

# PBHMD REGULAR MEETING MINUTES

**DATE:** January 21, 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 5:30pm*

### **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 Lawrence, unanimously carried*

### **1.4. Public Comments.**

*None*

## **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
- 4.1.2. 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 December 10, 2020 Regular Meeting
- 4.2.3. Approve/ratify the payment of claims for the period from December 11, 2020 ending January 20, 2021  
*Motion to approve by Director Bonilla, Seconded by Director Olney, unanimously carried*
- 4.2.4. Discuss and Decide ColoTrust Accounts to Farmers State Bank  
*Motion to close ColoTrust Account and Move Funds to Farmers State Bank by Director Lawrence, Seconded by Director Raetz, unanimously carried*
- 4.2.5. Discuss and Decide if PBHMD would like to co-sponsor the Falcon High School  
*Motion to approve co-sponsor with 5.5x2 size at \$375 by Director Olney, Seconded by Director Lawrence, unanimously carried*
- 4.2.6. Discuss and Approve resolutions 2021-01-01 and 2021-01-02 designating place for posting in accordance with Title 32 Notice Provision  
*Motion to approve resolutions by Director Lawrence, Seconded by Director Raetz, unanimously carried*
- 4.2.7. Discuss and Decide if RV dump stations are allowed within the district  
*Motion to amend district Rule and Regulations to state no dump stations or sewer clean out connects with a \$2500 fine by Director Raetz, Seconded by Director Olney, unanimously carried*



4.2.8. Discuss and Decide on Well #5

*Motion to Rehabilitate, Update and Clean as needed Well #5 at estimated cost of \$200,000 by Director Lisle, Seconded by Director Olney, unanimously carried*

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 Lawrence, unanimously carried*

*Entered Executive Session at 7:47pm*

*Topics for Discussion Required Legal Council*

7.1. Discuss with Legal Counsel Woodmen Hills rate issues

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

*Ended Executive Session at 8:00pm*

7.1. Discuss with Legal Counsel Woodmen Hills rate issues

*Motion to instruct PBHMD District Manager and Legal Counsel to meet with WHMD District Manager and Legal Counsel to review budget concerns and WHMD to provide justification of rate increases (meeting to be completed within 10 business days) by Director Olney, Seconded by Director Raetz, unanimously carried*

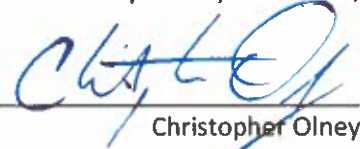
8. ADJOURNMENT

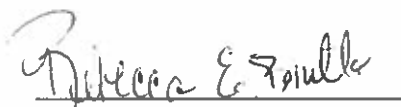
*8:01pm - Motion to close Regular Meeting by Director Lisle, Seconded by Director Raetz, unanimously carried*




THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR FEBRUARY 18, 2020


Respectfully submitted,

By   
Christopher Olney  
Secretary

  
Rebecca Bonilla  
President

  
Melissa Raetz  
Vice President

  
Russell Lawrence  
Treasurer

  
David Lisle  
Assistant Secretary







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

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

To get this project to final completion, we conducted a semi-final punch-list walk-through to identify the final pieces of work necessary to be completed. The items needed for completion are minor, and are identified as follows:

1. Slope earthwork away from both wellheads.
2. Clean up grading on the site.
3. Fix the north side fence.
4. Finish installing the motion detectors.
5. Paint the building gables a tan color darker than current primer color.
6. Fix or replace the threshold on man-door.
7. Clean dust spots on interior walls.
8. Address floor/drain with building department.
9. Add insulation to attic access hatch.

Once these items are complete, we will be able to advertise for final payment to the contractor and award final acceptance.

### **Lift Station Improvements**

Work continues on the final structural details for this project, but it is on the back burner, since the schedule for this project has been pushed to 2022. The Site Application has been submitted to the Colorado Department of Health and Environment, but approvals have not yet been received.

### **Well #12**

Work on this project is continuing. The Site Development Plan is in process, with the geotechnical engineering and surveys having already been completed. The well permit has been submitted to the State Engineer's Office and should be approved by the end of January 2021. We are also beginning preparation of contract documents for doing the drilling of the new well.

### **Project Cost Estimate**

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

**Estimated Schedule:**

January 30, 2020	Develop well drilling specifications
January 30, 2020	Receive well permit
February 31, 2021	Procure well drilling contractor
March 31, 2021	Drill and equip well
March 31, 2021	Submit SDP to El Paso County
March 30, 2021	Finalize pump house and equipment plans
June 30, 2021	Receive SDP Approval
July 1, 2021	Apply for building permit
August 1, 2021	Advertise for bids
September 1, 2021	Receive building permit
September 15, 2021	Start Construction
March 30, 2022	End Construction
April 2, 2022	Activation of well into the water system

**Pressure Reducing Valves/Waterlines in Londonderry and Tower**

We are complete on this project, having made the final requested corrections and plans and specifications for bid are ready this week. The estimated cost estimate is \$1,300,000. We have sent out advertisements for bids, for a bid opening on February 12th.

**New booster pump station**

Work on details for this project continues. Incorporation of the GAC units has been accomplished along with the centralized chlorination system. Final details are being finished today and we expect to get the district a set of check prints by tomorrow. Our final cost estimate is in process, and the total will include the GAC and centralized chlorination system. Contract documents are 95% complete. The project is estimated to ready for bid in mid-February.

**Addition Water Storage**

We have halted all work on the storage tanks for now. As a result of the analysis of required storage that we did in the Master Plan, it appears that when using 0.36 ac-ft/yr for average water usage rather than actual recent usage numbers, for planning purposes, this new tank will be required. We are in the process of calculating what this new analysis requires in terms of tank size.

**Garage at Pump House #3**

We are nearly complete with the Site Development Plan submittal for the project. It should be ready by the end of the week. We have been trying to set the final location of the building between the existing wellhead #4 and the fiberoptic line, to allow adequate clearance for maintenance on the well in the future and to try not to have to relocate the fiberoptic line. It appears now that we cannot locate the building without relocating the fiberoptic line, so we should be finalizing the grading plan this week as well. Details on the building have been gathered, and the project should be ready for bid in the next three weeks.

**Water Master Plan**

We met with the district manager last week to go over final comments and edits on the master plan. Most important of the comments was to recalculate the average usage of water, and therefore, the resulting calculation of maximum day flow, especially as affects the amount of required storage. This recalculation is to use the planning number of district average water usage of .36 ac-ft/yr and its subsequent calculation of maximum day flow, rather than lower actual water usage numbers. We should have it and the rest of the comments complete by the end of January.



# Paint Brush Hills Metropolitan District

## **JANUARY** District Manager Report

### **Enclosures**

1. **2020 Budget Priorities**
2. **Aged Receivables – Condensed (Finals)**
3. **Leaks from previous month**
4. **Monthly Maintenance Report**

### **Employees/Resident Matters**

#### **Personnel:**

- Kelcey, 7 years with the district as of December 19<sup>th</sup>
- Ray and Kelcey's Birthday last month, Steve's in February.

#### **Residents**

- Map Boundary Letter submitted and accepted from DOLG
- Transparency Notice submitted and accepted from DOLG
- Mill levy certification submitted and accepted from DOLG
- Budget submitted pending acceptance

### **Documentation Review**

#### **Water Master Plan for Paint Brush Hills Metropolitan District – Being updated**

- In progress (PBHMD) Board approved NTE \$2500 to update this document.
  - Developer was billed for 50% of this.
- Completed, review
- Sent back for changes

#### **District Rules and Regulations**

- **In progress January 2021**

#### **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 (need to bore under location)

Tractor ordered, will not be billed until Tractor arrives

## Engineering (Active projects)

### **Project: Pumphouse #3 Installation**

**Description:**

Relocation of Pumphouse #3.

**Milestones:** Complete

Testing in progress

List of minor items before final payment is made

Discharge piped ruptured, replacing pipe in progress.

### **Project: Rehabilitation of Well #7**

**Description:** Well 7 has a history of bad smell and test along with low output. The common

cause is clogged screen and other bacteria in the well shaft. Removing the pump, installing a

temporary pump to run acid throughout the shaft should clean the well shaft. During the removal

of the installed pump, the suction screen will be cleaned or replaced. Upon completion the

output should improve, and the bad order and taste should be eliminated.

Because the contractor will have their equipment on site for 7, we will have them at same

time well 5 will be scoped and photographed. This will help determine what will be needed to

bring Well 5 back online and save us a trip charge for the equipment.

**Milestones:** Complete, testing in progress

**Notes:** Pulled Well 5 to exam and diagnose issues. Doing this now saved trip charge. Pump

was a 480v but it was too low.

Completing after rehab video today.

Well is back on line

## General District Information

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

1-30 Days	\$	51,288.73
31-60 Days	\$	1,564.47
61 Days	\$	171.93
91 Days	\$	75.35
121 days	\$	81.31

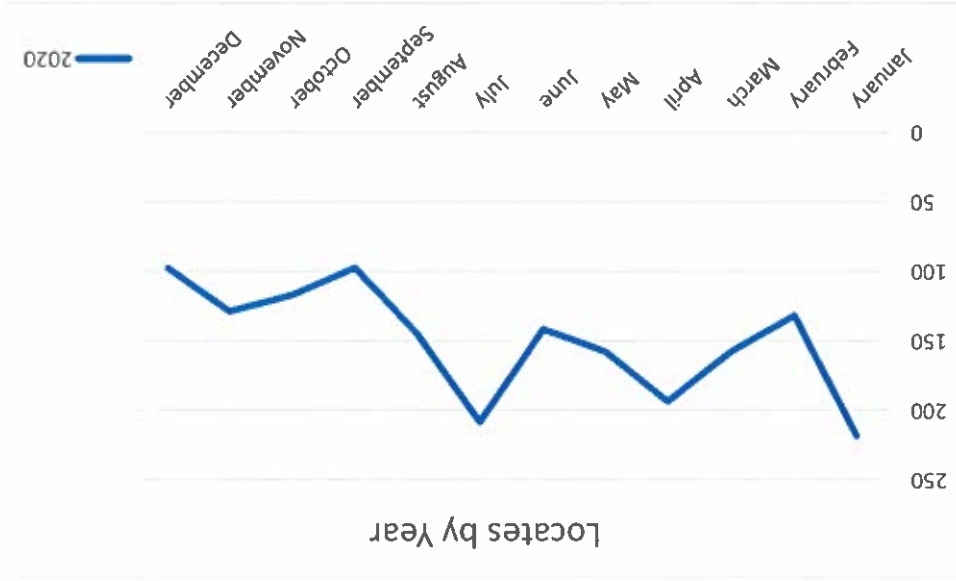
### Notes as of **December**

- Final payment plan, resident missed final payment.
- Total number of accounts 1142
- 94 CC payments, 10 declined.
- 302 bank drafts, (i.e., Autopay) (therefore the other 746 are being manually processed.
- 2020 adjustments - \$2,654.06
- 2019 adjustments - \$6,052.39

### Summary:

Month	Late Fees	Shut off Notices	Shut offs	Past Due amount at shut off notice (PP)
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	
January 2021	78	28	13**	\$7,330.42

\*Due to Covid-19



Month	Locate Total	New Builds	Last Year Locates	Cost
January	63	53	219	\$83.16
December	98	80	186	\$129.36
November	129	118	180	\$170.28
October	117	80	146	\$154.44
September	98	66	187	\$129.36

Locates – 98, 80 were new builds, price changed  
 Cost would be \$129.36 (\$1.32)

As of This month's Board Meeting  
 Meters 1,168 (13)  
 Taps fees 1,222 (9)  
 Magic # 102 (1324)

	Past Month	Average per month	YTD Totals
North Manchester	0	21,951	197,561
Drayton Green	0	13,253	119,277
Scenic View	0	15,697	141,277
Center Irrigation	0	63,604	381,625
East Irrigation & South Manchester Park)	0	166,873	1,501,854
West Irrigation	0	58,598	527,381
Total	0	339,976	2,868,975

Irrigation usage for December – 0



**Robert J. Guevara**  
District Manager  
P (719) 495-8188

Paint Brush Hills Metropolitan District  
9985 Towner Avenue  
Falcon, CO 80831



## Monthly Maintenance Report for November

Valves Cycled: Filing 13 & Scenic View

Sewer Review: N/A

Lift Station: Inspected

Generator Checks: Completed

PH Weekly Checks: Check

### Maintenance:

Equipment	Activity	Problems/Issues	Cost
2018 F-250	Oil Change Including All Filters	None	\$160.00
Ditch Witch FX 20 Vacuum	Replaced In line Filter cartridge, For power pump	None	\$36.00
2015 F-150	Oil Change Including all filters	Found small leak in radiator	\$74.00
2012 sr 220 Skid loader	Replaced safety bar strut	none	\$42.00
2018 F-250	Left side toolbox repair	none	\$74.00

### Notes:

Will replace 2015 F-150 radiator next time Steve comes off of being on call. Avoiding downtime on truck.

  
Field Maintenance Technician

  
District Manager



# Monthly Maintenance Report for December

Valves Cycled: N/A

Sewer Review: N/A

Generator Checks: Completed

Lift Station: Inspected

PH Weekly Checks: Checked

## Maintenance:

Equipment	Activity	Problems/Issues	Cost
Lift Station Pumps	Removed Impellor cage, cleaned, reinstalled	None	N/A
2018 Ford Escape	Oil Change Including Filter	None	\$23.00
Ditch witch FX 20 Vacuum	Wheel bearing grease pack	None	\$33.00
Mini Excavator	Oil change + all filters	None	\$230.00

## Notes:

Lift Station inspection found Debris in impeller, removed and cleaned reinstalled.

Case usually charges \$700.00 per visit for oil change on the mini excavator. Performing the same service in House was only \$230.00, saving of \$470.00

  
Ray Standing  
Field Maintenance Technician

  
District Manager



# Monthly Maintenance Report for January

Valves Cycled: N/A

Sewer Review: N/A

Generator Checks: Completed

Lift Station: Completed

PH Weekly Checks: completed

## Maintenance:

Equipment	Activity	Problems/Issues	Cost
2015 f-150	Removed and replaced leaking radiator.	none	\$200.00
Big Tex Trailor	Wheel Bearing grease pack	none	\$32.00
Emergency sewer pump	Wheel bearing grease pack and inspection/top off fluids	none	\$53.00

## Notes:

Ford dealership quoted us 900.00 for a new radiator including labor. Performing the job in house was at a cost of 200.00 saving the district roughly 700.00.

  
Field Maintenance Technician

  
District Manager







