

**Brush Creek Metropolitan District**  
**Thursday, December 15, 2022 at 5:30 p.m.**  
**Zoom Meeting**

- Jerry Scheinbaum, President
  - Jim Laing
  - Joyce Hardy
  - Jerome Meister
  - Lawson Wills
  - Rick Stevens, BCMD Manager
  - Rebecca Driscoll, Meeting Recorder
  - Cindy Herndon, Bookkeeper
  - Richard Goulding – Water engineer, Roaring Fork Engineering
1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Jerry Scheinbaum.
  2. **Minutes:** The minutes of the November 15, 2022 were approved by all board members following motion by Jim Laing, and a second by Jerome Meister.
  3. **Public Comment** – No members of the public asked to speak.
  4. **Manager’s Report: Rick Stevens:**
    - **Meters:** Rick reported that the last few meters were being installed, and they were getting good readings. The cellular system was performing better than the Neptune system in the pump stations and crawl stations. Rick reported not finding many curb valves, resulting in having to shut the main if there is a problem to a home. They are ready to roll out the app to allow homeowners to set up alerts for their own system.
    - **Munro Leak:** Rick reviewed an issue that showed up mid-July on the Neptune system at a residence, with the most water loss showing in August with up to 1738 gpd. Metro shut down the irrigation, which reduced the leak by 5-600 gpd, and inspected the meter for issues. American Leak Detectors came in early October and located the leak in a landscaped area below the driveway. The leak was repaired and a new Badger meter is in place. The leak increased the third quarter bill to \$2300, a large increase over their average of \$525. Rick suggested a compromise, noting that municipal water districts will often make a one-time deal to excuse an honest mistake. The Board discussed that the cause of the leak was a non-compliant homeowner owned supply line. The Board agreed to offer the homeowner the chance to pay the reduced amount of \$900 for Q3, on the condition he paid promptly and agreed to replace the supply line with copper or a material approved by BCMD with a deadline of 12 months to complete the repair. The Board stressed that the landowner’s leak discount was contingent upon successful line replacement with copper or an approved material within 12 months. Rick admitted that the older Neptune system made the leak difficult to locate, but hopes the new Badger system would be more proactive.

- **Other:** Rick provided a report of other current issues, including repairs to a dumpster door hit by a car, homeowner interest in Board positions, Brush Creek rezoning impacts, Pitkin County house size limitations, a homeowner shut off notice, and IGA updates.

5. **Water Report: Richard Goulding:**

- **ECUs:** Richard discussed ECUs, or Equivalency Capacity Units as a way of understanding and predicting potential water demand from a home, and creating a tap rate structure which takes that into account. He shared a table of ECU rates the City of Aspen uses: a full bathroom is .36 ecu, a toilet is .05 ecu, and a bedroom is .10 ecu. A whole home humidifier is .3 ecu, and a steam room is .08 ecu. The District might consider the basic charge of \$25K tap fee for 3 ECUs, which could be a standard 3 bedroom, 2 bath home. Scrape and replace or new construction could calculate tap rates, though additions and remodels, he admitted, could be difficult to police

**Motion:** Jerry Scheinbaum made a motion to amend the water service agreement to include an ECU table which would allow for additional tap charges. Lawson Wills seconded, and all were in favor.

Richard Goulding suggested current remodels would be grandfathered in, with the new agreement applying to future builds. Lawson suggested using the City of Aspen table, but changing the number of ECUs would be included in the base \$25K tap, which in most cases has already been paid.

- **Compliance Deposits:** Jerome Meister asked the Board about instituting compliance deposits, which would cover inspecting utility work, civil engineering reviews on retaining walls, inspections on water tap hookups, and road damage. Rick suggested amounts of \$1K for interior work, up to \$20K for full scale projects. The Board discussed who, how, and where these deposits would be kept, noting that the Architectural Control Committee is not set up to open bank accounts. Lawson said the BCMD could hold them, but in a dedicated bank account, given road damage, set-backs, water service and drainage are all well withing the BCMD purview. Rick will write up a proposal for the board to consider.
- **Water Usage:** Richard Goulding presented a memo on water usage, showing that 14% is unaccounted for.

6. **Financial Report: Cindy Herndon**

- **Bills:** reviewed current bills, and discussed shutting off an obsolete Century Link Line from the old system. Cindy requested approval to pay insurance premiums through the online portal., which the Board agreed to. They discussed Snowmass Water and Sanitation, which submitted bills dating back to 12/2020, which might be duplicates. Cindy will follow up on those before paying them.

**Motion:** Lawson Wills made a motion, with a second by Jerry Scheinbaum, to approve payment of all bills presented.

- **Web Site:** Cindy discussed the possibility of *Streamline*, a special district website engine, taking over the BCMD website. It boasts a meeting dashboard, agenda reminders, transparency dashboard (budgets, audits and public record requests), clear indication of state and federal compliance, and full ADA/Section 508 compliance, while being mobile

friendly. Cindy said it has user friendly portals for uploading documents, posting agendas, etc., and costs \$100 a month, with no contract.

**Motion:** Lawson made a motion to engage the service, with a second from Jerry, and all agreed.

- **Document storage:** Cindy cautioned that the rates for File Finders was increasing from \$30 a month, to \$125 a month. File Finders, which used to physically be in Glenwood Springs, may have moved to Grand Junction. Rick Stevens recounted the daunting tale of going through every box to comply with a subpoena, and suggested perhaps the load, which included non-relevant items like Christmas Cards, could be reduced, with important documents scanned into digital storage.
  - **Elections:** All five board positions will be coming up for reelection, and Cindy will be doing some training in elections.
7. **Next Meeting:** The date of the next meeting was set for Thursday, January 19.
  8. **Adjournment:** The meeting was adjourned by Jerry Scheinbaum at 7 p.m.