

**WILLOW BROOK METROPOLITAN DISTRICT
REGULAR MEETING AGENDA**

<u>Board of Directors</u>	<u>Office:</u>	<u>Term Expiration</u>
EJ Olbright	President	May 2023
Mat Sherwood	Vice President	May 2022
Michael Good	Secretary	May 2022
Randy Lewis	Director	May 2023
Des Hague	Director	May 2022 (run for a 1-year term 2023)

PLEASE NOTE DATE AND TIME

DATE: Friday, December 18, 2020

TIME: 3:30 PM

**PLACE: VIRTUAL MEETING – NO ONE WILL BE IN ATTENDANCE AT
THE GATE HOUSE**

The meeting can be accessed by the following link: <https://zoom.us/j/93394481061>

If you are unable to join from a computer, you can dial **1-669-900-9128** and enter the Webinar ID when prompted. Webinar ID: **933 9448 1061**

***FOR THOSE CALLING IN, PLEASE PRESS *6 TO MUTE/UNMUTE
YOUR PHONE***

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 November 20, 2020 Meeting (enclosure)
- II. WORK SESSION – WBMD and RROA Boards – Task Matrix (enclosure)
- III. ROADS REPORT
- IV. WATER OPERATOR’S REPORT (enclosure)
- V. CAPITAL PROJECTS:
 - A. Reports on GIS/Mapping; Signage; Mailbox (Fran Novak)
 - B. Gate Update
- VI. FINANCIAL/ADMINISTRATIVE ITEMS:
 - A. Consider Approval and Ratification of Claims (enclosure)

VII. OTHER BUSINESS:

- A. Consider Adoption of Policy re Construction Deposits (enclosure)

VIII. ADJOURNMENT:

The next regular meeting of the Willow Brook Metropolitan District Board will be held will be held on February 19, 2020.

RECORD OF PROCEEDINGS

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

- ATTENDANCE:** The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, November 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:
- EJ Olbright, Director
Mat Sherwood, Vice Director
Michael Good, Secretary
Randy Lewis, Director
Des Hague, Director
- Others identified in attendance:
Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC
David Robbins, Esq; property owner and Director of RROA
Dave and Cathi Wingate, property owners
Mark Nadeau, property owner
David Radlauer, property owner
Rocky Paden, RKR
Matt Willits, WSI
Chris McGadden, property owner
Rebekah Barrington, property owner
John Drake, property owner
- CALL TO ORDER:** Director Olbright noted that a quorum of the Board was present, and the meeting was called to order at 3:30 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:** There was none.
- APPROVAL OF AGENDA:** The Board reviewed the agenda. Two additions were requested: 1) Discussion regarding dumpster repairs; and 2) Contractor Relations.

RECORD OF PROCEEDINGS

Director Olbright moved to approve the agenda as amended. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

MINUTES:

The Board reviewed the minutes of the October 16, 2020 Meeting. Director Good moved to approve the minutes as presented. Upon second by Director Lewis, a vote was taken, and the motion carried unanimously.

ROAD REPORTS:

Dave Wingate reported that he is working with RKR to ensure that the roads are properly cared for. He also noted that he is working closely with RKR to establish snow plowing standards in order to maintain safe roads. With the newly paved roads in the District, there is an additional need to clear those roads when it snows. Lastly, Mr. Wingate is working to establish revised snow removal policies for the Board to consider.

Director Olbright requested that Mr. Wingate have RKR hand shovel certain areas throughout the District.

WATER OPERATOR REPORT:

Mr. Willits provided an update on the antenna installation for the interconnect/telemetry project. Drawings have been provided to the ARC and are being reviewed. The Board asked questions of Mr. Willits to which he was able to provide answers. Mr. Willits continued to report on the homeowners that have been experiencing high water usage. He has been reading their meters regularly and the usage seems to have slowed significantly. Chris McGadden spoke and noted his concern with the bills being calculated correctly. Mr. Willits confirmed that the bills are accurate. Ms. Blair reported that CRS will field calls from concerned residents and also asked the Board for the authority to change meters at the homes of those experiencing high usage, if needed. The Board granted CRS the authority to do so.

CAPITAL PROJECTS:

Signage: Director Olbright reported that he is still looking into options and the signs will be installed next year.

Gate Project: Director Olbright reported that the gate is working well. There will be a keypad installed on the resident-side of the gate in the near future. Director Hague presented revisions to the 'Gate Access Code Agreement' that he would like the Board to consider adopting. After discussion, the Board authorized Director Lewis and Director Hague to revise the agreement, in conjunction with Legal Counsel. Once that is completed, a revision agreement will be presented to the Board for approval.

RECORD OF PROCEEDINGS

FINANCIALS:

Consider Ratification of Claims: Ms. Blair reviewed the claims with the Board. Director Lewis moved that the Board ratify the claims dated October 31, 2020 totaling \$70,775.17 along with the automatic payments totaling \$1,554.60. Upon second by Director Good, a vote was taken, and the motion carried unanimously.

Financial Statements and Cash Position: Ms. Blair reviewed the October 31, 2020 financial statements and cash position dated November 6, 2020 with the Board.

Conduct Public Hearing to Adopt 2021 Budget/Certify Mill Levy/Appropriate 2021 Expenditures: Director Lewis moved to open the public hearing. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously. Ms. Blair reviewed the proposed 2021 budget with the Board. The Board suggested several changes to the budget and directed CRS to make those changes. Dave Wingate requested that he, as the liaison for the roads, be included in budget correspondence. He would also like historical invoices for road maintenance in order to establish a baseline to work from. After discussion, the public hearing was closed.

Director Lewis moved to adopt the 2021 budget, appropriate 2021 expenditures and certify a total mill levy of 82.156, pending receipt of the final assessed valuation from the county. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Public Hearing to Amend 2020 Budget: Director Lewis moved to open a public hearing to amend the 2020 budget. Upon second by Director Sherwood, a vote was taken, and the motion carried unanimously. Ms. Blair reviewed the proposed budget amendment with the Board. With there being no public comment, the public hearing was closed. Director Lewis moved to amend the 2020 budget. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Work Session Dates: The Board will hold a Work Session on December 3, 2020. Any agenda items should be sent to Ms. Blair.

December Meeting: The Board will plan to conduct their regular meeting on December 18, 2020.

OTHER BUSINESS:

Contract with Dillon Towing and Recovery: Director Olbright noted that, in the event a vehicle is causing an obstruction, and all measures

RECORD OF PROCEEDINGS

have been taken to contact the owner, the District needs a resource to remove that vehicle. As such, Director Olbright is recommending that the District contract with Dillon Towing for this purpose. Additionally, he asked that the Board approve the proposed towing policies, as presented. After discussion, Director Sherwood moved that the Board approve the contract as presented and adopt the towing policy, with the noted revisions. Upon a second by Director Hague, a vote was taken, and the motion carried unanimously.

Dumpster Repair: Director Good reported that one of the dumpsters has been damaged and it will not fully open. As a result, residents are unable to place their trash inside of the dumpster. CRS has made several attempts to reach out to Waste Management to have this issue resolved. They will continue to work on this issue to ensure it is resolved.

Cross Country Ski Trail: Director Olbright reported that the trail has been staked by Ken Cremer, but there is nothing further to report at this time.

Contractor Relations: Director Sherwood reported that he is in receipt of written complaints that allege Director Good has been verbally abusive to residents and contractors of the District. As such, Director Sherwood asked Director Olbright to investigate the claims. Ms. Blair noted that situations like this typically require the engagement of Legal Counsel. Director Sherwood moved that the Board pursue the investigation and engage counsel. Upon a second by Director Lewis, a vote was taken, and the motion carried unanimously. Director Good commented that he would welcome this investigation as it relates to the homeowner so that he can go on record that he was verbally assaulted first. Ms. Blair will communicate with the District's Legal Counsel and report back to the Board.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Secretary for the Meeting

Category	Tasks	Contact Name	Email	Phone
Architectural Review Committee	ARC Review/approval for development in Ruby Ranch	John Longhill	johnlonghill@mindspring.com	?
	Create Written Construction Plan	?	?	?
	Preconstruction Videos(Metro & RROA)	?	?	?
	Troubleshoot & Resolve Ongoing Construction Projects	?	?	?
Communication Committee	Newsletter / rrgeneral	John Drake	jdrake@retainperformancegroup.com	?
Fence	Fence Maintenance	?	?	?
Forest Health Committee	Hazardous fuel reduction--common lands/wilderness	John Drake	jdrake@retainperformancegroup.com	?
Gatehouse	Gatehouse Maintenance	Jon Rovick	jonrovick@colorado.net	?
	Snow Removal	?	?	?
Gates	Technology/Security	Carl Oppedahl	carl@oppedahl.com	?
	Back Gate	?	?	?
	Gate Codes	CRS / Marcos Pacheco	mpacheco@crsofcolorado.com	720-234-0265
	Gate Maintenance/Major	Strategic Fence (Fez)	info@strategicfence.com	970-547-9292
	Gate Maintenance/Minor	Kevin Boylan	kgbsummit@gmail.com	?
GIS/Mapping	Landscape Maintenance (gate, gatehouse, etc.)	John Longhill	johnlonghill@mindspring.com	?
	GIS/Mapping	Fran Novak	danicielectricinc@gmail.com	?
Mailbox	Onsite Mail	Fran Novak	danicielectricinc@gmail.com	?
Meadow	Meadow maintenance (seeds, rocks, etc.)	?	?	?
Metro District Accounting	Accountant-Preparation of Monthly Financials	CRS / Diane Rodriguez	drodriguez@crsofcolorado.com	303-381-4969
	Accounts Payable	CRS / Phil Schneider	pschneider@crsofcolorado.com	303-381-4985
Metro District Management	Annual Audits	CRS / Diane Rodriguez	drodriguez@crsofcolorado.com	303-381-4969
	Annual Compliance	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
	Board Meeting Attendance & Minutes	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
	Board Meeting Packet Preparation	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
	Draft Contracts, Resolutions, Policies	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
	Metro District Manager	CRS / Marcos Pacheco	mpacheco@crsofcolorado.com	720-234-0265
	Metro District Manager	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
	Oversight of Consultants & Contractors	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
	Preparation of Annual Audit & Budget	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
	Repository for Public Records	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441

Category	Tasks	Contact Name	Email	Phone
Road	Culverts	Dave Wingate	shredandspinco@gmail.com	?
	Develop Process to Review CO & Permits	?	?	?
	Road Maintenance--Summer	Dave Wingate	shredandspinco@gmail.com	?
Security/Infrastructure Committee	Snow Plowing	Dave Wingate	shredandspinco@gmail.com	?
	Security Equipment	Mark Nadeau	marknadeau@bicycletransport.com	?
Short Term Rentals Committee	Monitor Compliance of R&R	?	?	?
	Short Term Rentals	David Radlauer	hueyrocket@gmail.com	?
Signage	Gate Signage	EJ Olbright	ejo@wbmetro.org	?
	Gate Signage	Mat Sherwood	matthew_sherwood@wbmetro.org	?
	Perimeter Signage	Mark Nadeau	marknadeau@bicycletransport.com	?
	Road Signage	EJ Olbright	ejo@wbmetro.org	?
Smith Ranch Stable / Irrigation / Hay Committee	Road Signage	Mat Sherwood	matthew_sherwood@wbmetro.org	?
	Liaison Smith Ranch	?	?	?
	Arena Maintenance	?	?	?
	Contract/oversee horse owners	?	?	?
	Parking Lot Maintenance	?	?	?
	Stable maintenance	?	?	?
	Ditch Maintenance	Jon Rovick	jonrovick@colorado.net	?
	Dragging, Fertilizing, Cutting	?	?	?
	Haying	?	?	?
	Monitor Water Flow In Ditches	Jon Rovick	jonrovick@colorado.net	?
Towing	Unauthorized Parking	Dave Wingate	shredandspinco@gmail.com	?
	Unauthorized Parking	EJ Olbright	ejo@wbmetro.org	?

Category	Tasks	Contact Name	Email	Phone
Trails	Trails (including cross-country)	Ken Cremer	skifever@msn.com	?
Trash-Waste	Cleanup Around Dumpster	?	?	?
	Maintain Locks	?	?	?
	Shovel Snow Around Dumpster	CRS / Marcos Pacheco	mpacheco@crsofcolorado.com	720-234-0265
	Trash Service	CRS / Marcos Pacheco	mpacheco@crsofcolorado.com	720-234-0265
Water	Prepare Process for CO & Permits	CRS / Lori Tremaine	ltremaine@crsofcolorado.com	303-381-4964
	Water Billing	CRS / Lori Tremaine	ltremaine@crsofcolorado.com	303-381-4964
	Water Quality	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
	Water Supply	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
Website	Development	CRS / Sue Blair	sblair@crsofcolorado.com	303-601-6441
	Development of Metro & RROA Websites	Des Hague	des_hague@wbmetro.org	?
	Maintenance	?	?	?
Needs	Noxious Weeds	Lisa Lewis	lklewis109@me.com	?
	Noxious Weeds	Michael Good	michael_good@wbmetro.org	?

**Willow Brook Metro District
Operations and Maintenance Report**

December 18, 2020

- CDPHE completed their Sanitary Survey of the District’s water facilities on November 16th. The District has received a written report from CDPHE, and the report has been attached to this agenda for review. As mentioned at the last meeting, WSI provided historical laboratory water analysis’s, a written Monitoring Plan, written BPCCC Plan/request for Alternative Compliance Ratio, Comprehensive Tank Inspection’s, quarterly tank inspections and other requested documentation prior to their inspection as requested by CDPHE. Completion of the above reports and other items on the included “Road to Compliance” as previously reported, prevented any Significant Deficiencies or other violations requiring District resolution. The inspector did have 10 observations and/or recommendations, many addressed by WSI staff while CDPHE was on site or shortly after and then documented with CDPHE. Review of observations 5,6 and 7 will be discussed at the board meeting.
- WSI will be reading District water meters towards the end of December. WSI will continue to review meter readings, check any meter readings that appear excessive or inaccurate and identify these locations in our report to CRS for owner contact.
- The check valve at filing 2 well house was replaced by Vowel Plumbing. This reduced the occurrence of air locking of the booster pumps but has not completely resolved the problem. WSI has identified another check valve that is leaking in this well house which we hope will eliminate the air locking once replaced. WSI is scheduling a plumber for replacement.
- WSI submitted drawings of what the SCADA system antenna sites will look like for ARC approval. ARC has approved the structures and equipment that have been proposed. Their only request is to paint the structures using subdued earth tones to ensure that they are not obtrusive to residents. The selected electrician has been requested to paint his equipment “forest service green” and we have been working with MPC to paint their equipment. Regardless, once the equipment is installed the structures will be painted by a contractor. WSI has submitted the License Agreement to the Town of Silverthorne for use of their Mountain Angler Tank Site. This site is necessary for the District’s radio repeater station which will allow communication between our facilities being monitored by the SCADA system. Once the License Agreement has been signed then all approvals for the project will be completed and the District and RKR, Inc. can enter into Agreement with their subcontractors.

Well #1 reading:
10/31/2020 = 41,026,700
11/30/2020 = 41,089,000
Total gallons= 62,300

Well #2 reading:
10/31/2020 = 7,988,700
11/30/2020 = 8,077,400
Total gallons = 88,700

Ruby Ranch Road to Compliance

- Reclassify water system from a Transient, Non-Community to a Community water system.
 - Will require additional public notification and water monitoring, i.e. Annual Consumer Confidence Report, disinfection by-product and lead/copper sampling. Based on those results additional treatment may be required.
- Complete Written Monitoring Plan to include identification of sample locations ~32 hours
- Complete Written Emergency Response Plan ~4 hours
- Complete Written Tank Inspection Plan ~8 hours/Complete Quarterly Inspections ~12 hours/Complete 5 Year Comprehensive Inspection ~ 12 hours plus dive company ~\$3000.00
- Complete Written Cross Connection and Backflow Prevention Plan ~32 hours, Submit Alternate Survey Compliance Ratio ~2 hours, Complete Written Enforcement Policy, i.e. Ordinance or Water User Agreement ~4 hours, Perform System Survey ~16 hours

Hourly Rate= \$85.00/hour



COLORADO
 Department of Public Health & Environment

December 14, 2020

Ms. Sue Blair
 Willow Brook Metro District
 7995 E Prentice Ave Ste 103e
 Greenwood Village, CO 80011

Subject: Sanitary Survey of Willow Brook Metro District
 Public Water System Identification No. CO0259020
 Summit County

Dear Ms. Blair:

A sanitary survey was performed on November 16, 2020 by the Field Services Section of the Colorado Department of Public Health & Environment's Water Quality Control Division (the department) at Willow Brook Metro District (the supplier) in accordance with the *Colorado Primary Drinking Water Regulations, 5 CCR 1002-11* (Regulation 11), Sections 11.38(1)(b) and 11.38(2). This letter serves to provide the supplier with written notification of the sanitary survey findings, including any identified significant deficiencies and violations of Regulation 11. The assistance provided was very helpful and is greatly appreciated. Table 1 identifies the parties present during the sanitary survey.

Table 1: Parties Present

Name	Organization
Matt Willitts	Water Solutions, Inc., Operator in Responsible Charge for Willow Brook Metro District
Loren Mendenhall	Water Solutions, Inc.
Jochen Grauer	Water Solutions, Inc.
Nick Hall	Colorado Department of Public Health & Environment

In response to this letter, the supplier must provide a written response, documenting resolution of all significant deficiencies and violations, and/or propose a corrective action plan with a corrective action schedule, as required by Regulation 11, Section 11.38(3)(d,f). Also, for findings that are violations of Regulation 11, the supplier must comply with the public notification requirements described in Section V, below. The supplier's written response is due within forty-five (45) days and should be submitted to the department electronically through the drinking water portal at <https://wqcdcompliance.com/login> under the category "Sanitary Survey Inspection". If a corrective action plan is proposed, it must outline the course of action that has been or will be taken and the date(s) of the completed corrective action(s) and/or the date(s) by which the supplier proposes to correct each significant deficiency and violation of Regulation 11. Table 2 summarizes the number of findings and the required written response and resolution dates.

Table 2: Sanitary Survey Findings

Severity Category	Number Identified	Written Response Due (within 45 days of letter date)	Resolution Due (within 120 days of letter, or department-approved alternate date)	Public Notice Required (Violations of Regulations 11)
Significant Deficiencies	0	No response required	Not applicable	Not required
Violations	0	No response required	Not applicable	Not required
Observations – Recommendations	10	No response required	Not applicable	Not applicable



A list of the findings for each category in Table 2 can be found in the following sections:

Section I: Significant Deficiencies

According to Regulation 11, Section 11.3(72), a significant deficiency means:

any situation, practice, or condition in a public water system with respect to design, operation, maintenance, or administration, that the state determines may result in or have the potential to result in production of finished drinking water that poses an unacceptable risk to health and welfare of the public served by the water system.

No significant deficiencies were identified.

Section II: Violations

No violations were identified.

Section III: Observations/Recommendations

The department recommends the supplier follow up and consider the following observations-recommendations. Please direct questions regarding any of the items below to the department inspector.

1. S030 - Source: Well No 1 (SDWIS ID: 001)

Source Construction: Supplier's groundwater well does not provide adequate protection of source water.

At the time of the sanitary survey, the department inspector observed that the supplier's water system consisted of three wells (Well No 1 –SDWIS ID: 001, Availability - Permanent; Well No 2 –SDWIS ID: 002, Availability - Permanent; Well No 3 - SDWIS ID: 003, Availability –Emergency), all classified as groundwater, to provide source water to two separate treatment systems (Chlorinator for Well 1 –SDWIS ID: 001T; Chlorinator for Well 2 –SDWIS ID: 002T) located adjacent to their respective wells. Treatment in both treatment systems included, in the following sequential order: a raw water sample tap, the addition of free chlorine for disinfection, an underground 1,500-gallon clear well for contact time, an entry point sample tap, and two 80-gallon pressure tanks connected in series. The treated water from Well No 1 flowed to Zone 1 of the distribution system (SDWIS ID: DS001), which included finished water storage facility Storage Tank 1 (SDWIS ID: ST-1). The treated water from Well No 2 flowed to Zone 2 of the distribution system. Zone 2 of the distribution system included a mid-mountain pressure booster station, which included, in the following sequential order: two manifolded 20,000-gallon finished water storage tanks (Storage Tank 2 East and Storage Tank 2 West - SDWIS ID: ST-2) and two 120-gallon pressure tanks connected in series. Treated water from the mid-mountain pressure booster station was then piped uphill to two manifolded 6,000-gallon finished water storage tanks (Storage Tank 3 East and Storage Tank 3 West –SDWIS ID: ST-3), which also provided treated water to Zone 2 of the distribution system. The valve at the connection point between Zone 1 and Zone 2 of the distribution system was closed at the time of the survey. Well No 3 was disconnected from the distribution system (see more detail under No. 10 below).

During the sanitary survey, the department inspector observed that the bolts securing the wellhead cap on Well No 1 were loose (see Attachment 1a). This condition could allow the entrance of contaminants into the well. Having a well subject to contamination constitutes a risk to public health which meets the definition of a significant deficiency as defined in Regulation 11, Section 11.3(72) and must be corrected.

During the sanitary survey, the supplier tightened the bolts securing the wellhead cap on Well No 1 (see Attachment 1b). The department deems this deficiency satisfactorily resolved and no further action is required from the supplier concerning this matter.

2. S030 - Source: Well No 2 (SDWIS ID: 002)

Source Construction: Supplier's groundwater well does not provide adequate protection of source water.

During the sanitary survey, the department inspector observed that the bolts securing the wellhead cap

on Well No 2 were loose (see Attachment 2a). This condition could allow the entrance of contaminants into the well. Having a well subject to contamination constitutes a risk to public health which meets the definition of a significant deficiency as defined in Regulation 11, Section 11.3(72) and must be corrected.

During the sanitary survey, the supplier tightened the bolts securing the wellhead cap on Well No 2 (see Attachment 2b). The department deems this deficiency satisfactorily resolved and no further action is required from the supplier concerning this matter.

3. S031 - Source: Well No 3 Emergency Use (SDWIS ID: 003)

Source Location: Supplier has located a groundwater well in a location that causes it to be impacted by contamination.

During the sanitary survey, the inspector observed that Well No 3 was located in a flat area occasionally used by snowplows during snow removal operations on the adjacent unpaved road (see Attachment 3a). Scratched paint on the well head (see Attachment 3b) suggests that the well is not visible to snowplows when the well is covered in snow. Having no protective barrier around the well could result in accidental vehicular damage to the well casing and/or the well head. If such physical damage were to occur, it could allow contaminants to enter the well. This potential contamination constitutes a public health risk which meets the definition of a significant deficiency as defined in Regulation 11, Section 11.3(71) and must be corrected.

The supplier resolved this deficiency by installing a metal stake in front of the well between the road and the well to improve the visibility of the well when there is snow on the ground and provided photographic evidence on December 8, 2020 (see Attachment 3c). The department deems this deficiency satisfactorily corrected and no further action is required from the supplier concerning this deficiency.

4. S030 - Source: Well No 3 Emergency Use (SDWIS ID: 003)

Source Construction: Supplier's groundwater well does not provide adequate protection of source water.

During the sanitary survey, the department inspector observed that a bolt meant to secure the wellhead cap was missing on Well No 3 (see Attachment 4a). This condition could allow the wellhead cap to become loose, which would provide a potential entrance for contaminants into the well. Having a well subject to contamination constitutes a risk to public health which meets the definition of a significant deficiency as defined in Regulation 11, Section 11.3(72) and must be corrected.

In accordance with Section 3.2.1.a of the Colorado Design Criteria for Potable Water Systems, all wells must be constructed in accordance with the latest edition of the Rules and Regulations for Water Well Construction, Pump Installation, Cistern Installation, and Monitoring and Observation Hole/ Well Construction (Water Well Construction Rules, 2 CCR 402-2). In accordance with Rule 11.5 of the Water Well Construction Rules, all pumping equipment shall be installed with an effective well seal at the top of the casing that will prevent the entry of contaminants into the well and shall be designed to prevent unprotected openings from connecting with the interior of the pump or well.

The supplier resolved this deficiency by replacing the missing bolt and securing the wellhead cap. The supplier provided photographic evidence of this correction on December 8, 2020 (see Attachment 4b). The department deems this deficiency satisfactorily resolved and no further action is required from the supplier concerning this matter.

5. and 6. S012 - Sources: Well No 1 (SDWIS ID: 001) Well No 2 (SDWIS ID: 002)

Groundwater Source Potential GWUDI: Supplier's wells may be under the direct influence of surface water as defined by Regulation 11, Section 11.3(37). The department will be evaluating the source for determination of ground water under the direct influence (GWUDI) of surface water and the need to comply with Regulation 11, Section 11.8.

During the sanitary survey, the department inspector indicated that the supplier's groundwater wells may be under the direct influence of surface water based on the location of Well No 1 in a visible

floodplain/ wetland and Well No 2's close proximity to a surface water drainage feature (approximately 30 feet). No water was visible in the floodplain/ wetland or the surface water drainage feature at the time of the survey. Records concerning the wells' permits or construction were not available for review by the department inspector to verify the screened intervals of the well casing for each well.

Additional testing may be required in the future to determine the appropriate source classification. The department may issue additional information regarding the source classification status of the source under a separate letter to the supplier. If you have questions regarding source classification, please contact the department's Groundwater Evaluation Specialist, Bryan Pickle, at 303-692-3527 or bryan.pickle@state.co.us.

7. S997 - Source

Other Source Observations: Department inspector identified source observation.

During the survey, the inspector observed that the supplier had a water connection from the Town of Silverthorne (PWSID # CO0159095) to the distribution system for emergency supplemental water, which was turned off at the time of the survey (see Attachment 5). Subsequent to the survey, the supplier's certified operator indicated that the connection had not been used since they began operating the system in June, 2020, and had no records of prior use. A meter near the connection to the distribution system monitors use of the water from the Town of Silverthorne.

Through issuance of this sanitary survey letter, the department will be adding the connection to the Town of Silverthorne (Purchase Water Town of Silverthorne - SDWIS ID: 004, Availability –Emergency) as a supplemental emergency source to the Safe Drinking Water Information System (SDWIS) for Willow Brook Metro District. If the supplier has any questions concerning this database update, please contact Amy Schultz, Compliance Specialist, at 303-691-4927 or amy.schultz@state.co.us.

8. T901 - Treatment: Chlorinator For Well 2 (SDWIS ID: 002T)

Cross Connection: Uncontrolled cross connection that may allow contamination to enter drinking water.

During the survey, the inspector observed a potential uncontrolled cross connection between Well No 3 and the distribution system. The inspector found that a pipe containing untreated water from Well No 3 was connected to the distribution system (see Attachment 6a). The inspector observed that a valve at the connection point between the untreated water and the distribution system was closed. The supplier informed the inspector that the valve remained closed at all times.

Although the valve was closed at the time of the survey, the valve could inadvertently be opened resulting in an unprotected cross connection. In accordance with Section 11.39(3)(b) of Regulation 11, suppliers of water are prohibited from installing or permitting any uncontrolled cross connections to the distribution system, an internal building water supply, or within a supplier's waterworks. Unprotected cross-connections present potential sanitary hazards and health risks which meet the definition of a significant deficiency as defined in Section 11.3(72) of Regulation 11, and must be corrected.

The supplier resolved this deficiency by physically disconnecting the untreated water from Well No 3 from the distribution system and provided photographic evidence on December 7, 2020 (see Attachment 6b). The department deems this deficiency satisfactorily resolved and no further action is required from the supplier concerning this matter.

9. F310 - Finished Water Storage: Storage Tank 1 (SDWIS ID: ST-1)

Storage Condition: The condition of the storage structure may allow potential sources of contamination to enter the tank.

During the sanitary survey, the department inspector observed a gap at the point where electrical components entered the side of Storage Tank 1 (see Attachment 7a). This gap could allow the entrance of contaminants such as small insects and windblown debris into the tank. In accordance with 7.0.3 of the Design Criteria for Potable Water Systems, all finished water storage tanks must be designed to

exclude birds, animals, and insects, and any installations of appurtenances must be done in a manner that ensures no damage to the tank, coatings, or water quality, or corrects any damage that occurs. Maintaining a tank in a manner that may allow for potential contamination of potable water presents a risk to public health, which meets the definition of a significant deficiency as defined in Regulation 11, Section 11.3(72) that must be corrected.

The supplier resolved this deficiency by applying a silicone seal around the electrical components entering the storage tank and provided photographic evidence on December 7, 2020 (see Attachment 7b). The department deems this deficiency satisfactorily resolved and no further action is required from the supplier concerning this matter.

The inspector also observed chipped paint on the standing platform inside the storage tank (see Attachment 7c). While no paint or other contamination was observed in the treated water portion of the tank, the department recommends removing the paint debris to prevent future potential contamination. The supplier addressed this recommendation by cleaning the debris from the standing platform in the storage tank and closing the interior hatch to the treated water portion of the storage tank and provided photographic evidence on December 7, 2020 (see Attachment 7d).

10. D990 - Distribution: Distribution System (SDWIS ID: DS001)

Other Distribution System Observations: Department inspector identified distribution system observation.

During the survey, the inspector observed a pipe leaving the mid-mountain booster station to an unknown destination (see Attachment 8a). The supplier did not know to where in the distribution system the pipe led. Because the contents and destination of the pipe are not known, this constitutes a potential uncontrolled cross connection, which meets the definition of a significant deficiency as defined in Section 11.3(72) and must be corrected.

The supplier resolved this deficiency by physically disconnecting the pipe with an unknown destination from the distribution system during the survey (see Attachment 8b). The department deems this deficiency satisfactorily resolved and no further action is required from the supplier concerning this matter.

Section IV: Field Verification/Sampling

While performing the sanitary survey, the department inspector performed water quality sampling for free chlorine and measured pressure in the distribution system. Table 3 indicates the results of the water quality sampling performed on-site.

Table 3: Sampling Results

Parameter	Sample Location	Value	Units	Notes
Entry Point Disinfectant Residual	Treatment Plant 1 Entry Point	0.76	mg/ L	Treatment Plant for Well 1
Entry Point Disinfectant Residual	Treatment Plan 2 Entry Point	1.30	mg/ L	Treatment Plant for Well 2
Distribution System Disinfectant Residual	House hose bib	0.65	mg/ L	
Pressure Reading	House hose bib	60 psi	psi	

Reminders

- Regulation 11, Section 11.4(1)(b) (Prior Approval Required) requires the department’s approval prior to commencement of construction of any improvements, treatment process modifications or the addition of new water sources.

- Most regulations, guidance documents and forms are available on the department's website at <https://www.colorado.gov/CDPHE/WQCDcompliance>
- Regulation 11, Section 11.5 requires all suppliers of water to develop and implement a monitoring plan. The department's monitoring plan template is available at <https://www.colorado.gov/cdphe/monitoringplans>. For assistance developing or updating your monitoring plan, coaching assistance can be requested via the Local Assistance Unit website at <https://www.colorado.gov/cdphe/tools-drinking-water-facilities-managers>. The supplier is required to submit a copy of the updated plan via the department's online portal at <https://wqcdcompliance.com/login>. For portal support, please contact Kaleb Winisko at kaleb.winisko@state.co.us or 303-691-7803. The plan will then be reviewed by the Drinking Water Compliance Assurance Section. For questions regarding the monitoring plan requirements please contact the Compliance Assurance Section at 303-692-3556.
- In November 2018, the Water and Wastewater Facility Operators Certification Board updated and revised the criteria for facility classification in Regulation No. 100. These revisions are important because treatment and distribution/ collection system classification establishes the minimum certification level for the operator in responsible charge (ORC). This may affect your facility's operator certification requirements. For existing facilities, the new criteria will be applied beginning March 1, 2021. More information is available at <https://www.colorado.gov/cdphe/wq-reg100-facility-classification>.

We would appreciate any feedback that you provide so that we can improve. Please take a few moments to complete [this survey](#).

If you have any questions, please contact me at (303) 692-2645 or nick.hall@state.co.us. Thank you for your time and cooperation.

Sincerely,

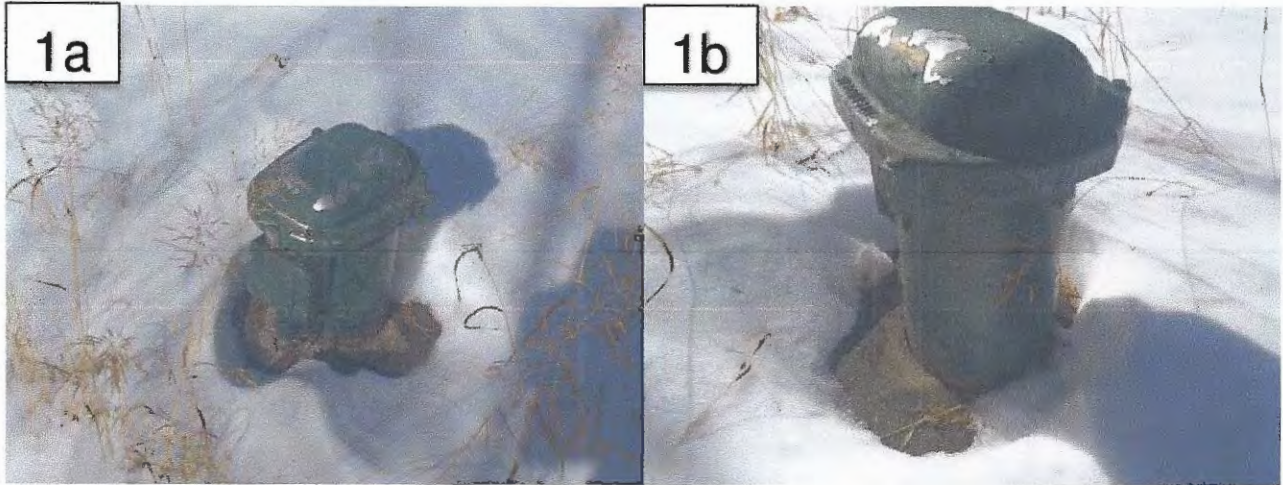
Nick Hall

Digitally signed by Nick
Hall
Date: 2020.12.14 12:50:53
-07'00'

Nick Hall
Non-Community Groundwater System Inspector
Field Services Section
Water Quality Control Division
Colorado Department of Public Health & Environment

cc: Summit County Health Department
Drinking Water File, PWSID No. CO0259020
Sue Blair, Administrative Contact of Willow Brook Metro District
Matthew Willitts, Water Solutions Inc.
Cathy Heald, Non-Community Groundwater Unit Manager, CDPHE-WQCD-Field Services Section
Brian Fickle, Sr. Groundwater Evaluation Specialist, CDPHE-WQCD-Compliance Assurance Section
Amy Schultz, Drinking Water Compliance Specialist, CDPHE-WQCD- Drinking Water Compliance Assurance Section

Attachments



Attachments: 1a and 1b

Severity: Observation/ Recommendation

Facility ID: Well No 1 (SDWIS ID: 001)

Category: Source Construction

Attachment Comments: Wellhead cap was loose (1a). Supplier tightened the bolts during the survey, securing well cap (1b).



Attachments: 2a and 2b

Severity: Observation/ Recommendation

Facility ID: Well No 2 (SDWIS ID: 002)

Category: Source Construction

Attachment Comments: Bolts securing wellhead cap were loose (2a). Supplier tightened the loose bolt during the survey, securing well cap (2b).



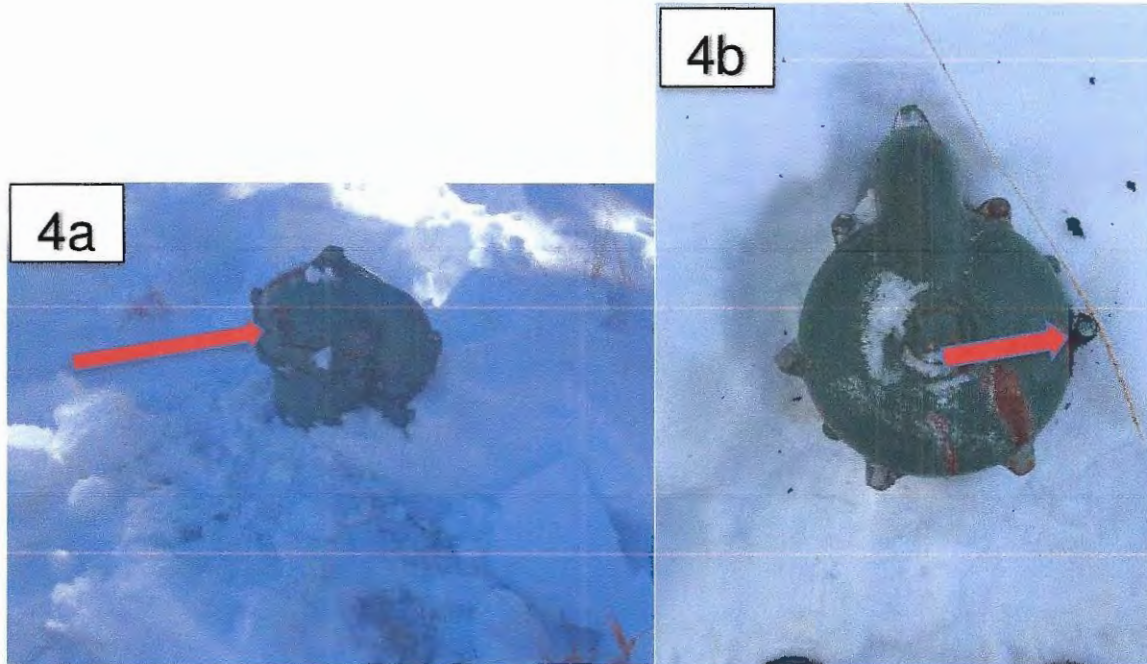
Attachments: 3a, 3b, and 3c

Severity: Observation/ Recommendation

Facility ID: Well No 3 (SDWIS ID: 003)

Category: Source Location

Attachment Comments: Location of well puts well at risk of damage from snowplows when snow is on the ground due to low visibility (1a). Scratched wellhead is evidence of previous damage to well from snowplows (1b). Metal post installed in front of the well provides additional visibility of the well to prevent accidental damage from snowplows (1c) (Photograph 1c provided by supplier).



Attachments: 4a and 4b

Severity: Observation/ Recommendation

Facility ID: Well No 3 (SDWIS ID: 003)

Category: Source Construction

Attachment Comments: Bolt securing wellhead cap was missing (4a). Supplier replaced the missing bolt, securing well cap (4b) (Photograph 4b provided by supplier).



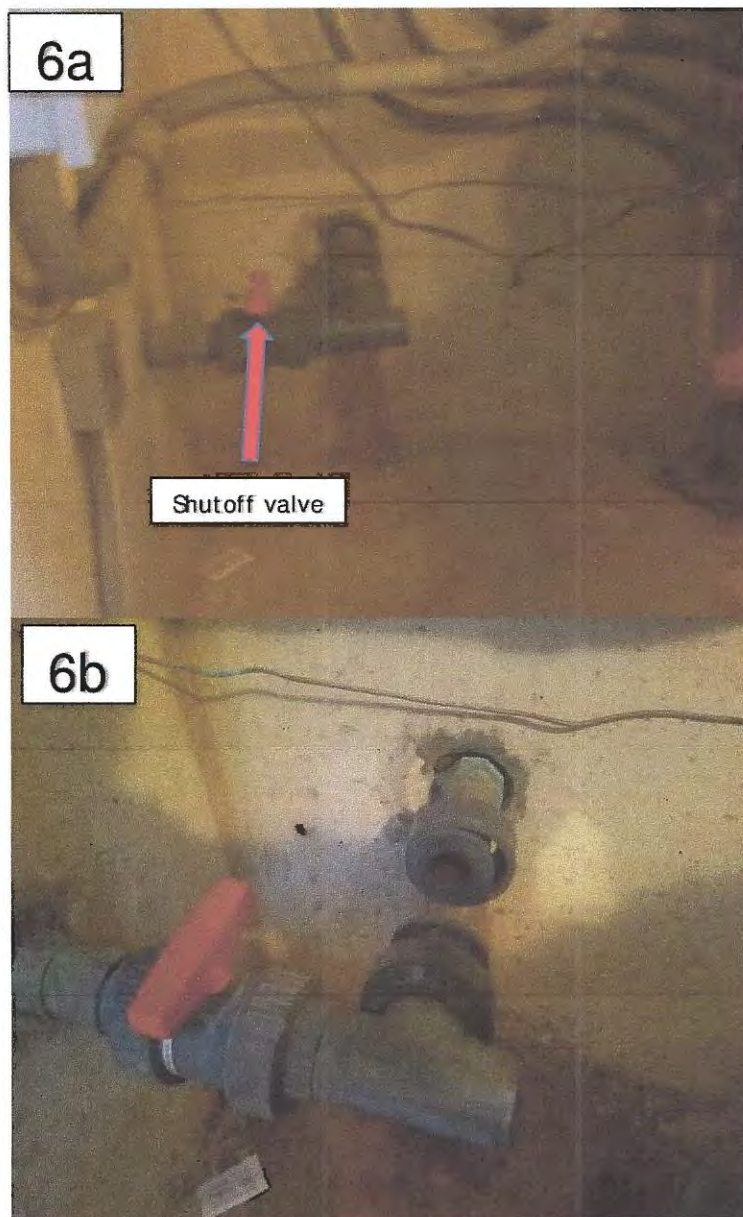
Attachment: 5

Severity: Observation/ Recommendation

Facility ID: Purchase Water Town of Silverthorne (SDWIS ID: 004)

Category: Other Source Observation

Attachment Comments: Treated water from the Town of Silverthorne was connected to the distribution system near Well No 3 as a supplemental source. Connection was closed at the time of the survey. Blue lines denote direction of flow.



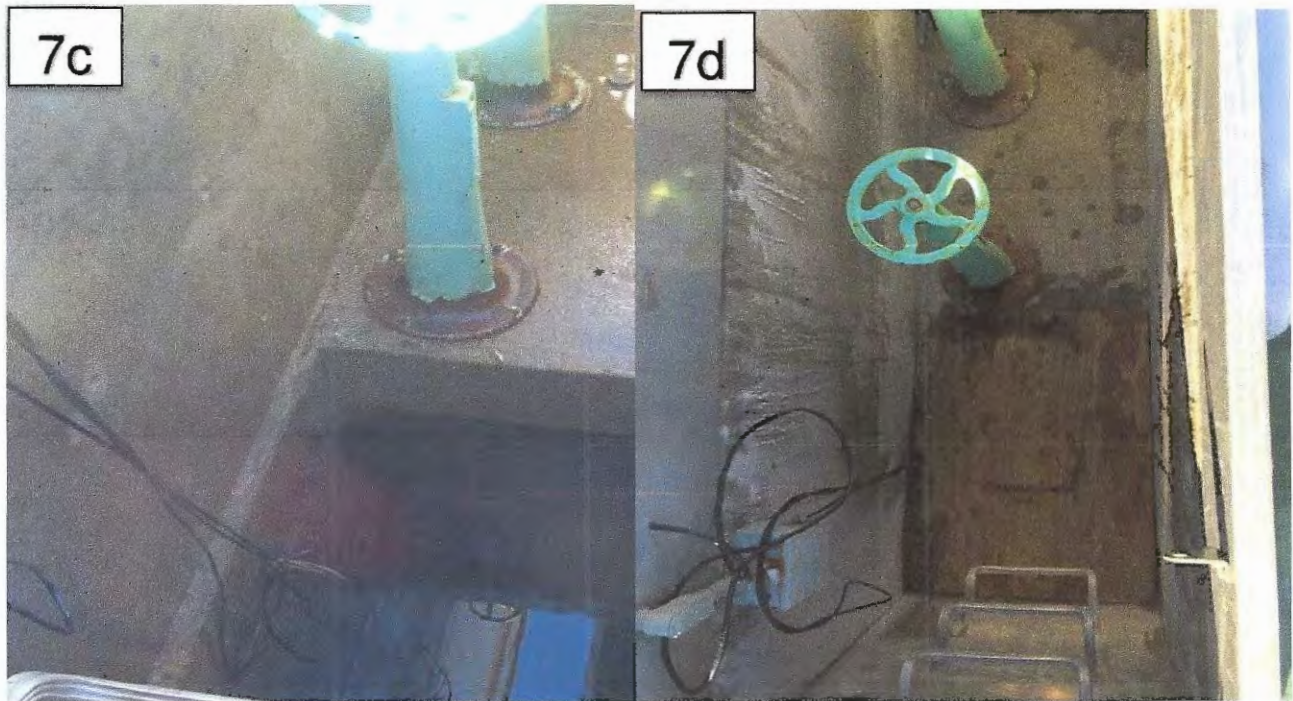
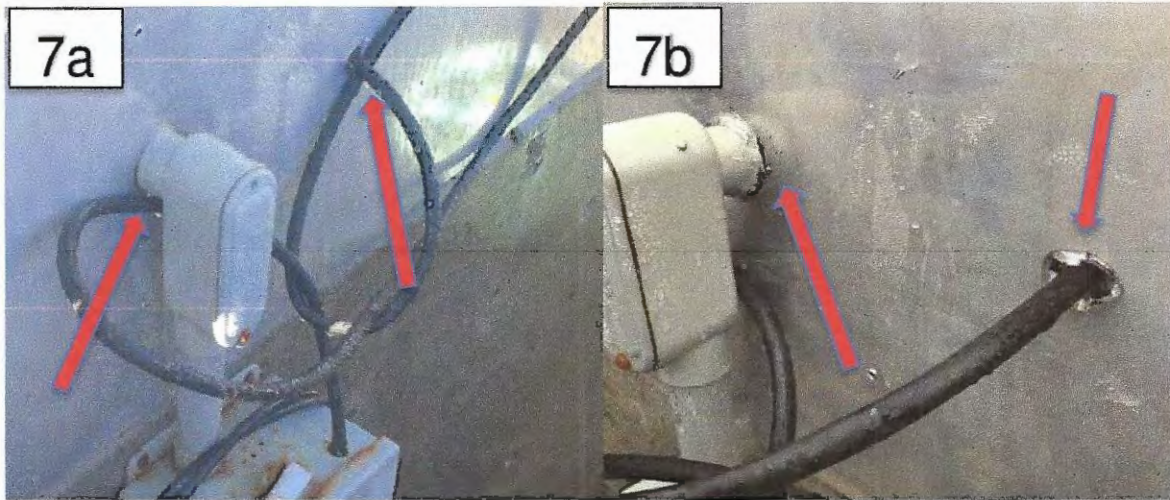
Attachments: 6a, 6b

Severity: Observation/ Recommendation

Facility ID: Treatment Chlorinator for Well 2 (SDWIS ID: 002T)

Category: Cross Connection

Attachment Comments: Untreated water from Well No 3 was connected to the distribution system with shut-off valve closed (6a). Supplier physically disconnected raw water line from distribution system, removing cross connection (6b). (Photograph 6b provided by supplier)



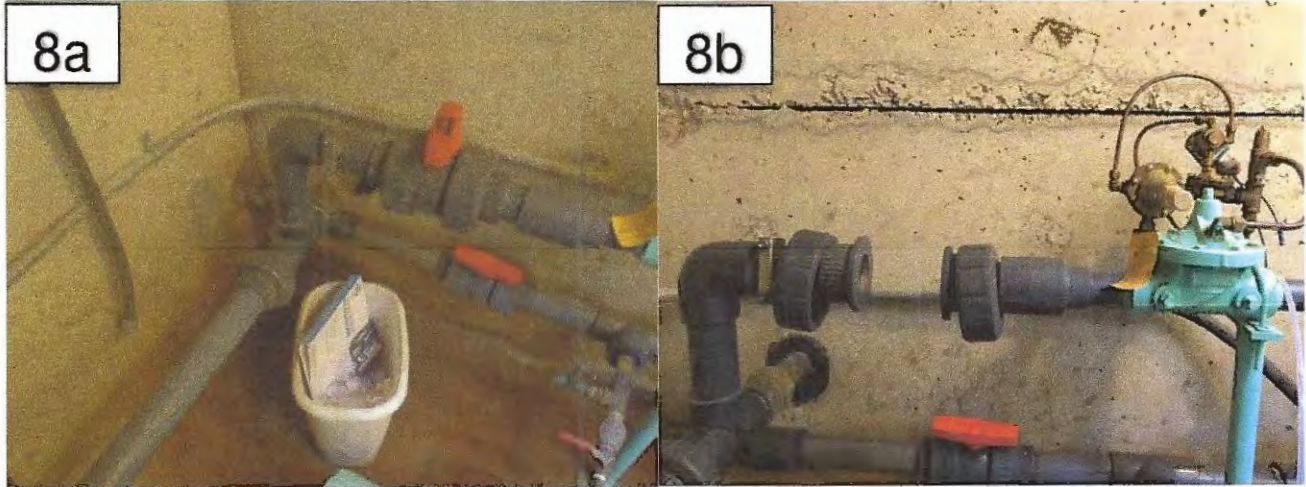
Attachments: 7a, 7b, 7c, and 7d

Severity: Observation/ Recommendation

Facility ID: Storage Tank 1 (SDWIS ID: ST-1)

Category: Storage Condition

Attachment Comments: Electrical conduit box and incoming wire were not properly sealed, providing an entrance for possible contamination (7a). Supplier sealed the gaps surrounding the openings surrounding the electrical equipment (7b). Paint chips near the edge of the standing platform could fall into the treated water chamber below (7c). Supplier cleaned the paint chips and replaced the lid to the treated water chamber below (7d). (Photographs 7b and 7d provided by supplier)



Attachments: 8a, 8b

Severity: Observation/ Recommendation

Facility ID: Treatment Chlorinator for Well 2 (SDWIS ID: 002T)

Category: Cross Connection

Attachment Comments: Connection to pipe with unknown destination in distribution system (8a). Supplier physically disconnected the pipe (8b). (Photograph 8b provided by supplier)

Ruby Ranch GIS Development

Ruby Ranch (the Ranch) has a variety of goals for the development which GIS may assist in. The Ranch would like to use GIS to help clean up the parcel/lot line descriptions to match what is actually in place. Along with this effort would be to update the addresses and road naming. This would need to be coordinated with Summit County Government. The other projects are related to capturing and mapping the other assets of the Ranch. The Ranch currently is working with Ten Mile Engineering who has developed plans which would need to be incorporated into the GIS as part of this process. The end products would be paper maps and an online viewer using a web based mapping application.

Initially, North Line GIS will work with the Ranch to develop an existing conditions map which shows the property lines, addresses and road centerlines as Summit County Government has it recorded. This would be used as the starting point to make revisions to the data which is recorded. Adjacent lots which are owned by the same person would be represented as a single lot. This would need to be presented to the Summit County Assessor's office, Community Development, and GIS departments for approval. If this is not accepted by Summit County, the data would be presented on the Ranch's maps and data to reflect the common ownership. In the review of roads and addresses, new road naming and address changes would be proposed. North Line GIS will use the Summit County standards to present the changes. It would be presented to Summit County GIS department to see if they would accept the changes noting emergency service response concerns. It should be noted that they most likely would have changes that they would want to see based on prior experiences. Once everything is agreed upon with the County, North Line GIS will submit a change request to Google maps noting they usually update their information when they pull the data from the County. This is sometimes slow to occur and the other option is to submit the changes to Open Street Map which is a community mapping project which many map providers also use to update current information.

The next phase of the GIS development would be related to mapping the Ranch's assets and additional property information. The identified map layers would include:

- Irrigation – including ditches, culverts and other control features
- Culverts outside of irrigation features
- Named Meadows and their boundaries
- Wells and Water System information
- Sign Inventory
- Trails
- Possible Cross Country Trail Network
- Gates and Associated Structures
- Wilderness and USFS boundaries
- Easements in the Ranch
- Weed Treatments
- Fire Mitigation Efforts

Irrigation layers would be developed from the features which were collected using GPS, aerial imagery, LiDAR data and information from the homeowners. Culverts which were not collected will initially be extracted from LiDAR and aerial imagery where possible. The data will be designed so that problematic areas or scheduled maintenance locations are readily apparent. Additional culverts may be added by driving the property to review their locations. This may need to be added to once the snow has melted. The areas of the meadows would be developed based on any older maps, aerial imagery and feedback from homeowners.

The wells and water system information would be developed from the GPS collection and information from Ten Mile Engineering. This would show the water system and the related assets such as lines, valves and hydrants. The option would exist to have inspection forms associated to the features so when maintenance or repairs are performed, they may be logged in the GIS and associated to the feature for reporting and capital improvement planning purposes.

The sign inventory initially will be developed from the draft plan which Ten Mile Engineering has prepared. As the sign plan is completed and signs are constructed, the locations will be able to be updated in the GIS. This will be designed so mobile devices may be used to make the updates. This may be performed by North Line GIS with a high accuracy GPS or by homeowners using smart phones.

Understanding there is a map from 1986 of the existing trail network, this will be used for the initial trail layer development. Once this has been put into the GIS, North Line GIS will work with the homeowners to make the necessary changes. This may be done from adding the trail locations based on aerial imagery or from GPS collections.

The Ranch is looking to possibly develop a cross country skiing trail network. North Line GIS will assist the Ranch with the possible locations. Options would be to develop a slope layer of the Ranch so that steep areas may be avoided or if they are directional trails that the steep areas are primarily on the downhill slopes. Trail locations would be drawn based on the homeowner input.

Layers will be developed for the gates and associated structures which the Ranch would like to track. This can include operational manuals, warranty and repair information along with maintenance contacts associated to the feature. This would be accessible by selecting the feature in the GIS to view the related information.

Wilderness Area and USFS boundaries along with some easement information may be extracted from Summit County Government GIS data which is publicly available. Additional easement information may be needed to be digitized in from recorded plats or deed descriptions.

A weed treatments layer will be developed to show the areas which are known to need treatment or that have been treated in the past. It will be designed to show the type of

treatment, i.e. chemical, mechanical, or animal, along with the dates of treatment. This will also be designed so that it may be updated by homeowners using mobile devices.

The fire mitigation layer will be developed based on the current areas which have been treated. It will have the ability to track whether it was done by homeowners or contractors as well as if grants were used to pay for the efforts. Should the Ranch ever enroll in the Firewise Community program, the layer will be developed to meet all the requirements for submittals.

As the layers are developed, North Line GIS will build a group application using ArcGIS Online which will provide the ability to access the layers and data through a web based application. This will be login controlled and have a shared user name and password for the homeowners. For the features which will need to have updates performed, the homeowners will have the ability to use mobile devices and a collection application to make changes to the data. This will allow the Ranch to track operations in a real time manner since as updates are made on mobile devices, they will sync with the web based application in real time. The web application will provide the ability to search for features, have layer visibility controls, map markup tools, along with print and measure functionality. This will have a set annual fee for the access to the online platform.

Services and Costs

North Line GIS bills on a monthly basis and payment is expected within 30 days of invoicing or is subject to a 10% of invoice charge per week the payment is delinquent. For the purpose of this project, it will be billed based on time and materials for the majority of services. The online platform will have an annual fee.

Service	Cost
Data Development per hour	\$ 120.00
Application Development per hour	\$ 120.00
GPS Field Work per hour	\$ 75.00
Online Platform Annual Fee	\$ 350.00
UAS/Drone Collections per hour of flight	\$ 150.00

**Payables Invoices
Willowbrook Metro District**

Current Payables					
Invoice #	Date of Service	Vendor	GL	Description	Amount Due
Reimb-12.09.20	12.09.20	Rebekah Barrington	10-5315	Stable Maintenance	\$113.02
0000270759-12012020	11.30.20	Colorado Mountain News Media	10-5199	Miscellaneous	\$30.82
November 30, 2020	11.30.20	CRS	10-5105	District Management and Accounting	\$7,582.50
			40-5113	Water Billing	\$421.00
552809	07.31.20	CTL Thompson	60-5200	Road paving project	\$3,280.00
1010112	12.02.20	Spencer Fane	10-5112	Legal	\$21.00
4452	12.04.20	RKR Inc	10-5440	Road Improvements	\$4,050.00
11045	11.24.20	Strategic Fence	62-5200	Road paving project	\$1,893.14
3-1657	12.02.20	Ten Mile Engineering	10-5314	Repairs and Maintenance - General	\$362.50
3373	11.30.20	Water Solutions	40-5311	Maintenance Contract	\$2,500.00
			40-5340	Water Testing	\$2,762.50
			40-5314	Repairs and Maintenance	\$1,013.48
Total					\$24,029.96

Electronic payments including ACH payments and Wire transfers				
Invoice #	Date	Vendor	Description	Amount Due
3827150076	11.30.20	Google	Website	\$ 84.00
0599790-1190-1	11.24.20	Waste Management	Utilities	\$ 1,278.16
K-970-468-0506 039M	12.01.20	Century Link	Utilities	98.63
Total				\$ 1,460.79

GRAND TOTAL \$ 25,490.75

**RESOLUTION
WILLOW BROOK METROPOLITAN DISTRICT
ESTABLISHING CONSTRUCTION DEPOSIT**

WHEREAS, the Willow Brook Metropolitan District (WBMD) is a quasi-municipal government of the State of Colorado; and

WHEREAS, WBMD is the compliance entity responsible for the enforcement provisions of development within the Ruby Ranch, Summit County, Colorado; and

WHEREAS, before a building can be constructed or remodeled, required permits must be obtained from the Town of Silverthorne for the type of work to be done; and

WHEREAS, a building can only be occupied upon the issuance of a certificate of occupancy by the building official of the Town of Silverthorne following an inspection of the building or structure in which no violations of the provisions of the adopted codes have been noted; and

WHEREAS, the building official is authorized to issue a Temporary Certificate of Occupancy before the entire work covered by the permit is completed provided that such portion or portions shall be occupied safely and a set time period for completion is set; and

WHEREAS, WBMD may have certain public improvements which it desires to be maintained and protected such as roads, ditches, street pavement, if applicable, utilities, etc., on or in close proximity to the site where a permit for building has been issued; and

WHEREAS, WBMD desires to establish a \$30,000.00 construction deposit upon the issuance of a building permit for the construction or remodeling of dwellings against damage to the public improvements, as well as security to insure the completion of building improvements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of WBMD:

1. DEPOSIT OF \$30,000.00 As a condition to receiving a building permit to construct a residential dwelling or remodel an existing dwelling, a deposit of \$30,000 is to be deposited with the District's management company. The deposit shall be held by the management company in an identified and dedicated fund as an additional means of security, in some cases, for the completion of all improvements, and as security against any damage to the public improvements which may occur as a result of construction activities for which the permit was issued.
2. FORFEITURE OF DEPOSIT FOR REPAIR OF PUBLIC IMPROVEMENTS The WBMD is hereby authorized to withdraw an amount necessary to repair any damage to the public improvements which have not been repaired or made whole by the CONTRACTOR or BUILDING OWNER to whom the building permit was issued. In the event that damages exceed the amount of the deposit, WBMD will provide a detailed

invoice of the work and CONTRACTOR or BUILDING OWNER will compensate WBMD for the difference.

3. WITHHOLDING OF DEPOSIT: WBMD shall withhold all or a portion of the deposit as WBMD deems appropriate until all improvements as required have been satisfactorily completed and a Permanent (not temporary) Certificate of Occupancy has been issued by the Building Official or his/her designated representative. Withholding of the deposit shall not relieve the CONTRACTOR or BUILDING OWNER from completing the improvements.
4. RELEASE OF DEPOSIT: Upon request by the CONTRACTOR or BUILDING OWNER, WBMD shall release and return any unused portion of the deposit to the (CONTRACTOR) (BUILDING OWNER), provided all required work has been completed and accepted by WBMD.

Adopted this _____ day of _____, 20_____.

WILLOW BROOK METROPOLITAN DISTRICT

By: _____
President

ATTEST:

Secretary

DRAFT FOR DISCUSSION