

Brush Creek Metropolitan District:
Thursday, March 16, 2023 at 5:30 p.m.
Aspen Mountain Conference Room
601 East Dean Street
Aspen, CO 81611

Present:

- Jerry Scheinbaum, President
- Joyce Hardy
- Jim Laing
- Lawson Wills
- Rick Stevens, Manager
- Cindy – Bookkeeper, Via Zoom
- Rebecca Driscoll, Recorder
- Rick Ballentine, Fire Chief, Aspen Fire Protection District

1. **Call to Order:** The meeting was called to order at 5:37 p.m. by Jerry Scheinbaum.
2. **Approve Minutes:** The minutes of the February 16, 2023 minutes were approved as presented and reviewed by Joyce Hardy. All were in agreement.
3. **President's Comments:** Jerry Scheinbaum: After reconsideration of prior month's discussion, Jerry Scheinbaum is in favor of waiving compliance to the BCMD's water line size for existing landowners, but would like to ensure going forward all approvals of new construction, new sales, and remodels were contingent on compliant water system.
4. **Guest Comments: Fire Chief Rick Ballentine:** Rick Ballentine addressed the board to encourage implementation of proper updated signage for the entire subdivision, in compliance with the new GIS addressing system. He said the County will be contacting those with inaccurate addressing with a mandate to comply, but felt it should be the BCMD's responsibility to provide the uniform approved driveway markers so that the fire and EMS departments could safely locate the houses in an emergency. Members of the Board felt there could be some some resistance from the 26 landowners whose addresses would change, as such a change complicates everything else in their lives, so was reluctant to be the agency that required compliance. The Board was willing to order, fund, and install the signage out of the roads budget, which are estimated to cost about \$40 each, plus posts and labor. The Board agreed to get updated estimates on pricing from the 3 companies who manufacture the signage, and await the delivery of the County's compliance notices before embarking on the project. The new signage would complement, not necessarily replace, any landowner's current custom markers, and would be installed during the summer.
5. **Water Report:** Rick Stevens presented Maggie McHugh's water report for February 2023 usage, which showed generally low demand with 27% loss. Discussion suggested the loss number might have something to do with an inaccurate meter at older meter at the Snowmass Rodeo Lot, belonging to Snowmass Water and Sanitation, which is slated to be replaced. A few homeowners' leaks have been identified, and some repaired. The few meters left to exchange are functioning with remote access, so manual reads are no longer required. The five meters located within houses have been changed out. ESC has completed 1st quarter testing as required by CDPHE.
6. **Manager's Report: Rick Stevens**

- a. **Juniper Hill Road cost sharing:** The Board discussed the City of Aspen's inaction on cost sharing for the shared portion of Juniper Hill Road, and has not seen any improvements despite a \$100,000 commitment. They expressed concern especially about the upcoming Cougar Canyon parcel construction, which uses the road but is not a part of the BCMD, so is not compelled to participate in its upkeep. He noted the City of Aspen uses Cozy Point for heavy equipment storage and thus has an above average impact. He suggested withholding BCMD permission to use the road until the City/County entered a formal agreement with cost sharing for both non-BCMD residents using the road and Cozy Point traffic. They discussed whether BCMD might request the County expand contribution of fuel tax or share a portion of the property tax.
 - b. **Manager Job Description:** Jerry Scheinbaum asked for Rick Stevens to write up an official job description, such that duties outside that description might be billed back to the resident's who request his time. Rick agreed that the land use requests are time consuming. He agreed to provide a description of his duties he felt were safely in the realm of the BCMD.
 - c. **Service Type Audit:** Rick announced that State of Colorado is requiring verification of what type of service goes from the meter to the resident's house, mostly to determine if there are any older systems with lead pipes. The State gave one year to inventory the subdivision and report.
- 7. Bookkeeper's Report: Cindy Herndon:**
- a. **Accounts Payable:** Cindy reviewed the accounts payable, and the Board voted to pay all bills presented.
 - b. **Accounts Receivable:** The Board commented that the outstanding receivables were as low as ever in memory, and commended Cindy on her assertive action in bringing all accounts up to date.
 - c. **Election:** The election was cancelled, as there were no more candidates that slots to fill. Cindy required all BCMD members serving to complete their oath form, to be sent to the County Clerk between May 2 and May 18, and that it might require a short Zoom meeting to accomplish. Lawson Wills is retiring.
 - d. **Scope:** Cindy announced her billable hours would be dropping significantly since the water meter transfer is nearly complete, the election is over, water billing is largely automated (only about a dozen people still request paper bills be mailed), and the new website is up. She noted she would next like to focus on archiving key documents online and cleaning out the storage, which has moved to Grand Junction. She noted billing from Roaring Fork Engineering will also reduce, following the completion of the Badger Meter installation, and because Maggie McHugh's billing is half of the chief engineer, Richard Goulding. Her billing is estimated to be 4-8 hours a month run reports and analyze water usage and trace leaks.
- 8. Date of Next Meeting:** The date of the next meeting was set for Thursday April 20, 2023 at 5:30 p.m. at Gondola Plaza, with an option for Zoom for guests/staff.
- 9. Adjournment:** The meeting was adjourned at 7:25 p.m. by Jerry Sheinbaum.