of interest. The Board authorized Glenda to contact Steve Conner about writing up the agreement for all to sign.
6. Manager's Report. Kevin McClure.
 - a. Kevin spoke with Comcast about the digging under Medicine Bow. Kevin will speak to Michael at Comcast to see if there is an upgrade plan for Brush Creek.
 - b. There is construction going on at 23 Upper Ranch. In the Spring, the owner assured Kevin that he will put an invert and a culvert in the driveway.
 - c. Chip sealing. They came back for a third time and it was done better than any time in the past, so Kevin authorized Glenda to send the final payment.
 - d. The culvert that goes under Solar Way needs some work in the Spring.
 - e. Kevin clicked on all the light switches at the dumpsters and will check to see if they are all working. One of the switches was in the wrong spot.
 - f. No headway on the bus stop. A phone call was made but with no follow-up.
 - g. Regarding the removal of Alice's temporary structure, there is one at 115 Medicine Bow; one on the other side; one on Sagebrush and one at 375 Upper Ranch Road. There are covenants that disallow temporary structures. The Board agreed to do nothing for now and let the Homeowner's Association deal with it.
 - h. Budget. Glenda got the final certification of value from the Assessor's Office. The amended certification of values was a total of \$197 Million. With this final certification, everything can be

approved tonight instead of needing to have a meeting prior to December 15. The budget was reviewed. Jerry made a motion to approve the Resolution to Adopt Budget; Resolution to Appropriate Sums of Money, and the Resolution to Set Mill Levies. Jim Lang seconded it and the motion was unanimously approved by the Board.

- i. Approve Bills. A motion was made and seconded to approve the bills for October 2014. The motion passed and the October 2014 bills were approved as presented.
 - j. Glenda's Report - See d. below under other business regarding WM.
 - k. Accounts Receivable. There are several receivables that are over 180 days late; Glenda asked Kevin to send some cut-off notices.
7. Other Business
- a. Review Revised Rules and Regulations. Discussion tabled.
 - b. Charouhis water agreement.
 - c. Discuss Pioneer Springs issues.
 - d. There was discussion about the Medicine Bow recycle bin needing an additional pick up per week. Glenda mentioned that the trash company would like to discontinue the Sunday service for a lowered bill by \$354 per month. The Board would like to consider a late Saturday pick up instead of Sundays (as an experiment) with an early Monday morning pick up. Juniper Hill dumpster is okay.
 - e. The Board was asked to send a letter of support for Patti Watson to be the next leaseholder for Cozy Point. The Board needs more clarification of what exactly that entails. Jim will get more information and forward it to Jerry to respond to by Monday.
 - f. Next meeting December 18th, 2014
8. Adjournment. Jerry made a motion to adjourn the meeting. Joyce seconded the motion, it was unanimously approved and the meeting adjourned at 7:15 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: December 18, 2014
Time: 5:30 p.m.
Location: Aspen Mtn. Gondola Bldg. – Conference Room, 601 E. Dean Street
Aspen, CO 81611
Present: Joyce Hardy; Lawson Wills; Isabel Day; Kevin McClure, Manager;
Jerry Scheinbaum, Jim Laing; Glenda Knight, Bookkeeper; Marti
Barbour, Recorder of Minutes
Absent: Kelly Gessele, Water Plant Manager

1. Call to Order at 5:34 pm.
2. Approval of minutes. Jerry made a motion to approve the minutes; Lawson seconded the motion and the minutes for November 2014 were approved as read.
3. President's Comment. Jerry asked Kevin if he had followed up on getting the covered bus stop at Juniper Hill and Highway 82.
4. BCMD Manager Report: Kevin McClure.
Kelly provided a barrel that Bobby will fill up with sand at the Juniper Hill dumpster. Kevin will get a sign made for the barrel to say that no ashes be dumped here.
Kevin called Waste Management regarding a Saturday afternoon pick up and will follow up again.
The snow plowing is going well so far.
5. Approve Bills. A motion was made and seconded to approve the bills for November 2014. The motion passed and the bills for November 2014 were approved as presented.
6. Glenda's Report.
 - a. Snow removal through Nov 2014 is \$46,000 and the budget is \$90,000. Road maintenance: \$65,000; spent \$19,000.
The Conservation Trust Fund comes up with questions each year that need to be answered in order to qualify for funds. One question is: "does your service plan still list Parks or Recreation pursuant to CR..." The Board is not sure and the service plan needs to be reviewed..
 - b. Gates received an adjustment to her bill of \$2,500 for the third

quarter. In July she used 93,000 gallons; August and September were back to normal. It didn't show up on the leak report because it wasn't continual. As soon as Glenda realized it and called it to their attention, it was fixed. Jerry suggested that, in Spring, we send out a notice that if there is excessive water usage, the homeowners will be charged for the amount of water used.

- c. The Lambert property sold; the closing documents from 1992 show a tap fee of \$4,246.66. The Board discussed receiving \$100 per quarter for tap fee for 22 years. The Board unanimously agreed that the tap fee was paid in full.
7. Accounts Receivable. There were no concerns by the Board about the receivables.
8. Other Business.
 - a. Review Revised Rules & Regulations. (discussion postponed)
 - b. Discuss out of district users' fees for roads etc. (discussion postponed)
 - c. Discuss Pioneer Springs fire hydrant. White Horse Springs wanted to know the visual impact of our data collection unit on their property. Kevin will call Steve Conner about it.
The Board discussed the water tap for Charouhis. County requires 20,000 gallons available for fire mitigation. Kevin will talk to the Fire Marshall regarding storage and will also ask Conner to determine where the District stands on this matter.
 - d. Website and emails for water outages.
9. Next Meeting Date: Thursday, January 22, 2015.
10. Adjournment. A motion was made to adjourn. It was seconded and the meeting adjourned at 7:05 p.m.