

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: January 17, 2012

Time: 5:30 p.m.

Location: Aspen Mountain Gondola Building, 601 E. Dean Street, Aspen, CO 81611

Present: Jerry Scheinbaum, Joyce Hardy; Lawson Wills; Isabel Day; Kevin McClure, Manager; Brad Manosevitz; Glenda Knight, Bookkeeper; Marti Barbour, Recorder of Minutes

Absent: Kelly Gessele, Water Plant Manager

1. The meeting was called to order at 5:34 p.m.
2. Approval of minutes. Paragraph 3 Dumpster Discussion. "Cost & Locking discussions..total cost will be rebid when contract is up". Remove: "Also discussed..." A motion was made to approve the minutes for December 2011 after the above correction was made. The motion was seconded, passed and the December, 2011 minutes were approved as corrected.
3. President's Comment - none
4. Water Plant Manager's Report on behalf of Kelly Gessele: New Equipment to Monitor Tank Levels. Kevin spoke regarding an issue on January 10, on which there was a leak at 2661 Juniper Hill. The owner, Krys, used 3700 the day prior to the leak being detected. Kevin opened both pits (below a berm). The owner was home; nothing was running and another 1100 gallons were used that day. Kevin couldn't find another leak; the owner had a plumber out twice but no leak was found and now the water usage is down to normal. It was the equivalent of a faucet running for five hours; the situation is being monitored. A question was raised regarding Jallifier because there has been no water usage. There was discussion about shutting off the water when a tenent moves in or cutting him off now. Brad stated that we have to start standing our ground as far as the rules set forth. The water usage report shows that we billed 66% for a 34% loss.
5. BCMD Manager Report. Kevin McClure. Signage; the dumpster signage was halted and the Red Tail sign will be coming soon. Pitkin County and the Sheriff Department both gave Kevin input on verbage for the signs. Kevin read the sign and received Board feedback. The Board decided to leave the wording, "No Yard Waste". There will be two 24" signs. For a dog sign, "Pitkin County Leash Laws Apply. To report aggressive dogs, call Animal Control at 970-....." Kevin got a water map that shows the house number/lot and block. There is a spreadsheet with owner address/info on it. Kevin will get the account numbers added to the map and get it laminated. Brad would like it to be brought to each

- Board Meeting. Kevin will have a bond proposal from Don Diones next meeting.
6. Budget – 2012 Budget Review
 - a) Bills/Finance Approve bills. A motion was made and seconded to approve the bills for December, 2011. The motion passed and the December 2011 bills were approved as presented.
 7. Other Business
 - a. Sign Posting Resolution. The Resolution Designating the Locations of the Official Public Notice Boards within the Brush Creek Metropolitan District was approved.
 - b. Review new rules & regulations – for February agenda.
 - c. Joyce asked if anyone had noticed a crack at the four-way.
 - d. Kevin was asked to begin pricing and design of new dumpster in the same location.
 - e. Kevin will be meeting with Marti with regard to website posting/updating.
 - f. Isabel asked if we could get the information printed up for election time, who is up for re-election, when, etc.
 - g. Kevin should contact Bob Larson regarding a completion date for remodel so Brush Creek Metro District can schedule repaving of Turtle Cove.
 - h. Joyce asked if Brush Creek Metro District had any jurisdiction over houses which are occupied but incomplete in their remodel. Kevin will look at the architectural review committee guidelines for landowners.
 10. Next Meeting: February 21, 2012 (posted on website)
 11. Adjournment. Lawson made the motion to adjourn; the motion was seconded by Joyce, passed and adjourned at 6:37 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: February 21, 2012

Time: 5:30 p.m.

Location: Aspen Mtn. Gondola Bldg. – Conference Room
601 E. Dean Street, Aspen, CO 81611

Present: Jerry Scheinbaum; Joyce Hardy; Isabel Day; Kevin McClure, Manager;
Kelly Gessele, Water Plant Manager; Brad Manosevitz, Glenda Knight,
Bookkeeper; Laurie Laing; Stewart Lusk, Julie Mandt and Marti Barbour,
Recorder of Minutes

Absent: Lawson Wills

1. The meeting was called to order at 5: 32 p.m.
2. Approval of minutes. A motion was made to approve the minutes for January, 2012 after the owner's name, “Krys” was inserted into paragraph 4. The motion was seconded, passed and the minutes for January, 2012 minutes were approved.
3. Public Comment. Laurie Laing, Stewart Lusk and Julie Mandt re: airport noise. Laurie said that since the runway has been lengthened, the planes have been banking sooner and thereby more planes fly directly over Brush Creek Village. The Brush Creek HOA has a list of email addresses for Brush Creek for the purpose of getting a community coalition together, however, Kevin will research what the FAA Regulations are and communicate the concerns from the neighborhood to the Airport Manager.
4. Water Plant Manager's Report by Kelly Gessele: Kelly reported on the new equipment being used to monitor tank levels. He had an electrician come up with a program to monitor the water system and controls. He can now get an automatic readout from the top tank whereas he couldn't before; he can get tank levels; status of whether it is running and usage. It doesn't replace visits but he can see what is happening. He will help Glenda and Kevin download the program to their computers. He got the system from Kevin Madison at a cost of \$3,000.
5. BCMD Manager Report. Kevin McClure.
 - a. He and Glenda were concerned that there may have been a loss in the Rodeo Lot. After careful monitoring, however, it was determined that there was no major event or loss.
 - b. Snowmass Water & Sanitation does a complete inspection each Fall; Kevin

- join up with them for training purposes.
- c. Kevin passed around a list of projects and maintenance items that need to be completed. He brought up the issue of some water meters freezing in this weather with less snow. He will berm each pit to eliminate the freezing problem.
 - d. Isabel brought up a concern of a large amount of water/ice at Upper Medicine Bow. On the maintenance list is pulling ditches and culvert cleaning. This is an area that Kevin and Kelly will work on.
 - e. Right outside Jerry's driveway is a tree with an exposed root ball that needs to be covered.
 - f. Jerry brought up "oversight of Bobby Holmes." Jerry noticed a clean up operation that is likely to be billed out at about \$2500. Also, about 6:45 am the other day, the road going down the hill was not plowed. Concern was expressed that it should be done early in the morning before commuters need to use the road. The Board would like Kevin to be informed of the expectations and timing for snowplowing as well as being notified of extensive clean up projects.
 - g. Joyce asked if we were going to be ready to go with the pipe project in June; Kelly affirmed that it was ready to go.
 - h. Jerry asked Kevin to talk to Mike Mullins regarding his ideas on bundling propane. If it sounds like a sound way of savings that could benefit the homeowners, Glenda will ask Mike to print out a little notice that she can send out with the water bill. He can also present a notice that can be posted on the website.
7. Glenda's report. A motion was made to approve the January 2012 bills. The motion passed and the January 2012 bills were approved as presented. Jallifier and Raines houses are in foreclosure. Pitkin County sends notices to Brush Creek Metro District, as well as the banks. Robin Fox, 2427 Juniper Hill Road, is also on the foreclosure list for May 9. Joan Klar and Sessory's water bills are being paid from taxes. Kevin will review the accountant's summary in order to make it clear to the Board Members.
8. Other Business
- a. Adopt resolution appointing DEO. The resolution was made to appoint Glenda as the Designated Election Official (DEO).
 - b. Review Revised Rules and Regs – to be discussed at the March meeting .
 - c. Jerry signed the engagement letter and bank forms for the 2011 audit.
9. Next Meeting: March 20, 2012
10. Adjournment. made the motion to adjourn; the motion was seconded, passed and adjourned at 7:03 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: March 26, 2012

Present: Jerry Scheinbaum, Joyce Hardy, Isabel Day, Brad Manosevitz, Glenda Knight, Kevin McClure
Absent: Lawson Wills and Kelly Gessele

1) Meeting was called to order at 5:45 pm.

2) Approve minutes. Jerry made the motion to approve minutes from Feb 24, 2012 meeting, Joyce seconded and the minutes were approved as read.

2) Public Comment: None present.

3) Water Report:

Kelly not present. Last month's usage shows the "Main Line" losing just under 5gpm and BCMD losing just over 3gpm. PS main meter is still unreliable. The explanation of a "suction" type event when the Main line is running still does not make sense because there has never been any loss of pressure complaints from PS residents.

The leaks of 5gpm and 3gpm, while annoying are only about the same as a toilet fill and are probably in multiple places. This makes the leaks difficult, if not impossible to find.

4) Manager's Report:

Kevin conveyed the aircraft noise "complaints" to the airport manager and operations manager. Both have been very responsive. They informed Kevin of the take-off flight plans. In almost all cases planes are allowed to usually turn left after reaching 9100 feet of elevation. This can take them over BCV. With the longer runway this is happening slightly sooner. The officials have forwarded the "complaint".

Kevin provided preliminary design and pricing for BCV entry signs. Design was approved. Final design and pricing will move forward to allow for installation to begin perhaps as early as May. Juniper Hill trash enclosure replacement and Signs will proceed at the same time. The Conservation Trust Fund monies are available for the sign project.

Kevin read the list of primary summer projects.

JP Jallifier made the initial payment to get his water back on and already paid next month's installment.

5) Board Discussion-

Mike Mullen will be invited to add a flyer to one of our mailings about the Propane buying group.

Weight limit signs will be improved and temporary signs added similar to what is done in SMV.

Fault Line water repair is to be scheduled with Kelly. The ground is drying so fast this year that mid-May might be an expectable start time.

Kevin is instructed to talk to Snowmass Water & Sanitation – Kit Hamby to be proactive about what may be a summer with water restrictions.

6) BCV – ACC-

Leonard at 1226 MB is seeking approval for a garage/CDU addition.

7) Glenda's report.

BCMD received a check from Pitkin County for the first half of the outstanding bills to Cesery and Klar that were certified as taxes.

a) Approve bills. A motion was made and seconded to approve the bills for Feb, 2012. The motion passed and the Feb 2012 bills were approved as presented.

8) Adjournment: Motion was made a seconded to adjourn, meeting adjourned at 6:52 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: April 17, 2012
Time: 5:30 p.m.
Location: Aspen Mountain Gondola Conference Room, 601 E. Dean Street, Aspen, CO 81611
Present: Jerry Scheinbaum; Joyce Hardy; Lawson Wills; Isabel Day; Brad Manosevitz, Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, Recorder of Minutes

1. The meeting was called to order at 5:30 p.m.
2. Approval of minutes. A small correction to the minutes paragraph 6; add CDU between garage and addition. A motion was made to approve the corrected minutes for March, 2011. The motion was seconded, passed and the March, 2011 minutes were approved as read.
3. President's Comment. None.
4. Water Plant Manager's Report by Kelly Gessele: Kelly talked to Susie from HD Supply. There are some taxes owed on the piping and material. Kelly is responsible, however, Glenda gave them the tax exempt number. Kelly and Glenda will work it out so that it will be cleared up.
 - a. Date to begin flex pipe project. Digging will begin the last week of June. He will catalog everything he has in Basalt and bring it up. He will start with two taps and two lines. Lawson asked why he was going to wait until the end of June. Kevin will talk to some "Soils" people regarding the dryness of soil as far as the starting time of the digging. The Board is concerned about waiting that long. Kelly said that it would be no later than the second week of June. If the earth is dry, the Board would like the project to be started by June 4th. Kelly will dig a test hole the third week of May to check the dryness. He will have all the material there and be ready to start. Kelly and Kevin will talk to Stan Bialek to come to a decision on his revegetation project. Dave Anderson from Denver will be coming up for his yearly inspection; Kevin will see if Dave can do it as soon as possible.
5. BCMD Manager Report. Kevin McClure.
 - a. Signs. Kevin showed a picture of two signs he made up regarding Weight Limits for the roads. He asked the Board if anyone knew the exact limits and whether they are seasonal limits. The exact limits were not determined so it was decided that BCMD would use the sign that says 40,000 GVW max. These signs will be used specifically for Spring.

- b. Paving. Brush Creek Metropolitan District has several paving projects coming up, but will not be able to get this completed prior to June 15. Kevin will begin negotiating a price as soon as possible. When asked, Kevin said that it would be better to do all of the projects at the same time, including the dip repair.
 - c. Kevin took some pictures of some big rocks down in the ditch and is going to talk to St. Ville about getting them removed.
 - d. Kevin talked to Kit Hamby from Snowmass Water and Sanitation about getting another tap for the Upper Medicine Bow property that just sold. The owners will need to be apprised of the BCMD regulations regarding water lines, etc. Jerry asked about the advantages of annexing him into the subdivision since they will be using the roads and trash service. The Board decided that this would be a question for Steve Conner, the attorney for the District.
 - e. Kevin asked about getting the trash facility project going; he has a hard bid for \$15,000, which would include storage and extra space for recycling and a solar light. The roof of the mail facility will be sloped to the back. The two signs will be made now for a total of \$10,000. The exact location on the Medicine Bow side is yet to be determined, but near the bus shelter. Lawson made a motion to authorize \$15,000 for the dumpster project and \$15,000 for the signs. Jerry seconded the motion. The motion was unanimously passed.
 - f. Maintenance. Weeds, Culvert Cleaning & cutting back dead trees are something that has always been done by the District. Regarding maintenance, Jerry asked that the guard rails be tightened. Alex has done about ten hours of sweeping gravel off the roads.
 - g. Propane. There was a propane tank overfilled, which brought up some questions of tanks, safety, and screening of tanks which are not buried. (Amended Protected Covenants) Kevin will follow up with Alice Koelle to see if it has been inspected.
6. Budget
- a. Bills/Finance Approve bills. A motion was made and seconded to approve the bills for March, 2012. The motion passed and the March 2012 bills were approved as presented. Snow Plow has 66% left to date. The Budget is looking good. The funds to pay Kelly for the flex pipe project are coming out of the Capital fund. The Board decided to take the excess money from snow plowing and move it to the Juniper Hill dumpster project. The Accounts Receivables Account is in good shape. The Board discussed having some long-term planning for 2018 when the bond will be paid off.
8. Other Business
- a. Continue discussion on airport noise. The number for aircraft noise complaints can be put on the website. The contact info is as follows:

- Aspen-Pitkin County Airport Administration
0233 E. Airport Rd. Suite A
Aspen, CO 81611
- (970) 920-5384
- A link to Airport Noise Reports is:
<http://www.aspenpitkin.com/Portals/0/docs/county/BOCC/AIS%20Airport%203.8.11.pdf>

b. Review Revised Rules and Regs – postponed discussion.

10. Next Meeting: Tuesday, May 22, 2012 at the Snowmass Chapel.

11. Adjournment. Brad made the motion to adjourn; Jerry seconded it; the motion was seconded and the meeting adjourned at 7:10 pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: May 22, 2012

Time: 5:30 p.m.

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

Present: Joyce Hardy; Lawson Wills; Isabel Day; Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, Recorder of Minutes

Absent: Jerry Scheinbaum; Brad Manosevitz

1. The meeting was called to order at 5:54 p.m.
2. Approval of minutes. A motion was made to approve the April 2012 minutes. After Alice Koelle's last name was added to subparagraph g on page 2, the motion passed and April 2012 minutes were approved as read.
3. President's Comment
 - a) Recently Elected Directors take oath. Isabel Day was the only recently elected Director at this meeting. She took the Oath of Office administered by Lawson Wills. Isabel and Lawson sang the proper document to be filed with the Division of Local Government and the Pitkin County Clerk.
4. Water Plant Manager's Report by Kelly Gessele:
 - a) Date to begin Flex Pipe Project – June 21, 2012. The project is expected to take about 10 days for completion. There will be flaggers. A temporary water line will be installed to serve the customers in the construction zone. Kevin will make sure that everyone affected gets a notice which will include a request to keep watering to a minimum. The Fire Department should be notified; Kevin will make the notification.
 - b) The sales tax problem that Kelly had mentioned in the last meetings minutes has been resolved.
5. BCMD Manager Report. Kevin McClure
 - a) Asphalt work will be scheduled for July 11th-13th.
 - b) Signs. There was considerable discussion as to the size of the entrance sign; the Brush Creek Village sign is allowed to be 2' x 4'. The location was discussed, as well as its proportion. Kevin will go back and ask what it would take to get a variance on the size of the sign, as 2' x 4' was felt to be too small.
 - c) Kevin is going with Dave Anderson to try to determine where Brush Creek Village is losing three gallons per minute.

- d) Dumpsters. Kevin met with Brad Benson regarding redoing the bid to replace the slab (not the apron). \$15,000 was approved for the dumpster and \$15,000 for the sign. If the sign takes less, more could be used for the dumpster.
 - e) The Leonard House is requesting permission from Brush Creek Metro District to add to an ADU (Additional Dwelling Unit). Kevin will make the notification of the approval.
 - f) The new property owner of the 35 acres on top of Medicine Bow would like to buy water from BCMD. It is the position of the Board that he should join the BCMD if Snowmass Water and Sanitation is able to provide more water. He will need a storage tank and a 3/4" line, and to pay tap fees if he is interested. Kevin will talk to Steve Conner about annexing the property.
6. Budget – 2012 Budget Review
- a) Bills/Finance Approve bills. Isabel made a motion to approve the April 2012 bills. Lawson seconded it and the April 2012 bills were approved as presented.
7. Glenda's report. Accounts Receivable is in good shape. Cesery's bill has been paid. Klar sent a check for the first quarter; the other half of the delinquent amount will be paid by Pitkin County. Raines bill is paid in full.
8. Other Business
- a) Pamela Paresky's (Pioneer Springs Ranch Road) inquiry about water rates for new landscaping. Kevin has requested a landscaping and sprinkler system plan including water usage from Pamela in order to evaluate any adjustment in rates for the new landscaping. Kevin had not received a reply by this meeting.
 - b) Review Revised Rules and Regs – Postponed
 - c) Property Maintenance. The Board agreed that Kevin will begin monitoring what Alex is doing and billing for.
9. Next Meeting: June 21, 2012
10. Adjournment. A motion to adjourn was made and seconded at 7:06 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: June 21, 2012
Time: 5:30 p.m.
Location: Snowmass Chapel, 5307 Owl Creek Road, Snowmass Village, CO 81615
Present: Jerry Scheinbaum; Joyce Hardy; Lawson Wills; Isabel Day; Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, Recorder of Minutes
Absent: Brad Manosevitz

1. The meeting was called to order at 5:42 p.m.
2. Approval of minutes. A motion was made to approve the May, 2012 minutes and were approved as read.
3. Water Plant Manager's Report by Kelly Gessele: The materials are being delivered. There will be some short-term water shortages that will affect approximately 20-25 residences on Medicine Bow Road. Kevin will send out notices and post signs. Kevin will also come up with the wording for a sign about conserving water during this process. The digging will begin and a temporary line will be put in during the week of June 25.
4. BCMD Manager Report by Kevin McClure:
 - a. They found a leak at the end of the line on Daniel Drive. Kevin and Glenda went over the loss report again and determined it was still a loss of 3.5 gallons per minute after going through the entire system with the leak detection representative. The lower pit has groundwater in it that needs to be pumped out. It has been determined that it is not a result of a leak.
 - b. Striping: County will centerline the roads next week. BCMD will do the inside of the hairpins.
 - c. Signage: Not through the County and Planning but through a revocable permit from Roads. We will pre-approve the sign with Joanna and hope to do something like the Wildcat sign.
 - d. Dumpster Replacement: A small portion of Jerry's lot is going to be used by the new dumpster. 99-year lease...check property
 - e. Jallifier's property and billing was discussed. The bank now owns the property and BCMD will send the bill to the bank.
 - f. Annexing 25 acres; Kevin still needs to talk to Steve Conner. The owner should petition to be annexed into the district and pay for the extra water.
 - g. Pamela Paresky – There has been no contact.
 - h. Property Maintenance – There has been less mowing by the dumpster. More work has been authorized and is being monitored.
 - i. Pulling Ditches – To be scheduled for Fall.
 - j. Weeds – Either Alex will start the weed spraying next week or Prima Plant Services will be hired.

5. Bills/Finance. Approve bills. A motion was made and seconded to approve the bills for May, 2012. The motion passed and the May 2012 bills were approved as presented.
6. Glenda's report. Each Board member received a bound Audit. Glenda passed out a summary sheet of Cash Flows, created by Roger (Accountant) which was reviewed by the Board.
 - a. Oaths: Recently elected Directors, Jerry Scheinbaum and Brad Manosevitz were not at the May Board Meeting. Jerry took his Oath of Office on May 29, 2012, and Brad took his Oath of Office on June 7, 2012. Jerry and Brad signed the proper documents to be filed with the Division of Local Government and the Pitkin County Clerk.
 - b. Election: Glenda Knight, Designated Election Official, presented a Cancellation of Election and Declaration Deeming Candidates Elected Resolution. Jerry Scheinbaum made a motion to adopt the resolution, Joyce Hardy seconded it and the motion was unanimously passed.
7. Other Business
 - a. Dumpster Replacement: A small portion of Jerry's lot is going to be used by the new dumpster. 99-year lease.
8. Adjournment. Lawson made the motion to adjourn; the motion was seconded by Isabel, passed and adjourned at 7:25 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: July 17, 2012
Time: 5:30 p.m.
Location: Snowmass Chapel, 5307 Owl Creek Road, Snowmass Village, CO 81615
Present: Jerry Scheinbaum; Joyce Hardy; Lawson Wills; Isabel Day; Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, Recorder of Minutes
Absent: Brad Manosevitz

1. The meeting was called to order at 5:42 p.m.
2. Approval of minutes. Joyce brought up the suggestion that the sentence regarding Ferrall Gas be removed from paragraph 7a and paragraph 9 be changed to paragraph 8. Lawson made motion; Jerry seconded the motion and the June, 2012 minutes were approved as corrected.
3. Water Plant Manager's Report: Kevin McClure and Kelly Gessele
 - a. The Flex-Tend couplers arrived with the incorrect flex. The spec is for 12" of flex. Kelly returned the parts to Denver. They were sent on to Texas to be remanufactured and returned here by the end of the month. The fair cost of the "new" parts is an additional \$800. There was no confirmation of the order; nothing was signed/approved by Kelly or Kevin. It was discovered at a preliminary meeting. In discussing it between Kevin and Neil Leibowitz of HD Supply, Kevin asked that Brush Creek Metro District is only responsible for the difference of price in the parts; not for the remanufacture and shipping.
 - b. Date to begin flex pipe project: The new parts should arrive on July 27th; the project is expected to begin at the beginning of August. Kelly is ready to begin. Kevin will ask that Dean Derosier be here when the project begins. Once it is installed, BCMD would like to be able to monitor how well it is working. The Board would like to start with a camera and do regularly scheduled follow up monitoring.
 - c. Discussion of leak report. There was a loss of approximately 20,000 gallons per day. It seems that the leak at the end of Daniel Dr. which was repaired on June 29th was responsible for most of that amount. There was one small leak at the Nesbit household which showed up on the report; she will call a plumber.
 - d. Kelly said that he is having some problems with the program he is using for tank elevation. The fuses keep going out. He wants to do a PBX protection for the loop protectors. This will be a \$600 repair. The telephone wire is not protected in the pump house. He had the line checked from the middle pump house to Brush Creek Road. He did receive some calls about the levels going down and was able to correct it. The problem is that if the wires went down, the communication breaks down and he would not be able to monitor remotely. Currently there are no back up lines. Radio control is much more expensive. The Board unanimously agreed to authorize the \$600 repair.
4. BCMD Manager Report: Kevin McClure.
 - a. Asphalt on Upper Medicine Bow. Jerry asked Kevin to see if we could have a few dump truck loads of asphalt rolled out by Elam while they are doing the Highway 82 work and

- possibly get in on the discounted price. Lawson asked Kevin if he had contacted anyone yet about crack-sealing this coming winter. He has not done that yet.
- b. Dumpster project update.
 - c. Entrance sign. Kevin took a picture of the Snowmass Club sign to show the dimensions of what we could do for the entrance sign. He also showed a picture of some stone slabs that we could get delivered for \$3K (materials only). \$15K was allotted. Jerry made a suggestion for getting the letters done, which the Board discussed. After further discussion regarding the location, Kevin will talk to the Balentine's about a location near their property. The Board agreed that Kevin begin pursuing the design for the slab sign.
7. Budget/Bills/Finance
 - a. Approve Bills. A motion was made and seconded to approve the bills for June, 2012. The motion passed and the June 2012 bills were approved as presented.
 8. Glenda's Report. The two CDs at Community Bank are up for renewal; it is at 2.4% and will go down to .05% The rates are all about the same; Glenda asked Roger (accountant) if we could move everything back to one bank. Glenda will ask around to see if any bank will give a better rate.
 9. Accounts Receivable. Glenda reported that the A/R is looking good.
 10. Other Business
 - a. The Board discussed approaching Snowmass Water & Sanitation regarding increasing the water allotment for future growth. They agreed that it would be a good time to talk to Steve Conner about approaching them about it. Kevin will follow up with Steve.
 - b. Review Revised Rules and Regulations. This agenda item will be moved to next month.
 11. Next Meeting Date: August 21, 2012
 12. Adjournment. A motion was made to adjourn. It was seconded and adjourned at 7:35 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: August 21, 2012

Time: 5:30 p.m.

Location: Snowmass Chapel

Present: Jerry Scheinbaum; Joyce Hardy; Lawson Wills; Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, Recorder of Minutes

Absent: Brad Manosevitz; Isabel Day

1. The meeting was called to order at 5:40 p.m.
2. Approval of minutes. Joyce made a motion was made to approve the minutes; Jerry seconded it and the July 2012 minutes were approved as read.
3. Public Comment. Susan and Marty Sherwin, 942 Juniper Hill Road, new part-time residents of Brush Creek Village were in attendance. Jerry Scheinbaum gave them an overview of what the Brush Creek Metropolitan District does. Marty asked if this was the right venue to request that a warning sign (hidden driveway) be put up at the sharp curve at the entrance to their driveway. Both a sign and installation of a mirror were discussed. Kevin will look into that request.
4. President's Comment
 - a. Accountability. Jerry asked that if the minutes report that someone is going to take action on something, that there is a report of the action at the next meeting.
5. Water Plant Manager's Report by Kelly Gessele:
 - a. Status of flex pipe project. Kelly reported that they are about 25 percent done and they are working with Dean Derosier in keeping to the budget. They have already passed the most difficult and steep part of the project. The two-inch bypass has valves on each side so that it can be isolated in the case of a rupture. Lawson asked if there was going to be enough room for a manhole. It is expected that the project will be complete within two weeks. Jerry asked if there was a torque specification on the fittings. Kelly said that it is about 100 pounds. Lawson asked if Kelly had any concerns about not going past Bialec's property. They agreed that it was better that we overkill on the side of caution in efforts to prevent problems.
6. BCMD Manager Report. Kevin McClure. Kevin has been looking at the Leak Loss Report and comparing it month by month. After the repair, it still looks like we are losing 10 gallons per minute. Kelly has an idea on why this may be happening and it will be watched for a few more months in order to make a determination and get resolution.

- a. Dumpster signs & dumpster project update. We are hoping to get the building permit by mid-September and begin pouring slab and have the project complete by November.
 - b. Entrance sign – Pine Stone has equipment that can split a 4-ton boulder, which is the size needed. One will be placed near the bus stop by Ballentine's property with his final approval of location; the other will be on County property on the Juniper Hill triangle.
7. Kevin brought to the Board's attention that there are shrubs growing along side of the road, including a cottonwood tree that has been allowed to grow too big. It is on the BCMD right of way. He proposed renting the equipment to remove the shrubs. Cliff Dossingny's property is nearby and, although the shrubs are not actually on his property, he will be notified. The Board unanimously agreed to give Kevin the ok on this project. The cost would be less than \$4,000 for equipment rental and time. The funds will come from the Roads Budget. Many of the ditches have eroded especially at the switchbacks and are now very deep. Kevin will get complete tune up bid for next year. The Board gave Kevin permission to look into this project.
- a. Crack-sealing. Discussion by the Board determined that crack-sealing will be necessary this year. It may not be possible to use Elam, as they are focusing on very large jobs only. The Turtle Cove project may be extended into next year.
 - b. Illegal dumping by St. Ville. One of the dumpsters was completely filled with bags, bushes landscape debris from St. Ville's property. He is being billed for time and boulder removal for \$672.
 - c. Kevin showed plans for Medicine Bow sign posts that will be placed at Medicine Bow and Brush Creek.
8. Bills/Finance
- a. Approve bills
 - b. Glenda's report – Renewal rates for CD's. Glenda's research on rates shows we should leave the money in Community Bank. The Board discussed the possibility of combining the two in order to get better interest and for ease of bookkeeping. Glenda will look into this possibility with the Bank.
 - c. A/R. The Receivables are in good shape. \$63,000 was billed; \$7,500 is still outstanding.
9. Other Business
- a. Communications during water outages. In the event of a water outage, the Board discussed the possibility of getting a reverse 911 system. No decision was made at this time.
 - b. Review Revised Rules & Regs – to be put on next month's agenda.
 - c. Next Meeting: Monday, September 24, 2012
10. Adjournment. Jerry made the motion to adjourn; the motion was seconded by Joyce. The motion passed and the meeting adjourned at 7:29 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: September 24, 2012

Time: 5:30 p.m.

Location: Snowmass Chapel

Present: Jerry Scheinbaum; Joyce Hardy; Lawson Wills; Brad Manosevitz; Isabel Day; Kevin McClure, Manager; Kelly Gessele, Water Plant Manager; Glenda Knight, Bookkeeper; Marti Barbour, Recorder of Minutes

1. The meeting was called to order at 5:33 p.m.
2. Approval of minutes. Jerry made a motion to approve the minutes; Lawson seconded the motion and the August 2012 minutes were approved as read.
3. Public Comment – Eden Vardy re: Greenhouse at Cozy Point. Eden introduced himself as the President of Aspen T. R. E. E. and the programs they are doing for kids. Also in attendance were Jason Haber and Yana Dmitriyeva.
 - a. They are asking to create a dome at Cozy Point with a height of 16'. It will be on the highway side of the red barn. They wanted to get Board feedback. There will be no noise and the glare will be limited to one triangle six feet across. They will be using rain water and a hybrid of Cozy Point water and a well. The City of Aspen is very interested and may be interested in taking over the lease when Monroe's lease is up. The Board unanimously gave their support of the greenhouse project. Lawson made a motion to write a letter of support from the Brush Creek Metro District. Jerry seconded the motion and will write the letter. The motion was approved by the Board.
4. Water Plant Manager's Report - The new flex pipe was pressure tested at 1.5 times normal pressure for 2.5 hours. They wanted to run a camera through it but could not use the one they had because it was contaminated by the sewer. The traffic control did a good job. Nothing had to be re-paved. The vegetation is an area of concern. Jerry asked Kevin to find some acorns to spread around for possible re-seeding; Kelly has some good quality soil and will bring up a few loads. Joyce asked if they were going to do anything on the four-way. They are going to level it off.
5. BCMD Manager Report.
 - a. Water Line. From Rivendell Farms, Kevin is going to get some seed mix for re-vegetation. It will be sprinkled in; raked and covered. There will be extra dirt so Riley is going to bring up the level of some of the ditches. Stewart Lusk asked about the location of our sign by the bus stop and volunteered that it could be placed in that location. The Board agreed to stay with the original location by Balentine's.
 - b. The dumpsters project is coming along. The permit process is in motion. The signs are now being made and purchased.

- c. Turtle Cove – a bid from Elam last year of about \$35,000 (8,000 sq. feet). A bid from Lyons for \$32K and a bid from Frontier for \$26,400. David, Frontier, would like to start it next week. They will mill three inches of asphalt and three inches of mill. None of the bidders said anything about the sink hole on Turtle Cove. Isabel asked that whomever the contractor is that they sweep the cul-de-sac of Turtle Cove. It will cost about \$1,500 to fix the patch at Daniel. The expected expense if we get Frontier would be \$30,000 which will include crack-sealing. Jerry made the motion and Lawson seconded the motion to go with the paving by Frontier. The motion was unanimously passed. Question about Dumpster signage. There was some signage discussed regarding walking dogs on a leash but was it was dropped.
- d. Brad asked about the dip on Juniper Hill. The County owns the road. Kevin will ask again if they will do the needed repair.
- e. Jerry noticed that Dr. Mink used 22,000 gallons which seems like a lot for a family of two, however they have not shown up on the Leak List. Bob Kruger has had a leak for a few years and is now looking into solving the problem.
- f. Jerry asked Kevin if he was going to rent a machine for pulling weeds. He will call 8-1-1 to locate any underground cable before using the equipment. Kevin also talked about cutting down a large tree that is interfering with telephone wires.
- g. Question brought up regarding the installation of a mirror on the sharp turn at George Sell's house on Juniper Hill Road.

6. Bills/Finance

- a. Approve bills. A motion was made and seconded to approve the bills for August 2012. The motions passed and the bills for August 2012 were approved as presented.
- b. Glenda's report – Assessed value was \$37,000 down; \$22,852 to \$22,815
- c. Isabel asked for what Alex is being allowed to get monthly. A lot of his work recently was put under “Weed Control”. Kevin and Glenda are keeping a close eye on the work being done and billed. His bills through Sept 23rd are at 53% of the “Roads and Common Areas” budget for the year.
- d. A/R. The Receivables are in good shape.

7. Other Business

- a. Communications during water outages. In the event of a water outage, the Board discussed the possibility of getting a reverse 911 system. No decision was made at this time.
- b. Isabel asked a question regarding meter readings and percentage of loss. Kevin said they found that there was some overflow but no significant leaks. Next month will be a good month to check the numbers.
- c. Review Revised Rules & Regs – to be put on next month's agenda.
- d. The Board discussed Rita's idea of using the BCMD website for home owner comments. The Board feels that the Metro District should remain totally

separate from the Homeowners due to BCMD Fiduciary responsibility and that sending a notice about Homeowner's Association in the water bill will confuse people.

- e. This was Brad's last meeting. The Board expressed appreciation for his contributions to Brush Creek Village and service on the Board. Also discussed were potential Board candidates to replace Brad. Jerry asked if it was ok to talk to the Jim and Laurie Laing about the vacancy. Teran Hughes is another person that Isabel will talk to about the Board vacancy.
 - f. Next Meeting: October 16, 2012; November will be the Budget Meeting.
8. Adjournment. Jerry made a motion to adjourn the meeting. Isabel seconded the motion and the meeting adjourned at 7:21 p.m.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: Oct 22, 2012

Time: 5:43 p.m.

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

Present: Jerry Scheinbaum, Joyce Hardy; Lawson Wills; Isabel Day; Kevin McClure (Manager); Glenda Knight (Bookkeeper); Mike Mullen, Jim Laing

1. The meeting was called to order at 5:43 p.m.
2. Approval of minutes. A motion was made to approve the Sept, 2012 minutes and were approved as read.
3. Mike Mullen, 2653 Juniper Hill, reported that he had a float stick on his fire suppression system which resulted in wasted water. It is believed that the Mullen and Pevny meters are not reading or connected correctly. This would have happened at the install of the new auto read meters. It is believed that the 7 Aspen Ridge and 3 Wildcat homes use our dumpsters and we know they use the roads. Is there some way of getting them to contribute to the up keep? Mike also asked about locking the dumpsters to prevent non-resident dumping. He was told about the many hours the board has spent debating this issue. Mike has been given a thumbs up to look into locking systems and make a proposal to the board.
4. Jerry Scheinbaum – Kevin is asked to 1) check quality of crack fill work, 2) look in to having power run to the new dumpster for lighting and 3) add some edging gravel to the side of the new Turtle Cove asphalt.
5. Manger Report – Kevin McClure
 - a) Signage project has been on hold with other projects in process.
 - b) BCMD – received all approvals needed for dumpster and signage projects.
 - c) Paving was performed at Turtle Cove, Daniel Drive – patch, and crack sealing
 - d) Dumpster Cost is estimated to be \$20K with an additional \$5K for Mail shelter.
 - e) Water valve stake markers will be installed.
6. New Board Member - Jim Laing was appointed to the board to replace Brad Manosevitz who resigned on September 30, 2012.
7. Bills/Financial
 - a) Approve bills. A motion was made and seconded to approve the bills for September 2012. The motion passed and the bills for September 2012 were approved as presented.
 - b) 2013 Budget needs to be approved at the November 20 meeting. It will only be subject to final valuation changes. Budget submittal is due to the County by Dec 15th.
 - c) Water system repair will be paid from Water Capital Funds. Dumpster and Mail construction will come from General Capital Funds. \$16K was line itemed in the 2012 Budget for this. No major changes are proposed for the 2013 Budget. General Fund and Water Fund structure stays the same for 2013. Glenda will remove the allowed 5.5% increase for the General Operating Fund.
8. Meeting Adjourned at 7:32 pm

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: 20 November 2012

Time: 5:45pm

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

Present: Jerry Scheinbaum, Lawson Wills, Jim Laing, Isabel Day, Kevin McClure (Manager), Glenda Knight, (Bookkeeper), Kelly Gessele (Water Manager).

1. The meeting was called to order at 5:45
2. Approval of minutes: A motion was made to approve the October 2012 minutes and will be approved next month with corrections. Revisions will be made accordingly to the request of our auditor.
3. Plant Manager's Report: Upper pump house had malfunctioning switches. Kelly serviced the existing switches and they are now functioning. He is looking into replacing. Switches are worn out. Kelly set to place new meter for Pevny. Kevin will notify Pevny of the possible bigger, accurate water bill. Kevin will also notify Mullen that he is responsible for the reading of the lower meter as opposed to the one at his house - the readings should be the same. The water meter at Grayson's rental house at 350 Upper Ranch Road froze. The meter was repaired, and froze due to improper maintenance of meter pit. Kevin will contact Grayson and explain the problem and propose a repair at his expense. He did not maintain the back fill around the pit which used to have dirt around it. Lawson asked that Kevin look into fire suppression systems for the dumpsters.
4. Managers Report: Dumpsters are almost done on the Juniper side and is over budget. Brad will not have time to repair the Medicine Bow dumpster. The insurance gal did come up for a schedule meeting to look at structures and valuation. The information is accurate in terms of number of structures. At this point we do not know what the insurance company will cover, we are waiting. No progress has been made on the signs. The street signs for Medicine Bow will be placed on 10ft 8x8 posts to be able to do a vertical Brush Creek Village sign made of etched steel on the post. Projects for next year, pipe done, roads ok, Kevin would like to fill in some of the ditches that were trenched too deep - Bill used a full size grader. Kevin has an excavator that does good work and fast and would like to fill with black top. Kevin is still to confer with David from Frontier Paving about crack sealing job. Jerry wants Brad to install metal edging on the new dumpster doors as well as a fire barrier on the dumpster ceiling.

5. Financial: Budget approved. A motion was made and seconded to approve the 2013 budget. Motion passed with all in favor. We will have a meeting on the 13th of Dec at the Aspen Mtn Gondola building to adopt the required resolutions to certify the Mill Levies to the County by the Dec 15th deadline.

Insurance: It was determined that the current insurance valuations of assets/infrastructure are adequate. It includes 9.2 miles of pipe footage. Roads: We are reimbursed for 6 miles in taxes and are paid \$20,000 per year by the county for road maintenance.

Kevin needs to talk to Burns and Gibson - both are up for disconnection - in violation of the 120 days. St Ville: sent bill for illegal dumping and fee for removal, they have not paid. Kevin has called all numbers to no avail.

Trash bill: We paid an additional \$120.00 for removal of four mattresses left a Medicine Bow dumpster.

Chuck Mayer: reading questions. Glenda will be calling tech support of CUSI about meter reading rounding - sometimes up and sometimes down.

6. Bills/Financial: Approve bills. A motion was made and seconded to approve the bills for October 2012. The motion passed and the bills for October 2012 were approved as presented.

7. New Board Member Oath: Jerry administered the official Oath of Office to Jim Laing.

For next month: web site, emails for water outage

8. Meeting Adjourned at 7:20pm.

Brush Creek Metropolitan District

Monthly Board Meeting Minutes

Date: December 13, 2012

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; Kelly Gessele, Water Plant Manager; Jerry Scheinbaum, Jim Laing, Glenda Knight, Bookkeeper; Marti Barbour, Recorder of Minutes

1. Call to Order at 5:38 pm.
2. Approval of minutes for October & November. Correction on November are as follows: page 2, “Insurance: It was determined that the current insurance valuations of assets/infrastructure are adequate. It includes 9.2 miles of pipe footage. Roads: We are reimbursed for 6 miles in taxes and are paid \$20,000 per year by the county for road maintenance.” The November 2012 minutes were approved with correction as noted above; October 2012 minutes were approved as read.
3. Public Comment. Bobby Holmes re: plowing
 - a. Bobby was asked if the road grader is successful? Bobby said that it does a clean/sharp swipe but the blade has to be replaced often at \$1,300 each time. Prices haven't been raised in four years, however, the Board is asking Bobby to be aware of and sensitive to the expenses. Bobby's crew has been sanding, especially at the post office boxes and have been removing slush as the snow melts and slush builds up. He is available for driveway clearing and the Board authorized him to use the dumpster doors for posting a flyer, as well as any of his competition or others may do also.
4. Water Plant Manager's Report: Kelly Gessele:
 - a. Kelly will be installing posts to protect the new shut off valves.
 - b. Kelly will purchase & place blue plastic markers to identify placement of valves once snow builds up.
 - c. There are back up pumps for both sides. The computer system is working great and saves time. Kelly urged the Board to begin consideration of a long-range plan to replace older parts; he will come up with a list of items that will need upgrading. Next summer, the Board should be evaluating how well the flex pipe is working, which will be determined by the wetness or dryness of the year.

5. BCMD Manager Report: Kevin McClure.
 - a. Dumpster project update. Juniper Hill is just about done; some trash will be removed. There are tires at both Juniper Hill and Medicine Bow. He will try to get a “final” next week. Jerry asked about the two-inch slab transition to the road at the Juniper Hill location. The plan was to build a cement ramp to join the two, but Kevin will first sand down the bump. An alternative system was discussed to provide people with a way to get rid of fireplace ashes. Lawson asked about the feasibility of providing each house with a marked, red metal bucket to be used for transporting the ashes to the dumpster area and be put into a larger, fireproof container. It will require daily monitoring so that ashes are completely cooled before dumping. To improve lighting, a Motion sensor on solar cell was discussed as a possible solution. Final billings are not yet complete; the project may have gone slightly over. Jerry would like the Board to pursue looking into electric lighting for the dumpster locations, as solar can be unpredictable. He will call Holy Cross in the Spring.
 - b. Entrance sign update. Arrow is making up two street signs for Medicine Bow Bus Stop”, which would help with the signage problem. Also discussed was the possibility of asking RFTA to put such a sign over the bus stop.
 - c. Medicine Bow dumpster is rebuilt and back together.
 - d. Kevin has spoken with MRI (Mountain Rolloffs, Inc.) in the past about trash service; Kevin will re-visit it. The rates for existing trash service were raised recently and the Board would like to get three competitive bids.
 - e. BCMD will be able to put in the new meter for Pevny without digging.
6. The Board approved Resolution No. 03, “Resolution to Appropriate Sums of Money”; No. 04, “Resolution to Adopt Budget”; No. 05 “Resolution to Set Mill Levies”
7. Approve Bills. A motion was made and seconded to approve the bills for November 2012. The motion passed and the bills for November 2012 were approved as presented.
8. Glenda’s Report. The Board would like the insurance representative to make a presentation for what is covered on the policy. This will be set up for the February meeting. Glenda has not received payment from St. Ville.
9. Other Business.
 - a. Waste Management Contract. The Board would like to get three competitive bids for trash service.
 - b. Website & emails for water outages. Glenda will call Rita Sherman from the HOA to see if she has a current list of email addresses.
 - c. Review Revised Rules & Regulations. Board members will be re-issued the Rules & Regulations for review and set a specific date for review, possibly aside from a monthly Board meeting.

- d. The Board would like to get more documentation of information from Kelly regarding what he has done and knows with regard to BCMD. This could be a project for Kelly and Kevin to get together for a few hours and put a map together.
 - e. The Board would also like to formalize a process for more regular project updates from the subdivision manager; i.e. a weekly reporting email based upon the Manager "To Do" list from the monthly Board meeting.
 - f. Manager "To Do" List:
 - ⤴ Do Medicine Bow first (fire ash cans, labeled for dumpsters)
 - ⤴ Juniper Hill: Timing? Ready to put dumpsters in now.
 - ⤴ Drywall & roofs on dumpsters
 - ⤴ Shaving down on lip on Juniper Hill Dumpster
 - g. Next Meeting Date: January 17, 2013
10. Adjournment. A motion was made to adjourn. It was seconded and meeting adjourned at 7:37 p.m.