

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD JULY 2, 2019

**ATTENDANCE:** The special meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Tuesday, July 2, 2019 at 7:30 a.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:

Randy Lewis, President (via telephone)  
EJ Olbright, Vice President (via telephone)  
Mat Sherwood, Vice President (via telephone)  
Michael Good, Secretary  
Steve Johnson, Secretary (via telephone)

Also in attendance were:

Sue Blair and Marcos Pacheco: Community Resource Services of Colorado, LLC (via telephone)  
Cathy Wingate; Resident

**CALL TO ORDER:** Director Lewis called the meeting to order, noting that a quorum of the Board was present and the meeting was called to order at 7:32 a.m.

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

**APPROVAL OF AGENDA:** The Board reviewed the agenda. Director Olbright would like to add an update to the waterline project. Director Sherwood moved that the Board approve the agenda as amended. Upon second by Director Olbright and vote, the motion carried unanimously.

**DISCUSSION REGARDING MEETING PROTOCOLS** Tape Record Meetings: Director Good addressed the Board regarding the tape recording of public meetings and how this enhances civility during meetings by them being recorded. Director Lewis requested the CRS add recording to the requirements for the new conference calling vendor.

## RECORD OF PROCEEDINGS

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Conference Calls: Director Olbright stated that he doesn't like how the phone cuts in and out. Director Lewis stated he would like to have a list of attendees and call in participants and said he has switched to Zoom for his conference calling. Director Sherwood stated that he has switched to Chime through Amazon.

Time Lengths for Meetings: Director Good stated to the Board that he feels the Board needs more time to thoroughly discuss agenda items and that he is okay with a hard stop at 7 p.m. Director Olbright stated that the Board doesn't they need to change the time of the meeting if the meetings become more efficient. Director Sherwood added that he trusts President Lewis will run efficient meetings.

Meeting Minutes: Director Lewis feels that a 24-hour turnover for draft minutes would not be fair or feasible. Director Good said he thinks there would be more clarity of items if the draft is provided earlier. Director Lewis stated that the draft should come out within a week. Director Good will distribute an action item list from every meeting by Sunday following each meeting. Director Olbright stated that Ms. Blair should be the contact for all matters rather than Board members. Director Lewis recommended that all documentation for the Board meeting packet should be to CRS no later than 3 days prior to the meeting. Also, the agenda should be locked at this time and nothing should be added unless it is an emergency.

### **PUBLIC COMMENT**

Cathy Wingate told the Board she is looking for more owner input on a formal basis and thinks this will eliminate interruptions during meetings for the leader of the meeting. She felt badly for Don Samuels when his thought process was interrupted. Director Lewis responded by saying that the Board just needs to be fair and disciplined in their approach with people. Director Olbright added that he doesn't like it when a discussion is started and the entire room becomes involved. Director Lewis would like to think through this item and then present his version of this protocol at the next Board meeting. He would also like to add an item to the agenda to solicit things that may be on people's minds. The Board can then decide how to deal with them.

### **RFP FOR WATER OPERATOR, SUMMER AND WINTER ROAD**

Ms. Blair reviewed the RFP with the Board. Mr. Kircher has reviewed the RFP and timeline. Director Lewis noted he would like a minimum Level 3 operator for water; however, a Level 1 operator would be sufficient for most tasks. Director Olbright asked the

# RECORD OF PROCEEDINGS

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## MAINTENANCE

Board if the starting dates are good and Ms. Blair responded by saying the dates will provide sufficient time to work through the process. Director Olbright would also like to add requirements for posting the RFP. Director Lewis would like to also advertise in the Sky Hi News, Summit Journal, and others. Director Olbright asked the Board about the contract negotiations and how they are going to proceed with them. He thinks that the Board should include in their proposal, shadowing the current operator during the winter. Ms. Blair advised that they should try and get a multi-year contract in place, based on annual Board appropriation. The Board would like to add a 1-hour emergency response time for water operations.

Winter Road Maintenance: Director Olbright reported that he spoke to the person who maintains the Raven Golf Course. They have a grader with a blower on it and this has its pros and cons. Discussion ensued regarding the use of a snow blower in lieu of a grader in removing snow. The Board would like to get proposals from Alpine Ventures and Helton's Backhoe Services. Director Sherwood added that they might want to add a provision to the contract that notes the proximity to the District. Director Lewis stressed his point that only well certified water operators will be hired.

Director Olbright and Ms. Blair were directed to work to finalize the RFP and publish the required notices in the Summit County Journal, The Daily Journal, and the Middle Park Times (Sky Hi News).

## CONSTRUCTION UPDATE

Director Olbright stated to the Board that Topaz is cleaned up and they are complete with the job. Chris Odell's issue was fixed. They are trying to be done with Chickadee Lane by tomorrow and are trying to be off Thursday and Friday because of the Holiday weekend. Director Olbright and Eric Kircher looked at the Bennums utility boxes and informed the Board it is in an easement and the snow is allowed to be stored on top of it. The Board requested that Ms. Blair inform Mr. Bennum that the District will not be constructing a barrier or shelter for the utility boxes, and that Mr. Bennum should contact the utility companies to repair the boxes due to the fact that they own them.

## RECORD OF PROCEEDINGS

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### ADJOURNMENT

There being no other business to come before the Board, Director Sherwood moved to adjourn the meeting. Upon second by Director Olbright, a vote was taken and the motion carried unanimously. The meeting was adjourned.

Respectfully submitted,

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Secretary for the Meeting

DRAFT