

Brush Creek Metropolitan District
Thursday, January 18, 2024 at 5:30 p.m.
Aspen Ski Co. Conference Room
Aspen, CO 81611

- Jerry Scheinbaum, President
- Joyce Hardy
- Dean Hill
- Jerome Meister - via Zoom
- Jim Laing
- Rick Stevens - District Manager
- Cindy Herndon - Bookkeeper
- Maggie McHugh - Water Engineer, via Zoom
- Kevin Keating - Homeowner

1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Jerry Scheinbaum.

2. **Approve Minutes:** The minutes of the December 21, 2023 meeting are still being drafted and will be presented and approved at a later date.

3. **President's Comments:** Jerry Scheinbaum began his comments by stating that BCMD now has solid numbers for usage after the new meters and monitoring systems are in place. He stated that we should now be able to move forward with looking at our billing structure and how that may need to be adjusted to get us to the income level we've targeted in our 2024 budget. Jerry invited Cindy Herndon to review the 2023 BCMD Budget vs Actual report that was sent out to the board prior to the meeting. Cindy focused on the year end water account numbers and the components of both the water income and expenses. She highlighted the net profit of \$107,379 (or 32%) for the year for both water and trash, due in large part to a decrease in total expenses in water, where costs for trash have increased. There was also discussion about the work done by BCMD that is part of our services as a metro district. Examples are shutting off water when a major leak is detected or making repairs to meters when they're having issues. This ensures the work is done properly and BCMD assets are managed well. Cindy reviewed the Fund Report to show how reserve account balances have increased and suggested the board may want to move funds to either the capital or operating reserves from the operating checking to take advantage of the significantly higher interest rates on those accounts. No decision was made at that time.

4. **Manager's Report:** Rick Stevens updated the board on discussions he has had with Maggie McHugh regarding the cyclical/seasonal nature of the water billing and income and how the board may want to have Roaring Fork Engineering research and present alternative billing structures. Rick noted the challenge of having many users with high usage volume during times of irrigation and then almost no usage most other months of the year. He suggested there might be rate structures that could be instituted where owners would continue to pay for service to their homes even when usage is down. There was continued discussion on enforcing watering restrictions to comply with the Snowmass schedules and how that will impact water usage and in conjunction water billing. Rick also updated the board on the status of several building projects underway within the district.

5. **Water Report:** Water Engineer Maggie McHugh discussed the total water usage trends for the past year and noted that 2023 was the lowest recorded usage since she/RFE started working with BCMD. Maggie drew attention to the decrease in water loss from previous years. Maggie also mentioned that she, Rick and Cindy would be starting to work on the water rate impact analysis next month and identify what our rates should be to achieve our financial goals. She said that we hope to have information to share with the board at our next meeting and to get feedback from the board as well.

6. **Bookkeeper's Report:** Cindy Herndon presented her monthly report.
 - a. **Water Usage:** Cindy reviewed usage numbers for the quarter and the totals for 2023. She highlighted that loss numbers continue to be low and much lower than loss numbers in previous years. At this point there was a discussion about the possibility of instituting a transfer fee when property is sold in order to increase funds for the water capital fund.
 - b. **Receivables:** Cindy noted that there was only one outstanding balance at the end of the last quarter and that a shut-off notice had been sent to that owner.
 - c. **Payables:** The payables for both the general account and the water account were reviewed. Cindy highlighted that the largest payable for the general account was for snowplowing and for water was the Waste Management invoice.
Motion: Joyce Hardy motioned, with a second from Jim Laing, to pay bills as presented. All were in agreement.
 - d. **Other:** Cindy asked if board members had received their W-2s and reminded them that the payroll service was being moved to Paychex this month and to call her if there were any questions.

7. **Date of Next Meeting:** The date of the next meeting was set for Thursday, February 15, 2024.

8. **Adjournment:** The meeting was adjourned by Jerry Scheinbaum at 6:46 p.m.