

**NOTICE OF REGULAR MEETING
OF
THE BOARD OF DIRECTORS OF
WILLOW BROOK METROPOLITAN DISTRICT

SUMMIT COUNTY, COLORADO**

NOTICE IS HEREBY GIVEN that the Board of Directors of WILLOW BROOK METROPOLITAN DISTRICT will meet, via teleconference only, in regular session on Friday, the 20th day of March 2020, at the hour of 3:30 p.m., for the purpose of addressing those items set out in the attached agenda and for the purpose of conducting such other business as may properly come before the Board.

The meeting is open to the public.

**WILLOW BROOK METROPOLITAN DISTRICT,
SUMMIT COUNTY, COLORADO**

By: _____ Sue Blair
District Manager

**WILLOW BROOK METROPOLITAN DISTRICT
REGULAR MEETING AGENDA**

<u>Board of Directors</u>	<u>Office:</u>	<u>Term Expiration</u>
Randy Lewis	President	May 2020
EJ Olbright	Vice President	May 2020
Mat Sherwood	Vice President	May 2022
Michael Good	Secretary	May 2022 (running a 2-year in 2020)
Steve Johnson	Treasurer	May 2020

PLEASE NOTE DATE AND TIME

DATE: Friday, March 20, 2020

TIME: 3:30 PM

PLACE: AUDIO MEETING ONLY

Join Zoom Meeting from your computer at:

<https://zoom.us/j/2715275247>

OR

Dial one of the numbers below if participating by phone:

+1 408 638 0968 US

+1 646 876 9923 US

+1 669 900 6833 US

Meeting ID: 271 527 5247

FOR THOSE CALLING IN, PLEASE MUTE YOUR PHONES

Formal actions may be taken on one or more of the following items on the agenda.

- I. ADMINISTRATIVE MATTERS:
 - A. Call to Order
 - B. Present Disclosures of Potential Conflicts of Interest
 - C. Solicit Public Comment
 - D. Approval of Agenda
 - E. Review and Approve Minutes of the January 17, 2020 Meeting (enclosure)

- II. CAPITAL PROJECTS:
 - A. 2020 Paving Project
 - Discussion Regarding Financing Option – Inbank (enclosure)
 - Review and Consider Approval of Contract with Columbine Hills Concrete, Inc. (enclosure)
 - Review Draft Letter to Ruby Ranch/Topaz Homeowners (enclosure)
 - B. Discussion Regarding Interconnect
 - Review Project Estimate (enclosure)
 - Review Estimate for Controls on Tanks/Pumps
 - Update re SRF Loan Funding (verbal Sue)

- C. Discussion Regarding Gate Replacement and Funding
 - Discuss Gate Design and Location/Proposal from BHH Partners (enclosure) (ARC approval required)
 - Request to Authorize Director Olbright and Mark Nadeau to Negotiate with Town
- D. Update – Reserve Study
- E. Consider Approval of New Roof on Gate House - \$11,000 (ARC approval required)
- F. Consider Paving of Gate House Parking Lot (ARC approval required)
- G. Consider Approval of Radio Install at Ruby Tank (enclosure)
- H. Consider Approval of Fire Hydrant Bid and Contract (enclosures)

III. OPERATIONS:

- A. Discussion Regarding Gate House Temperature
- B. Discussion Regarding Transition of Water Operations and Road Maintenance
- C. Update on Rocky Mountain Youth Corps
- D. Ratify Approval of Haying/Irrigation Contract (enclosure)
- E. Ratify Director Olbright's Resignation from Stable Committee
- F. Barn Alarm System
 - Repair Alarm System - \$1,200.00
 - Jon Rovick to build a box around alarm system - \$500.00

VI. FINANCIAL/ADMINISTRATIVE ITEMS:

- Consider Approval and Ratification of Claims (enclosure)
 - Ratify \$100.00 to join DARCA (Ditch and Reservoir Company Alliance); \$100 for event in Grand Junction – Rebekah to attend
 - Ratify \$200.00 to Jon Rovick to shovel snow off of Gate House roof
- A. Review Financial Statements for the Period Ending February 29, 2020 and Cash Position Dated March 16, 2020 (enclosures)

V. OPERATOR'S ITEMS:

- A. Water System Reports (enclosures)

VI. OTHER BUSINESS:

VII. ADJOURNMENT:

The next regular meeting will be held on May 15, 2020 at The Gate House at 3:30 p.m.