

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD MARCH 20, 2020

ATTENDANCE: The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, March 20, 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:

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
David Robbins, Esq; property owner and President of HOA
John Drake, property owner
Joe Maglicic, Ten Mile Engineering
Eric Kircher, Metro Services
Rebekah Barrington, property owner
Dave and Cathy Wingate, property owners
Mark Nadeau, property owner

CALL TO ORDER: President Lewis noted that a quorum of the Board was present, and the meeting was called to order at 3:38 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: There were none.

APPROVAL OF AGENDA: The Board reviewed the agenda. Director Sherwood moved to approve the agenda as presented. Upon second by Director Good, and vote, the motion carried unanimously.

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MINUTES:

The Board reviewed the Minutes of the January 17, 2020 meeting. Following discussion, and upon motion duly made to approve the minutes as presented by Director Good and seconded by Director Olbright vote was taken, and motion carried unanimously.

**CAPITAL
PROJECTS:**

2020 Paving Project - Financing Option – Inbank: Ms. Blair reviewed financing options with the Board. There was discussion amongst the Board regarding funding and timing of the project. Director Johnson motioned that the Board provide conditional approval to move forward with Inbank contingent upon Director Johnson returning with a report outlining whether the residents could provide a more viable self-finance option. Upon second by Director Sherwood, vote was taken and motion carried unanimously.

Contract with Columbine Hills Concrete, Inc.: Mr. Maglicic presented to the Board a contract for Columbine Hills Concrete for road paving in the amount of \$344,863. Director Good moved that the Board approve the contract with Columbine Hills Inc. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Draft Letter to Ruby Ranch/Topaz Homeowners: Director Olbright reported on this item. President Lewis had put a letter together explaining the potential subdistrict. President Lewis and Ms. Blair will talk with Mr. Dalton to obtain a draft letter to send out to the homeowners. Mr. Maglicic will also provide a word document of his letter to aid in the process.

Discussion Regarding Interconnect - Review Project Estimate: Director Olbright spoke to the Board about the grant and all the moving pieces. The Board authorized Mr. Maglicic to work on this item and to move forward with it. Mr. Maglicic also noted the need to install a radio transmitter at the Ruby tank. This will be reported on further by Mr. Maglicic at future meetings.

Gate Replacement and Funding: Director Olbright reported to the Board that the firm they first reached out to was unresponsive. As such, he went with BHH Partners, who designed the current gate. To design the new gate, Director Olbright is looking for \$4,500.00 to enter into an agreement with BHH Partners. Director Good moved that the Board approve the \$4,500.00 to enter into an agreement. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

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Reserve Study: Ms. Blair reported this item to the Board and noted that the first draft is close to distribution.

New Roof on Gate House: Ms. Blair reported that the roof on the gatehouse is leaking and in poor condition. Once a color is decided upon, Ms. Blair will get authorization from the Architectural Review Committee. Director Good moved to approve \$11,000 for replacing the Gate House roof. Upon second by Director Olbright, a vote was taken and the motion carried unanimously.

Paving of Gate House Parking Lot: Ms. Blair told the Board she will get approval from Architectural Review Committee and has already been in contact with John Longhill on the matter.

Fire Hydrant Bid and Contract: Mr. Maglicic spoke to the board about the two bids that were received out of the five contractors who were contacted. RKR was the lowest bid at \$221,618.00. Director Sherwood moved that the Board approve the contract with RKR. Upon a second by Director Good, a vote was taken, and the motion carried unanimously.

OPERATION ITEMS:

Gate House Temperature: The temperature of the gate house is currently being controlled by a smart-thermostat, controlled by Carl Oppedahl. The temperature has been far too low. Ms. Blair will contact Mr. Oppedahl and ask to have the temperature changed.

Transition of Water Operations and Road Maintenance: Mr. Kircher reported that transition of the road maintenance will take effect April 1, 2020. Water operations will be transitioned by May 1, 2020.

Rocky Mountain Youth Corps: President Lewis reported that the District still plans to use the RMYC this fall; however, the District is not under a monetary obligation at this time. If another entity monetarily commits to RMYC, then the District will receive notice in order to explore new options.

Haying/Irrigation Contract: Ms. Blair commented that the contract is in place. Ms. Barrington reported on what the contract entails. Director Good moved that the Board approve this contract. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

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Director Olbright's Resignation from Stable Committee: There was no formal action needed for this item.

Barn Alarm System - Repair Alarm System - \$1,200.00: Director Olbright spoke to the Board about the alarm system installed at the barn and the needed repairs. Director Good moved that the Board approve the alarm system repairs. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

FINANCIALS:

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. 5749 - 5758 totaling \$29,714.85. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Review Financial Statements for the Period Ending February 29, 2020 and Cash Position Dated March 16, 2020: Ms. Blair reviewed the financial statements to the Board.

OPERATOR ITEMS:

Water System Reports: Mr. Kircher reported to the Board that everything looks good. The plumber who rebuilt Well No. 2 would like to continue working for the District on Well No. 1 and the booster station.

OTHER BUSINESS

There were none.

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 5:35p.m.

Respectfully submitted,

Secretary for the Meeting