

# PBHMD REGULAR MEETING MINUTES

**DATE:** July 22, 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 Raetz, Seconded by Director Lisle, unanimously carried*

### 1.4. Public Comments.

*None*

## 2. FINANCIAL MATTERS

### 2.1. Discuss and Review Monthly Financials

### 2.2. Discuss and Review Audit Packet

*Motion to Approve Audit Based on Draft Updates Discussed Need Reviewed and Approved by Both District Treasurer and District Manager by Director Lawrence, Seconded by Director Olney, unanimously carried*



### 3. ENGINEERING MATTERS

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

### 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

*Motion to Change District Hours to 8am to 430pm Monday through Thursday and 8am to 4pm on Fridays by Director Lisle, Seconded by Director Lawrence, unanimously carried*

##### 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 June 17, 2021 Regular Meeting

*Motion to Approve by Director Olney, Seconded by Director Lawrence, unanimously carried*

#### 4.2.3. Approve/ratify the payment of claims for the period from June 17, 2021 ending July 21, 2021

*Motion to Approve by Director Olney, Seconded by Director Lisle, unanimously carried*

#### 4.2.4. Consideration for Adoption Resolution No. 2021-07-01; Ending Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings.

*Motion to Approve Resolution by Director Olney, Seconded by Director Bonilla, unanimously carried*



- 4.2.5. Discuss and Approve Rules and Regulations. Open to Public Comment.  
*Motion to Approve with Changes to Storm Water Notification to County  
by Director Lawrence, Seconded by Director Raetz, unanimously carried*

5. LEGAL MATTERS

- 5.1. Discuss Summer Legislation Update  
5.2. Discuss Updates Regarding Woodmen Hills Rate Increase

6. SUBDISTRICT A MATTERS

*None*

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

*None*

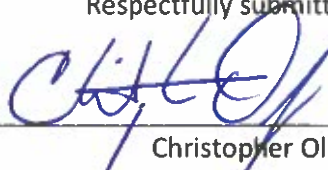
8. ADJOURNMENT

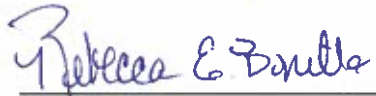
*7:26pm - Motion to Close Regular Meeting by Director Bonilla, Seconded by Director  
Lisle, unanimously carried*



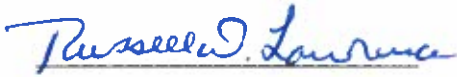
THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR AUGUST 19, 2021

Respectfully submitted,

By   
Christopher Olney  
Secretary

  
Rebecca Bonilla  
President

  
Melissa Raetz  
Vice President

  
Russell Lawrence  
Treasurer

  
David Lisle  
Assistant Secretary





# Paint Brush Hills Metropolitan District

## **JULY** 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's Birthday this month
- Reviewed Call data for that last year
  - Calls v. Time
  - Recommended hours based on the Data
    - 8:00 am – 4:30 pm (Fridays 4:00 pm)

#### Residents

- Resident on Bracknell stated that according to the builder (Aspen View), the district is responsible for placing rock between the fence and sidewalk.
- Landowner to the west of Rockingham contacted me about his Easement.
  - The north property owner was 11 feet on his easement.
  - Also spook to Landowner about our easement on his property.
- Sewer backup on Beckham. Sewer pipe was not connected
- Discovered several home owners damaging the open spaces
  - Throwing trash over the fence
  - Redirecting drainage to the open space.

### Documentation Review

#### District Rules and Regulations

- In progress January 2021
- Ready for Approval

#### 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)**

Curb stop project – locating all resident’s curb stop valves and photographing location.

Phase I (Visible with no searching) - Complete

Phase II (Not Visible but easily located with metal detector – 50% complete

756 homes have been verified.

Phase II (Not Visible but can be located with tracer wire)

Phase IV (Cannot location Curb stop, needing mini excavator to location)

## **Engineering (Active projects)**

### **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.

Two Bids received, both over budget. Waiting on Third bid. Increase in price may be due to increase in costs for building supplies.

### **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.

Pending 1041 Waiver with county. 14 days to respond, could be as late as 2 August.

1041 is needed for new water system piping to supply new development. We requested a waiver because this is technically not new piping, its upgraded piping to support existing development.

**Project: Well #12 and Pump House (PH) #6**

**Description:** To serve current number of homes for Filing #14 a 12<sup>th</sup> well will be required. This well must be operational before a total of 1,324 taps have been sold. The MAGIC number below is how many taps remind before this number is met. During the agreement with the developer, this well along with a pump house is required to be paid by the developer. Instead of a completely new pump house the district and developer has agreed to upgrade PH#6.

- Project budget - \$2,000,000 this includes the well and pump house.
- Well #12 and PH#6 will be tracked separately.

**Milestones:**

- Pump House #6
  - SDP has been submitted
- Well #12 (phase 1 – drilling, phase 2 – connecting to system)
  - Permit was approved at 100/gpm using Denver aquifer
  - Prebid meeting 7/26/21
  - Location Set 7/15/21

## General District Information

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

1-30 Days	\$	85,823.82
31-60 Days	\$	1,244.10
61 Days	\$	28.07
91 Days	\$	0.00
121 days	\$	0.00

### Notes as of **July**.

- Total number of adjustments
  - Jan – 9 (\$206.57)
  - Feb – 4 (\$124.30)
  - Mar - 19 (\$340.00) issues with bank and mail
  - April – 3 (\$50.00)
  - May – 4 (\$65.00)
  - June – 6 (\$90.00)
  - July – 1 (\$15.00)
- Total number of accounts **1,208**
- **110** CC payments, **4** declined.
- **335** bank drafts, (i.e., Autopay) (therefore the other **767** are being manually processed).

### Summary:

Month	Late Fees	Shut off Notices	Shut offs	Past Due Amount	Payment plan amount
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	3	\$2,038.05	\$245.89
May	51	18	2	\$1,380.97	\$88.81
June	61	18	0	\$1,454.11	\$0.00
July	54	25			
<b>Trends</b>	<b>64.9</b>	<b>24.5</b>	<b>1.0</b>	<b>\$3,242.14</b>	<b>\$136.54</b>

**Irrigation usage for June– 652,822**

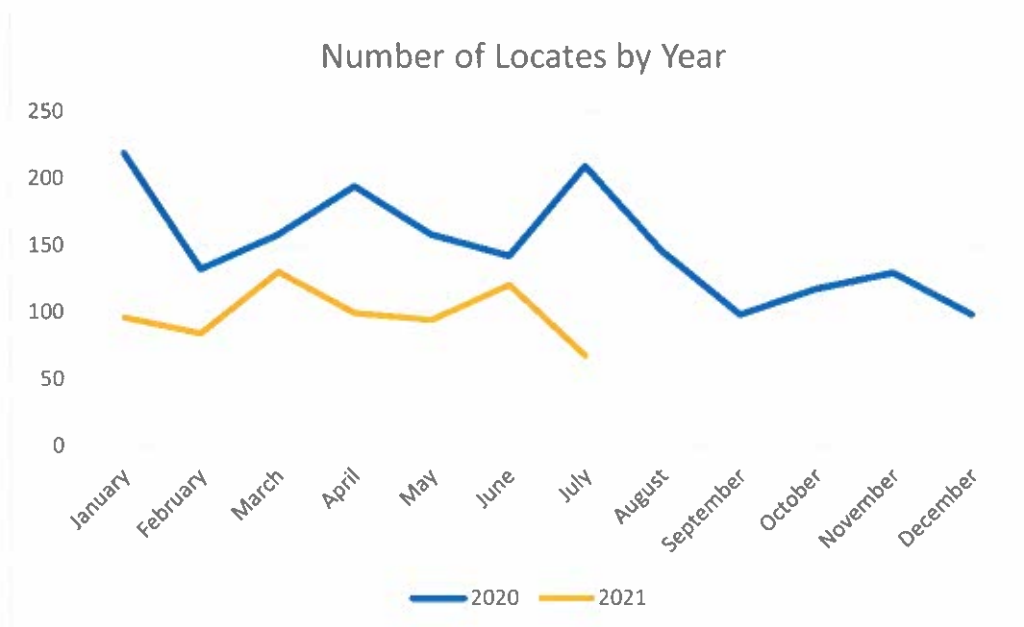
	Past Month	Average per month	YTD Totals
North Manchester	28,360	6,798	40,788
Drayton Green	22,489	5,556	27,781
Scenic View	19,567	4,124	24,741
Center Irrigation	76,270	21,435	107,176
East Irrigation & South Manchester Park)	242,457	58,967	353,801
West Irrigation	65,466	16,423	98,535
<b>Total</b>	<b>454,609</b>	<b>113,302</b>	<b>652,822</b>

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

**Meters**            1,220 (12)  
**Taps fees**        1,240 (0) (20 homes under construction)  
**Magic #**            84 (1324)

**Locates**

Month	Locate Total	New Builds	Last Year Locates	Cost
January	96	82	219	\$126.72
February	84	66	132	\$110.88
March	130	102	158	\$171.60
April	99	69	194	\$130.68
May	94	66	158	\$124.08
June	120	58	142	\$158.40
July	67	34	209	\$88.44



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

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



## Engineer's Report for July 2021

### 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 have responded to. We are still awaiting approval.

### 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 is to contract for drilling and equipping the well, while the second would be outfitting the well with 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.

Phase One, the drilling, is out for bid now and the bid opening date is August 13. The total cost for the project and schedule is as follows:

#### Project Cost Estimate

Drill and equip well	\$ 975,000
Wellhouse	
28'x45' metal building	\$ 119,700
Exterior piping-75' of 6"@\$100/lf	\$ 7,500
Well equipment	\$ 30,000
Site work and erosion control	\$ 10,000
Access road	\$ 20,000
Site Development Plan(engineering)	\$ 25,000

Subtotal	\$1,187,200
Engineering @ 8%	\$ 91,500
Construction services @ 3%	\$ 35,610
Contingencies @ 20%	\$ 262,822
<b>Total</b>	<b>\$1,577,132</b>

**Estimated Schedule:**

Open Bids	Aug	13, 2021
Award contract	Aug	27, 2021
Start Construction	Sept	18, 2021
Complete drilling	Dec	30, 2021
Submit SDP to county	Aug	30, 2021
Receive SDP approval	Dec	30, 2021
Advertise for bids for pump house	Dec	30, 2021
Start construction on pump house	Feb	15, 2021
Complete construction	June	1, 2022

**PRV/Waterline Improvements**

We have been reviewing submittals and assisting with the surveying. Surveying is starting this week. The county is holding up giving the contractor the approval to start until it reviews the 1041 process. The waiver for the 1041 had been applied for, but we won't hear a ruling for another two weeks. Construction should start as soon as we can get the waiver.

**New booster pump house and treatment facilities**

This project is out for bid. The bid opening is set for August 6. A pre-bid conference is due to be held this Wednesday at the district offices at 2:00. A wrinkle has developed with the project in that the prospective bidding contractors are saying that the metal building companies are saying that they can't accommodate any new orders on buildings until next year. We are investigating other options at this time.

The budgets remain the same at this point.



<b>Item</b>	<b>Original Budget</b>	<b>Current Estimate</b>
Construction of 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	\$3,648,950	\$3,600,000
Engineering and Construction Services	\$ 424,645	\$ 236,500
Contingencies	\$ 729,790	\$ 360,000
<b>Total Budget/Estimate</b>	<b>\$4,803,850</b>	<b>\$ 4,196,500</b>

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 do not 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 current estimated schedule is as follows:

Open Bids	August 6, 2021
Award contract	August 15, 2021
Start Construction	Sept 15, 2021
Complete construction	May 25, 2021

### **Falcon Reserve Water Rights Transfer**

We continue to work on the process for filing a Determination of Water Right with the Colorado Division of Water Resources(CDWR) for all the water under the Falcon Reserve property and developing a deed for transfer of those water rights from the current owner of the property to the district. The development now proposes 174 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 24 units would need to be served by the water rights under the property, the amount of those rights to be physically pumped from a new well drilled on the property and from rights that can be transferred to another of the district's wells or wellfield. The cost of the Determination of Water Right is expected to be \$2,500, and the Replacement Plan is estimated to cost \$20,000.

### Scenic View Detention Pond Improvements

Design modifications have been completed and are ready to submit for approval from El Paso County. Once approval is obtained, we will be ready for bid.

Our current estimate remains at:

1.	Remove and dispose of riprap, sediment and vegetation:	
	Forebay: 75ft. x 45ft. x 2ft. = 6,750 cu ft = 250 CY	
	Trickle Channel: 115 ft x 4 ft x 2ft = 920 cu ft = 34 CY	
	Total= 284 CY	
	Cost = 284 CY x \$25/CY =	\$ 7,100
2.	Regrade pond bottom	
	Lump sum at \$2,500	\$ 2,500
3.	Install trickle channel	
	115 LF @ \$70/LF	\$ 8,050
4.	Install concrete forebay and outlet wall:	
	75 ft x 45 ft x 6" = 1,687 cu. Ft = 63 CY	
	75 ft x 8" x 1.5 ft = 75 cu ft = 3 CY	
	Total = 66 CY	
	Cost = 66 CY @ \$500/CY =	\$ 33,000
5.	Erosion control	\$ 2,500
6.	Site restoration	\$ 2,500
7.	Traffic control	\$ 2,500
8.	Outlet structure modification	\$ 5,000
	<b>Subtotal construction:</b>	<b>\$ 63,150</b>
	Engineering, including county SDP approval	
		\$ 7,652
	Contingencies @ 10%	\$ 6,315
	<b>Total</b>	<b>\$ 77,117</b>



