

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT

Friday, October 20, 2017 at 3:00 p.m.
The Gate House
524 Ruby Road
Silverthorne, Colorado

ATTENDANCE:

The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, October 20, 2017 at 3:00 p.m., at The Gate House, 524 Ruby Road, Silverthorne, Colorado, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

Donald Samuels, President
Lynda Kull, Vice President (via teleconference)
Randy Lewis, Asst. Secretary
Matt Sherwood, Secretary/Treasurer
Peter Grady, Asst. Secretary (via teleconference)
.

Also in attendance were:

Eric Kircher; Metro Services II, Inc
Joe Maglicic; Ten Mile Engineering, Inc.
David Robbins
EJ Olbright
Michael Good
Sue Blair and Angie Kelly; CRS

CALL TO ORDER:

President Samuels noted that a quorum of the Board was present and the meeting was called to order at 3:01 p.m.

DISCLOSURE OF CONFLICTS OF INTEREST:

President Samuels asked whether members of the Board had any conflicts of interest on matters coming before the Board. Director Samuels noted he has in the past purchased hay from the District contractor.

APPROVAL OF AGENDA:

The agenda was approved as presented.

PREVIOUS MEETING MINUTES:

The minutes from the August 18, 2017 Board of Directors meeting were reviewed. Director Kull moved to approve the minutes as presented. Upon second by Director Sherwood, a vote was taken

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and the motion carried unanimously.

ENGINEERING REPORT:

Discussion Regarding 2018 Waterline Project: Joe Maglicic updated the Board of the status of the 2018 waterline project. Mr. Maglicic recommended that the Board continue to work with RKR Construction as long as pricing remains the same. Discussion ensued regarding whether the Board should consider asking the electors to extend the current mill levy, and go to election to obtain sufficient funding to complete the project in the next year or two. The Board authorized EJ Olbright to contact Joe Maglicic to determine the cost to complete the project and requested that he report back to the Board.

FINANCIAL/ADMINISTRATIVE ITEMS:

Ratification/Approval of Payments Made Between Meetings: Ms. Blair reviewed the list of payments made between Board meetings and current claims to be paid. After review, Director Sherwood moved to ratify the payment of the claims presented and approve the claims presented at today's meeting. Upon a second by Director Lewis, a vote was taken and the motion passed unanimously.

Cash Position and Financial Statements: Ms. Blair reviewed with the Directors the District's Cash Position and Financial Statements dated October 13, 2017 and September 30, 2017 respectively.

Public Hearing to Adopt 2018 Budget: Ms. Blair reported that notice for the public hearing was published according to State Statute. At 3:20 p.m., Director Kull moved to open the public hearing for the 2018 Budget. Upon a second by Director Sherwood, a vote was taken and the motion passed unanimously. The 2018 Budget was reviewed. At 4:24 p.m., Director Kull moved to close the public hearing. Upon a second by Director Sherwood, vote was taken and the motion carried unanimously.

Adopt Annual Administrative Resolution: Director Kull moved that the Board approve the Annual Administrative Resolution, subject to final review. Upon a second by Director Sherwood, vote was taken and the motion carried unanimously.

Adoption of May 2018 Election Resolution: Ms. Blair reported that the terms of office of Directors Sherwood and Grady will expire May 8, 2018, and that they both can run again. In addition, with Director Kull leaving the Board, a candidate will be able to run for the balance of her term which expires in May 2020. Director Sherwood moved that the Board approve the May 2018 Election Resolution as presented. Upon second by Director Lewis, vote was taken and the motion carried unanimously.

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DIRECTOR'S ITEMS:

Cancellation of December 15, 2017 Regular Meeting: Director Samuels reported that he is not aware of any items that the Board may need to address in December and stated that it is likely the meeting will be cancelled. Director Sherwood moved that the Board approve to cancel the December meeting if; in fact, there are no items to come before the Board. . Upon a second by Director Lewis, a vote was taken and motion carried unanimously.

Accept Resignation of Lynda Kull and Appoint EJ Olbright to Board: The Board thanked Director Kull for all of her efforts on behalf of the District through the years. She will be missed. Director Sherwood moved to accept the resignation of Lynda Kull. Upon second by Director Lewis, vote was taken and motion carried.

Director Samuels reported that Ken Cremer was interested in serving on the Board but that he was not able to attend today's meeting. EJ Olbright expressed his interest in serving on the Board. After discussion, Director Sherwood moved that the Board appoint EJ Olbright to the Board to fill the vacancy. Upon a second by Director Lewis, a vote was taken and the motion carried unanimously. Ms. Blair administered an Oath of Office and the Certification of Appointment was signed by President Samuels.

Smith Development: Director Olbright reviewed in detail the Smith Development plans with the Board. A recommendation was made to move the Ruby Ranch gate closer to the development. Director Olbright will continue to be the liaison with the developer and Town during this development and will report back to the Board periodically on its progress.

BARN, STABLE, AND MEADOW ITEMS:

Appointments to Stable Committee: The Board appointed EJ Olbright to the Stable Committee.

RULES AND REGULATIONS:

Update on Rules and Regulations: Director Samuels reported that he, David Robbins, and Matt Dalton had a meeting to review the current rules and regulations and to begin revisions to same to bring them current.

OPERATORS ITEMS:

Water System Report: Mr. Kircher reviewed the report with the Board. He stated that the pump in Well #3 will need to be replaced as it stopped working. The Board authorized Mr. Kircher to replace the pump.

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**STANDING COMMITTEE
REPORTS:**

There were none.

OTHER BUSINESS

Ms. Blair reviewed the look-ahead schedule with the Board.

ADJOURNMENT

There being no other business items to discuss, Director Lewis moved that the meeting be adjourned. Upon a second by Director Sherwood, a vote was taken and the motion carried unanimously. The meeting was adjourned at 5:16 p.m.

Respectfully submitted,

Secretary for the Meeting

DRAFT