

PBHMD REGULAR MEETING MINUTES

DATE: May 20, 2021

TIME: 5:30 p.m.

PLACE:

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

ATTENDANCE:

- 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 Raetz 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 Lawrence, Seconded by Director Lisle, unanimously carried

1.4. Public Comments.

None

2. ENGINEERING MATTERS

2.1. Discuss and Review Engineer's Report

Motion to study Well 2 & 5 and move Well 5 Repairs to 2023 by Director Lawrence, Seconded by Director Lisle, unanimously carried

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 April 15, 2021 Regular Meeting
Motion to approve by Director Olney, Seconded by Director Lisle, unanimously carried
- 4.2.3. Approve/ratify the payment of claims for the period from April 16, 2021 ending May 19, 2021
Motion to approve by Director Olney, Seconded by Director Lawrence, unanimously carried
- 4.2.4. Discuss and Approve Amended Rules and Regulations
Item Moved to June Meeting for Further Review

5. LEGAL MATTERS

None

6. SUBDISTRICT A MATTERS

Open Spaces are being deeded over to District

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

Motion to Enter Executive Session by Director Raetz, Seconded by Director Lawrence, unanimously carried

Entered Executive Session at 6:58pm

Topics for Discussion Required Legal Council

7.1. Discuss Woodmen Hills Rate Increase

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

Ended Executive Session at 7:34pm


8. ADJOURNMENT

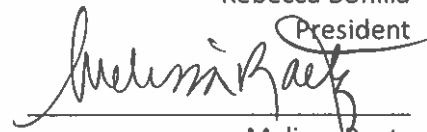
7:35pm - Motion to close Regular Meeting by Director Raetz, Seconded by Director Lawrence, unanimously carried


THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR June 17, 2021

Respectfully submitted,

By 
Christopher Olney
Secretary


Rebecca Bonilla
President


Melissa Raetz
Vice President


Russell Lawrence
Treasurer


David Lisle
Assistant Secretary



Engineer's Report for May 2021

Pump-house #3

This project is done.

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. The budget for this project is:

Phase One Construction(as bid):	\$ 86,000
Portable pump	\$ 25,000
Phase Two Construction	\$530,000
Contingencies@ 20%	\$128,200
Engineering and Construction Services @ 15%	\$ 96,150
Total	\$865,350
Engineering and Const. Services to date	\$ 47,707
Estimated remainder Eng and CS	\$ 48,443

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 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. 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
Total	\$1,577,132
Eng, SDP and CS Spent to date	\$ 39,743
Estimated remaining	\$ 112,367

Estimated Schedule:

Finalize drilling plans and SDP	May 30, 2021
Finalize pump house and piping plans	June 30, 2021
Advertise for bids for drilling	May 30, 2021
Open Bids	June 15, 2021
Award contract	June 30, 2021
Start Construction	July 18, 2021
Complete drilling	Oct 25, 2021
Submit SDP to county	May 30, 2021
Receive SDP approval	Sept 30, 2021
Advertise for bids for pump house	Oct 1, 2021
Start construction on pump house	Nov 1, 2021
Complete construction	March 1, 2022

PRV/Waterline Improvements

Pate Construction is the contractor for this project, with a contract for a price of \$675,655.50. They plan to start construction by the first week in June, and it should be done by September. The original bid for the project was \$897,991, but the project was reduced by the cost of removing the portion of waterline in Towner Avenue. The original budget for this project was \$1,189,688. The original engineering and construction services budget was \$132,188. The engineering spent to date is \$48,882, and it is expected that an additional \$12,000 will be required for construction services to finish the project.

New booster pump house and treatment facilities

Work on details for this project continues and should be done this week. 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 new estimate of cost, compared to the original budget is now stands at:

Item	Original Budget	Current Estimate
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
Total Budget/Estimate	\$4,803,850	\$ 4,196,500

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. The engineering spent to date is \$191,488, which is essentially the end of design. Services during bidding and construction are estimated to be \$5,000 per month which for 9 months would equal \$45,000, for a total estimate for engineering and construction services at \$236,500, about half of the original budget.

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 estimated schedule is as follows:

Finalize plans	May 21, 2021
Advertise for bids	May 28, 2021

Open Bids	June 28, 2021
Award contract	July 15, 2021
Start Construction	August 15, 2021
Complete construction	April 25, 2021

Falcon Reserve Water Rights Transfer

We have begun 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 can be served by the water rights under the property, the amount of those rights to be physically pumped from Well #13, Determination Number 719-BD. To physically get the “wet water” from the well, a replacement plan will need to be developed and the well will need to be drilled. It will not be available for “wet water” until May of 2024. 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

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 do final design and construction. We have begun the final plans, but to meet the county’s new rules, it will be necessary to design the pond to be raised, to raise the outlet structure, and to put a new orifice plate in. We should be complete with the plans by May 28th and can be ready to put the project out to bid soon after.

The estimated original budget was:

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
Subtotal construction:	\$ 58,150
Engineering, including county SDP approval	
at 8%	\$ 4,652
Contingencies @ 10%	\$ 5,815
Total	\$ 68,617

To accomplish the county's new requirements that required a complete redesign of the existing pond is estimated to add an additional \$5,000 to the construction cost, and an additional \$1,500 to the engineering. The engineering spent to date is \$1,974.50.

Paint Brush Hills Metropolitan District

MAY 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:

- Linda's Birthday this month
- Temp Robert Mays quit, found full time position.
- Hire Chris Sulewski as full time.

Residents

- Resident complained about Raccoons.
- Resident on Henman sump was filling up.
- Person on Bracknell put up fence and is within property lines.

Documentation Review

District Rules and Regulations

- In progress January 2021
- Are there any changes
- Please review the fees.

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

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 – Starting next week

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

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	\$	54,480.81
31-60 Days	\$	1,391.30
61 Days	\$	103.45
91 Days	\$	0.00
121 days	\$	0.00

Notes as of April.

- 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)
- Second month of payment plan, duration 3 months.
- Total number of accounts 1179
- 106 CC payments, 3 declined.
- 328 bank drafts, (i.e., Autopay) (therefore the other 745 are being manually processed).

Summary:

Month	Late Fees	Shut off Notices	Shut offs	Past Due Amount	Payment plan amount
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	3	\$2,038.05	\$245.89
May	51	18		\$1,380.97	\$88.81
Trends	65.4	24.6	1.5	3123.4	184.0

Irrigation usage for **April- 0**

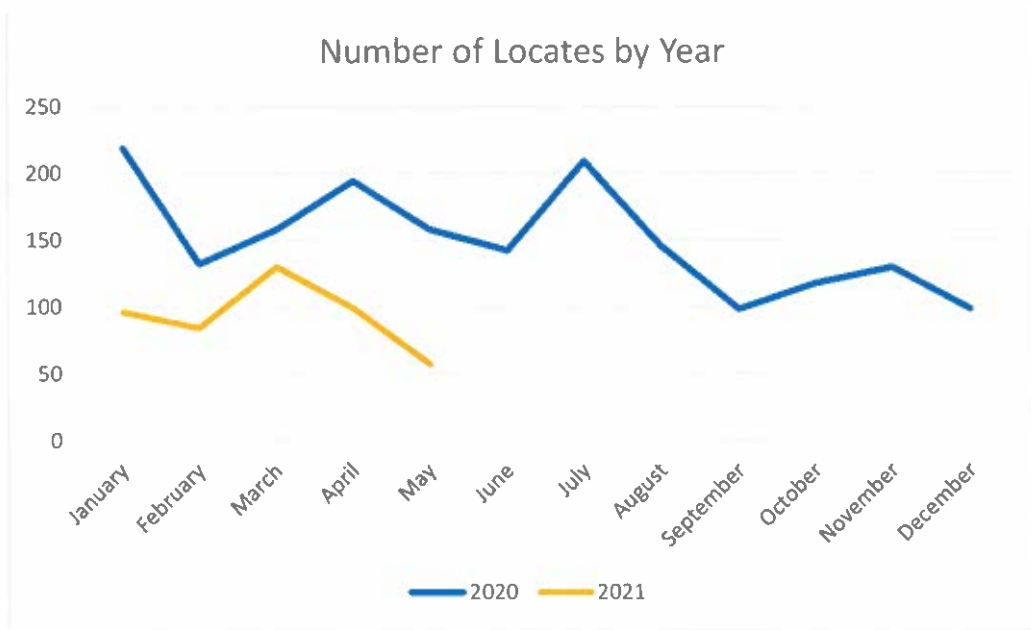
	Past Month	Average per month	YTD Totals
North Manchester	0	0	0
Drayton Green	0	0	0
Scenic View	0	0	0
Center Irrigation	0	0	0
East Irrigation & South Manchester Park)	0	0	0
West Irrigation	0	0	0
Total	0	0	0

As of This month's Board Meeting

Meters 1,196 (6)
Taps fees 1,240 (5) (44 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	57	42	158	\$75.24



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

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