

RECORD OF PROCEEDINGS

MINUTES OF A WORK SESSION OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD FEBRUARY 6, 2019

ATTENDANCE: A work session of the Board of Directors of the Willow Brook Metropolitan District was called and held on Wednesday, February 6, 2019 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
Randy Lewis, Vice President (via teleconference)
Mat Sherwood, Secretary/Treasurer
Michael Good, Assistant Secretary
EJ Olbright, Assistant Secretary

Also in attendance were:
Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC (via teleconference)
Eric Kircher; Metro Services
Joe Maglicic; Ten Mile Engineering

CALL TO ORDER: President Samuels noted that a quorum of the Board was present and the meeting was called to order at 3:00 p.m.

2019 WATERLINE PROJECT

The Board reviewed the bid comparison prepared by Mr. Maglicic. Mr. Maglicic reported that pipe bursting will work in almost all areas. If the Board selects the low bidder, Rob with RKR has indicated he will take the responsibility if the pipe bursting doesn't work. He is willing to absorb all costs if it does not work. He works with a subcontractor and has performed pipe bursting on several sites within the County. Director Olbright does know the subcontractor who will be performing the work and indicated they are reputable. Mr. Maglicic stated that if homeowners are out of town there is an opportunity to have credits of \$2,500 to \$3,000 per form if a temporary water service is not needed. Director Samuels reminded the group that if we run a hose from one house to another for temporary water service, the Metro District will credit a quarter of water charges to the resident

The Board discussed the contingency percentage that should be used on the project and asked Mr. Maglicic to determine what percentages have been used in the past. A 10% contingency amount will work with the pipe bursting option - 20% contingency for non-bursting option. Soft

RECORD OF PROCEEDINGS

costs will be finalized for Board review.

The Board requested that Ms. Blair provide the Board with a list of questions to be asked at the February 19th meeting with SRF, CDPHD, Power Authority and DOLA representatives. The Board will weigh in on the list and may have additional questions that should be asked.

Mr. Maglicic reported that he has talked with Rob regarding the term of the bid. Currently, the bond documents moved to date to 45 days from the date of the bid (January 21st). The Board cannot issue a Notice to Proceed until funding from the SRF Loan is received. Rob has indicated he is fine with waiting until the loan is finalized and that he will hold the material costs. Mr. Maglicic will be getting something in writing and forward it to Ms. Blair. At the February 15th regular meeting, the Board will award the contract; however, the notice to proceed will be held until funding is received. Ms. Blair was asked to draft the appropriate language for the Board to consider.

Mr. Maglicic reported that there are bid alternates for hauling materials if necessary. Ductile iron pipe is \$107/lineal foot and DIP is running \$85/lineal foot.

The Board reviewed the draft Table of Contents for the monthly report that will be prepared and sent to the Board. Any additions will be given to Ms. Blair.

Director Samuels recommended that a Gantt Chart be prepared for inclusion into the monthly report indicating project phasing and timelines.

The organizational team was discussed. Mr. Pacheco is the Project Manager. He will keep track of all change orders and advise the committee/Board of any items that need Board attention.

Ms. Blair reviewed the Change Order Process. If a Change Order is under \$10,000, Mr. Maglicic has the authority to sign and move forward.

Director Lewis stated that the committee cannot make a decision on behalf of the Board and he wants to ensure that proper authority is given on needed decisions. The biggest concern is that we don't ever end up with 3 Board members on the committee attempting to make a decision. The project team will draft a policy for Board consideration. Mr. Pacheco is taking notes from the weekly or bi-weekly project meetings. The minutes will be distributed to the full board within 2 working days of the

RECORD OF PROCEEDINGS

meeting. Mr. Pacheco has been distributing them to the committee within the identified time period. Those minutes will also be included in the monthly report. Director Lewis requested that Mr. Pacheco do a summary of each meeting in addition to the bullet points currently contained within the minutes.

Directors Olbright and Sherwood (the committee) will be copied on all correspondence. Director Samuels stated that it is imperative that Mr. Pacheco is also included in all aspects of the project and all communications.

Mr. Pacheco will be the liaison with the homeowners.

Materials and equipment will be stored at the barn. A barn/stable committee meeting needs to be held to discuss construction storage, irrigation issues, potential regrading around barn, discuss options of using excess construction material to slope drainage away from the barn.

Ms. Blair was asked to put on the agenda for February 15th a discussion regarding an irrigation plan that will dovetail with the construction plan. Director Lewis reported that he has contacted the Soil Conservation Service in Kremling. It is possible that the District can get a long-term management plan free of charge if they can get a representative to attend an on-site meeting.

Discussion ensued regarding using the excess construction material and regrading ground around the barn to make it a better facility. Director Olbright stated that surveying and engineering work would need to be done. With this option, the District could improve the barn at less cost than hauling away the excess materials. Mr. Maglicic estimated 500-700 yards of material that could be used to regrade the barn.

During construction, Director Olbright recommended that the dumpsters be moved to The Gate House. It was determined relocating them to Diamond would make more sense. The Steers will be contacted about using this location.

Construction staging area will be the barn and in particular where the dumpsters are currently located. The entrance to the barn for the horses will change during construction. Director Olbright stated there can't be any safety issues with people or horses during the construction.

The Project Team will discuss dust control and use of mag chloride on the roads. Mr. Kircher stated he needs a minimum of two weeks to get

RECORD OF PROCEEDINGS

material ordered and received for dust control.

Director Olbright asked Mr. Kircher what his retirement plans are. Mr. Kircher indicated that he hopes to retire in the spring of 2020. The Board may need two contractors – one for snow removal and roads – one for water. Discussion ensued regarding requirements for certified water operators.

Mr. Maglicic reported that our project requires that a storm water management plan be on file with the State. RKR will submit the plan as required.

There being no further business, the work session was adjourned at 4:55 p.m.

Respectfully submitted,

Secretary for the Meeting