

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
WILLOW BROOK METROPOLITAN DISTRICT
HELD
AUGUST 16, 2019**

ATTENDANCE: The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, August 16, 2019 at 3:30 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:

Randy Lewis, President
EJ Olbright, Vice President
Mat Sherwood, Vice President
Michael Good, Secretary
Steve Johnson, Treasurer

Also in attendance were:

Sue Blair, Community Resource Services of Colorado, LLC
Marcos Pacheco, Community Resource Services of Colorado, LLC
David Radlauer, property owner
Rebekah Barrington, property owner
Cathi Wingate, property owner
Mark Nadeau, property owner
Marilyn Nadeau, property owner
John Drake, property owner
Jane Peterson, property owner
Chris McGadden, property owner
Don Samuels, property owner
Jim Hahn, property owner

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 3:38p.m.

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.

PUBLIC COMMENT Don Samuel's addressed the Board and inquired about the manure placement at the barn. There have been several locations in the past, some of which were better than others. The Board responded by stating this will be evaluated by the Barn and Stable Committee.

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APPROVAL OF AGENDA:

The Board reviewed the agenda. Director Sherwood moved to approve the agenda as amended to add item III. B. Mag Chloride. Upon second by Director Olbright and vote, the motion carried unanimously.

MINUTES:

The Board reviewed the Minutes of the July 19, 2019 special meeting. Following discussion, and upon motion duly made by Director Olbright and seconded by Director Sherwood, vote was taken and motion carried unanimously and the July 19, 2019 Minutes were approved.

CAPITAL PROJECTS:

Update Regarding 2019 Water System Improvement Project: Director Olbright updated the Board on the September 15th date of anticipated completion. The estimated costs were high and the District should be saving some money. They are hoping to close out on the loan and the project in September. He also updated the Board on the barn and what the loan will cover currently. Mark Nadeau spoke to the Board about the benefits of upgrading the area. Cathi Wingate commented that she does not want to move backwards and would like to update the barn and stable. Mark Nadeau suggested that the Board look into the pre-fabricated arenas as a means to save on cost. Director Lewis commented on how to move forward. Director Lewis moved that the Board approve to continue grading of the arena. Upon a second by Director Olbright, a vote was taken and the motion carried unanimously.

Discussion/Policy on Replanting Trees: Director Olbright reported that some trees have been removed during the waterline construction. He also noted that if the trees in question are within the District's Right of Way, the trees will not be replaced. The Board agreed to this policy. CRS will provide a letter to the Ruby Ranch residents explaining this policy.

Ratification of Pay Requisition Nos. 2 and 3: Director Johnson moved that the Board ratify pay requisition Nos. 2 and 3. Upon a second by Director Sherwood, a vote was taken and the motion carried unanimously.

Ratification of Davis-Bacon Certifications for Pay Requisitions Nos. 1 - 3: Director Sherwood moved that the Board ratify the Davis-Bacon Certifications. Upon a second by Director Good, a vote was taken and the motion carried unanimously.

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Approval of Payment to RKR in the Amount of \$142,000: Director Sherwood moved that the Board approve the payment to RKR in the amount of \$142,000.00 for pay application number 1. Upon a second by Director Johnson, a vote was taken and the motion carried unanimously.

Review Contract Summary: Ms. Blair reviewed the Contract Summary with the Board.

Paving Update: Director Olbright spoke to the Board about funding ideas for paving. Jim Hahn added his thoughts and offered his expertise through a self-funding model. Director Lewis would like more information in regard to this option. CRS will help the Board pull information together. CRS will also create a timeline schedule for the proposed project.

OPERATIONS:

Discussion Regarding RFP Results - Water Operations, Summer and Winter Road Maintenance: Ms. Blair reviewed this with the Board. Director Good moved that the Board authorize Director Olbright and CRS to negotiate these contracts. Upon a second by Director Sherwood, a vote was taken and the motion carried unanimously.

Mag Chloride: Director Sherwood moved that the Board approve the decision of not applying mag chloride this year. Upon a second by Director Good, a vote was taken and the motion carried unanimously.

FINANCIAL/ ADMINISTRATIVE ITEMS:

Ratification and Approval of Claims: Director Olbright moved that the Board approve the current claims of Check Nos. 5674 - 5683 totaling \$178,555.30 and auto payments totaling \$1,006.07. Upon a second by Director Sherwood, a vote was taken and the motion carried unanimously.

Review of the Unaudited Financial Statement for Period Ending July 31, 2019: Ms. Blair reviewed the financial statements with the Board.

Review Cash Position Dated August 9, 2019: Ms. Blair reviewed the District's cash position with the Board.

Review Projection for 2020 Dumpster Charges Prepared By Director Good: Director Good reviewed his report on potential changes to the dumpster charges that the Board currently pays. He

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is suggesting that the District continue to evaluate the fees for trash service to ensure revenues are covering expenses. Director Good also asked CRS to check with Waste Management on the status of the contract expiration date.

Review Mill Levy Comparison Summary: Ms. Blair presented a mill levy comparison chart. The chart was based on assumptions of future District revenues. As discussion took place amongst the Board members, different scenarios were explored. Director Olbright would like for the Board to define what the Reserve Fund is used for. He also suggested that the Board consider a reserve study. CRS will assist the District in completing this process and budgeting for this study in the future.

Resolution Concerning On-Line Notice of Public Meetings: Ms. Blair reported that current legislation allows for the District to post public meetings on line 24-hours prior to said public meeting. A Resolution was presented to the Board, and Director Sherwood moved to approve the Resolution as presented. Upon second by Director Olbright, vote was taken and motion carried unanimously.

OPERATOR'S ITEMS:

Water System Report: Ms. Blair reviewed the water report with the Board. There were no questions about the report.

OTHER BUSINESS:

Discussion Regarding Gatehouse Improvements and Additional Funding: Director Olbright reported that the remodel will begin on Sunday. There are volunteers from the community that will be available to aid in the effort. There is an electrical box on the outside of the gatehouse that is no longer attached to the wall and needs to be repaired. In an effort to properly remodel the gatehouse, Director Sherwood moved that the Board approve an additional \$7,500.00 for the purpose of remodeling the gatehouse and repairing the electrical box. Upon a second by Director Good, a vote was taken and the motion carried unanimously.

Discussion Regarding Barn Improvements: In addition to comments about the barn from earlier, Director Sherwood moved that the Board approve an additional \$1,900.00 for improvements. Upon a second by Director Good, a vote was taken and the motion carried unanimously. The Board also requested that CRS submit a letter to CDPHE asking for a waiver, which if granted, may allow for partial payment for an alternative arena reconstruction.

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Discussion Regarding Paving Project: Due to the outcome of the RROA meeting, there was no discussion on this item.

Consider Approval of RFP for Engineering Study Regarding Hydrants and Connections to District's Water System: John Drake reported that due to the status of grants with Summit County, it would be advisable to explore the utilization of hydrants within the District. Ms. Blair advised that an RFP would be needed in order to retain an engineering firm to perform such services. The Board asked CRS to assist in this RFP process. John Drake also asked that \$25,000 be budgeted in 2020 for further work on the potential fire mitigation systems that may be available.

Discussion and Preparation For Annual Meeting - September 7: The annual meeting will take place at the Summit County Library. A potluck will be held immediately following, hosted by David and Kristin Robbins.

Discussion Regarding Scheduling September Special Board Meeting: The next meeting has been rescheduled for Friday, September 27th, at 3:30 p.m.

ADJOURNMENT:

There being no other business to come before the Board, Director Good moved to adjourn the meeting. Upon second by Director Olbright, a vote was taken and the motion carried unanimously. The meeting was adjourned at 6:12 p.m.

Respectfully submitted,


Secretary for the Meeting