

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD

June 19, 2020

**ATTENDANCE:** The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, June 19, 2020 at 3:30 p.m. Due to the COVID-19 Pandemic, this meeting was held via teleconference only, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

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

Other attendees identified in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC

David Robbins, Esq; property owner and President of RROA

John Drake, property owner

Joe Maglicic, Ten Mile Engineering

Matt Willits, WSI

John, RKR

Rocky, RKR

Mark Nadeau, property owner

David Radlauer, property owner

Dave Wingate, property owner

Chris McGadden, property owner

Ken Cremer, property owner

**CALL TO ORDER:** Director Olbright noted that a quorum of the Board was present, and the meeting was called to order at 3:31 p.m.

**DISCLOSURE OF CONFLICTS OF INTEREST:** Director Olbright inquired whether members of the Board had any conflicts of interest on matters coming before the Board. There were none.

**PUBLIC COMMENT:** Mr. Robbins informed the Board that the RROA meeting occurred and the only item discussed for recommendation to the Metro Board was a proposal from Green Solutions for weed mitigation. There was no action taken by the RROA Board.

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**APPROVAL OF AGENDA:**

The Board reviewed the agenda. Director Lewis moved to approve the agenda as amended to include a discussion point regarding the RROA request to include the weed mitigation proposal. Upon second by Director Sherwood, and vote, the motion carried unanimously.

**MINUTES:**

The Board reviewed the Minutes from the May 15, 2020 and May 29, 2020 Meetings. Following discussion, and upon motion duly made to approve the minutes as presented by Director Sherwood and seconded by Director Lewis, vote was taken, and motion carried unanimously.

**CAPITAL PROJECTS:**

Update on Interconnect Valve, Telemetry Project and Fire Hydrant Installation: Mr. Maglicic reported that he received a final number from the manufacturer for the telemetry system. Now that number will go to RKR to include in their proposal for the interconnect valve project. One thing that needs to happen is that another 6" valve needs to be installed. The vault is still another 6 weeks from completion. He plans to meet with the fire department next week. He also reported on the fire hydrants. There are two more left, one at Emerald and Agate and one at Pearl and Pearl Lane. Mr. Willitts added to the hydrant conversation stating that he wants to meet with the fire department to number the hydrants. President Olbright noted the hydrants need to be working as soon as possible. Mr. Willitts will work with Mr. Maglicic to ensure this happens. As for telemetry, Mountain Peaks is still struggling to get the radios. On the hydrants, the valves need to be opened before the fire department shows up in order to test how fast water moves. Ms. Blair noted that she will need to provide final numbers for the project to CDPHE as quickly as possible. Mr. Maglicic noted that he will have numbers for the project to Ms. Blair next week.

2020 Paving Project: Mr. Maglicic reported that starting Monday, installation of the gate will begin. Columbine's goal is to mobilize the equipment to pave the main road next week, coordinating with the gate installation. The first paving date is likely July 6<sup>th</sup>.

Gate Replacement Project: Director Sherwood provided an update on the status of the new gate installation as well as the technology of the opening system that will be utilized. Director Sherwood intends to have CRS administer the system and assist users. During installation, the main road will be closed. The emergency access will be utilized for all traffic during this time. Questions were asked about the weight limit for the bridge on the detour. Mr. Maglicic responded the weight limit is 75k lbs. –

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the requirement from the fire department. Director Good asked Mr. Maglicic to visually inspect the bridge to ensure structural stability. CRS will add an annual visual inspection to the look ahead calendar, to be performed every July.

Driveway Paving: Mr. Maglicic updated the Board that he has met with everyone except Mr. Drake, whom he will get to on Monday. Mr. Robbins noted that the RROA will work with Mr. Maglicic to ensure this process works as intended.

## **FINANCIALS:**

Consider Approval of Payments: Ms. Blair reviewed the claims with the Board. Director Lewis moved that the Board approve current claims represented by check nos. 5777 - 5786 totaling \$90,204.69. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously. The payment to Top Notch was discussed since it was over budget. President Olbright stated that Top Notch performed work that RKR was going to do, and the District will seek a credit from RKR to cover the overage.

Review Financial Statements for the Period Ending May 31, 2020 and Cash Position Dated June 15, 2020: Ms. Blair reviewed the financial statements with the Board. There were no questions.

## **OPERATOR ITEMS:**

Water System Reports: Mr. Willitts reported on the compliance of the water system with the State. He outlined the requirements that he is working to attain. He then reported on the contact list in place for when there may be an emergency, after hours. Mr. Willitts also noted that he would like a lock box in the gatehouse that will hold all of the keys to the water system. CRS will look into purchasing a lock box. President Olbright stated he would install the lock box at The Gate House.

Protocol for Permit Issuance and Certificate of Occupancy: Mr. Willitts reported that he would like to implement a system in order for homeowners to obtain a building permit and a Certificate of Occupancy. The Board discussed this in depth. Mr. Willitts will draft the protocol and work with Ms. Blair to finalize for Board review, to include CRS 24/7 service information.

Change of Water System Classification – Implications, Budget and Timeline: Mr. Willitts noted that he is working to update the classification of the District's water system. As such, there will be additional requirements and cost. He will continue to bill the District on a time and materials basis for this work.

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## ROADS

Road Surface Issue: Rocky, with RKR, noted that he will has worked for Mr. Kircher for many years. Effective July 1, 2020, he will become an RKR employee. He then reported on how he will maintain and repair roads as needed possibly using different equipment. He reported that Rob with RKR was out of town looking at purchasing a newer road grader that would be used on the Ranch. President Olbright reported that Mr. Wingate will serve as the liaison for road matters.

Dust Treatment Recommendation and Schedule: President Olbright reported on a new company that will be applying the mag chloride. The application schedule will be the same as last year, without the lower strip. The Board will continue to evaluate options in future years.

## OTHER BUSINESS

Rocky Mountain Youth Corps. (RMYC) Contract: Director Lewis reported that RMYC has a very simple agreement for their work. The cost will come in around \$9k dollars per week. He is hopeful that the County will reimburse half of the cost. Director Lewis moved that the Board approve the RMYC Contract as presented. Upon a second by Director Johnson, a vote was taken, and the motion carried unanimously.

Draft Reserve Study: President Olbright informed the Board that Mr. Bennington would like to be at the next meeting to review the study with everyone. Director Johnson and Director Good will review the draft study in the meantime. The Board discussed some details involved within the study.

Dumpsters: Director Good informed the Board that he is no longer able to oversee the dumpsters. Director Lewis noted different options in lieu of the District providing dumpsters, potentially valet service, etc. Director Good added that he is concerned we will be over our capacity with trash due to the Ranch being busier during the Summer. CRS will discuss options with Waste Management.

Access Easement: The Board discussed the issues with access easements. They also discussed how the easements effect different aspects of the District's operations. Mr. Robbins stated that the Board needs to look at all the access easements and address them one by one. If they are for a single purpose, then the easement should be deeded over to the homeowner. Ms. Blair will set up a working with Directors Olbright, Lewis, Sherwood and Joe Magligic and Matt Dalton to work offline on the access easements.

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Status of Request from Kurtz for Fencing Paid by District: Director Lewis stated that he had no update on this issue. President Olbright suggested that the old gate be considered for installation at the bridge. Several items need to be address: the easement, medical emergency access, gate installation, including power, structure and systems. Fencing along the ROW should also be considered. Directors Olbright and Sherwood will meet with Fez to discuss these items and provide a cost estimate to the Board. The Capps also need to be involved. Director Lewis with talk with Wayne Capp.

Stable Committee Weed Proposal: Director Lewis spoke and said the price is substantially higher than we have paid in the past. Our issue is that this is a contract for \$6,800-7,000, when historically we have paid \$4,000. It is based on a premise that we are selling weed-free hay. Director Lewis doesn't believe this is the best time to be doing this. Mr. Robbins noted that if the hay belongs to Matt, he should be responsible for weed control. Director Olbright would like to table this conversation to the next meeting and request that the stable committee make a recommendation for the District Board to consider.

### ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 5:44p.m.

Respectfully submitted,

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Secretary for the Meeting