

PAINT BRUSH HILLS METROPOLITAN DISTRICT

Administrative Offices

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NOTICE OF SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Kim Griffin	President	2014/May 2014
Calvin Pollard	Vice President	2016/May 2016
Doug Burrer	Treasurer	2016/May 2016
Floyd Roberts	Assistant Secretary	2014/May 2014 ^a
John Bruszenski	Assistant Secretary	2014/May 2014

DATE: **September 5, 2013**

TIME: 7:00 p.m.

PLACE: Paint Brush Hills Metropolitan District Office
9830 Liberty Grove Drive
Falcon, Colorado 80831

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Approve Agenda and Confirm Location of Meeting.

C. Public Comment.

II. FINANCIAL MATTERS

A. Review, amend and discuss final approval of the District priorities for the coming calendar year in order for the District to prepare and publish the District budget in a timely manner (enclosure).

1. Discuss reviewing the 2014 draft Budget at the September 26, 2013 special Board meeting.

2. Schedule the 2014 Budget Hearing (proposed Budget Hearing date is October 17, 2013 and proposed date of publication is the first week of October).
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III. LEGAL MATTERS

- A. Review the Office Lease and El Paso County paperwork and authorize Director Pollard and Director Burrer to move forward with securing the necessary permissions for use of our District office for 2014.
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IV. OTHER BUSINESS

- A. Discuss future Agenda items.
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- V. ADJOURNMENT **THE NEXT MEETING IS SCHEDULED FOR SEPTEMBER 26, 2013 – SPECIAL MEETING**

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Fiscal Year 14 Budget Priorities

The PBHMD Budget Priority Sub-Committee met on 9 August 2013 to prepare a recommended, affordable and achievable list of projects essential to the proper functioning of the District.

This list, when approved, will serve as a guide to both prepare the District's budget for FY 14, and in coordination with the District Manager and District Employees provide focus for projects to address in the coming year.

Criteria used to determine the projects critical to the proper functioning of the District were:

- Funding
- Manpower Required
- Seasonal Consideration
- Need versus Want

Using the criteria listed above, the Budget Priority Sub-Committee recommends to the Board that the following projects listed in order of precedence be adopted by the Board for follow-on action by the Staff:

1. Repair/Restore Operation of Well #7
2. Repair/Restore Wells #3 and #4
3. Renew Lease on District Office
4. Pump House #2 Easement
5. Favorably Conclude Negotiations for GCC/CU Inclusion
6. Favorably Resolve Denver and Dawson Water Appropriations and Augmentation Plan
7. Resolve TABOR Audit and Associated Issue(s)
8. Purchase Accessories for Skid Steer
9. Reconcile Capital Assets and Depreciation Schedule
10. Negotiate for Ownership of Falcon School District 49 Well(s)
11. Mitigate Methane Gas and Restore Well #6 to Full Service
12. Complete Drayton Green Park Project



13. Alternative Water Sources/Bar X
14. Design/Build District Office/Garage/Shop/Centralized Water Treatment Facility
15. Deposit an Additional 100K in Capital Reserve Fund (Restricted)

The **RED cut line** is established to focus both the Board and the Staff on achievable and affordable objectives for FY 14.

Other items considered and retained on respective lists are included for reference and future consideration on the following page.

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PBHMD O&M Priorities

- Re-permit and Equip Well #1/Well #1 Raw Water Supply Piping
- Manhole Sealing/Repairs
- Falcon Middle School Manhole Installation
- Windbreak at Water Storage Tanks
- Plan/Build Pump House #5
- Plan/Build Pump House #6
- False Floors for Pump Houses #5 and #6
- Plan/Rebuild/Update Pump House #3

PBHMD Administrative Priorities

- Obtain Additional Acreage for Office/Shop
- Negotiate Lease/Purchase Funding for Office/Shop/Centralized Water Treatment Facility/Additional Water Storage Tank(s)
- Negotiate Details of Meridian Ranch Interconnect
- Update PBHMD Water Hydraulic Model
- Update Service Plan
- Rate Study
- Inclusions
- Well #1 Raw Water Line Planning
- Update PBHMD Rules and Regulations

PBHMD Capital Priorities

- Re-Plant Trees/Extend Tree Plantings on Londonderry Drive
- Complete South Manchester Park
- Complete North Manchester Park
- Access Trails and Barriers
- Park Signage
- Upgrade to Radio Read or Fixed Point Meters
- Painting Exterior of Water Storage Tanks
- Engineer Drop Structures in Conservation Easement
- Install Cut-Through Trails in PBHMD Open Spaces

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PBHMD Projects Completed in FY 13

- Repair/Restore Operation of 1.0 Million Gallon Water Storage Tank
- Ladder on Interior of 1.0 Million Gallon Water Storage Tank
- Engineering Review of PBHMD Filing 13A and Amenities
- Staff Contract Review and District Management/Convert Independent Contractors to District Employees
- Purchase Field Safety Equipment
- Negotiate WHMD Wastewater Fee and Flow Meter
- Review, Approve and Publish a District Employee/Personnel Guidelines Handbook
- Deposited 100K in Capital Reserve Fund (Restricted)

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