

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
WILLOW BROOK METROPOLITAN DISTRICT
HELD
NOVEMBER 15, 2019**

ATTENDANCE: The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, November 15, 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
Joe Maglicic, Ten Mile Engineering
Eric Kircher, Metro Services
David Robbins, Esq; property owner and President of RROA (via telephone)
John Drake, property owner (via telephone)
Jeff Berino, Fire Chief, Summit Fire and EMS
Travis Davis, Deputy Chief of Operations, Summit fire and EMS
Ken Cremer, property owner
David Radlauer, property owner (via telephone)

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 3:30p.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. Director Good noted that he may have a potential conflict in relation to the arena fencing as he may be donating funds toward the project.

PUBLIC COMMENT: There was none.

RECORD OF PROCEEDINGS

APPROVAL OF AGENDA:

The Board reviewed the agenda. Director Olbright moved to approve the agenda as presented. Upon second by Director Sherwood and vote, the motion carried unanimously.

MINUTES:

The Board reviewed the Minutes of the October 18, 2019 Meeting. Following discussion, and upon motion duly made by Director Johnson and seconded by Director Sherwood vote was taken and motion carried unanimously and the October 18, 2019 Minutes were approved as presented.

CAPITAL PROJECTS:

Fire Hazard Water Supply: Mr. Maglicic spoke to the Board about the enclosures provided to the Board. He outlined the water available as well as potential future sources. He also outlined the different options for supplying the proposed systems. Chief Davis spoke about the different scenarios and the amounts of water that would be needed in the event of a fire. Ken Cremer asked questions about the different head pressures throughout the system. Mr. Maglicic handed out a map noting the suggested locations of potential future hydrants. Director Olbright asked about the pressures provided at certain locations throughout the presented water model. Mr. Maglicic answered these questions within his report.

Ken Cremer asked about whether the proposed systems would provide enough water pressure to get to the Festa property. Chief Berino noted that the department could identify each hydrant during their regular pre-planning process. Ken Cremer asked the Board whether the proposed hydrants would be intended to fight wildfires or personal property fires. Chief Berino answered by noting the process of fighting a wildfire and pointed out that hydrants do not typically get used in these situations as the responding agencies stay mobile. Mr. Drake asked if there was a plan that would help supply water to the homes on Emerald near the S Curves because there isn't a way to get the current water uphill. Mr. Maglicic noted that there are some options to work through this issue. Mr. Drake added that there could be additional options and as this plan progresses, Mr. Maglicic noted that all feasible options will be explored. Director Lewis asked for two things: first, he wants to see a map that shows a one thousand foot radius from each hydrant and second, he wants to see a prioritized list of the hydrant needs. Mr. Radlauer asked about the Elway tank and the lines going to it. Mr. Maglicic explained his thoughts and reasons behind his findings in his report as well as thought processes for the future.

RECORD OF PROCEEDINGS

Director Olbright summarized this conversation and wants to add options discussed. Also, he requested that the options to add pumps to boost pressure and add a hydrant at Elway's Tank be included in the report.

Water System Improvement Project:

Update – Meeting with CDPHE: Ms. Blair spoke about the meeting with Julia Gray from CDPHE and distributed a memo indicating the current status of the loan. She outlined the amount spent to date and told the Board about the next steps. She handed out a Resolution for the Board's approval that identified the final amount of the RKR contract. Director Olbright moved that the Board adopt the Resolution as presented. Upon a second by Director Good, a vote was taken and the motion carried unanimously. President Lewis noted that the SRF loan process has been extremely smooth and thanked everyone involved.

Review/Approve Final Pay Application: This item was discussed in the meeting with CDPHE and outlined in the noted resolution.

OPERATIONS:

Update 2020 Paving Project: There is no update at this time. The Board will still publish for this project in January.

Review/Approval of Top Notch: Ms. Blair and Director Olbright reviewed this proposal with the Board. Director Olbright noted he was able to find cheaper lodging at the Baymont Suites. Director Olbright proposed that Top Notch works to the lump sum and does not exceed that. Director Sherwood noted that there is about 350 feet of fencing that should be part of this proposal. Director Good moved that the Board approve the proposal presented with a clear understanding this is a not-to-exceed amount of \$10,100, delegating oversight to Directors Olbright and Sherwood. Upon a second by Director Olbright, a vote was taken and the motion carried unanimously.

Review/Approval Proposal – Level 1 Reserve Study: Ms. Blair reviewed the proposal from Western Reserve to perform a Level reserve study for the District. Director Olbright moved that the Board approve the proposal from Western Reserve Studies in an amount not-to-exceed \$3,700.00, as well as Mr. Maglicic's proposal to perform a reserve study on the water system in an amount not-to-exceed \$2,500.00. Upon a second by Director Sherwood, a vote was taken and the motion carried unanimously.

RECORD OF PROCEEDINGS

Addition of Reserve Study for Ruby Water System to the Fire Protection Study: This item was previously discussed.

Contract with RKR re Summer/Winter Road Maintenance: Director Johnson stated to the Board he would like to see different wording for the termination clause within the contract. Director Good added he would like to include the plowing polices that would include the road width, drifting, etc. Ms. Blair and Director Olbright noted that through shadowing, a policy would be established, and an addendum will be added so all the requirements are agreed too for the next season. Director Olbright moved that the Board approve the contract with RKR, changing the termination language as suggested by Director Johnson. Upon a second by Director Johnson, a vote was taken and the motion carried unanimously.

FINANCIAL/ ADMINISTRATIVE ITEMS:

Consider Approval and Ratification: Ms. Blair reviewed the claims with the Board. Director Good moved that the Board approve current claims represented by check nos. 5714 - 5718 totaling \$13,619.45. Upon a second by Director Sherwood, a vote was taken and the motion carried unanimously.

Review Financial Statements for the Period Ending October 31, 2019 and Cash Position Dated November 8, 2019: Ms. Blair reviewed the financial statements and cash position with the Board. Director Johnson asked when the Board needs to take action on the additional items for the SRF loan. Ms. Blair explained the loan closing process.

Conduct Public Hearing to Adopt 2020 Budget: Director Lewis moved to open the public hearing for the 2020 budget. Upon second by Director Olbright, a vote was taken and the motion carried unanimously. There being no public comment, the public hearing for the 2020 budget was closed. Ms. Blair continued to review the budget and outlined the current spend and future expectations with the Board. There was an extensive discussion surrounding the needs and wants within the 2020 budget. Director Olbright requested \$50k for the barn, stable, and meadows. President Lewis requested that the barn requests be divided into two categories, on-going expenses and one-time expenses.

OPERATOR'S ITEMS:

Water System Report: Mr. Kircher noted that the water system is operating well and there are no current concerns.

RECORD OF PROCEEDINGS

OTHER BUSINESS: Review Look Ahead Schedule: Ms. Blair reviewed this item with the Board.

Cancellation of December 20, 2019 Regular Meeting: After reviewing the draft 2020 budget, the Board made the decision to cancel their December 20, 2019 meeting and reschedule it for Thursday, December 12, 2019 at 4 p.m.

Traffic Calming Discussion: President Lewis explained his observations and recommendations to remind everyone that this is an on-going experiment. As the Board collects comments, they will make adjustments in the Spring.

T. Charles Wilson Insurance Services: Ms. Blair spoke to the Board about retaining T. Charles Wilson as the District's insurance broker. Director Olbright moved that the Board approve the agreement to retain T. Charles Wilson as the Districts insurance broker, effective January 1, 2020. Upon a second by Director Good, a vote was taken and the motion carried unanimously.

ADJOURNMENT: There being no further business to come before the Board, Director Sherwood moved to adjourn the meeting. Upon second by Director Johnson, a vote was taken and the motion carried unanimously. The meeting was adjourned at 6:21p.m.

Respectfully submitted,

Secretary for the Meeting