**Brush Creek Metropolitan District**

Thursday, April 18, 2024 at 5:00 p.m.

Aspen Ski Co. Conference Room

Aspen, CO 81611

* Jerry Scheinbaum, President
* Joyce Hardy
* Jerome Meister, via Zoom
* Jim Laing
* Rick Stevens - District Manager
* Cindy Herndon – BCMD Bookkeeper
* Maggie McHugh - Water Engineer, via Zoom

1. **Call to Order**: The meeting was called to order at 5:00 p.m. by Jerry Scheinbaum.
2. **Approve Minutes:** The minutes of the March 21, 2024 meeting were approved as presented and reviewed by Joyce Hardy. All were in agreement.
3. **President’s Comments**:
   1. **Water Conservation Effort**: Jerry Scheinbaum began his comments revisiting the water conservation efforts discussed at the meeting in March, restating his desire to allow native vegetation to grow in the common areas and leave the drip system in place for trees. He stated that this will support the Metro District’s desire to encourage homeowners to be conservative in watering their own properties. Rick Stevens said that he would reach out to Hobor Home and Land to ask for a proposal to convert the common areas and the board was in agreement.
   2. **Short Term Rentals:** Jerry also discussed the subject of short-term rentals (STR) and his desire to have Maggie McHugh at Roaring Fork Engineering prepare a study on options for a special rate system and rewrite the district’s water service agreement. He would like to see a special class of ownership established for STR properties due to the increased road, trash and water usage. His goal is to ensure the financial stability of the Metro District. Rick Stevens commented that the Rules and Regulations allow for the district to classify properties differently. Jerome Meister wanted to make sure that whatever the district decided to move forward with would not be in conflict with what Pitkin County is going to be charging STR properties. The board was in support of having Maggie prepare a proposal from RFE for that study which would be discussed at the next meeting.
   3. **New Property Transfer Fee:** Jerry next brought up the subject of establishing a new property transfer fee to be charged when properties in the district are sold. This would include requiring an inspection up to the backflow prevention device (BPD). He also suggested reducing the size of the allowable planting area. Jim Laing expressed his concern about how that would impact water usage and in turn revenues for the district. Jerome Meister thought that going below the current 1,000 square feet of sod allowed was unrealistic but is supportive of requiring that only native vegetation be allowed for new properties. Rick Stevens mentioned that the Willits community charges a Real Estate Transfer Assessment that goes towards neighborhood improvements. Again, the board was in support of having Maggie prepare a proposal from RFE for that study.
4. **Manager’s Report:**
   1. **Inter-Governmental Agreement (IGA):** Rick received approval to engage Tom Newland of Newland Project Resources and Greg Schroeder of McDowell Engineering to pursue the renewal of the IGA with Pitkin County and provide a summary of traffic counts on Cozy Point/ Juniper Hill Drive area. Any progress on the renewal will be presented at the June meeting.
   2. **Alternative Revenue Study:** Maggie McHugh of Roaring Fork Engineering will provide a proposal on the scope and cost of a study examining the opportunities BCMD may have to generate revenue outside of normal water usage and Pitkin County tax revenue. Several ideas were discussed. This could take several months to finalize the opportunities.
   3. **Drainage/Culvert Improvements:** Bids will be obtained for the drainage/culvert improvements at Turtle Cove and Juniper Hill. The construction schedule TBD.
   4. **Common Areas:** Common areas at the entrances will become xeriscapes. Rick will work with Charlie Hobor at Hobor Home and Land on design and cost proposal. Possible completion in mid-June.
5. **Bookkeeper’s Report**: Cindy Herndon presented her monthly report.
   1. **Fund Balance Report:** Cindy reviewed the current balances on the different accounts and suggested the board move $150,000 out of the General Operating checking account to the General Operating Reserve account. All were in agreement with moving the funds.

***Motion***: Jerry Scheinbaum motioned, with a second from Joyce Hardy, to transfer funds

as presented. All were in agreement.

* 1. **Water Usage**: Cindy mentioned that water usage reports had been sent by email to the board and there were no comments or questions.
  2. **Receivables**: Cindy briefly reviewed the current receivables noting that the report reflected the new invoices that had been recently sent out. There were no comments or questions.
  3. **Payables**: The payables for both the general account and the water account were reviewed by Cindy. She highlighted the invoice from Adrian Aguliar at High Country Utility services that included the work done to repair the Brush Creek main PRV, the new Sensaphone annual subscription and noted that the two monthly Comcast charges would be canceled next month as the service was no longer needed. There were no comments or questions.

***Motion***: Jerry Scheinbaum motioned, with a second from Joyce Hardy, to pay bills as presented. All were in agreement.

**Other:** Cindy reported that Scott Wright at Aspen Advanced had done service work on the BCMD laptop and he mentioned that the computer is 6 years old, and the battery is expanding. He thought that the computer would likely fail completely within the next 2 years and will need to be replaced next year. Also, Cindy followed up on Beacon alerts for owners when their usage was nearing the higher fee tiers. She was told by a tech at Beacon that they did not currently have that capability. The board was in agreement that owners should be responsible for monitoring their own usage through the Beacon app and online accounts available to them. Cindy suggested re-sending information to owners on the EyeOnWater platform along with the Snowmass watering schedules. All were in agreement. Cindy suggested moving ahead with the project of scanning and storing online the physical documents currently being stored in several different locations. All were in agreement.

1. **Date of Next Meeting**: The date of the next meeting was set for Thursday, May 16, 2024.
2. **Adjournment**: The meeting was adjourned by Jerry Scheinbaum at 6:07 p.m.