

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
WILLOW BROOK METROPOLITAN DISTRICT
HELD
AUGUST 21, 2020**

ATTENDANCE: The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, August 21, 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

Others 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
Matt Willits, WSI
John, RKR
Rocky, RKR
Dave and Cathy Wingate, property owners
Chris McGadden, property owner
David Radlauer, property owner
Jim Hahn, property owner
John Longhill, property owner
Mark Nadeau, property owner
Jon Rovick, property owner
Rick Mautz, property owner
Joe Maglicic, Ten Mile Engineers
Rebekah Barrington, property owner
Robb Berghammer, Mountain Peaks Controls

CALL TO ORDER: Director Olbright noted that a quorum of the Board was present, and the meeting was called to order at 3:52 p.m.

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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:

There were none.

APPROVAL OF AGENDA:

The Board reviewed the agenda. Director Olbright would like to add an entry gate landscaping discussion as well as a stable, meadow, and irrigation report under Financial/Administrative items. Director Olbright moved to approve the agenda as amended. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

MINUTES:

The Board reviewed the Minutes from the July 17, 2020 Meeting. Director Johnson moved to approve the minutes as presented. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

CAPITAL PROJECTS:

Interconnect and Telemetry Project: Director Olbright reported that the valve has been placed in the ground. The interconnect system will be a SCADA system that will allow for remote control of the components. There have been several meetings and at this point, a final proposal is ready for presentation to the Board. Director Olbright answered questions from other Board members. He continued to report that the total proposal amount from RKR is \$169,974. In addition to the RKR proposal, there will be additional costs for WSI, approximately \$7,500, and Xcel Energy, approximately \$5,000. Mr. Rovick asked if it would be a possibility that rather than pay for the remote control, if someone could manually operate the valve. Matt Willitts noted that in the event of an emergency, manual operation would take too long and be potentially devastating to the water system. After discussion, Director Good moved to approve the proposal as presented along with the additional costs. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

Gate Replacement Project: Director Sherwood provided an update on the new gate installation. Due to some minor issues during the initial install, he was happy to report that the gate has been accepted by the fire department. He thanked everyone for their hard work in making this

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project a success. He noted that CRS will be administering the entry devices.

Signage and Traffic Calming: Director Olbright presented the plan for signage throughout the District. A drawing was shared noting where each sign would be placed. Director Johnson asked how likely it would be that people adhere to the posted signs and if Director Olbright thought the signs would change the behavior of drivers. Director Olbright responded that it would be a starting point. Director Johnson noted that he likes the concept of speed bumps because it does force people to slow down. With signage, he is concerned the cost would be spent on something that may be ignored. There was continued discussion about the topic. Director Lewis noted that we all need to set the example. Mark Nadeau noted that he would resist signage in the District as it may appear as though we are a public roadway system; you can go overboard. Rather than speed bumps, he likes speed tables because they are a little longer in length and believes they are more receptive to snowplows. Joe Maglicic reported that he did price speed tables and not speed bumps. Rebekah Barrington asked if this is a planned expenditure this year or if it will be budgeted for next year. She also asked if the Board considered this a necessity now versus later. Ms. Blair noted that we do have \$7,500 budgeted in the general fund for use on signage. After discussion, Director Sherwood moved to implement critical signs as outlined in the presentation, in an amount not-to-exceed \$7,500 without Board approval. Upon second by Director Lewis, a vote was taken and the motion carried unanimously.

OPERATOR ITEMS: Water System Reports: Mr. Willitts reported that tank cleaning is scheduled for the week of August 24th. He has located and purchased fire hydrant markers. He expects these to arrive within a week. Once he confirms that they fit the hydrants correctly, he will order enough for each hydrant within the District. He noted that there have been some issues with the Filing 2 pumphouse. The pumps appear to keep getting airlocked. As he is unsure where the air might be coming from, he will continue to investigate. Mr. Willitts continued to report that all fire hydrants are now fully functional. He also noted that under the current water system classification, the District is operating under proper guidelines.

ROADS

Festa and Sherwood Snowplowing: Director Olbright reported that RKR will begin plowing both the Festa and Sherwood properties this year. RKR has met with both families to familiarize themselves with the area.

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Damaged Fencing from Plowing: Director Olbright reported that Strategic Fence has completed the work to repair the damaged fencing.

RKR – Mag-Chloride and Summer Maintenance: Director Olbright reported that the mag-chloride application for this year has been completed and the roads are in good shape.

OTHER BUSINESS

Update on Reserve Study: Ms. Blair reported that the study was waiting on projects to be completed before it moved forward. She anticipates that a draft of the study can be available for review at the September meeting.

Update – Kurtz Request: Director Olbright reported that the Kurtz family had asked the Willow Brook Board to consider placing fencing along their neighborhood. He does not believe the District should set the precedent of fencing certain areas. The Board agreed to deny the request and maintain the system that we currently have in place.

Agenda Items for the RROA Annual Meeting: Mr. Robbins has most items covered for the agenda. If the Board wishes to add anything, they should reach out to him at their earliest convenience.

FINANCIALS

Consider Approval of Claims: Ms. Blair reported that the District has been switched to an automatic claims process. Payments will now be made via ACH. In the event that an interim check needs to be manually cut, approval from two Board members will be required via email. Ms. Blair reviewed the claims with the Board. Director Lewis moved that the Board approve the current claims totaling \$34,901.09. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

Review Financial Statements for the Period Ending July 31, 2020 and Cash Position Adjusted as of August 14, 2020: Ms. Blair presented the financial statements and cash position to the Board and answered questions. Director Lewis moved to approve the Financial Statements and Cash Position as presented. Upon second by Director Olbright, a vote was taken and the motion carried unanimously.

Property Tax Abatements: Ms. Blair reported on the effects of the tax abatement report that was recently issued. This began the conversation on how the District needs to budget for 2021.

Review Project Status Spreadsheet: Ms. Blair presented a spreadsheet to the Board that outlined how much money was budgeted for each project.

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The spreadsheet also indicates how much money has been spent on each project, year-to-date. She answered questions from the Board.

Entry Gate Landscaping: Mr. Longhill shared a graphic with a drawing he created for landscaping at the new entry gate. He asked the Board to consider a \$1,000 expenditure toward the landscaping and then the remainder of the project would be completed by volunteers. Director Lewis moved to approve \$1,000 to be used on the landscaping at the entry gate. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

Barn, Meadow, and Irrigation Report: Rebekah Barrington reported that she has circulated a memo that outlined the status of these separate areas. She noted that the Committee would first like to spend the remainder of their 2020 budget for irrigation on the Sawmill Ditch. They have not yet seen water in this ditch, but they are looking into the matter. For the hay meadows and fencing, there is \$5,000 budgeted for fencing repairs. They have been working on a section of fence that separates upper and lower K. The total length of fence that needs to be repaired or replaced is about 250 feet. Regarding weeds in the meadows, mitigation was performed later in the year than it has been in the past. Because of this, only \$800 has been spent this year. The Committee would like to spend another \$4,000 in the fall to treat for weeds hoping that this will reduce the number of weeds next year. She also thanked the Rovick's for all of the hard work they have put into the barn. The barn is set to be completed this year after some electrical work is completed. Lastly, Ms. Barrington noted that the Nadeau's bought a drag that is being used in the new arena on a regular basis. She would like to request a total of \$3,348 which would be used to both reimburse the Nadeau's for the drag as well as put \$1,000 toward finishing the barn. Director Sherwood moved to approve Ms. Barrington's request for \$3,348. Upon second by Director Lewis, a vote was taken and the motion carried unanimously.

Accept Resignation from Steve Johnson: Director Johnson spoke to the Board and informed them that while he has learned a lot from working with everyone, he is unable to commit the amount of time needed to be a Director. As such, Director Johnson offered his resignation from the Board noting that in the future, when he has more time, he would like to rejoin the Board. Director Olbright thanked Director Johnson for his time and commitment to the District. The Board unanimously accepted Director Johnson's resignation. Ms. Blair will notify the District, via rrgeneral, of the Board vacancy and ask that all interested parties contact her.

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District Protocols: Director Lewis noted that the District needs to establish protocols as they relate to various areas of the District and its operations. Some noted areas where protocols are needed would be covenant compliance, parking, etc. He asked the Board to think about how we move forward. He asked that water, septic, and parking policies be handed off to CRS. CRS will work with WSI to create these policies for the water systems. Director Lewis noted that in order to implement policies and protocols, we will need to give proper notice and hold a public hearing before adopting them. The RROA will provide a memo to the Metro District Board that will outline their recommendations as they relate to this exercise. Ms. Blair will reach out to the District's Legal Counsel for advice on how to proceed.

ADJOURNMENT There being no other business to come before the Board, the meeting was adjourned at 5:56 p.m.

Respectfully submitted,

Secretary for the Meeting