

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD July 17, 2020

**ATTENDANCE:** The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, July 17, 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  
Joe Maglicic, Ten Mile Engineering  
Matt Willits, WSI  
John, RKR  
Rocky, RKR  
Dave Wingate, property owner  
Chris McGadden, property owner  
Ken Cremer, property owner  
Lisa Mayers, Esq., Spencer Fane

**CALL TO ORDER:** Director Sherwood 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 Olbright inquired whether members of the Board had any conflicts of interest on matters coming before the Board. Director Sherwood noted that he may have a conflict as his property holds an access easement, which may require Board action.

**PUBLIC COMMENT:** Mr. Robbins spoke to the Board and said on behalf of him and his wife, they wanted to thank the Board for allowing the Wingates to help with the road issues around the Ranch. Their road is now starting to look as it did before the waterline project, and they are

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very happy. He thanked Director Olbright and particularly Dave Wingate for the work on Chickadee.

**APPROVAL OF AGENDA:**

The Board reviewed the agenda. Director Sherwood moved to approve the agenda as presented. Upon second by Director Johnson, and vote, the motion carried unanimously.

**MINUTES:**

The Board reviewed the Minutes from the June 16, 2020 Meeting. Following discussion, and upon motion duly made to approve the minutes as presented by Director Good and seconded by Director Sherwood, vote was taken, and motion carried unanimously.

**CAPITAL PROJECTS:**

Interconnect and Telemetry Project: Mr. Maglicic reported on the meeting that took place last week and the ideas that were brought forth by all parties involved in this project. After discussion, there is now a valve that will be adjustable to change flows as needed. He updated on the progress and when the work will begin. For now, the hydrants are active but there is not as much pressure as there will be when the interconnect valve is installed. Mr. Willits also noted that a cloud-based system was utilized for this application. Director Olbright also updated on a follow up call that will take place next week to ensure the project moves along timely. The plan is to have the project completed in October. He also noted that this would require radio towers to be installed on the ranch. As such, this will go through ARC approval. Mr. Robbins commented that there is a specific provision that covers towers and antennas. As quickly as possible, the dimensions and specifics of the towers should be provided. Director Olbright asked Mr. Willits to put together the approval application for the ARC. Director Lewis noted that we cannot approve this project in its current state. He requested a full amount be presented to the Board at which point a special meeting could be called to vote on the matter for approval.

2020 Paving Project: Mr. Maglicic reported that he is happy with the successful project. He updated on certain areas that needed a little extra work. There have been 4 inches of asphalt laid down. Ms. Blair reported on the invoice from Columbine for the paving project.

Update Regarding Hydrant Project: Mr. Maglicic reported to the Board on the status of the hydrants. Everything is installed at this point. There are some clean up items that need to be addressed. The last item to be taken care of will be a visit by the fire department where they will bring their pumper out to perform a flow test on each hydrant. The fire department will be identifying each hydrant in their own system. The testing will

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take place over several days in order to not drain our tanks to levels that are uncomfortable for residents. Ms. Blair reported on the total cost of the project, to date. The Board asked Mr. Maglicic to explain why the number we budgeted for is so much lower than what the actual numbers are. Discussion continued amongst board members and Mr. Maglicic was able to provide clarification.

Gate Replacement Project: Director Olbright reported to the Board that there was a snag with the new gate. The fire department inspected the gate and said it was not wide enough for them to service the community. Director Olbright noted his frustration with the building department because this could have been prevented. In order to be compliant, with a granted variance from the fire department, the gate will need to be widened by 2 feet. He outlined the fix and the feasibility of it. Director Lewis then asked for the total costs to fix this issue since it was an unforeseen issue and expense. Director Olbright then reported that the new gate should be fully operational no later than mid-August. Director Sherwood spoke about the technology for the new gate. It will be a much more convenient system. There were questions about how the stones will be cut and whether it will be aesthetically pleasing to the eye.

Signage Project: Director Olbright reported that there are several signs that need to be installed or completed throughout the Ranch. He asked for the Board's consensus and philosophy with how the signage around the District is handled moving forward. At this point, it is unknown if this is a 2020 expenditure or a budgeted 2021 item for this project. Director Sherwood noted that there is a sign printing firm in Frisco that could be used for this cause. Director Lewis moved that the Board approve \$895 for the new sign company. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Phase II Traffic Calming Project: Director Olbright reported on a meeting that he had with the Sheriff's department. Since we don't have speed limit signs, the residential rate applies at 25 - mph. The sheriff's department recommend a speed limit of 15 - mph. There has been a speeding issue within the Ranch and the Sheriff's Department is working to patrol more often. Contractors have been asked to slow down. There was extensive discussion about the speed within the Ranch. The Board agreed to use a 15-mph sign throughout the Ranch. They will also install one stop sign on Opal.

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**OPERATOR ITEMS:** Water System Reports: Mr. Willitts reported that he has a draft of the backflow program for the District. He will be sending that to Director Olbright shortly for review and then plans to ask for approval at the next meeting. Tank inspections have been done; tank cleaning will be done in late August/early September. There was also a meter issue in well 2 which was quickly remedied. Mr. Willitts answered questions asked by the Board.

**ROADS** Amendment to RKR Contract: Rocky reported that the paving is completed. The noted contract amendment is in regard to plowing Festa's Road. Right now, they prefer to stick to main roads and not branch out quite yet. There was a damaged fence at Fosters from plowing operations. After the fence is inspected, RKR will follow up with a remediation plan. Director Lewis asked about the road grading on upper Emerald and when it would be completed. RKR will check to see when this will be completed. Director Olbright thanked Dave Wingate for his help with roads.

Dust Treatment and Schedule: An email will be circulated to inform the Ranch when dust treatments will be performed.

**OTHER BUSINESS** Fire Mitigation without Grant Funding and RMYC Contract: Director Lewis reported that he informed the Rocky Mountain Youth Corps (RMYC) that the District did not get funding needed for mitigation this year. The RMYC is struggling due largely in part to COVID concerns so this project may be postponed for a year.

Update on Reserve Study: President Olbright told the Board that there has been a little bit of movement. Director Johnson and Ms. Blair are both involved now. Ms. Blair reported, at this point, the reserve study is on hold until real costs are received from current projects. Director Lewis noted that this study was geared more toward an HOA instead of a District.

Access Easement Update: Director Lewis reported that he and Mr. Robbins had a meeting with the District's legal counsel. He outlined the situations with each access easement in question. The District's legal counsel believes we should do nothing at this point. Mr. Robbins added that there are sections of the bylaws that tell the Board what to do.

Kurtz Request for Fencing/Signage: There is nothing to report on this item currently.

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Materials to be Presented at Annual Meeting: Ms. Blair informed the Board that we need to start considering which items will be needed for the Annual Meeting.

Weed Spraying: Mr. Robbins reported that he spoke with Lisa Lewis and received her permission to circulate her draft of a weed management plan for the District. He intends to circulate that to the Board this weekend. The weed mitigation plan will be placed on the next meeting agenda. There was continued discussion about what weeds need to be sprayed. Becky and John Rovick will work with Lisa on a weed plan for the next meeting.

## FINANCIALS

Consider Approval of Claims: Ms. Blair reviewed the claims with the Board. Director Lewis would like to hold payments for the checks that need to be published. Director Lewis moved that the Board approve current claims represented by check nos. 5788 – 5797 totaling \$54,121.44. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Review Financial Statements for the Period Ending June 30, 2020 and Cash Position Dated July 14, 2020: Ms. Blair will update the Board on the Financial Statements once the costs of the construction projects have been included.

2021 Budget Process Discussion and Preliminary Draft Budget and Mill Levy Comparison: Ms. Blair reported that she has prepared a draft budget for 2021. She outlined that the assessed valuation will drop, therefore mill levies will need to be adjusted accordingly. This will continue to be evaluated with further reports at future meetings.

## ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,

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Secretary for the Meeting