

**Brush Creek Metropolitan District**  
Thursday, August 15, 2024 at 5:30 p.m.  
Meeting held via Zoom

- Jerry Scheinbaum, President
- Joyce Hardy, Director
- Jerome Meister, Director
- Jim Laing, Director
- Dean Hill, Director
- Rick Stevens, District Manager - Absent
- Cindy Herndon, BCMD Bookkeeper
- Jacqui Gossard, Water Engineer, Roaring Fork Engineering
- Rita Manna, Landscape Architect, Braid.Work, LLC

1. **Call to Order:** The meeting was called to order at 5:30 p.m. by Jerry Scheinbaum.
2. **Approve Minutes:** *Motion:* Jerry Scheinbaum motioned, with a second from Jerome Meister, to approve the minutes of the July 18, 2024 as presented. All were in agreement.
3. **Other Business:** Rita Manna, Landscape Architect from Braid.Work, LLC addressed the Board on a project she is working on for the owners of 98 Snow Fox Lane. She explained that the residents at 98 Snow Fox Lane have significant concerns regarding the safety of the road and at their own expense, they would like to install pavement and guard rails along a portion of Snow Fox Lane. She presented drawings prepared by Kimley Horn Engineering and that had been emailed to the board previously. Rita explained the scope of the project and answered several questions from the board members. The board requested that Richard Goulding, P.E. at Roaring Fork Engineering, be hired at the owner's expense to review the plans as a third-party reviewer and receive his input on this proposed project in conjunction with feedback from District Manager, Rick Steven. The board also requested that the owner maintain responsibility for clearing the culvert where Snow Fox Lane connects with Medicine Bow Road and that the District receive indemnification on the project.
4. **President's Comments:** Jerry Scheinbaum said that he didn't have anything to report for this meeting.
5. **Water Engineer's Report:** Jacqui Gossard from Roaring Fork Engineering reported that the water usage for July 2024 was 2.1 million gallons which is less than several of the previous years. She noted that water loss was down to 4.0%. Jacqui reviewed the list of ongoing projects. There were no questions or comments from board members.
5. **Manager's Report:** Rick Stevens was unable to attend the meeting.

**6. Bookkeeper's Report:**

- a. **Water Usage:** Cindy reviewed the Water Usage and High-to-Low usage reports for the month of July. She noted that usage had increased significantly but that the water loss had not. Joyce Hardy voiced concern with the increase usage at 650 Pioneer Springs. Jerry mentioned that he had spoken with Rick and that he is aware of the increase and had reached out to the owners.
- b. **Fund Balance Report:** Cindy presented the Fund Balance Report and there were no comments or questions.
- c. **Receivables:** Cindy briefly reviewed the current receivables, noting she had recently sent out reminders to those with overdue invoices.
- d. **Payables:** The payables for both the General account and the Water account were reviewed by Cindy. Jerry Scheinbaum noted that the invoice from Waste Management had increased by \$500 per month. Cindy said that she would prepare and email the board a breakdown of income and expense for the trash account. Cindy suggested transferring \$100,000 from the General Operating Checking account to the General Operating Reserve.

**Motion:** Jerome Meister motioned, with a second from Jim Laing, to pay bills as presented. All were in agreement.

**Motion:** Jerry Scheinbaum motioned, with a second from Jim Laing, to approve the transfer of \$100,000 from the General Operating Checking to the General Operating Reserve. All were in agreement.

e. **Other:**

1. **File Storage/Document Scanning Project:** Cindy gave an update on the document scanning project. She mentioned that the boxes from Vital Records Control and the shredding bin from Paperwise had been delivered last month. She and Rick had met to discuss making a first pass through the boxes to remove any financial documents dated prior to 2017. She also reviewed a document she had created that showed the file structure that the scanned documents would be saved in.

**7. Date of Next Meeting:** The date of the next meeting was set for Tuesday, September 17, 2024.

**8. Adjournment:** The meeting was adjourned by Jerry Scheinbaum at 6:35 p.m.