

# PBHMD REGULAR MEETING MINUTES

**DATE:** August 19, 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 Lisle, unanimously carried*

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

*None*

### **1.5. Discuss Employee 90 Day Milestone**

*Motion to Employ Chris Full Time Based on the Recommendation of Ray and Robert by Director Bonilla, Seconded by Director Lawrence, unanimously carried*

## 2. ENGINEERING MATTERS

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

## 3. FINANCIAL MATTERS

### 3.1. Discuss Budget Schedule

*Working Session – Budget Review Scheduled for September 23, 2021 5:30pm to 10:00pm*

### 3.2. 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

*Motion to Allow District Manager Authority to Present Awards to Staff Based on Merit or Benefit to District No More Than \$500 per Award and No More Than \$1000 Annually Per Employee, With A Tracking Document of All Awards (Dollar Amount and Reason) by Director Lisle, Seconded by Director Raetz, 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 July 22, 2021 Special Meeting

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

### 4.2.3. Approve/ratify the payment of claims for the period from July 23, 2021 ending August 18, 2021

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

4.2.4. Discuss and Approve Rule and Regulations

*Motion to Change Period of Water Tap to 180 days by Director Bonilla,  
Seconded by Director Lawrence, unanimously carried*

*Motion to Approve Rule and Regulations Updates by Director Bonilla,  
Seconded by Director Raetz, unanimously carried*

4.2.5. Discuss and Approve 2020 Budget Amendment for Subdistrict A

*Motion to Approve 2020 Budget Amendment by Director Raetz, Seconded  
by Director Lisle, unanimously carried*

4.2.6. Discuss and Accept Audit

*Removed from Agenda*

4.2.7. Discuss and Award Bid for Equipment Storage Facility

*Rebid Open to Public*

4.2.8. Discuss and Award Bid for Booster Station

*Motion to Award Contract to GSE by Director Raetz, Seconded by  
Director Lisle, unanimously carried*

4.2.9. Discuss and Award Bid for Well #12

*Motion to Award Contract to Layne by Director Raetz, Seconded by  
Director Lisle, unanimously carried*

4.2.10. Discuss and Consider a Trail System

4.2.11. Discuss the Future of Well #1

5. LEGAL MATTERS

5.1. Discuss Updates Regarding Woodmen Hills Rate Increase

*Requested CORA Material Received*

6. SUBDISTRICT A MATTERS

*None*

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

7.1. Discussion with Legal Counsel Regarding Woodmen Hills Rate Issues Pursuant to  
C.R.S. §24-6-402(4)(b)

*Motion to Enter Executive Session at 7:56pm by Director Bonilla, Seconded by Director  
Olney, unanimously carried*

*Motion to Exit Executive Session at 8:31pm by Director Bonilla, Seconded by Director  
Lisle, unanimously carried*

8. ADJOURNMENT

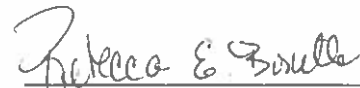
*8:32pm - Motion to Close Regular Meeting by Director Bonilla, Seconded by Director Lisle, unanimously carried*

THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR SEPTEMBER 16, 2021


BUDGET WORKING SESSION IS SCHEDULED FOR SEPTEMBER 23, 2021

Respectfully submitted,

By   
Christopher Olney  
Secretary

  
Rebecca Bonilla  
President

  
Melissa Paetz  
Vice President

  
Russell Lawrence  
Treasurer

  
David Lisle  
Assistant Secretary



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

### **Lift Station Improvements**

The Site Application has been submitted to the Colorado Department of Health and Environment(CDPHE) and responses to their questions also submitted. 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, bids were opened on August 6. Three bids were received from Hydro Resources, Layne Christiansen and KP Ventures. KP Ventures was the low bid at \$461, 160.00 and Layne Christiansen was second low at \$497,965. We have checked for bid inconsistencies, bid proposal math, and with references. The math was accurate, and their references have been good but they have not shown us any experience in drilling wells in the Denver Basin, or even in Colorado. We checked with a geohydrologist in New Mexico who indicated that they had worked with KP Ventures on two well drilling projects in New Mexico and they had some serious problems on both jobs. We interviewed them by Zoom this morning with Robert and remain unimpressed. Also, they have stated that they cannot start the project until November, that they needed more than the time allotted in the bid, 75 days versus 55, all of which would put them past the end of the year to finish their work, not in the district's best interests. With all of that said, we feel it would be in the district's best interests to award the bid to the next low bidder, Layne Christiansen for a price of \$497,965.

We are recommending the total budget for the project and schedule as follows:

**Project Cost Estimate**

|                                     |                    |
|-------------------------------------|--------------------|
| Drill and equip well                | \$ 750,000         |
| 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                            | \$ 962,200         |
| Engineering @ 9.5%                  | \$ 91,500          |
| Construction services @ 3.7%        | \$ 35,610          |
| Contingencies @ 20%                 | \$ 192,440         |
| <b>Total</b>                        | <b>\$1,281,750</b> |

**Estimated Schedule:**

|                                   |               |
|-----------------------------------|---------------|
| Award contract                    | Aug 19, 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**

This project is only awaiting issuance of the approved plans from the county engineer, who is waiting for the signed 1041 waiver. As soon as the plans are approved, the contractor can start construction.

**New booster pump house and treatment facilities**

This project was bid on August 6th. Five contractors bid the project: Native Sun Construction, Velocity Constructors, Inc., Stanek Construction, Aslan Construction, and GSE Construction. The bids ranged from \$3,614,200 at the low, by GSE Construction, to a high of \$4,753,930. The engineers project estimate, has been \$3,600,000, which, with a 15% contingency puts it at \$4,100,000. The bids then, fall close to our estimate. All the math was checked for all the estimates to make sure that there were no mistakes. There were none. The low bid contractor's references were then checked, and all of the references were good. GSE submitted the qualifications of their principal employees, and their qualifications were also good. The only negative against GSE is that they have not done work in Colorado, so this would be their first project. Their firm is based in California. Because of that, Robert, Calvin and I interviewed their chief estimator and project manager to get a better handle on their capabilities. The result of the interview was positive, although some hesitation remained, because they are not local. The next low bidder was Velocity Constructors, with a bid of \$3,657,487, only \$43,287 higher than GSE. Velocity is a local contractor, with whom the district has had good relations and good work accomplished. A question arises, then, whether it is in the district's best interests to not award the bid to the low bidder, GSE, on the basis that they are not local. On the positive side, GSE has been wanting to break into the Colorado market, and wants to make this a showcase project, which should minimize or eliminate their playing contractor games, especially with change orders. Thus, we don't see any real reason why the bid should not be awarded to GSE Construction.

The budgets remain essentially the same at this point, then.

| <b>Item</b>   | <b>Original Budget</b> | <b>Current Bid/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            | \$3,614,200                 |
| Engineering and Construction Services   | \$ 424,645             | \$ 236,500                  |
| Contingencies   | \$ 729,790             | \$ 361,420                  |
| <b>Total Budget/Estimate</b>  | <b>\$4,803,850</b>     | <b>\$ 4,212,120</b>         |

This budget still 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:

|                       |                 |
|-----------------------|-----------------|
| Award contract        | August 19, 2021 |
| Start Construction    | Sept 15, 2021   |
| Complete construction | July 15, 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 were submitted 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> |

# Paint Brush Hills Metropolitan District

## **AUGUST** 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:

- Probation and Reward consideration
- Chris' 90 day milestone, doing well
  - Ray to speak on Chris
- New working hours posted

#### Residents

- Resident on Bracknell having issues with Builder and Drainage.
  - E-Coli found and being investigated
  - Builder's Sub damaging property and "may" be using his fence not port-a-pottie.
- A few residents were concerned about the Open Space letter.
  - Meet home owner on Rockingham and came to agreement on what needed to be cleaned.
  - Ray and I will review progress first part of next month.

### Documentation Review

#### District Rules and Regulations

- Made one more change and added the language about the county
  - Need to determine how much time to break ground

#### 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 – 75% complete

890 homes have been verified.

8 homes has issues, drive ways land scaping

23 are buried and moved to P3

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

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

**General District Information**

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

|            |    |           |
|------------|----|-----------|
| 1-30 Days  | \$ | 85,510.67 |
| 31-60 Days | \$ | 1,227.84  |
| 61 Days    | \$ | 29.72     |
| 91 Days    | \$ | 0.00      |
| 121 days   | \$ | 0.00      |

**Notes as of August.**

- 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 – 3 (\$45.00)
  - August – 2 (\$30.00)
- Total number of accounts **1,223**
- **115** CC payments, **2** declined.
- **335** bank drafts, (i.e., Autopay) (therefore the other **760** are being manually processed.

Summary:

| Month         | Late Fees   | Shut off Notices | Shut offs  | Past Due Amount   | Payment plan amount |
|---------------|-------------|------------------|------------|-------------------|---------------------|
| 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               | 3          | \$1,285.61        | \$0.00              |
| August        | 74          | 19               |            | \$2,037.86        | \$0.00              |
| <b>Trends</b> | <b>63.8</b> | <b>24.3</b>      | <b>1.2</b> | <b>\$2,963.40</b> | <b>\$102.34</b>     |

Irrigation usage for July- 1,169,105

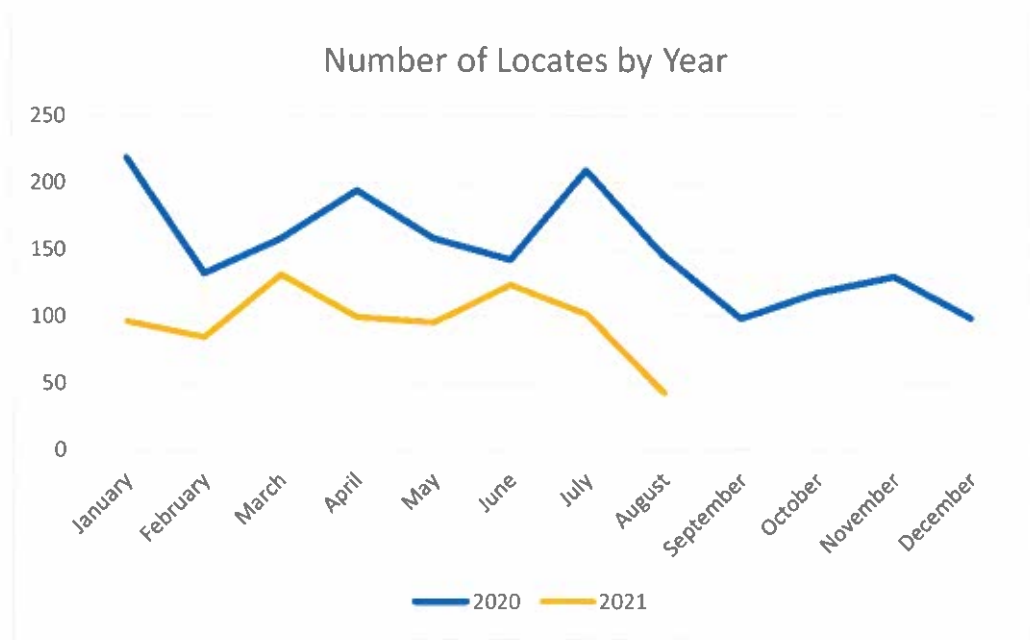
|  | Past Month     | Average per month | YTD Totals       |
|--|----------------|-------------------|------------------|
| North Manchester                         | 56,288         | 13,868            | 97,076           |
| Drayton Green                            | 42,010         | 11,632            | 69,791           |
| Scenic View                              | 29,175         | 7,702             | 53,916           |
| Center Irrigation                        | 71,772         | 29,825            | 178,948          |
| East Irrigation & South Manchester Park) | 205,967        | 79,967            | 559,768          |
| West Irrigation                          | 111,071        | 29,944            | 209,606          |
| <b>Total</b>                             | <b>516,283</b> | <b>172,937</b>    | <b>1,169,105</b> |

As of This month's Board Meeting

Meters 1,223 (3)  
 Taps fees 1,240 (0) (17 homes under construction)  
 Magic # 84 (1324)

**Locates**

| Month    | Locate Total | New Builds | Last Year Locates | Cost     |
|----------|--------------|------------|-------------------|----------|
| January  | 96           | 82         | 219               | \$126.72 |
| February | 84           | 67         | 132               | \$110.88 |
| March    | 131          | 105        | 158               | \$172.92 |
| April    | 99           | 70         | 194               | \$130.68 |
| May      | 95           | 67         | 158               | \$125.40 |
| June     | 123          | 62         | 142               | \$162.36 |
| July     | 101          | 49         | 209               | \$133.32 |
| August   | 42           | 23         | 145               | \$55.44  |



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

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

