

RECORD OF PROCEEDINGS

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
WILLOW BROOK METROPOLITAN DISTRICT
HELD
April 5, 2019**

ATTENDANCE: The special meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, April 5, 2019 at 4:00 p.m., at the Summit County Library North Branch, 651 Center Circle, Silverthorne, Colorado, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

Randy Lewis, Vice President
Michael Good, Assistant Secretary
EJ Olbright, Asst. Secretary

Absent were Directors Samuels and Sherwood, whose absences were excused.

Also in attendance were:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC
Eric Kircher; Metro Services
David Robbins, Esq; property owner and President of HOA
Joe Maglicic; Ten Mile Engineering
Ken Cremer, property owner

CALL TO ORDER: Director Lewis noted that a quorum of the Board was present and the meeting was called to order at 4:03 p.m.

APPROVAL OF AGENDA AND MEETING LOCATION: The Board reviewed the agenda. Director Lewis requested that an Executive Session be added to the agenda prior to the adjournment of the meeting. Director Olbright moved to approve the agenda as amended and approve the meeting location as posted. Upon second by Director Good, and vote, the motion carried unanimously.

DISCLOSURE OF CONFLICTS OF INTEREST: Director Lewis inquired whether members of the Board had any conflicts of interest on matters coming before the Board. There were no disclosures presented.

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PRESENTATION OF DISTRICT'S 2019 WATER LINE IMPROVEMENTS PROJECT AND REVIEW OF PRELIMINARY ENGINEERING REPORT:

Ms. Blair addressed the Board and noted that the District's loan is on track to be approved on April 19th, 2019. Pending final approval, the loan documents will be signed by the District at 10:00 a.m., April 23, at the offices of CFC Construction by Directors Lewis and Good. The Willow Brook Metropolitan Board authorized Directors Good and Lewis to sign the documents. The documents will then be returned to CWPDA for execution on April 24, 2019. This will allow the Board to approve the contract and issue a notice to proceed at its April 26th Board meeting.

Ms. Blair reported that outstanding issues are being addressed. The schedule of events for April and May were reviewed. CRS will be in attendance at the April 12th meeting.

Ms. Blair discussed a Mill Levy comparison chart that she created and included in the meeting packet. Director Lewis requested that it be distributed for the Board meeting on April 26, 2019. Ms. Blair will add a date to the spreadsheet with assumptions.

Mr. Maglicic of Ten Mile Engineering reviewed the Preliminary Engineering Report (PER) and answered questions from the Board and Public. He noted that he will act as a liaison with the owners and builder of Lot 22 during the construction project. He also noted that we should request residents try to minimize vehicle traffic near construction segments in order to maintain a safe work site. Mr. Maglicic also noted that as culverts are discovered during construction, they will be replaced. A cost for these replacements was included in the bid received from RKR. Mr. Maglicic also informed the Board that RKR will be required to obtain a Storm Water Management Plan (SWMP). He will assist RKR in this process to ensure compliance.

CRS presented the Board with a Power Point presentation that outlined the proposed phasing of the construction project. Director Olbright requested a few revisions be made to the presentation: 1) create a summary page that shows all phases together, 2) send the Power Point out to all residents by the end of the day on April 9, 2019, 3) highlight the waterlines on each phase, and 4) add a slide that shows where the dumpsters will be relocated during construction.

PUBLIC COMMENT: Mr. David Robbins, Esq.: Mr. Robbins addressed the Board and noted his sincere gratitude for the amount of work that they have put in to this

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project. He, along with many others, are very appreciative of the transparency the Board has shown and the communications received. Mr. Robbins also thanked CRS for their hard work in assisting with the entire process in such a timely fashion. He noted that he is very comfortable with where the community sits with this project.

Mr. Ken Cremer: Mr. Cremer briefly noted that he feels very informed with all aspects of this project and that he is thankful for the opportunity to attend all of the meetings related to this project.

Director Olbright: Director Olbright made mention that there will be a public meeting held at the Gatehouse on April 12, 2019 at 3:00 p.m. The purpose of this meeting will be to outline the construction schedule and inform residents of the anticipated dates for each phase.

ACTION ITEMS:

Final Determination to Issue GO Debt in a Not-to-Exceed Amount of \$1,750,000; Status of Issuance and Associated Documents: Ms. Blair outlined the Resolution for the Board to consider. She noted that it has been reviewed and approved by the District's Legal Counsel.

With no further discussion, Director Lewis moved to adopt the Resolution of the Willow Brook Metropolitan District approving a loan between the Colorado Water Resources and Power Development Authority and the Willow Brook Metropolitan District in the principal amount not to exceed \$1,750,000 for the purpose of financing improvements to the facilities of the Willow Brook Metropolitan District; Authorizing the form of execution of a loan agreement and a governmental agency bond evidencing the loan; providing that the governmental agency bond shall be payable only from the general obligation pledged revenues of the Willow Brook Metropolitan District; and prescribing other details in connection therewith. Upon second by Director Olbright, a vote was taken and the motion carried unanimously.

Approval of Notice of Award to Contractor: Ms. Blair presented the Board with the proposed Notice of Award that is to be presented to the selected contractor, RKR. She noted that this was only a notice of award and that a formal vote would be taken on April 26th to officially enter into a contract with RKR. Director Olbright moved that the Board accept and sign the Notice of Award and present it to RKR. Upon second by Director Good, a vote was taken and the motion carried unanimously.

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**EXECUTIVE
SESSION:**

Director Lewis made a motion at 5:11 p.m. to enter into Executive Session pursuant to C.R.S. 24-6-402(4)(e) regarding contract negotiations. Upon second by Director Olbright, a vote was taken and the motion carried unanimously.

At 5:27 p.m. Director Good moved to reconvene into General Session. Upon second by Director Lewis, a vote was taken and the motion carried unanimously.

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,

Secretary for the Meeting