

**Brush Creek Metropolitan District**  
Tuesday, September 17, 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
- Cindy Herndon, BCMD Bookkeeper
- Maggie McHugh, Water Engineer, Roaring Fork Engineering

1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Jerry Scheinbaum.
2. **Approve Minutes: *Motion:*** Joyce Hardy motioned, with a second from Jerry Scheinbaum, to approve the minutes of the August 15, 2024 as presented. All were in agreement.
3. **President's Comments:** Jerry Scheinbaum began his comments by drawing attention to the problem of thistles at Cozy Point Ranch that haven't been treated and are going to seed. Jerome Meister said that it was also a problem on Upper Medicine Bow Road. Rick Stevens explained that the district has contracted Aspen SavaTree to treat weeds on district property two times during the summer which includes upper Medicine Bow Road. He spoke about a recent meeting he had with Romany Iacono at Pitkin County Land Management. They did a tour of Brush Creek and felt that the weed situation was under control and that Romany would be contacting individuals at the county regarding weeds around Cozy Point Ranch.
4. **Manager's Report:**
  - a. **98 Snow Fox Lane Project:** Rick Stevens reported on the status of the project at 98 Snow Fox Lane. He said that he, Josh Rice, Pitkin County Engineer and Richard Goulding from Roaring Fork Engineering had met to review the plans. Richard prepared a letter which was sent to the owner. They agreed that Pitkin County would take care of all of the right of way access approvals and reestablished that the culvert and the slope at the entrance to Snow Fox Lane is the owner's responsibility to maintain. Rick said he would continue to monitor the progress of the project.
  - b. **650 Pioneer Springs Ranch Water Usage:** Rick let the board know that he has been working with the property manager for 650 Pioneer Springs to understand their overuse of water. They had run their well dry in early summer and were using domestic water to irrigate their property. They appear to have limited the time and number of days they are now watering, and their usage has decreased significantly.

- c. **Other:** Rick briefly mentioned that Dean Hill’s project is progressing, and that owner Matt Ferguson made some repairs and that seems to have fixed his ongoing leak. He is in discussions with Holmes Excavation & Concrete regarding a snowplowing contract and had other conversations with owners about excessive water use for irrigation. Joyce Hardy asked about the status of the Fire Mitigation report that Shannon “Shaggy” Fink, Wildfire Resilience Project Coordinator with the Aspen Fire Department had conducted. Rick said he had reached out to Shaggy, but not heard back. He said that he would continue to follow up.
5. **Water Engineer’s Report:** Maggie McHugh from Roaring Fork Engineering reported on the water usage for August 2024. She noted that although the usage was above 2 million gallons for the month, it is lower than previous years and that water loss was down to 2.9%. She reviewed some recommended improvement projects for 2025 that she listed in her report. She reviewed recommendations for minor upgrades at Pump Station 4 to help improve the operation of that system and the pressure loss issues some homes are experiencing. Jerry Scheinbaum asked if any of the pump replacements were 3 phase pumps as they are more efficient. Maggie is waiting for direction from the Board before starting to look into the details of each project but would consider using those pumps if asked to proceed. Rick mentioned that some of these projects will be included in the 2025 budget such as the improvements to Pump Station 4 and the valve replacements.

6. **Bookkeeper’s Report:**

- a. **Water Usage:** Cindy reviewed the Water Usage and High-to-Low usage reports for the month of August. She noted that usage had increased significantly at 650 Pioneer Springs for July and August. She also showed on the Beacon platform that their usage had recently decreased due to adjustment to their irrigation schedule. Jerry Scheinbaum asked about the properties in Pioneer Springs and whether they are required to adhere to the 1,000 square feet of landscaping requiring irrigation. Rick Stevens commented that Pioneer Springs has a homeowners covenant that states that the members must irrigate with raw water. Rick said that he would look at the water service agreement that BCMD has with Pioneer Springs to make sure that they are adhering to it.
- 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 second reminders to those with overdue invoices.
- d. **Payables:** The payables for both the General account and the Water account were reviewed by Cindy. She noted that the invoice from Roaring Fork Engineering for work done on 98 Snow Fox Lane would be invoiced to the owner for reimbursement. Jerome Meister mentioned that one of the trees at the entrance at Medicine Bow Road looked like it was getting brown and dried out. Rick thought that it might be something wrong with the drip system and would reach out to Charlie Hobor at Hobor Home & Land and ask him to look into it. Rick also detailed the work that All Valley Maintenance had done in August.

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

e. **Other:**

1. **Trash Service Cost Analysis Report:** Cindy reviewed the report she prepared on the trash service cost and noted that BCMD is projected to make a small profit on the service for 2024.
2. **File Storage/Document Scanning Project:** Cindy gave an update on the document scanning project. She mentioned that there are 8 boxes of documents that are not financial information that should be reviewed to determine what should be scanned and saved.
3. **2023 Audit:** Cindy gave an update on the audit being performed by Roger Maggard at Maggard & Hood, P.C. She noted that it is nearing completion and that the board should anticipate an email asking them to review and approve the audit so it can be filed by Roger by the end of September.

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

**8. Adjournment:** The meeting was adjourned by Jerry Scheinbaum at 6:08 p.m.