

PBHMD REGULAR MEETING MINUTES

DATE: February 18, 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 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
 - 4.1.1.5. Monthly Loan Payments
- 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 January 21, 2021 Regular Meeting
- 4.2.3. Approve/ratify the payment of claims for the period from January 22, 2021 ending February 17, 2021
Motion to approve by Director Bonilla, Seconded by Director Lisle, unanimously carried
- 4.2.4. Discuss and Approve Farmers State Bank Resolution
Motion to Approve Resolution by Director Lisle, Seconded by Director Lawrence, unanimously carried
- 4.2.5. Discuss Plan of Action for Trash Pickup
Motion to Adopt Fines for Home Builders (Build Site: 1st notification \$250 fine with 72 hours to cleanup, 2nd notification \$500 fine additional 72 hours to cleanup, 3rd notification \$500 per day until cleaned up; Dumpsters: 1st notification \$250 fine with 24 hours to cleanup; PBHMD Supplied Labor: \$25 hour/person and 25% administration fee for cleanup) by Director Olney, Seconded by Director Bonilla, unanimously carried
- 4.2.6. Discuss and Approve District Tree Replacements
Motion to Purchase 20 Trees Estimated Costs of \$10550 by Director Lisle, Seconded by Director Lawrence, unanimously carried

4.2.7. Discuss and Decide Waterline Improvement Project
*Motion to Remove Project Scope on Towner by Director Bonilla,
Seconded by Director Raetz, unanimously carried*

4.2.8. Discuss and Review Water Master Plan

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 7:41pm

Topics for Discussion Required Legal Council

7.1. Discuss with Legal Counsel Woodmen Hills rate issues

7.2. Review Employee Appraisal Policy

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

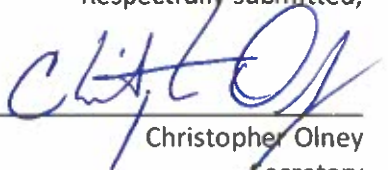
Ended Executive Session at 8:27pm

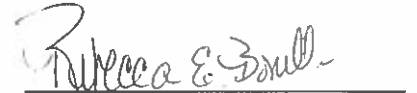
8. ADJOURNMENT

*8:28pm - Motion to close Regular Meeting by Director Bonilla, Seconded by Director
Lisle, unanimously carried*


THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR MARCH 18, 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

FEBRUARY District Manager Report

Enclosures

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

Employees/Resident Matters

Personnel:

- Annual Assessments due
- Steve’s Birthday was the 13th.

Residents

- Had a about 4-5 calls concerning Covenants.
- Several residents complained about trash

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.
- Pending inputs from Board

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)

Enforcing our policy on Meter installs

Active Projects (Minor)

Interconnect Camera's (need to bore under location), Weather delays

Tractor ordered, will not be billed until Tractor arrives March

Need to decide on Tree mixture

Curb stop project – locating all resident

Door stop has been installed

Stapleton Lighting is installed

Bike racks installed at North Manchester and Drayen Green Parks

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.

Minor items corrected, pending lights.

Discharge piped ruptured, replacing pipe in progress.

Parts arrived today for repiping

Project: Pressure reducing Valves /Water line upgrade

Description:

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

General District Information

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

1-30 Days	\$	54,158.71
31-60 Days	\$	1,051.86
61 Days	\$	189.24
91 Days	\$	28.72
121 days	\$	0.00

Notes as of **January**.

- Started one new payment plan, duration 3 months
- Total number of accounts 1158
- **93** CC payments, **3** declined.
- **310** bank drafts, (i.e., Autopay) (therefore the other **755** are being manually processed).

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	0	\$7,330.42
February	48	12		\$985.42 (\$266.81)

*Due to Covid-19

** If we shut-off today.

Irrigation usage for January– 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 1,173 (5)

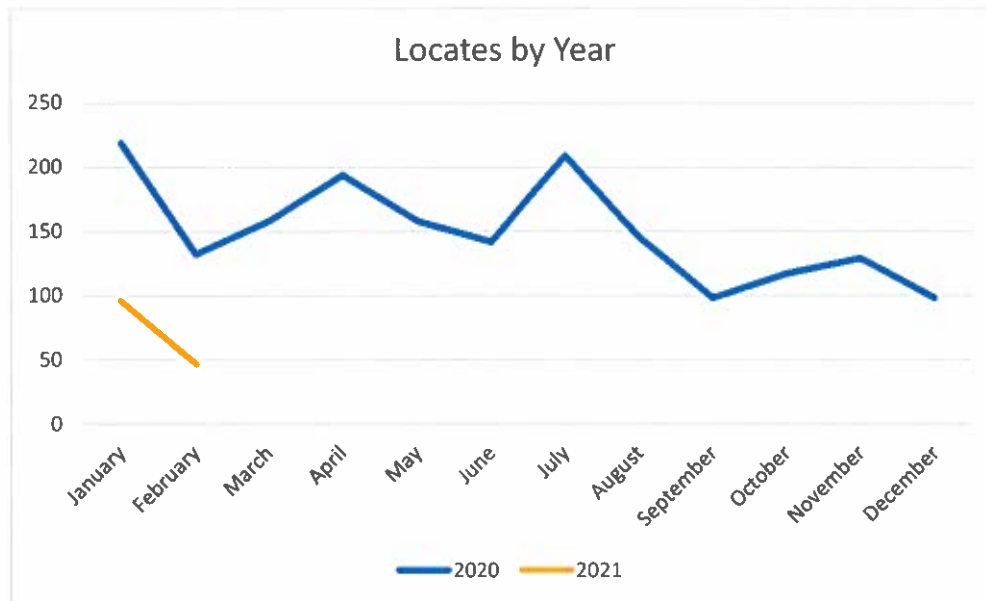
Taps fees 1,227 (5)

Magic # 97 (1324)

Locates – 96, 82 were new builds, price changed

Cost was \$129.72 (\$1.32)

Month	Locate Total	New Builds	Last Year Locates	Cost
October	117	80	146	\$154.44
November	129	118	180	\$170.28
December	98	80	186	\$129.36
January	96	82	219	\$126.72
February	47	36	132	\$62.04



Robert J. Guevara

District Manager

P (719) 495-8188

Paint Brush Hills Metropolitan District

9985 Towner Avenue

Falcon, CO 80831



Engineer’s Report for February 2021

Pump-house #3

To finalize this project for final acceptance by the Pikes Peak Regional Building Department(PPRBD), it was necessary for us to draft up a plumbing detail on how the contractor, Native Sun, installed the sewer clean-out differently than designed and have the contractor submit it to PPRBD. This was completed, along with all of the other final punch-list items, therefore, we were able to prepare the notice of final payment for advertising in the local newspaper, the Ranchland News. This notice was sent to the district to submit to the Ranchland News.

Lift Station Improvements

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 for new well facilities at pumphouse six is in process, with the geotechnical engineering and surveys having already been completed. 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. We are in the process of preparing the design of that well and contract documents for doing the drilling. Those documents should be completed in the next two weeks so that the drilling of the well can be advertised and bid.

Project Cost Estimate

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

Estimated Schedule:

Finalize well drilling specifications	March	8, 2020
Procure well drilling contractor	April	2, 2021
Drill and equip well	June	1, 2021
Submit SDP to El Paso County	April	30, 2021
Finalize wellhouse and equipment plans	April	30, 2021
Receive SDP Approval	July	16, 2021
Advertise for bids	August	1, 2021
Award contract for construction	September	15, 2021
Start Construction	October	1, 2021

End Construction
Activation of well into the water system

March 30, 2022
April 2, 2022

PRV/Waterline Improvements

This project was advertised and bids opened on February 12, 2021. The low bidder for this project was Pate Construction for a price of \$897,991,50. There were four other bidders with bids ranging to a high bid of \$1,009,220.88. The low bid compares well with our construction estimate of \$806,246.00, and fits well into the project budget of \$1,300,000, which includes construction, engineering and contingencies. We have checked the math on all the bids, which except for a \$0.09 mistake on one bid, were all correct and we are now in the process of analyzing references in preparation for making a recommendation for award of the project to the low bidder, Pate Construction, for either all or part of the project.

During the course of bidding, it was found that the fire department’s original requirement, in writing, for 3750 gpm of fire flow, upped to 4000 gpm for a margin of safety, at the schools, was downgraded to “the water system is adequate as it exists today for the purposes of providing adequate fire flow to the schools”, stated by the department. Given the additional 12” waterline in Towner was intended to specifically provide the 4000 gpm fire flow to the school plus other peak hour flows in the system, and that specific fire flow is no longer necessary, the Towner additional 12” waterline is no longer necessary for school fire flow purposes, and, therefore, could be taken out of the project. It is possible that it would be necessary sometime in the future depending on commercial fire flow requirements to development in the 160 acres south of Stapleton. For those purposes, the district can decide whether to go forward with installation of the waterline now, or deal with it in the future. If removed from the project, the project costs could be reduced by approximately \$150,000, but that would need to be negotiated with the low bidder.

New booster pump station(and treatment facilities)

Work on details for this project continues. Incorporation of the ultimate capacity of the granular activated carbon(GAC) units, along with the centralized chlorination system was requested to be included with the project last December and has been accomplished. The district was given a set of check prints for review . Our final cost estimate is in process, and the total will include the GAC and centralized chlorination system. Contract documents are 95% complete. Pending district comments, the project is estimated to ready for bid in mid-March. The project budget for the combined booster pump house/treatment facilities project, as reflected in the Master Plan, has been:

Building, pumps, PRVs, interior piping, controls, hoist cranes, flow meters, valves, GAC equipment, chlorination equipment, chlorine contact tank, clearwell booster pumps, exterior piping and site work	\$3,648,950
Engineering	\$ 424,645
Contingencies	\$ 729,790

Total Budget	\$4,803,385
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Our current estimates, including reducing the engineering and contingencies, however, are much lower, putting the total budget at:

Building, etc.	\$3,300,000
Engineering @ 5%	\$ 165,000
Contingencies @ 10%	\$ 330,000
Total	\$3,795,000

Note that 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 don't 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	March 08, 2021
Submit plans to CDPHE	March 08, 2021
Advertise for bids	March 19, 2021
Open Bids	April 23, 2021
Award contract	May 7, 2021
Start Construction	June 4, 2021
Complete construction	February 25, 2021

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.

Equipment Storage Facility

At the district's request, we have ceased all work on this project.

Master Plan

We have completed the final draft of the masterplan, and are awaiting final comments for final incorporation.

