

PBHMD REGULAR MEETING MINUTES

DATE: March 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 5:30pm

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 Raetz, unanimously carried

1.4. Public Comments.

One (1) – a district resident informed the board of issues regarding concrete damage on property with Aspen View Homes.

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 February 18, 2021 Regular Meeting
Motion to approve by Director Bonilla, Seconded by Director Lawrence, unanimously carried
- 4.2.3. Approve/ratify the payment of claims for the period from February 19, 2021 ending March 17, 2021
Motion to approve by Director Lawrence, Seconded by Director Lisle, unanimously carried
- 4.2.4. Review and Approve Water Master Plan
Motion to Approve Resolution by Director Olney, Seconded by Director Lisle, unanimously carried

5. LEGAL MATTERS

Letters to be sent addressing easements to affected residents.

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 7:42pm

Topics for Discussion Required Legal Council

7.1. Woodmen Hills Rate Increase

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

Ended Executive Session at 8:17pm

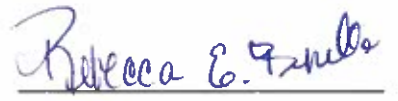
8. ADJOURNMENT


8:18pm - Motion to close Regular Meeting by Director Olney, Seconded by Director Lisle, unanimously carried


THE NEXT REGULAR DISTRICT MEETING IS SCHEDULED FOR April 15, 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 February 2021

Pump-house #3

This project is mostly complete. It was found that to get a final Certificate of Occupancy(CO)from PPRBD that the county needs to sign off on the Site Development plan, and to do that, the county is requiring that the access to Jaggar Way be completed, that the parking spaces and access road be paved and that that the landscaping be completed. All of those were items that were specifically requested by the district originally to be in the Pumphouse #3 construction contract, then removed at the district's request from the construction project to reduce the cost of the original bids, and because the district did not want the access to be on Jaggar, but rather that it remain on Londonderry, where it has always been, and it didn't want the landscaping because it was behind a fence and the original bid price was so high that if they needed to do it, that they would do it themselves. The district was alerted and agreed that it would have to deal with modifying the Site Development Plan at a later date. We made the requested changes to the project and then rebid it, and the district awarded it to Native Sun Construction. It was our plan to address the modifications to the SDP with the modifications that would be required to build the Equipment Storage Facility. What we didn't know was that the county would hold up the final CO on the pumphouse until those issues were addressed. The district manager is communicating exclusively with the county to address and finalize these issues, and we are standing by for support as needed, and another engineer is dealing with the Equipment Storage Facility.

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 mostly complete, but for final completion, we will need the access tract and driveway improvements 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 treatment and control facilities, and the third would be to build the building around the well facilities, do the site work and build 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 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. 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	29, 2020
Procure well drilling contractor	April	26, 2021
Drill and equip well	July	1, 2021
Submit SDP to El Paso County	May	30, 2021
Finalize wellhouse and equipment plans	April	30, 2021
Receive SDP Approval	August	16, 2021
Advertise for bids	September	1, 2021
Award contract for construction	September	15, 2021
Start Construction	October	1, 2021
End Construction	March	30, 2022
Activation of well into the water system	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.

Because of the decision to take the Towner waterline out of the project due to changes in the fireflow requirements at the schools, the project was re-bid with lesser quantities. The re-bid numbers came in on February 25, with the lowest responsible and responsive bidder being Pate Construction at \$675,655.50. The district has decided to award the project to Pate Construction, and upon receipt of the needed financial information, we will send out the official Notice of Award. Construction can start in about 30 days.

New booster pump station(and treatment facilities)

Work on details for this project continues and should be done this week. 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

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 22, 2021
Submit plans to CDPHE	March 22, 2021
Advertise for bids	March 29, 2021
Open Bids	May 3 , 2021
Award contract	May 17, 2021
Start Construction	June 18, 2021
Complete construction	March 25, 2021

Storage

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, and by reducing the fire flow from 4000 to 3500 gpm, for planning purposes, a new 200,000 gallon tank will be required. Since part of this storage is required by the completion of Filing 14, continuation on this project may be considered.

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.

Falcon Reserve

We have begun analyzing, with Paul Andersen, the district's water rights attorney, what additional water rights and well facilities will be required to serve this part of the district.

Paint Brush Hills Metropolitan District

MARCH 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:

- Annual Assessments due - completed.
- March 2nd, Ray's one year work anniversary

Residents

- Several sewer problems in Filing 13E
 - Majority of these were for sagging pipe under the sidewalk.
 - Work should start on Friday 3/19/21
- 9955 Bracknell wants to fence off Track B (utility easement), homeowner was show and informed that this is not his property. Homeowner was not happy.
- Shut two residents' water off and on due to water leaks in the house.
 - Should we charge for water off and on
 - Extra for after hours
- Anthony Homes wanted to have meter installed without cement work completed and what appeared to be the Curb Stop in the driveway.

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 Approval

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
Modem installed, Colorado Hi-Tech working with Stratus IQ.
ETC next week.

Tractor ordered, will not be billed until Tractor arrives March

Curb stop project – locating all resident

Pending Seasonal Hire

Engineering (Active projects)

Project: Pumphouse #3 Installation

Description:

Relocation of Pumphouse #3.

Milestones: Complete

Testing in progress (**WAITING ON COUNTY ENGINEERING DEPARTMENT FOR CLEARANCE**)

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 re-piping

Rick has paid for parts

Re-piping has been completed.

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

General District Information

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

1-30 Days	\$	56,555.64
31-60 Days	\$	2,485.60
61 Days	\$	190.30
91 Days	\$	124.91
121 days	\$	28.72

Notes as of **March**.

- Total number of adjustments
 - Jan – 9 (\$206.57)
 - Feb – 4 (\$124.30)
 - Mar* - 19 (\$295.00) issues with bank and mail
- Started one new payment plan, duration 3 months.
- Total number of accounts 1168
- **100** CC payments, **5** declined.
- **319** bank drafts, (i.e., Autopay) (therefore the other **754** 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	0	\$985.42 (\$266.81)
March	94	27		\$2,070.62 (\$266.81)

Irrigation usage for March-- 0

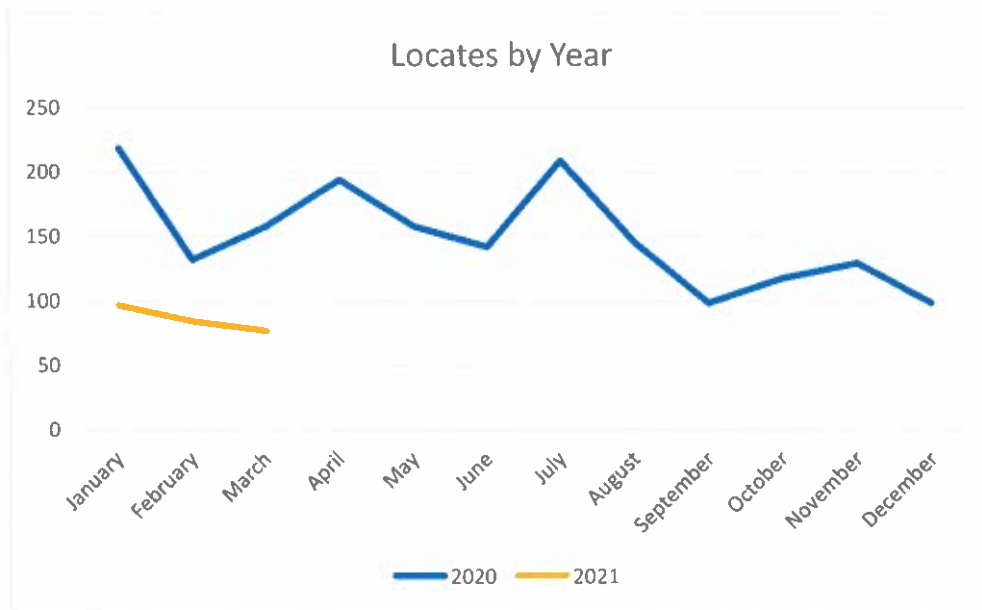
	Past Month	Average per month	YTD Totals
North Manchester	0	0	0
Drayton Green	0	0	0
Scenic View	0	0	0
Center Irrigation	0	0	0
East Irrigation & South Manchester Park)	0	0	0
West Irrigation	0	0	0
Total	0	0	0

As of This month's Board Meeting

Meters 1,180 (7)
Taps fees 1,231 (4)
Magic # 93 (1324)

Locates

Month	Locate Total	New Builds	Last Year Locates	Cost
November	129	118	180	\$170.28
December	98	80	186	\$129.36
January	96	82	219	\$126.72
February	84	66	132	\$110.88
March	77	60	158	\$101.64



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

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

title 14 - Colorado.gov

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W:\Collbran Municipal Code\Title14\Streets and Sidewalks, Public Property. 14-1 ... The Town shall be responsible for maintenance of streets and alleys. (c) ... occupant of a residence prior to blocking any driveway in a residential area. (c).

TITLE 14 STREETS AND SIDEWALKS, PUBLIC PROPERTY

14.03.010 Responsibility for Maintenance. (a) Property owners shall be responsible for maintenance and reconstruction of all sidewalks, driveways, curbs, gutters or any combinations thereof,

14.03.040 Notice to Repair or Reconstruct Sidewalks, Curbs and Gutters. If any sidewalk, driveway, curb, gutter, or any combination thereof shall be in disrepair or is not constructed on the proper line and/or grade, the Mayor shall order the property owner to repair or reconstruct the improvement within thirty (30) days. In the event the property owner fails to complete the required work within thirty (30) days, the In the event the property owner fails to complete the required work within thirty (30) days, the Town shall cause the work to be completed and the costs thereof, plus eighteen percent (18%) for incidentals, to be assessed to the property owner.

find out who is the inspector.

