

Brush Creek Metropolitan District
Thursday, January 16, 2025 at 5:30 p.m.
Meeting held via Zoom

- Joyce Hardy, President
- Jerome Meister, Director
- Jim Laing, Director
- Dean Hill, Director
- Rick Stevens, District Manager
- Cindy Herndon, District Controller
- Maggie McHugh, Water Engineer, Roaring Fork Engineering

1. **Call to Order:** The meeting was called to order at 5:30 p.m. by Joyce Hardy.
2. **Approve Minutes: *Motion:*** Jerome Meister motioned, with a second from Dean Hill, to approve the minutes of the December 12, 2024 meeting as presented. All were in agreement.
3. **President's Comments:**
 - a. **Short Term Rentals:** Joyce Hardy began her comments by revisiting the short term rentals (STR) discussion and asked if there was an interest in pursuing a program for Brush Creek Village owners. Jerome Meister suggested that the first step might be to collect a list of those owners that are currently approved for STR. Rick Stevens said that a list of approved properties for all of Pitkin County could be viewed at the County's website which would include any properties in Brush Creek. Currently only two properties are registered with the county for STR. After a brief discussion it was decided to revisit this subject in six months.
 - b. **Storage Box Review/Sorting:** Joyce let the rest of the board members know that eight boxes of documents were delivered to her house. She suggested that each board member pick up a box or two to review the archived materials and determine what should be saved for scanning and what can be discarded or shredded. All members were in agreement and Joyce said she would help to coordinate the pickup.
4. **Water Engineer's Report:** Maggie McHugh from Roaring Fork Engineering briefly reviewed her report to the board on the water usage for December 2024 and annual 2024 totals. She pointed out that the total residential billed water was similar to last year at approximately 10,000 gallons higher. She noted that the water loss percentage has recently increased to 23% due to a leak at the main PRV vault on the bypass line and that the leak was fixed immediately upon discovery. She reported that despite the leak, the water loss has remained consistently below 10% for the last four months, which is below industry standard.

5. District Manager's Report:

- a. **120 Turtle Cove:** Rick Stevens began his report by giving an update on the upcoming purchase of 120 Turtle Cove. He mentioned that he had seen plans from the county planning office and that they are planning on building an ADU. He said that there is currently a leach field that has been there for some time that will need to be expanded to accommodate the new ADU. He also noted that they will be assessed an EQR for the expansion that will be determined once plans are finalized.
- b. **ADU Construction/Identification:** Jim Laing asked whether the owners at 23 Upper Ranch had been assessed an EQR for their ADU that they are currently building. Rick said that he wasn't aware of any construction happening there and would look into it. Jerome Meister asked if there was a list of properties with an ADU and that there should be a surcharge for those properties due to increased trash and water usage.
- c. **Pitkin County Survey Request:** Rick mentioned that he had received a request for a detailed report on the BCMD water system from Pitkin County. He explained that they are requesting this survey from other districts in the county as well as part of their planning process. It will be extensive, and in order to complete the survey he will need help from Maggie McHugh and Cindy Herndon. He said that he would keep the board informed on its progress.
- d. **Fire Mitigation:** Rick spoke about the new initiatives and groups such as the Roaring Fork Fire Collaborative, that have been formed to address fire risk and explore preventative measures. He mentioned that there is going to be a statewide regulation that will be passed in September that will require compliance with an urban wildland interface fire code. He suggested having the fire district come to the board meeting in February to give an explanation of the new requirements. He said that currently there are no enforceable codes but that the initiative being passed in September would be enforceable. He suggested that the metro district might want to draft their own codes for fire mitigation measures that could also be enforced. He said that All Valley Maintenance was working around the trash enclosures to provide training on clearing common areas. The board was supportive of having someone from the fire district come to speak at the February meeting.
- e. **Other:** Jim Laing revisited the possibility of monitoring the trash enclosure to help with preventing people from outside the district dumping trash. He asked if a keypad was a possibility. Rick mentioned that he had a contact that could provide an assessment with options available for securing the trash enclosures. The board was supportive of Rick looking into what information they might be able to provide.

1. Controller's Report:

- a. **Individual Water Usage:** Cindy Herndon reviewed the Water Usage and High-to-Low usage reports for the month of December. There were no questions or comments.

- b. **Fund Balance Report:** Cindy briefly presented the Fund Balance Report stating that everything continues to appear to be in a positive position. There were no questions or comments.
 - c. **Receivables:** Cindy briefly reviewed the current receivables, noting that there were only two accounts with outstanding balances at the end of the year.
 - d. **Financial Reports:** Cindy reviewed the Profit & Loss statement for 2024 noting that income before depreciation was strong and expenses remain below budgeted amounts. There were no questions or comments.
 - e. **Payables:** The payables for both the General account and the Water account were reviewed by Cindy.
Motion: Joyce Hardy motioned, with a second from Jerome Meister, to pay bills as presented. All were in agreement.
 - f. **Elections:** Cindy updated the board on the upcoming elections in 2025. She noted that there would be a Call for Nominations notice run in the Aspen Times in early February and that self-nomination forms would need to be completed by Dean Hill, Jim Laing and Glen Loper around that time as well.
2. **Date of Next Meeting:** The date of the next meeting has been set for Thursday, February 20, 2025 at 5:30 p.m. via Zoom.
3. **Adjournment:** The meeting was adjourned by Joyce Hardy at 6:32 p.m.