

# PBHMD REGULAR MEETING MINUTES

**DATE:** April 15, 2021

**TIME:** 5:30 p.m.

**PLACE:**

Paint Brush Hills Metropolitan District  
Administration & Maintenance Building  
9985 Towner Avenue  
Falcon, Colorado 80831

## **ATTENDANCE:**

- X Rebecca Bonilla - President
- X Melissa Raetz - Vice President
- X Christopher Olney - Secretary
- X Russell Lawrence - Treasurer
- X David Lisle - Assistant Secretary
- X Robert Guevara – District Manager

## 1. ADMINISTRATIVE MATTERS

### 1.1. Pledge of Allegiance

*Director Bonilla led the Pledge of Allegiance at 5:32pm*

### 1.2. Present Disclosures of Potential Conflicts of Interest.

*No conflicts were noted*

### 1.3. Approve Agenda.

*Motion to approve by Director Bonilla, Seconded by Director Lisle, unanimously carried*

### 1.4. Public Comments.

*One (1) – a district resident wanted to voice disapproval of Stapleton Rd expansion.*

## 2. ENGINEERING MATTERS

### 2.1. Discuss and Review Engineer's Report

## 3. FINANCIAL MATTERS

### 3.1. Discuss and Review Monthly Financials

#### 4. CONSENT AGENDA & ACTION ITEMS

4.1. CONSENT AGENDA - These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the regular Agenda.

- 4.1.1. Acknowledge Manager's Report
  - 4.1.1.1. 2021 Budget Priorities
  - 4.1.1.2. Aged Receivables – Condensed
  - 4.1.1.3. Leaks from Prior Month
  - 4.1.1.4. Monthly Maintenance Report
  - 4.1.1.5. Monthly Loan Balance Sheet Report
- 4.1.2. Acknowledge Operations Reports
  - 4.1.2.1. Wells Status Report.
  - 4.1.2.2. Multi-Year Pumping History Report
  - 4.1.2.3. Well Data Report
  - 4.1.2.4. Sewage Flow Data Report

#### 4.2. ACTION ITEMS/PRIOR BOARD MEETING MINUTES/PAYMENT OF CLAIMS.

- 4.2.1. Accept Action Items
- 4.2.2. Approve Minutes of the March 18, 2021 Regular Meeting  
*Motion to approve by Director Lisle, Seconded by Director Lawrence, unanimously carried*
- 4.2.3. Approve/ratify the payment of claims for the period from March 19, 2021 ending April 14, 2021  
*Motion to approve by Director Bonilla, Seconded by Director Raetz, unanimously carried*
- 4.2.4. Discuss Monthly Board times (no change, will continue to start at 5:30pm and end at 8:00pm)

#### 5. LEGAL MATTERS

*None*

#### 6. SUBDISTRICT A MATTERS

*None*

#### 7. EXECUTIVE SESSION (§§24-6-402(4)(b), (e), and/or (f), C.R.S.)

*Motion to Enter Executive Session by Director Bonilla, Seconded by Director Lisle, unanimously carried*

*Entered Executive Session at 7:44pm*

*Topics for Discussion Required Legal Council*

- 7.1. Discuss Woodmen Hills Rate Increase*
- 7.2. Discuss Final Engineering Cost of Pumphouse #3*
- 7.3. Discuss Falcon Reserve*

*Motion to End Executive Session by Director Bonilla, Seconded by Director Lisle, unanimously carried*

*Ended Executive Session at 8:06pm*

## 8. ADJOURNMENT

*8:07pm - Motion to close Regular Meeting by Director Olney, Seconded by Director Lisle, unanimously carried*

THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR May 20, 2021

Respectfully submitted,

By Chitt Olney  
Christopher Olney  
Secretary

Rebecca E. Bonilla  
Rebecca Bonilla  
President

Melissa Raetz  
Melissa Raetz  
Vice President

Russell Lawrence  
Russell Lawrence  
Treasurer

David Lisle  
David Lisle  
Assistant Secretary



## **Engineer's Report for April 2021**

### **Pump-house #3**

The only work completed this last month on this basically complete project was to prepare as-built drawings.

### **Lift Station Improvements**

The Site Application has been submitted to the Colorado Department of Health and Environment(CDPHE). We just received comments from CDPHE on that site application, which we are responding to.

### **Well #12**

Work on this project is nearly complete. The Site Development Plan for new well facilities at Pump house six is complete, except for the final detail of the access tract and driveway improvements, which we need to get from the developer of Filing 14. Since it is not necessary to have an approved SDP to do the drilling, equipping and outfitting of the well facilities, and since it is the building and attendant site work that triggers the need for an SDP, we can proceed by splitting the project into three phases in order to get Well #12 water to the district as fast as possible.

The first phase would be a contract for drilling and equipping the well, while the second would be outfitting the well with treatment and control facilities, and the third will be to build the building around the well facilities, do the site work and connect to the new raw water line, once Filing 14 is platted and the SDP is approved. The access will also be the route of the new raw water line from Pumphouse #6 that will carry the combined flow of existing wells 10 and 11 and new well #12. The raw water line and the access will be built by the developer through Tract B up to Tract A where the new well house will be constructed. The well permit was approved by the State Engineer's Office for a 100 gpm well to be drilled into the Denver aquifer at the site of Pumphouse #6. This will be the first and only dedicated Denver well in the district. We are in the process of preparing the design of that well and contract documents for doing the drilling.

The documents for phase one are currently being finalized and should be completed, ready for bid by the end of this week. We can set April 23 for beginning the advertising period. The total cost for the project and schedule is as follows:

#### **Project Cost Estimate**

This project cost estimate still remains at \$1,516,140.

**Estimated Schedule:**

Finalize well drilling specifications	April	16, 2020
Procure well drilling contractor	May	7, 2021
Drill and equip well	July	1, 2021
Submit SDP to El Paso County	April	16, 2021
Finalize wellhouse and equipment plans	May	15, 2021
Receive SDP Approval	August	16, 2021
Advertise Well house for bids	September	1, 2021
Award contract for construction	September	30, 2021
Start Construction	October	15, 2021
End Construction	March	30, 2022
Activation of well into the water system	April	2, 2022

**PRV/Waterline Improvements**

This project starts construction on April 13 with the pre-construction conference. Pate Construction is the contractor, with a contract for a price of \$675,655.50. The project should be complete by September.

**New booster pump house and treatment facilities**

Work on details for this project continues and should be done this week, depending on comments that we will receive from the district's review. Two items have been added that were not originally included: an emergency generator and a concrete pond to contain backflush of the filters. These two items will add about \$300,000 to the last cost estimate. Therefore, the cost estimate now stands at:

Building, pumps, PRVs, interior piping, controls, flow meters, valves, GAC equipment, chlorination equipment, chlorine contact tank, clearwell booster pumps, exterior piping, emergency generator, backflush tank, and site work	\$3,600,000
Engineering	\$ 165,000
Contingencies	\$ 360,000
Total Budget	\$ 4,125,000

This budget does not include the cost of the raw water lines from wells 1, 2, and 5 that would be necessary to bring their water to be centrally treated at the Booster Pump House/Treatment Facility. The cost for those would be roughly \$926,000.

It is also important to note, that with the addition of the treatment facilities to this project, that the treatment facilities will have to be reviewed and approved by CDPHE prior to starting construction, which will require approximately three months of review time. As we don't expect anything significant as the system is fairly simple, this review can take place the same time as we are bidding the project and waiting for the building permit. Our estimated schedule is as follows:

Finalize plans	April 16, 2021
Submit plans to CDPHE	April 16, 2021
Advertise for bids	April 23, 2021
Open Bids	May 23, 2021
Award contract	May 30, 2021
Start Construction	June 18, 2021
Complete construction	March 25, 2021

### **Falcon Reserve**

We have begun preparing a plan, with Paul Andersen, the district’s water rights attorney, for what additional water rights and well facilities will be required to serve this development. The development proposes 257 new single family homes. The district currently has enough water rights left in the Meridian Water, after the buildout of Filing 14, to serve 150 of those units. The rest of the 107 units can be served by Well#13, Determination Number 719-BD, but the well will need a replacement plan and will need to be drilled. It won’t be available for “wet water” until May of 2024.

### **Scenic View Detention Pond Improvements**

We put together a concept plan for removing the riprap forebay and replacing it with concrete, and installing a concrete trickle channel to improve maintenance efficiency in the pond, with which the district got a state grant to final design and construct. We have begun the final plans, but in checking with the county, they have said that existing pond may have been built and approved by the county under old rules, and that the pond may not be large enough to allow those modifications to be made. We are checking the original drainage study, done by the developer’s engineer, in 2014, to determine if the pond would need to be enlarged or not. We should have that answer by the end of the week and then be able to continue with the design.

# Paint Brush Hills Metropolitan District

## APRIL District Manager Report

### Enclosures

1. 2020 Budget Priorities
2. Aged Receivables – Condensed (Finals)
3. Leaks from previous month.
4. Monthly Maintenance Report
5. Loans/Multi-year Maintenance Update

### Employees/Resident Matters

#### Personnel:

- Robert – Vacation July need to consider moving July’s Meeting.
- Linda back from Covid doing well

#### Residents

- Resident on Bracknell has water leak going into neighbor’s yard.
- One resident on Beckham complained about homeowners not putting up a fence timely. Was referred to the Covenant.
- Resident on Asbee complained about Trash along his western fence and piles of trash on the easement. We are watching these closely, area was cleaned last week.
- Homeowner next to PH#5 complained about his landscaping boarder. Our Chlorine Delivery “May” be driving over it. We removed and replaced it.
- During a Saturday Visit, some four wheelers were noted to be in the open spaces. We tracked them down to Rockingham. They were combative when asked to not be in the open spaces.
- Home in Scenic View has leak on homeowner’s side of Meter Pit, causing pit to flood and unable to read meter. Advised homeowner several times to fix leak, now we are charging reread fee.

### Documentation Review

#### District Rules and Regulations

- In progress January 2021
- First review complete, please review red lined copy.
  - Significant changes are
    - Working hours for builders are 7:30 am – 7 pm county
    - Added RV Dumps are prohibited
    - Updated Appenndix A



- Suggest hourly rate for district be changed to \$125/hr
- Removed meter pits without permission
- Removed Underdrains without permission
- Sewer line inspection to first manhole cover
- District must be present for the removal of all plugs
- Recommend to change park hours from Dawn to dusk

**Private Detention Basin/Stormwater Quality Best Management Practice Maintenance Agreement and Easement**

- On-Hold: Need to review the Private Detention Basin/Stormwater Quality Best Management Practice Maintenance Agreement and Easement from RG and Associates.

**Policy (New/Update)**

None

**Active Projects (Minor)**

Interconnect Camera's - Complete

Tractor Received

Curb stop project – locating all resident

Phase one 68.6% complete with 327 located, measured and picture

**Engineering (Active projects)**

**Project: Pumphouse #3 Installation**

**Description:**

Relocation of Pumphouse #3.

**Milestones:** Complete

Both wells on line.

Well #4's depth indicator is malfunctioning.

Issues with Scada

**Project: Equipment Storage Facility**

**Description:** The district is moving to be more self-sufficient. The purchase of a tractor and new mower will allow the district to complete all landscaping and mowing needs without having

to hire outside contractors. This will save the district approximately \$40,000/yr. Along with the required purchase of an emergency wastewater pump this equipment should be stored inside during the winter months to prolong the life of this equipment. This facility will accomplish this by having 4 bays and some additional storage room for small landscaping equipment (i.e., weed eaters, blowers, chain saws, etc.).

**Milestones: Project approved by the board – budget not to exceed \$500,000**

Pending new site development plan. Need to make changes to original design.

Approved SDP had paved parking, landscaping and entrance from Jagger Way

**Project: Pressure Reducing Valves (PRVs)/Water line upgrade**

**Description:** As the district continues to grow, pressure issues will arise due to locations further up hill and away from booster station. To avoid low pressures to residents and remote fire hydrants a new booster station will be constructed that will delivery higher pressures. Because of the higher pressures, a way to regulate the and reduce these pressures to the residents will be required. This will be accomplished by installing three PRVs at key locations to regulate/reduce system pressures to 65 psi.

**Milestone:**

Final drawings approved – 1/15/21

Bid has been advertised – Completed 1/12/21

Review of bids – Week of 2/15/21

Adjusting the bids due by 2/25/21

Bid was awarded to Pate Construction. Preliminary work is underway.

Preconstruction meeting pending 4/13/21

Construction to start end of June.

## General District Information

### Accounts Receivable (previous month) (enclosed) Outstanding A/R

1-30 Days	\$	59,204.86
31-60 Days	\$	1,924.04
61 Days	\$	362.73
91 Days	\$	30.98
121 days	\$	0.00

### Notes as of **March**.

- Total number of adjustments
  - Jan – 9 (\$206.57)
  - Feb – 4 (\$124.30)
  - Mar - 19 (\$340.00) issues with bank and mail
  - April – 2 (\$30.00)
- Second month of payment plan, duration 3 months.
- Total number of accounts 1176
- **100** CC payments, **2** declined.
- **323** bank drafts, (i.e., Autopay) (therefore the other **753** are being manually processed).

### Summary:

Month	Late Fees	Shut off Notices	Shut offs	Past Due Amount	Payment plan amount
May	67	7	0	\$1,245.73	\$478.59
June	59	20	2	\$1,955.03	\$353.17
July	62	24	5	\$1,315.80	\$353.17
August	87	22	1	\$3,426.12	\$273.87
September	70	32	0	\$4,400.60	\$198.60
October	65	33	2	\$6,106.41	\$80.59
November	62	25	0	\$6,470.77	\$80.59
December	62	31	1	\$0.00	\$0.00
January	78	28	0	\$7,330.42	\$0.00
February	48	12	0	\$985.42	\$266.81
March	94	27	2	\$2,070.62	\$266.81
April	47	23		\$2,038.05	\$245.89
<b>Trends</b>	<b>66.8</b>	<b>23.7</b>	<b>1.2</b>	<b>\$2,038.05</b>	<b>\$2,038.05</b>

**Irrigation usage for March- 0**

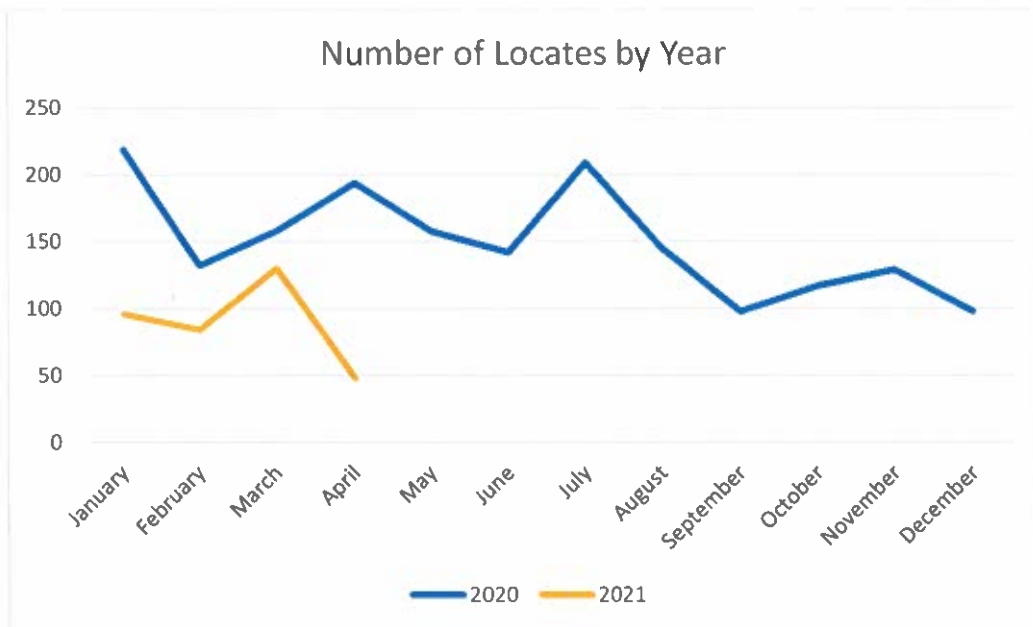
	Past Month	Average per month	YTD Totals
North Manchester	0	0	0
Drayton Green	0	0	0
Scenic View	0	0	0
Center Irrigation	0	0	0
East Irrigation & South Manchester Park)	0	0	0
West Irrigation	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

**As of This month's Board Meeting**

**Meters**            1,190 (10)  
**Taps fees**        1,235 (4)  
**Magic #**           89 (1324)

**Locates**

Month	Locate Total	New Builds	Last Year Locates	Cost
December	98	80	186	\$129.36
January	96	82	219	\$126.72
February	84	66	132	\$110.88
March	130	102	158	\$171.60
April	48	37	194	\$68.36



**Robert J. Guevara**  
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