

# PBHMD REGULAR MEETING MINUTES

**DATE:** June 17, 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 5:31pm*

### 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. 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 May 20, 2021 Regular Meeting  
*Motion to approve by Director Bonilla, Seconded by Director Raetz, unanimously carried*
- 4.2.3. Approve/ratify the payment of claims for the period from May 21, 2021 ending June 16, 2021  
*Motion to approve by Director Lisle, Seconded by Director Bonilla, unanimously carried*
- 4.2.4. Discuss and Approve July 22<sup>nd</sup> Board Meeting  
*Motion to approve by Director Bonilla, Seconded by Director Lawrence, unanimously carried*
- 4.2.5. Discuss and Accept Maintenance Agreement for Storm Water Basin in Filing 14  
*Motion to approve by Director Raetz, Seconded by Director Lawrence, unanimously carried*
- 4.2.6. Discuss and Accept for Approval the Rule and Regulations  
*Updates to be made and reviewed at July Board Meeting for approval*



4.2.7. Discuss District Water Times

*Robert to verify times and adjust/correct as needed (between midnight and 6:00am)*

5. LEGAL MATTERS

5.1. Discuss and Review House Bill 21-1025 C.R.S. § 24-6-402 on how emails affect open meetings

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 Raetz, unanimously carried*

*Entered Executive Session at 6:39pm*

*Topics for Discussion Required Legal Counsel*

7.1. Discuss underdrains.

7.2. Discussion with legal counsel regarding Woodmen Hills Rate issues pursuant to C.R.S. § 24-6-402(4)(b)

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

*Ended Executive Session at 7:04pm*

8. ADJOURNMENT


*7:05pm - Motion to close Regular Meeting by Director Bonilla, Seconded by Director Raetz, unanimously carried*




THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR JULY 22, 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 June 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.

**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
<b>Total</b>	<b>\$1,577,132</b>

**Estimated Schedule:**

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

**PRV/Waterline Improvements**

Construction on this project is due to start at the end of this month.

**New booster pump house and treatment facilities**

Finalizing 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
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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	June 21, 2021
Advertise for bids	June 28, 2021
Open Bids	July 28, 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 can be served by the water rights under the property, the amount of those rights to be physically pumped from a new well or Well #13, Determination Number 719-BD. To physically get the “wet water” from the the well, a replacement plan is being 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 June 28<sup>th</sup> and will need to submit them to the county for approval. The project 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
	<b>Subtotal construction:</b>	<b>\$ 58,150</b>
	Engineering, including county SDP approval	
	at 8%	\$ 4,652
	Contingencies @ 10%	\$ 5,815
	<b>Total</b>	<b>\$ 68,617</b>

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 \$3,000 to the engineering.

# Paint Brush Hills Metropolitan District

## **JUNE 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:**

- Erin's Birthday this month
- 

#### **Residents**

- Resident feels he has unlimited access to open space.
  - First, he said he had an agreement with Leon.
  - Then, with the power company
  - Then he said if I told him to get a letter from Power company.
  - He has been rude and disrespectfully to our team.
- Several Leaks this month, one at 250 gallons.
- Storm Drain on Litchfield may need repairs. This is the homeowner's responsibility.

### **Documentation Review**

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

- In progress January 2021
- Please review changes.
- Need to post new fees and approve next month.

#### **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  
605 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.

**Should be ready for bid by end of month.**

### **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. **No track to break ground within two weeks.**

## **Project: Filing 14**

**Description:** Developer building 224 new homes, tracking the infrastructure.

- Scaping has started and should be completed by July 4<sup>th</sup>.
- Road and Infrastructure will be next.

## **General District Information**

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

1-30 Days	\$	65,661.64
31-60 Days	\$	1,820.60
61 Days	\$	94.43
91 Days	\$	0.00
121 days	\$	0.00

### **Notes as of **May**.**

- 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 – 4 (\$60.00)
- Total number of accounts **1208**
- **109** CC payments, **4** declined.
- **336** 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
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	2	\$1,380.97	\$88.81
June	61	18		\$1,454.11	\$0.00
Trends	65.6	24.4	1.5	\$3,081.61	\$154.60

Irrigation usage for **May- 198,213**

	Past Month	Average per month	YTD Totals
North Manchester	12,428	2,486	12,428
Drayton Green	5,292	1,323	5,292
Scenic View	5,174	1,035	5,174
Center Irrigation	30,906	7,727	30,906
East Irrigation & South Manchester Park)	111,344	22,269	111,344
West Irrigation	33,069	6,614	33,069
<b>Total</b>	<b>198,213</b>	<b>41,453</b>	<b>198,213</b>

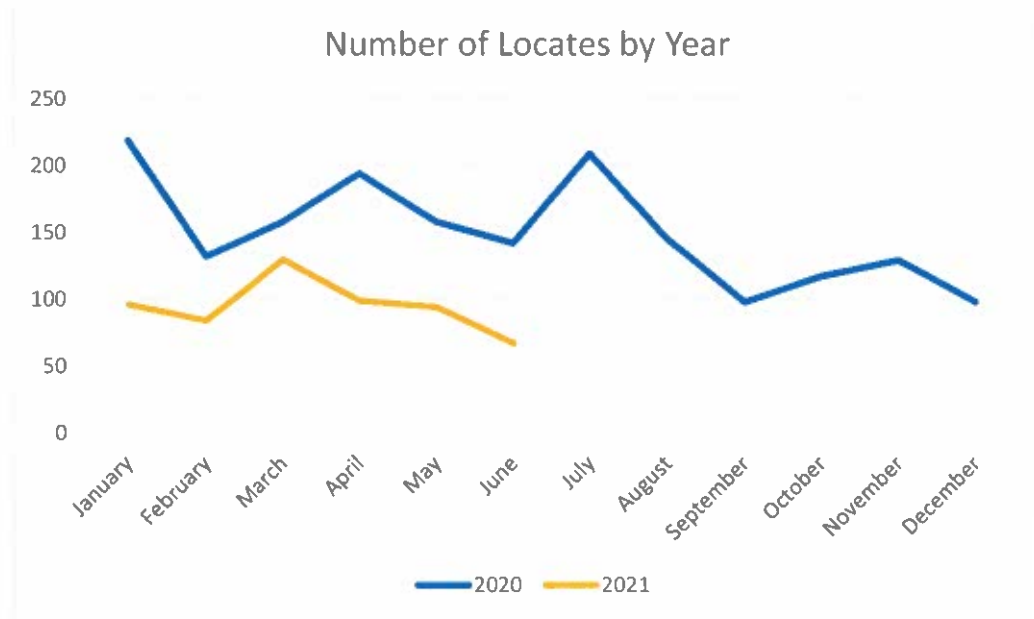
As of This month's Board Meeting

Meters           **1,208 (12)**  
Taps fees       **1,240 (0) (30 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	67	36	142	\$88.44



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

Paint Brush Hills Metropolitan District  
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 Falcon, CO 80831





