

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
WILLOW BROOK METROPOLITAN DISTRICT
HELD
JANUARY 17, 2020**

ATTENDANCE: The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, January 17, 2020 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 and Marcos Pacheco; Community Resource Services of Colorado, LLC (via telephone)
David Robbins, Esq; property owner and President of HOA
John Drake, property owner
Joe Maglicic, Ten Mile Engineering
Rob Sister, RKR
Matt Willits, WSI
Eric Kircher, Metro Services

CALL TO ORDER: President Lewis noted that a quorum of the Board was present and the meeting was called to order at 3:36 p.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: Mr. Robbins stated to the Board that the fire policy was handled beautifully.

APPROVAL OF AGENDA: The Board reviewed the agenda. Director Olbright would like to discuss the Kurth issue and would like to recommend that Mark Carlson with T. Charles Wilson Insurance attend the March Board

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meeting. Director Sherwood requested that an update be given on the haying contract under item 3.C. to the agenda. Director Good moved to approve the agenda as amended. Upon second by Director Sherwood, and vote, the motion carried unanimously.

MINUTES:

The Board reviewed the Minutes of the December 12, 2019 meeting. Following discussion, and upon motion duly made by Director Sherwood and seconded by Director Good, vote was taken, and motion carried unanimously to amend the minutes to reflect Director Good's email request.

CAPITAL PROJECTS:

Review Bids – 2020 Paving Project: Mr. Maglicic reported that after the public bidding process, bids were received on Wednesday for the 2020 Paving Project. It is his recommendation that the Board accept the bid from Columbine, noting the different alternatives that were provided. Director Olbright moved that the Board accept the proposal from Columbine subject to final review of the formal contract. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Financing Options: Director Johnson asked for someone to explain the difference between the estimates and actuals. There was an extensive discussion about the specific areas that would be paved and how the paving would affect the road maintenance. Mr. Drake noted that some residents on Pearl would like to be considered for potential paving.

Fire Protection Improvements: Mr. Drake updated the Board that he has not made personal contact with the County; however, he feels it may be a month before he receives an answer on the fire grant.

Update on SRF Loan Funding: Ms. Blair reported that she has communicated with both CDPHE and the Power Development Authority regarding inclusion of the interconnect project in the SRF loan. Representatives indicated that there should be minimal paperwork to include this project. Ms. Blair requested that Mr. Maglicic provide to her T&M and detailed project information so that she can inform CDPHE on the details of the project.

Gate Replacement and Funding: Director Olbright stated that, in his opinion, the District needs a new gate and it needs to be moved down the hill, with work being performed in May. In order to meet that timeline, the District needs to finalize the design soon. Director Olbright estimates that it will cost approximately \$100K and he will

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continue to work on this project. Discussion ensued regarding the condition of the current gate and options to be discussed at future meetings of the Board.

Update - Reserve Study: Director Olbright reported to the Board that a meeting was held on Wednesday to brainstorm on how to proceed to completion of the study. The Reserve Study will be presented at a future meeting of the Board.

Major Water System Leak: Director Olbright reported that everyone responded very quickly and did a very good job. Mr. Sister with RKR stated that it was an error on their end, but he would like to have the District pay the bill to Metro Services. Mr. Maglicic noted he agreed with this course of action. President Lewis stated he also agrees that the bill should be paid by the District. Director Olbright reiterated that Metro Services and RKR crews did an awesome job.

OPERATION ITEMS:

GIS Mapping: Director Olbright summarized the mapping project with the Board, stating that it will help bring the District into a current era with mapping. Director Good asked about privacy related to the GIS and listing of owner's names. Director Olbright stated that it will be a private system. Director Olbright will continue to work on this.

Transition of Water Operations and Road Maintenance: Messrs. Willits, Kircher and Sister discussed the transition of water operations and road maintenance. The Board was given an opportunity to ask questions and get to know the contractors. Mr. Sister and Mr. Willits will also be providing services to Buffalo Mountain. Also, Mr. Sister will be renting out the space that Mr. Kircher is currently occupying.

Plowing Access Driveways: Director Olbright reported to the Board that he met with Festa, and Festa asked that the District plow the entire loop. Mr. Olbright noted the areas needed to be plowed.

Dumpster Policy: Director Sherwood stated that he does not want to vote today on the proposed policy but at a later meeting. He updated the Board on the enclosure and reported why it is needed.

President Lewis asked CRS to send the last set of regulations for the District to the Board for review and update. Revisions to the rules

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and regulations will include the dumpster policy as adopted by the Board. The policy could authorize the District to penalize gross abuse of the dumpsters.

FINANCIALS:

Consider Approval and Ratification: Ms. Blair reviewed the claims with the Board. Director Good asked about the bill to Mr. Sister for the fencing and Ms. Blair explained that a portion of the expense was approved and had been paid through the SFR loan. Director Olbright moved that the Board approve current claims represented by check nos. 5729 - 5748 totaling \$78,062.84. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Review Financial Statements for the Period Ending December 31, 2019 and Cash Position Dated January 14, 2020: Ms. Blair reviewed the financial statements and cash position with the Board.

Meeting Notice and Attendance Protocol: Ms. Blair reported that the SIPA website is a few months out. Ms. Blair presented a Meeting Notice and Attendance Protocol for Board consideration. Director Olbright moved that the Board adopt the notice, noting there may be future revisions to the notice once the SIPA website is live. Upon a second by President Lewis, a vote was taken, and the motion carried unanimously.

Engagement of Auditor: Ms. Blair reported that Haynie and Company is on board to perform the District's 2019 audit, as the District's past auditor did not perform single audits as required by the SRF loan. Director Olbright moved that the Board approve the engagement of Haynie and Company. Upon a second by President Lewis, a vote was taken, and the motion carried unanimously.

OPERATOR ITEMS:

Water System Reports: Mr. Kircher reported to the Board that there were no issues. The pump is running well and production showed no reduction. Everything else looks good and it is all back to normal.

OTHER BUSINESS

Mr. Robbins reported to the Board that Mr. Radlauer was doing a great job helping the rental committee on various matters.

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ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 6:12p.m.

Respectfully submitted,

Secretary for the Meeting