

**WILLOW BROOK METROPLITAN DISTRICT
REGULAR MEETING AGENDA**

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expiration</u>
EJ Olbright	President	May 2027
Mat Sherwood	Vice President	May 2025
Michael Good	Secretary	May 2025
Randy Lewis	Director	May 2027
Jim Hahn	Director	May 2027

DATE: Friday, April 19, 2024
TIME: 2:30PM
**PLACE: VIRTUAL AND IN-PERSON MEETING AT
THE GATE HOUSE, 524 Ruby Road, Silverthorne, Colorado**

Join Zoom Meeting:

<https://us06web.zoom.us/j/96589633756?pwd=TkVFfa2FYWXJuK3U0VkhXZ3JuaDZPZz09>

Meeting ID: 965 8963 3756 Passcode: 773369 Phone Number: 719-359-4580

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

**DISTRICT INFORMATION AND PUBLIC DOCUMENTS ARE POSTED ON THE
DISTRICT'S WEBSITE AT: willowbrookmd.colorado.gov**

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 (for non-agenda items – 3-minute time limit)
 - d. Approval of Agenda
 - e. Review and Approve Minutes of the August 18, 2023 and December 15, 2023 Meetings (enclosures)

- II. LEGAL MATTERS
 - a. Attorney to Present Legal Findings (enclosure)

- III. RESPONSES TO RESIDENT COMMUNICATIONS (enclosures)
 - a. Marina Larson, March 8th Letter
 - b. Don Samuels, March 28th Email
 - c. Marina Larson, Email re Signage
 - d. Don Samuels, April 13 Email re USFS Signage

- IV. CONSIDER PROPOSALS FOR ENGINEERING STUDY TO DESIGN LEACH FIELD AT THE GATE HOUSE

- V. RANCH MANAGER REPORT
 - a. Summer Road Plan (enclosure)

- VI. PROJECT UPDATES
 - a. Mailbox Update
 - b. Meter Installation Project
 - i. Update on Grant Funds
 - ii. Implantation Plan

- VII. WATER SYSTEM UPDATE
 - a. GWUDI Assessment
 - b. Discussion of Wells 1R and 3R
 - i. Approval Letter for Well 1R received from CDPHE (enclosure)

- VIII. FINANCIAL/ ADMINISTRATIVE ITEMS
 - a. Consider Approval and Ratification of Claims (enclosure)
 - b. Review Financial Statements and Cash Position for Period ending March 31, 2024 (enclosures)
 - c. Website Update

- IX. DIRECTORS ITEMS
 - a. Discussion Regarding District Water Operator

- X. OTHER BUSINESS

- XI. ADJOURNMENT

The next regular meeting of the Board of Directors of the Willow Brook Metropolitan District will be held on Friday, June 21, 2024. This meeting may be cancelled. Notice of said meeting will be provided prior to the meeting.

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD AUGUST 18, 2023

ATTENDANCE: The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, August 18, 2023, at 2:30 p.m. via teleconference and in person 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:

Mat Sherwood, Director
Michael Good, Secretary
Randy Lewis, Director
Jim Hahn, Director

Absent was Director Olbright, whose absence was excused.

Others in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC
Carl Oppedahl
Cathi Wingate
David Wingate
Becky Tomasek
David Radlauer
Ed Levy
Eric Olsen
Jennifer Olsen
Don Meinhold
Fran Novak
Sierra (Lot 3)
Marina Larson
Don Samuels
Hannah Shelter (Haynie and Company)
Whitney Rosenfeld (Haynie and Company)

CALL TO ORDER: Director Lewis noted that a quorum of the Board was present, and the meeting was called to order at 2:37 p.m.

RECORD OF PROCEEDINGS

**DISCLOSURE OF
CONFLICTS OF
INTEREST:**

There were no conflicts of interest disclosed

PUBLIC COMMENT:

Mr. Oppedahl would like to discuss the fees on the water bills. It was noted that this would be discussed as item 8B under financial items.

**APPROVAL OF
AGENDA:**

Director Sherwood moved that the Board approve the agenda as presented. Upon a second by Director Good, a vote was taken and the motion carried unanimously.

MINUTES:

The Board reviewed the minutes of the June 16, 2023, meeting. Director Good requested changes to the June 16, 2023 minutes. After discussion, Director Sherwood moved to approve the minutes as amended. Upon second by Director Hahn, vote was taken, and the motion carried unanimously.

**AUDIT
PRESENTATION:**

Hannah Shelter and Witney Rosenfeld with Haynie and Company reviewed the 2022 audit with the Board, providing a clean audit opinion. After discussion regarding edits to the audit, Director Good moved to accept the 2022 Audit. Upon second by Director Lewis, vote was taken and the motion carried unanimously.

**RESPONSES TO
RESIDENT
COMMUNICATION:**

Ms. Blair reported on the enclosed emails from Mr. Samuels. Mr. Samuels then discussed details of his first email about the inflation increase as it relates to the revenue of the District. The Board believes that Mr. Samuels' ideology should be implemented with the planning process going into the 2024 budget process. Director Hahn moved that the Board Mr. Samuels General Fund property tax calculation. Upon second by Director Good, vote was taken and the motion carried unanimously.

Mr. Samuels continued and discussed the daisies that showed up after weed spraying. He suggested we no longer use the contractor that was in place this year as he felt they did not perform to the standards needed. If used again, he requested that the Board be tougher on them. He also noted that certain chemicals are required to be disclosed to hay users.

RECORD OF PROCEEDINGS

RANCH MANAGER REPORT

Some roadwork is being done. The grader is coming back in a few weeks, at which point the roads will be re-graded before winter. Director Lewis provided a high-level overview of the Ranch Operations. There was also a report that someone has been disposing of food trash in the recycle dumpster. There was then discussion about potential penalties for violators. Something will be added to the annual meeting agenda about this. Ms. Novak spoke out in opposition of penalties. She would rather remove the recycling altogether.

PROJECT UPDATES: Mr. Rovick reported that the slab forms were laid today and work appears to be going according to schedule at this point. Director Sherwood motioned to ratify the contract with Spirit Builders for the Mail and Trash enclosures. Upon second by Director Good vote was taken, and the motion to ratify carried unanimously.

Ms. Blair reported on the meter installation project and that she has reached out to Senator Bennet's office to get a status update. CRS continues to monitor this situation.

WATER SYSTEM UPDATE:

GWUDI Assessment - Director Lewis reported that we continue to move forward getting Well 1 back online. The District has been testing the system and continues to pass those tests.

FINANCIALS/ ADMINISTRATIVE ITEMS:

Ms. Blair provided a report on claims to be ratified, including electronic payments, totaling \$31,295.89. Director Sherwood moved to ratify the claims as presented. Upon second by Director Hahn, a vote was taken and the motion was carried unanimously.

Ms. Blair presented the financial statements and cash position. Director Good moved to approve the financial statements as presented. Upon second by Director Sherwood, vote was taken and motion carried unanimously.

2022 Budget Amendment - Ms. Blair reported on the 2022 Budget Amendment and that it was properly published. Director Lewis opened the public and asked for public comment. Mr. Levy requested clarification on loan balances. Director Lewis closed the public hearing. Upon motion duly made to amend the 2022 budget by Director Sherwood and second by Director Hahn, the motion was carried unanimously.

Ms. Blair discussed the potential timelines for adopting the 2024 budget based on the outcome of Proposition HH. The public

RECORD OF PROCEEDINGS

hearing to adopt the 2024 budget will be held at the November 17th board meeting. Notice of this meeting will be provided to the public.

Front-End Loader: Ms. Blair reported that Silverthorne has agreed to a two-year term. The Lease Purchase Agreement has been approved by the Town. The first payment would be due on June 30, 2023. Director Good provided comments and asked Director Lewis and Ms. Blair to verify everything is in proper order. Director Good also asked for affirmation that the unit is in proper usable condition. Mr. Nielsen has operated this piece of equipment and has confirmed it works properly. Director Hahn moved that the Board approve the Lease Purchase Agreement, pending final review by Director Lewis and Ms. Blair. Upon second by Director Good, the motion carried unanimously.

There was an extensive discussion about where the loader would be stored on the Ranch.

DIRECTORS ITEMS: Rules and Regulations - Director Lewis and Ms. Blair are working through revisions to the District's rules and regulation and are currently compiling one-off documents to incorporate into the draft rules and regulations

Plowing Private Driveways - Director Lewis reported having a discussion with the Ranch Manager regarding snow plowing private driveways. They would like to advise everyone and inform them that they cannot automatically renew their removal services. Because of the loader, there are evaluations that need to be performed.

OTHER BUSINESS: Stable Committee Report: Ms. Larson reported that there was a committee meeting and there was not much agreed upon. She proceeded to provide an update on her memo and the highlights of their meeting, along with ideas that were discussed. Ms. Larson held a discussion with the Board about different ideas and recommended this be discussed at the annual meeting.

Director Sherwood provided comments and noted that the committee is comprised of two non-horse owners. He then discussed the zoning and how that may affect the use of the facilities for horses.

RECORD OF PROCEEDINGS

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:46 p.m.

Respectfully submitted,

Secretary for the Meeting

DRAFT

**MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF
WILLOW BROOK METROPOLITAN DISTRICT
HELD DECEMBER 15, 2023**

A special meeting of the Board of Directors (the “Board”) of the Willow Brook Metropolitan District (the “District”) was convened on Friday, December 15, 2023, at 2:30 PM. The login information was listed in the meeting notice posted by the District, and the public could attend the meeting via Zoom or in-person at the gatehouse, if they so desired.

<https://us06web.zoom.us/j/83747072781?pwd=N82dgfsEuyQaXv11AsROcF1abwqCXK.1>

Meeting ID: 837 4707 2781
Passcode: 614431

One tap mobile
+17207072699,,83747072781# US (Denver)
+17193594580,,83747072781# US

ATTENDANCE:

The Board’s special meeting was called and held, as shown, by Colorado law. The following Directors were present:

EJ Olbright
Mat Sherwood
Michael Good
Randy Lewis
Jim Hahn

Also in attendance were:

Marcos Pacheco, Michael Schenfeld and Sue Blair, of Community Resource Services of Colorado LLC
Trisha Harris, Esq. and Clint Waldron, Esq., White Bear Ankele Tanaka and Waldron
Eric and Jennifer Olsen, Property Owners
John Drake, Property Owner
Don Samuels, Property Owner
Jim Neilsen, Ranch Manager
Joey Craft, Property Owner
Ed Levy, Property Owner.
Carl Oppendahl, Property Owner
Cathi and Dave Wingate, Property Owners

RECORD OF PROCEEDINGS

CALL TO ORDER: Director Lewis called the meeting to order at 2:32 p.m.

QUORUM /
QUALIFICATIONS/
DISCLOSURE MATTERS: It was noted that a quorum was present. All the Directors are qualified, and no new conflicts of interest were disclosed.

PUBLIC COMMENT: There was none.

APPROVAL OF AGENDA Director Sherwood put forth a motion to approve the agenda as presented. Director Olbright seconded the motion followed by a unanimous decision to approve the agenda as presented.

RESIDENT
COMMUNICATIONS: None were received

WATER SYSTEM
DISCUSSION Director Olbright provided a report on the Willow Brook water system. He elaborated on why the water system was reclassified to be a community water system and that there are now a different set of requirements for water quality control, testing and reporting. He continued discussion with members of the Board about additional costs associated with the reclassification, which will be minimal.

LEGAL MATTERS: Director Olbright continued to report on the three community water wells and the intention of the original community developer. He noted that he would like to begin the process of getting well 3 operational and would like to explore options and costs associated with that project.

New Attorneys:
Director Lewis introduced the District's recently engaged attorneys, Clint Waldron and Trisha Harris, to the rest of the Board members. Attorney's Harris and Waldron took the opportunity to introduce themselves and provide a background on their experience with Special Districts. Director Hahn moved to ratify the engagement with Mr. Waldron and Ms. Harris as legal counsel. Upon second by Director Sherwood, a vote was taken, and motion carried unanimously.

Legal Update:
Mr. Waldron provided an update to the Board related to legal matters that pertain to the District. The update from Mr. Waldron summarized that there are no major concerns that face the District.

RECORD OF PROCEEDINGS

Mr. Waldron and Ms. Harris will continue to evaluate the status of the District and report back with any findings.

WINTER RECREATION: Director Lewis presented an opportunity to the Board for winter recreation on lower Tract K. The Board discussed the feasibility of using lower Tract K for recreation in depth. Director Olbright presented an option for the District to lease his personally owned snowcat for \$1 per year. In addition, the Board recognizes that they would then need a trail groomer which would be provided to the district by Director Sherwood through an LLC for \$4331 per year for 3 years. The Board agreed to move forward with the recreation plan for lower Tract K and asked that CRS draft the necessary paperwork for these agreements. CRS will provide a draft copy to Trisha Harris before signatures from all parties.

FINANCIAL: Director Sherwood moved to reopen the public hearing. Upon second by Director Hahn, a vote was taken and the motion carried unanimously.

Ms. Blair presented the 2024 budget provided an overview of necessary changes related to input from the District Board and Legal Counsel. Following discussion, the Board directed CRS to make the necessary changes.

Director Hahn moved to close the public hearing. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

Budget Approval:

Director Olbright moved to adopt the proposed 2024 budget, certify mill levies, and appropriate expenditures, as discussed. Upon second by Director Hahn, a vote was taken and the motion carried unanimously.

Claims Approval:

Director Sherwood moved to approve the claims, as presented. Upon second by Director Hahn, a vote was taken, and the motion carried unanimously.

RECORD OF PROCEEDINGS

DIRECTORS ITEMS: Director Lewis noted that he would like Community Resource Services of Colorado to provide more detail as it relates to billed hours. Director Olbright also requested that all action items from meetings be sent to Ms. Blair for distribution to the Board.

OTHER BUSINESS: Director Olbright shared his optimism for the winter recreation area on lower Tract K and hopes that it can bring the community together more.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:18 p.m.

Respectfully submitted,

Recording Secretary



MEMORANDUM

TO: Board of Directors
Willow Brook Metropolitan District

FROM: Trisha K. Harris

DATE: March 29, 2024

RE: Review of District Mill Levies/Election Questions

As recently engaged general counsel for Willow Brook Metropolitan District (the “District”), we were requested by the Board of Directors (the “Board”) to review the District’s election questions, existing debt, and previously imposed mill levies to determine if the District is in compliance with its electoral authority relative to the same. Note that our review extended back only to 2019, as any challenge to an improperly imposed mill levy only extends back four fiscal years.

Attached to this memorandum is a spreadsheet summarizing the total mill levies imposed by the District each year, along with an explanation of the source of the authorization for the imposition of each, as well as notes about what the revenue was used for.

The bottom line is that we did not find any issues of concern historically.

cc: Sue Blair, Community Resource Services of Colorado, District Manager
Encl.

Year	Mill Levy Imposed	Revenue	Authorization	Notes	
2019	General Fund	45.100	244,682	May 2012 Tax Question for O&M Expenses(\$244,967 max revenue)	N/A
	G.O. Bonds	36.783	199,560	November 2018 Debt Question for Water Improvements(\$200,000 max revenue)	Debt service on the 2019 loan from CWRPDA for the water project (the SRF Loan)
2020	General Fund	41.945	248,354	May 2012 Tax Question for O&M Expenses (\$248,571 max revenue)	N/A
	Contractual Obligations	11.163	66,095	November 2018 Debt Question for Water Improvements (\$200,000 max revenue)	Debt service on the 2019 loan from CWRPDA for the water project (the SRF Loan)
	Capital Expenditures	40.534	240,000	November 2018 Debt Question for Street Improvements (\$100,000 max revenue) May 2010 Tax Question for Water Improvements (\$140,000 max revenue/23.645 adjusted mill levy max)	\$100,000 to debt service on the 2020 loan from Inbank for road paving project \$140,000 for fire hydrants
2021	General Fund	43.300	252,249	May 2012 Tax Question for O&M Expenses (\$259,811 max revenue)	N/A
	Contractual Obligations	20.600	120,007	November 2018 Debt Question for Water Improvements(\$200,000 max revenue)	Debt service on the 2019 loan from CWRPDA for the water project (the SRF Loan)
	Capital Expenditures	13.746	80,079	November 2018 Debt Question for Street Improvements (\$100,000 max revenue)	Debt service on the 2020 loan from Inbank for the road paving project
	Refunds/Abatements	4.510	26,274	N/A	N/A
2022	General Fund	48.300	320,601	May 2012 Tax Question for O&M Expenses (\$280,609 max revenue) November 1994 Tax Question for O&M Expenses (\$36,763)	Excess collected over authorization: \$3,229 But, there was an election question in November 2022 to authorize retention of \$84,891 in excess revenue
	Contractual Obligations	18.200	120,805	November 2018 Debt Question for Water Improvements(\$200,000 max revenue)	Debt service on the 2019 loan from CWRPDA for the water project (the SRF Loan)
	Capital Expenditures	12.000	79,653	November 2018 Debt Question for Street Improvements (\$100,000 max revenue)	Debt service on the 2020 loan from Inbank for the road paving project
	Refunds/Abatements	0.226	1,500	N/A	N/A
2023	General Fund	60.745	411,996	November 2022 Tax Question for O&M Expenses (\$295,000 max revenue) November 1994 Tax Question for O&M Expenses (\$36,762.94 max revenue) November 2022 Tax Question for Trash Enclosure (\$26,030 max revenue) November 2022 Tax Question for Mailroom Construction (\$36,741 max revenue) May 2022 Tax Question for Fire Mitigation (\$132,754 max revenue/20.000 mill max)	\$296,954 went into the general fund from property taxes \$26,030 went into the capital projects fund for the mailroom \$36,741 went into the capital projects fund for the trash enclosure \$54,259 went into the capital project fund for the fuel reduction loan
	Contractual Obligations	19.200	130,222	November 2018 Debt Question for Water Improvements (\$200,000 max revenue)	Debt service on the 2019 loan from CWRPDA for the water project (the SRF Loan)
	Capital Expenditures	13.000	88,171	November 2018 Debt Question for Street Improvements (\$100,000 max revenue)	Debt service on the 2020 loan from Inbank for the road paving project
	Refunds/Abatements	0.510	3,481	N/A	N/A
2024	General Fund	33.763	357,016	November 2022 Tax Question for O&M Expenses (\$309,160 max revenue) November 2022 Tax Question for Reserve Fund (\$33,000 in 2023, and thereafter in such amount via a mill levy not to exceed 5 mills, to build a reserve fund of \$500,000 and to maintain said reserve)	\$304,145 to go into the general fund from property taxes \$52,871 to go into general fund for reserves
	Contractual Obligations	9.623	101,755	November 2018 Debt Question for Water Improvements (\$200,000 max revenue)	Debt service on the 2019 loan from CWRPDA for the water project (the SRF Loan)
		9.254	97,854	November 2018 Debt Question for Street Improvements (\$100,000 max revenue)	Debt service on the 2020 loan from Inbank for the road paving project
		10.482	110,839	May 2022 Tax Question for Fire Mitigation (\$132,754 max revenue, ending in 2026) November 2022 Debt Question for fire mitigation (20.000 mill max)	Debt service on the 2022 Inbank loan for fire mitigation

To: Willow Brook Metropolitan District Board

From: Marina Larson

Dated: March 8, 2024.

I am writing to express my concerns about the decisions being made by the Board of Directors of the Willow Brook Metropolitan District outside of noticed public meetings and without the opportunity for public comment in seeming violation Colorado's Open Meeting Law.

1. One of the arguments I made in the December 15, 2023 meeting (and in my related note) was the importance of investing in improved road surfaces through putting down new road base or similar material in areas where the surface has been scraped away, or dug up and not resurfaced. I do not know what the final number was for "road improvements" in the 2024 budget was since for some reason the 2024 budget (which must have been approved prior to certifying the mill levy) has not been posted to the official website. I have learned however that moneys were spent to purchase a wagon for spraying water on the roads, and it is my understanding that this purchase was a significant portion (perhaps half) of the \$10,000 for road improvements that was in the last version I can locate. Use of road improvement funds for equipment that can only be used for road maintenance and not for restoring the damage done by long term neglect without the opportunity for public comment is inappropriate. Likewise, using reserve funds for this purpose without notice and an opportunity for public comment and a public vote is inappropriate, and inconsistent with the policy statement that the Board has made.
2. Prior to the date of the pile burns in February, 2024, we visited the barn to see if it was suitable for a short stay by our horses if the smoke was significant. Our conclusion was it was not. Jim indicated that he thought that at least some of the power outlets that would be used for bucket heaters were not operative (we did not confirm this because so few piles got burned we did not need to move the horses). Also, Jim has his pickup truck and the newly acquired water wagon parked inside the barn at one end, blocking access to the rear door to the outside and the door to the stall where the water spigot is now located. Use of water would require water require entry to the locked off workshop space where Jim keeps his tools to open a valve. Climbing over the water wagon to get into the stall to connect a hose. Running this hose across to stalls with operative electrical power and filling buckets. Turning off the valve in the workshop. Climbing back over the water wagon to disconnect the hose and figure out where to drain it so that it did not create an ice hazard for the next day. Without this action, there would be a risk of pipes freezing into the new valve and piping arrangement. And finally, climbing back out over the water wagon. Accordingly, the purchase of the water wagon also stands as the latest step in what appears to be a *sub silentio* campaign to deprecate the Ruby Ranch Equestrian facility to a storage garage for equipment rather than a stable that is not actually useable for horses. This is contrary to the survey results that I presented to the Board (only 4 of 27 supported the idea of making it a storage facility, and most people supported equestrian use, although many were puzzled why spending money was needed if the barn was ok for horses before the money spent on

renovations), and hard to rationalize after the expenditure of tax payer money for the arena. However, if this is what the Board wants, it should just say so, in a properly Noticed Public Meeting.

3. Now that the Board has retained new counsel, what is the status on determining the appropriateness/legality of collecting funds based on the road paving ballot measure and using it for things other than debt service?

emergency exit bridge

1 message

Donald Samuels <don@snowedunder.com>
To: board@wbmetro.org

Thu, Mar 28, 2024 at 7:36 PM

The tragedy of the Key bridge got me thinking. The current bridge was installed in 2012. During my time on the board we did not bring anyone in for inspection. I don't know if the board since I left has done this, but if it has not, I would like the board to consider an inspection at the next board meeting.

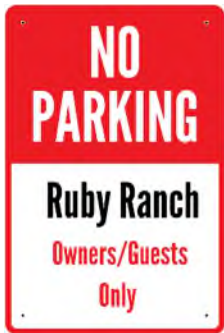
To: Willow Brook Metropolitan District Board

From: Marina Larson

Re: Signs

Last year I was tasked with selection and ordering of signs for placement at trail junctions leading into and out of Ruby Ranch. We should soon be able to get to the ground to install such signs, so here is my proposal. The approximate cost of each sign is \$40 from signs.com although if we order some extras they are less per sign. They are made from “reflective aluminum” which is an inner polyethylene core sandwiched between two sheets of .008" aluminum, and have a proposed size of 12" wide and 18" high. They can be ordered with or without holes for mounting. Delivery time is a few days.

No parking signs (4 signs): Locations: On Garnet Road at the base of tract F. On Emerald Road by the water tanks at tract V. On Emerald Road Tract T. The cul de sac at the end of Ruby Road where there is an extension (not labeled as a particular tract) between Lots 4 and 5 that connects to forest service land.



No trespassing signs (4 signs) to be placed immediately inside ranch property at the opposite ends of each of the trails.



I have shown different fonts/emphasis on the two signs so comments are welcome.

From: Donald Samuels <don@snowedunder.com>
Sent: Saturday, April 13, 2024 3:10 PM
To: Sue Blair <sblair@crsofcolorado.com>
Subject: For the next WBMD meeting

Sue

Hope you and the family are well.

For the next board meeting I would like a place on the agenda to go over this from the USFS:

USFS has the replacement no public access sign in the queue to be replaced and installed by late fall depending on overall vendor production timelines. This is the sign that was removed last fall at the junction of the Sawmill and Mesa Cortina trail

The USFS will be doing the start of a 2-year trail reconstruction project on the Buffalo/South Willow connect trail. I have given them permission to access from our property. Right now the tentative schedule looks like this:

- July 26 – 28: volunteer project with Wildland Restoration Volunteers
- August 2 - 4: volunteer project with Wildland Restoration Volunteers
- August 16 - 18: volunteer project with Wildland Restoration Volunteers
- August 27 – September 17: RMYC crew work, weekdays

Vehicles will be parked on our property if overnight, and possibly on the street (or our property) if just a day trip.

Would it be possible to get a unique gate code for me to give to Tyler (USFS) that we would delete at the end of this year's activity.

PROPOSAL



April 12, 2024

Willow Brook Metropolitan District
7995 E Prentice Avenue, Suite 103E
Greenwood Village, CO 80111-2710

Attention: E.J. Olbright

Subject: Proposal for Onsite Wastewater Treatment System Design
Ruby Ranch Gatehouse
524 Ruby Ranch Road (CR 1304)
Tract K Ruby Ranch Sub #2 Common Area
Summit County, Colorado
Proposal No. SU-24-0029

CTL|Thompson, Inc. (CTL|T) presents this proposal to perform an Onsite Wastewater Treatment System (OWTS) Design for the Ruby Ranch Gatehouse located at 524 Ruby Ranch Road (CR 1304), Tract K Ruby Ranch Sub #2 Common Area, Summit County, Colorado. We understand that the site is currently improved by a 1-bathroom gatehouse/community meeting site.

We propose to complete an OWTS Design for the subject site in accordance with the current Summit County OWTS Regulations. We propose to excavate two profile pits in the proposed soil treatment area to evaluate the engineering characteristics of the various soils/materials encountered. Profile pits will be excavated with a track-mounted mini excavator to a depth of 8 feet or to an observed limiting layer. Excavation of profile pits will be initiated within approximately two weeks following execution of this proposal. Our report can be transmitted within four weeks of excavation of the profile pits. A more detailed Scope of Services is presented in Exhibit A, which is part of this Agreement.

We propose to perform the OWTS Design for a lump sum fee of \$3,200, including the cost of the excavator. If you would like us to proceed, please return an executed copy of the Agreement or authorize us to proceed subject to the terms of the Agreement. We appreciate the opportunity to work with you on this project. If we may be of further assistance, please call or email.

Respectfully submitted,
CTL|THOMPSON, INC.

Brittany Niggeler
Staff Engineer
bniggeler@ctlthompson.com

Reviewed by:

Greg Crum, P.E.
Division Manager, Summit County
gcrum@ctlthompson.com

Attachments: Service Agreement
Exhibit A

Via Email: ejo@cfcc.com

CTL|Thompson, Inc.

Denver, Fort Collins, Colorado Springs, Glenwood Springs, Pueblo, Summit County – Colorado
Cheyenne, Wyoming and Bozeman, Montana

Summer Road Maintenance Plan

4/14/24

Time to work on the roads. I'm getting a bid from G&G Services (they have the grader at the stables) for putting down recycled asphalt (Rap). We have \$4,000 left for road maintenance and have \$14,000 left in salt sand from this winter. The plan is to start from the paved road (just above stables) and work out both directions on Ruby Road and Emerald Road for the first year. Stopping before we reach the budgeted amount. See blue on the map.

The second year, (see yellow on the map) we will do the rest of the main roads.

I will continue to work on all areas of the ranch as needed before and after the roads get worked on.

I plan on getting more screened Rap delivered along with what we have now and using it on the single lane roads. See red on the map. I can use our loader to spread it out and use our water trailer to help with compaction. I will start with the worst roads.

Thanks,

Jim Neilsen - Ranch Manager



April 3, 2024

E.J. Olbright, Board President
Willow Brook Metro District
7995 East Prentice Ave Suite 103e
Englewood, CO 80498

RE: UPDATED: Approval of Drinking Water Final Plans and Specifications for Construction
Willow Brook Metro District, Replacement Well No. 1R
Public Water System Identification (PWSID) No. CO0259020, Summit County
ES Project No. ES.23.DWDR.07857

Dear E.J. Olbright:

This updated approval supersedes the previously issued version, dated December 12, 2023. This letter is updated to reflect receipt of one full sample set of water quality data.

The Colorado Department of Public Health & Environment (Department), Water Quality Control Division, Engineering Section has received and reviewed the Final Plans and Specifications for Willow Brook Metro District's Replacement Well No. 1R project in accordance with Section 11.4(1)(b) of the *Colorado Primary Drinking Water Regulations* (Regulation 11). The design meets or exceeds the requirements of the *State of Colorado Design Criteria For Potable Water Systems* (Design Criteria) and is hereby approved.

This approval is limited to the following:

- Plug and abandon Well No. 1 (SDWIS ID: 001) in accordance with 2 CCR 402-2 *Rules and Regulations for Water Well Construction, Pump Installation, Cistern Installation, and Monitoring and Observation Hole/Well Construction* (Well Driller Regulations).
- Well No. 1R (SDWIS ID: 008): Groundwater source
 - Well Permit Number 87246-F. Drilled well. Screen: 36-61 feet, total depth: 61 feet, static water level approximately 13 feet.
 - Well No.1R (008) is not considered a replacement for Well No. 1 (001) due to the lack of available existing water quality data for Well No. 1 (001).
 - Surface improvements: positive drainage, grading sloped away from well.
 - Well improvements: casing raised to provide a minimum of 12 inches between grade and wellhead; 24 mesh noncorrodible vent screen.
 - Permitted Flow: 15 gpm
 - Maximum Flow: 15 gallons per minute (gpm) based on pump capacity
 - Associated piping and appurtenances.

Acknowledgement of Components Previously-Installed:

The approval acknowledges the previous installation of the following components. The acknowledgment does not constitute approval of the design, construction or installation of the components, processes or additives against the Design Criteria. The Department may review the conditions of these existing system components during sanitary surveys and during system modifications that directly impact those components.

- Existing Chlorine Contact Tank: One buried clearwell
 - Nominal tank volume: 1,500-gallons
 - Minimum tank volume: 675-gallons
 - Minimum tank volume monitored by a level transducer with a low-level setpoint of approximately 2.7-feet.

Conditions of Approval:

The approval is subject to the following conditions:

- Table 1.1 of Part 1.2.3 of the Design Criteria requires for Community Water Systems two full sample sets in different calendar quarters for all relevant Regulation 11 maximum contaminant level (MCL) parameters. The submittal appears to include one sample set of raw water analysis for Well No. 1R



for all required parameters. After the well is placed in service, one additional full set of raw water analysis for all required parameters must be submitted to the Engineering Section. Following the Section's review and approval of the additional new well source information, an amended approval letter will be issued. This approval is conditional upon submission of acceptable water quality data from the well demonstrating that source water in combination with treatment will result in water quality that will reliably meet Regulation 11 maximum contaminant concentrations (MCLs). Please note that the water quality results may trigger additional requirements and/or redesign of treatment equipment.

General Requirements:

- Section 2.21 of the Design Criteria requires all chemicals and materials that come in contact with treated or partially treated water to be ANSI/NSF 60 and 61 certified, respectively, for potable water use.
- All wells, pipes, tanks and equipment that can convey or store water intended for potable use must be disinfected in accordance with current AWWA procedures prior to initial use as required in Sections 2.15, 6.6.2, 7.0.18 and 8.7.7 of the Design Criteria.
- All change orders or addenda that address treatment, storage or piping must be submitted to this office for review and approval by the Department.
- Upon completion of construction and prior to commencement of operation, a completed "Drinking Water Construction Completion as Approved Certification Form" stating that the system was constructed as approved and the operational starting date must be submitted to the Department. This form is available at <https://www.colorado.gov/cdphe/wq-facility-design-and-approval-forms> under the "Drinking water construction complete form" heading.
- As required by Section 11.4(3)(b) of Regulation 11, if construction of the project is not commenced within one year from the date of this letter, this approval will expire and all information will be required to be updated and resubmitted for review and approval by the Department. Please note that this requirement is specific to this approval and the associated commencement of construction and has no impact on other compliance deadlines that are set forth in Regulation 11 and that may be included in other communications that are issued by the Department.

Monitoring Requirements:

- Section 11.5(5) of Regulation 11 requires that suppliers submit any revisions to the Monitoring Plan within 30 days of the effective date of the change. Changes that are made under this approval may require updates to multiple parts of the Monitoring Plan. Information regarding monitoring plan requirements is available online at: <http://www.colorado.gov/cdphe/wqforms> on the Drinking Water page under the "Inventory/System Updates" heading.
- Lead and Copper Monitoring:
- In accordance with Section 11.26(2)(d)(iv)(D)(I) of Regulation 11, the Engineering Section reviewed the project scope to determine if lead and copper sampling requirement modifications are appropriate as a result of the project. Based on the project scope, there may be a possible impact to corrosivity. In accordance with the State of Colorado Design Criteria for Potable Water Systems - Table A.2 Impacts to Corrosivity Categories (Category 2), the Engineering Section recommends that the supplier's monitoring frequency and sample sites for lead and copper be set to the standard six month monitoring following completion of construction.
- The supplier has elected to perform triggered source water monitoring. Therefore, under normal operating conditions the supplier does not need to maintain 4-log virus inactivation before or at the first customer on a continuous basis. In the event the supplier has a routine positive total coliform sample, the supplier will be required to monitor and sample the source water for fecal indicators at that time. If the source water sampling determines that fecal contamination exists within the source, the supplier may be required to increase treatment to meet 4-log virus inactivation on a continuous basis until the source of contamination can be identified and removed. Alternatively, the supplier may opt to discontinue to use the source. As outlined in the Basis of Design Report, the treatment conditions that must exist to achieve 4-log inactivation of viruses are as follows:
 - The treatment conditions that must exist to achieve 4-log inactivation of viruses requires the supplier to continuously maintain a chlorine residual of 1.8 mg/L at the entry point monitoring location, assuming a maximum flow rate of 15 gpm, a pH of 6.0 to 9.0, a minimum liquid

- temperature at or greater than 5-degrees Celsius, a baffle factor of 0.1 and a minimum active storage volume of 675-gallons.
- Willow Brook Metro District is a groundwater system with a population less than or equal to 3,300, therefore Section 11.11 of Regulation 11 requires daily chlorine monitoring at the monitoring location specified in the above bullet (i.e., downstream of chlorine contact time) if triggered. The supplier will be required to work with the Department's Drinking Water Compliance Assurance Section regarding the specific monitoring requirements.
- Additional raw water quality monitoring may be required to determine source water classification. This request will follow under separate cover from the Drinking Water Compliance Assurance Section. The Department evaluates groundwater wells for potential direct influence from surface water as established in Sections 11.3(36) and 11.8(2)(b)(iii) of Regulation 11. Subject to the results of the source water classification, additional treatment may be required. Any additional treatment requirements will be communicated, in writing, by the Drinking Water Compliance Assurance Section.

Facility Classification under Regulation 100:

- In accordance with the current Colorado Operators Certification Board regulations, the water treatment plant is a Class "D" water treatment facility and the distribution system is a Class "1" water distribution system.

The documents that were reviewed for this approval are as follows:

- Engineering Report dated June 2023 titled *Basis of Design Report*. Prepared by Plummer Associates for Willow Brook Metro District.
- Engineering Report Supplemental Information dated October 2023. Prepared by Plummer Associates for Willow Brook Metro District.
- Miscellaneous correspondence.

Please be advised of the following notifications and requirements that may apply to the project:

- Approval of this project is based only upon engineering design to provide safe potable water, as required by Regulation 11 and shall in no way influence local building department or local health department decisions on this project. This review does not relieve the owner from compliance with all Federal, State and local regulations and requirements prior to construction nor from responsibility for proper engineering, construction and operation of the facility.
- Any point source discharges of water from the facility are potentially subject to a discharge permit under the State Discharge Permit System. Any point source discharges to state waters without a permit are subject to civil or criminal enforcement action. If you have any questions regarding permit requirements contact the Permits Unit at 303-692-3500.

Thank you for your time and cooperation in this matter. Please contact me by telephone at 303-692-2839 or by email at austin.houser@state.co.us if you have any questions.

The Engineering Section is interested in gaining feedback about your experience during the engineering review process. We would appreciate your time to complete a Quality-of-Service Survey regarding your experience during the engineering review process leading up to issuance of this decision letter. The Engineering Section will use your responses and comments to identify strengths, target areas for improvement and evaluate process improvements to better serve your needs. Please take a moment to fill out our [survey](#).

Sincerely,

Austin Houser, EIT
Review Engineer
Engineering Section | Water Quality Control Division
Colorado Department of Public Health & Environment

cc: Sue Blair, Willow Brook Metropolitan District Manager
Matthew Willitts, Responsible Treatment Operator
Mark Dahm, Plummer Associates
Tiffany Miller, Plummer Associates
Dan Hendershott, Summit County Environmental Health Manger
Emily Wong WQCD ES Engineering Review Unit Manager
WQCD DW Compliance Assurance Section

Ranges: From: To: From: To:
 Check Number First Last Check Date 2/13/2024 4/15/2024
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Check Date

To be Ratified

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
366	SPRYTE	Spryte Snowcat, LLC	2/15/2024	INBANK	PMCHK00000649	\$4,318.33
367	WHITE BEAR	White Bear & Ankele Tanaka & W	2/15/2024	INBANK	PMCHK00000641	\$1,969.03
368	WATER SOLUTIONS	Water Solutions, Inc	2/15/2024	INBANK	PMCHK00000642	\$2,893.03
369	PLUMMER	Plummer Associates, Inc.	2/15/2024	INBANK	PMCHK00000643	\$1,534.00
370	SDA	SDA	2/15/2024	INBANK	PMCHK00000643	\$587.20
371	KILGORE	Kilgore	2/15/2024	INBANK	PMCHK00000644	\$171.52
372	STRATEGICCO	STRATEGIC FENCE & WALL CO	2/15/2024	INBANK	PMCHK00000645	\$300.00
373	CRS	CRS	2/15/2024	INBANK	PMCHK00000646	\$9,843.15
374	DANIEL MEYER	Daniel Meyer	2/15/2024	INBANK	PMCHK00000647	\$370.00
375	G&G SERVICES	G&G Services	2/15/2024	INBANK	PMCHK00000647	\$300.00
EFT000000000116	CEBT PAYMENTS	CEBT Payments	2/15/2024	INBANK	PMCHK00000648	\$2,049.53
EFT000000000117	CELLGATE	CellGate	2/15/2024	INBANK	PMCHK00000648	\$383.55
EFT000000000118	COMCAST	Comcast	2/15/2024	INBANK	PMCHK00000648	\$199.95
EFT000000000119	GOOGLE	Google	2/15/2024	INBANK	PMCHK00000648	\$144.00
EFT000000000120	IN BANK	INBANK	2/15/2024	INBANK	PMCHK00000648	\$1,588.66
EFT000000000121	SPENCER	SpencerFane	2/15/2024	INBANK	PMCHK00000648	\$553.00
EFT000000000123	WASTEMGMT	WASTE MANAGEMENT	2/15/2024	INBANK	PMCHK00000648	\$2,227.89
EFT000000000124	XCEL	XCEL	2/15/2024	INBANK	PMCHK00000648	\$1,129.88
376	WHITE BEAR	White Bear & Ankele Tanaka & W	3/19/2024	INBANK	PMCHK00000650	\$1,039.36
377	MOUNTAIN PEAK	Mountain	3/19/2024	INBANK	PMCHK00000651	\$290.00
378	ERIC COTTING	Eric Cottingham	3/19/2024	INBANK	PMCHK00000652	\$300.00
379	WATER SOLUTIONS	Water Solutions, Inc	3/19/2024	INBANK	PMCHK00000652	\$2,808.21
380	CRS	CRS	3/19/2024	INBANK	PMCHK00000653	\$7,591.05
EFT000000000125	CEBT PAYMENTS	CEBT Payments	3/19/2024	INBANK	PMCHK00000654	\$2,049.53
EFT000000000126	COMCAST	Comcast	3/19/2024	INBANK	PMCHK00000654	\$199.95
EFT000000000127	GOOGLE	Google	3/19/2024	INBANK	PMCHK00000654	\$144.00
EFT000000000128	IN BANK	INBANK	3/19/2024	INBANK	PMCHK00000654	\$1,555.36
EFT000000000129	WASTEMGMT	WASTE MANAGEMENT	3/19/2024	INBANK	PMCHK00000654	\$2,242.69
EFT000000000130	XCEL	XCEL	3/19/2024	INBANK	PMCHK00000654	\$982.96
Total Checks: 29						Total Amount of Checks: \$49,765.83

WILLOW BROOK METROPOLITAN DISTRICT
CASH POSITION
Year to Date (YTD) as of March 31, 2024
Adjusted as of April 12, 2024

Account Activity Item Description	InBank	INVESTMENTS						Colotrust Yield 5.4413% Edge	TOTAL ALL ACCOUNTS
		ColoTrust Plus+							
		Average Monthly Yield 5.4521%							
	General	CTF	SRF Loan	InBank Loan	Gen Reserve	Proj Reserve			
BEGINNING BANK BALANCE	\$ 84,898	\$ 40,336	\$ 1,766	\$ 230,191	\$ 76,568	\$ -	\$ -	\$ 51,263	\$ 485,022
YTD credits - Total deposits, wires and transfers	103,928	213,120	166	2,878	1,477	67,627	10,219	387	399,802
YTD debits - Total vouchers, wires and transfers	(165,250)	(50,142)	-	(37,228)	-	-	-	(40,438)	(293,058)
YTD bank balance	23,576	203,314	1,932	195,841	78,045	67,627	10,219	11,212	591,766
Transfers	30,000	(112,366)	-	32,137	30,730	17,111	2,388	-	-
Less outstanding checks	(3,528)	-	-	-	-	-	-	-	(3,528)
Book balance at end of period - agrees to page 2 ending fund allocation	50,048	90,948	1,932	227,978	108,775	84,738	12,607	11,212	588,238
Less amount restricted for Conservation Trust Funds	-	-	(1,932)	-	-	-	-	-	(1,932)
Less amount restricted for debt service	-	-	-	(227,978)	(108,775)	-	-	-	(336,753)
Less amount restricted for reserves	-	-	-	-	-	(84,738)	(12,607)	-	(97,345)
UNRESTRICTED/UNALLOCATED BALANCE AT END OF PERIOD	50,048	90,948	-	-	-	-	-	11,212	152,208
Current period activity									
Deposits	28	-	-	-	-	-	-	-	28
Payroll	(2,510)	-	-	-	-	-	-	-	(2,510)
Current payables	(12,834)	-	-	-	-	-	-	-	(12,834)
Auto payments - utilities	(11,413)	-	-	-	-	-	-	-	(11,413)
Total current period adjustments	(26,729)	-	-	-	-	-	-	-	(26,729)
CURRENT UNRESTRICTED/UNALLOCATED BALANCE	\$ 23,319	\$ 90,948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,212	\$ 125,479

**WILLOW BROOK METROPOLITAN DISTRICT
FUND ALLOCATION OF AVAILABLE BALANCES
Year to Date (YTD) as of March 31, 2024**

Account Activity Item Description	General	Capital Projects	Water	Road Paving	Total All Funds
Beginning fund balances	\$ 115,412	\$ 226,260	\$ 2,772	\$ 76,639	\$ 421,083
YTD DEPOSITS					
Conservation trust fund	157	-	-	-	157
General fund reserve fee	17,111	-	-	-	17,111
Interest	1,793	2,877	81	1,058	5,809
Miscellaneous	147	-	-	-	147
Project reserve fee	-	-	12,809	-	12,809
Property taxes	98,434	68,806	-	31,670	198,910
Specific ownership taxes	3,519	2,379	-	993	6,891
Grant funds	-	-	-	-	-
Snow removal	12,913	-	-	-	12,913
Stable/Meadow fees & deposits	-	-	-	-	-
Trash service fees	3,485	-	-	-	3,485
Unrealized loss	(11)	-	-	-	(11)
Water service charges	-	-	17,611	-	17,611
Total deposits	137,548	74,062	30,501	33,721	275,832
YTD EXPENDITURES					
General expenditures	(79,556)	(1,793)	(21,042)	(1,585)	(103,976)
Project fund reserve	-	(1,646)	(3,055)	-	(4,701)
Total expenditures & reserves	(79,556)	(3,439)	(24,097)	(1,585)	(108,677)
OTHER FINANCING SOURCES (USES)					
Transfer (to) from other funds	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-
YTD ending available fund balances	\$ 173,404	\$ 296,883	\$ 9,176	\$ 108,775	\$ 588,238

(page 3)

(page 4)

(page 5)

(page 6)

Accounts Receivable Reconciliation

	Project reserve	Trash removal	Water	Snow	Miscellaneous	Totals
Aging as of 1/31/24	\$ 5,901	\$ 409	\$ 6,118	\$ 7,350	\$ (477)	\$ 19,301
Billing 3/31/24	-	-	-	-	-	-
Cash receipts 3/31/24	(6,186)	(1,524)	(6,604)	(8,725)	(76)	(23,115)
Aging as of 3/31/24	\$ (285)	\$ (1,115)	\$ (486)	\$ (1,375)	\$ (553)	\$ (3,814)

WILLOW BROOK METROPOLITAN DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
Budget vs Actual
For the Three Month Ended March 31, 2024
With Comparative Amounts for the Year Ended December 31, 2023
Unaudited

	2023 Actual Cash Basis	2024 Budget Modified Accrual	YTD Actual Cash Basis	YTD Variance Over (Under)	Percent of Budget YTD 25%
REVENUES					
Conservation trust fund	\$ 583	\$ 500	\$ 157	\$ (343)	31%
Interest	27,306	21,000	1,265	(19,735)	6%
Miscellaneous	176	-	147	147	-
Property taxes and abatements	263,042	304,145	98,434	(205,711)	32%
Specific ownership taxes	16,855	17,900	3,519	(14,381)	20%
Snow removal	27,800	15,000	12,913	(2,087)	86%
Stable/Meadow fees & deposits	-	1,000	-	(1,000)	0%
Trash service fees	13,094	25,000	3,485	(21,515)	14%
Unrealized gain/(loss)	154	-	(11)	(11)	-
Total revenues	349,010	384,545	119,909	(264,636)	31%
EXPENDITURES					
Administrative					
Audit	13,921	14,000	-	(14,000)	0%
County treasurer fees	14,861	17,900	5,777	(12,123)	32%
District management and accounting	76,970	80,000	23,868	(56,132)	30%
Election	15,701	-	-	-	-
Insurance and SDA dues	27,071	24,300	(5,673)	(29,973)	-23%
Legal	16,153	12,000	7,174	(4,826)	60%
Miscellaneous	2,796	15,000	497	(14,503)	3%
Signage design proposal	2,653	-	-	-	-
Trash removal	23,715	25,000	6,701	(18,299)	27%
Utilities	15,135	18,000	4,454	(13,546)	25%
Weeds	6,890	10,000	-	(10,000)	0%
Emergency reserve contribution (3%)	-	13,200	-	(13,200)	0%
Operations and maintenance					
Gate	2,308	1,200	300	(900)	25%
General maintenance	3,121	2,000	496	(1,504)	25%
Ranch manager					
Salary	60,138	63,788	15,058	(48,730)	24%
Payroll taxes	8,033	10,000	1,232	(8,768)	12%
Benefits (including bonus, less employee reim)	14,457	15,000	3,911	(11,089)	26%
Back-up support	150	4,350	300	(4,050)	7%
Town of Silverthorne lease purchase					
Town of Silverthorne lease purchase principal	60,000	60,000	-	(60,000)	0%
Town of Silverthorne lease purchase interest	3,000	3,000	-	(3,000)	0%
Irrigation					
Irrigation/meadow management	500	500	-	(500)	0%
Hay meadows and fencing					
Drag hay meadows	-	1,500	-	(1,500)	0%
Meadow fencing and repairs	893	500	-	(500)	0%
Rock removal/fill/compact	-	500	-	(500)	0%
Soil testing/treatment/drag/seed	-	500	-	(500)	0%
Weed spraying and rodent removal	6,896	-	-	-	-
Roads					
Truck (including fuel)	12,815	16,000	4,261	(11,739)	27%
Road Improvements	2,181	10,000	6,000	(4,000)	60%
Roads - culverts	4,950	-	-	-	-
Equipment rental	2,028	-	-	-	-
Groomer	-	4,331	4,318	(13)	100%
Snow plowing salt and sand	6,586	15,000	592	(14,408)	4%
Stable - equestrian center					
Stable maintenance and security	900	15,000	290	(14,710)	2%
Replace compact fluorescents with bulbs	-	100	-	(100)	0%
Total expenditures	404,822	452,669	79,556	(373,113)	18%
EXCESS OF EXPENDITURES OVER REVENUES	(55,812)	(68,124)	40,353	108,477	-59%
OTHER FINANCING SOURCES (USES)					
Transfer to water operations fund	(28,289)	(40,000)	-	40,000	0%
Transfer to/from capital projects fund	151,520	-	-	-	-
Transfer to/from road paving fund	(57,663)	-	-	-	0%
Total other financing sources (uses)	65,568	(40,000)	-	40,000	0%
NET CHANGE (WITHOUT RESERVE)	9,756	(108,124)	40,353	148,477	-37%
BEGINNING FUND BALANCE (WITHOUT RESERVE)	38,557	199,674	48,313	(151,361)	24%
ENDING FUND BALANCE (WITHOUT RESERVE)	48,313	91,550	88,666	(2,884)	97%
GENERAL FUND RESERVE					
General fund reserve fees	9,172	-	-	-	-
General fund reserve interest	-	-	528	528	-
Property taxes for general fund reserve fees	33,912	52,871	17,111	(35,760)	32%
General fund reserve expenses	-	-	-	-	-
Total general fund reserve	43,084	52,871	17,639	(35,232)	33%
BEGINNING GENERAL FUND RESERVE BALANCE	24,015	66,958	67,099	141	100%
ENDING GENERAL FUND RESERVE BALANCE	67,099	119,829	84,738	(35,091)	71%
NET CHANGE IN FUND BALANCE	52,840	(55,253)	57,992	113,245	-105%
BEGINNING FUND BALANCE	62,572	266,632	115,412	(151,220)	43%
ENDING FUND BALANCE	\$ 115,412	\$ 211,379	\$ 173,404	\$ (37,975)	82%

WILLOW BROOK METROPOLITAN DISTRICT
CAPITAL PROJECTS FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
Budget vs Actual
For the Three Month Ended March 31, 2024
With Comparative Amounts for the Year Ended December 31, 2023
Unaudited

	2023 Actual Cash Basis	2024 Budget Modified Accrual	YTD Actual Cash Basis	YTD Variance Over (Under)	Percent of Budget YTD 25%
REVENUES					
Property taxes - Fuel reduction loan	54,259	110,839	35,873	(74,966)	32%
Specific ownership taxes	6,400	5,579	1,240	(4,339)	22%
Interest	96	-	-	-	-
Grant	187,119	-	-	-	-
Total revenues	247,874	116,418	37,113	(79,305)	32%
EXPENDITURES					
County treasurer fees	5,856	5,542	1,793	(3,749)	32%
InBank loan fuel reduction principal	50,000	100,000	-	(100,000)	0%
InBank loan fuel reduction interest	10,615	6,239	-	(6,239)	0%
Total expenditures	66,471	111,781	1,793	(109,988)	2%
EXCESS OF REVENUES OVER EXPENDITURES	181,403	4,637	35,320	30,683	762%
OTHER FINANCING USES					
Transfer to/from general fund	(151,520)	-	-	-	-
Transfer from projects	(17,616)	-	-	-	-
Total other financing uses	(169,136)	-	-	-	-
NET CHANGE (WITHOUT PROJECTS)	12,267	4,637	35,320	30,683	762%
BEGINNING FUND BALANCE (WITHOUT PROJECTS)	21,318	(115,485)	33,585	149,070	-29%
ENDING FUND BALANCE (WITHOUT PROJECTS)	33,585	(110,848)	68,905	179,753	-62%
Mail Boxes					
Property taxes - Mail boxes	36,741	-	-	-	-
Mail box project	(52,824)	-	-	-	-
Transfer over spent	16,083	-	-	-	-
Ending mail boxes	-	-	-	-	-
Trash Enclosure					
Property taxes - Trash enclosure	26,030	-	-	-	-
Trash enclosure improvement	(27,563)	-	-	-	-
Transfer over spent	1,533	-	-	-	-
Ending trash enclosure	-	-	-	-	-
SRF Loan - Projects					
Property taxes - SRF loan	131,100	101,755	32,933	(68,822)	32%
Specific ownership taxes - SRF loan	7,169	5,121	1,139	(3,982)	22%
Interest - SRF loan	108	-	2,877	2,877	-
County treasurer fees	(6,560)	(5,088)	(1,646)	3,442	32%
SRF loan principal	(67,531)	(65,819)	-	65,819	0%
SRF loan interest	(37,849)	(31,520)	-	31,520	0%
Ending SRF loan - Projects	26,437	4,449	35,303	30,854	794%
NET CHANGE - PROJECTS	26,437	4,449	35,303	30,854	794%
BEGINNING FUND BALANCE - PROJECTS	166,238	192,211	192,675	464	100%
ENDING FUND BALANCE - PROJECTS	192,675	196,660	227,978	31,318	116%
NET CHANGE IN FUND BALANCE	38,704	9,086	70,623	61,537	777%
BEGINNING FUND BALANCE	187,556	76,726	226,260	149,534	295%
ENDING FUND BALANCE	\$ 226,260	\$ 85,812	\$ 296,883	\$ 211,071	346%

WILLOW BROOK METROPOLITAN DISTRICT
WATER UTILITY FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
Budget vs Actual
For the Three Month Ended March 31, 2024
With Comparative Amounts for the Year Ended December 31, 2023
Unaudited

	2023 Actual Cash Basis	2024 Budget Modified Accrual	YTD Actual Cash Basis	YTD Variance Over (Under)	Percent of Budget YTD 25%
REVENUES					
Water service charges	\$ 84,883	\$ 110,000	\$ 17,611	\$ (92,389)	16%
Matching grant - meters	-	30,000	-	(30,000)	0%
Miscellaneous	15	-	-	-	-
Total revenues	84,898	140,000	17,611	(122,389)	13%
EXPENDITURES					
Maintenance contract	31,832	30,900	7,958	(22,942)	26%
Quarterly tank inspections	-	1,500	-	(1,500)	0%
5-yr comprehensive tank inspection (annual)	-	1,300	-	(1,300)	0%
Annual backflow testing and reporting	-	1,340	-	(1,340)	0%
Lead and copper sampling	-	1,000	-	(1,000)	0%
Compliance sampling	-	1,000	-	(1,000)	0%
Monitoring plan	-	2,720	-	(2,720)	0%
Emergency response plan	-	340	-	(340)	0%
Backflow - Barn	-	1,500	-	(1,500)	0%
Initial BPCCC system survey	-	1,000	-	(1,000)	0%
Ranch manager salary/benefits	21,252	25,489	5,799	(19,690)	23%
New meter installation	-	60,000	-	(60,000)	0%
Annual fire hydrant maintenance	720	720	-	(720)	0%
Repairs and maintenance	6,203	6,000	3,634	(2,366)	61%
Utilities - Town of Silverthorne	205	205	52	(153)	25%
Utility billing	11,821	15,000	3,477	(11,523)	23%
Water testing	5,628	7,000	122	(6,878)	2%
Total expenditures	77,661	157,014	21,042	(135,972)	13%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	7,237	(17,014)	(3,431)	13,583	20%
OTHER FINANCING SOURCES (USES)					
Transfer from general fund	28,289	40,000	-	(40,000)	0%
Transfer project fund overage	-	(27,125)	-	27,125	0%
Total other financing sources (uses)	28,289	12,875	-	(12,875)	0%
NET CHANGE (WITHOUT RESERVE)	35,526	(4,139)	(3,431)	708	83%
BEGINNING FUND BALANCE (WITHOUT RESERVE)	(35,526)	4,468	-	(4,468)	0%
ENDING FUND BALANCE (WITHOUT RESERVE)	-	329	(3,431)	(3,760)	-1043%
PROJECT FUND RESERVE					
Project reserve fee (\$75/month)	47,751	49,500	12,809	(36,691)	26%
Project reserve interest	-	-	81	81	-
Replace piping inside filing #1 well vault	(5,109)	-	-	-	-
GWUDI assessment (Well No 1-R)	(27,192)	(15,000)	(3,055)	11,945	20%
Water well evaluation/improvements (Well #3)	(48,204)	(45,000)	-	45,000	0%
Well No. 1 - Pumps	-	(15,000)	-	15,000	0%
Well No. 1 - Instruments	-	(15,000)	-	15,000	0%
Well No. 2 - Instruments	-	(15,000)	-	15,000	0%
Transfer project fund overage	-	27,125	-	(27,125)	0%
Total project fund reserve	(32,754)	(28,375)	9,835	38,210	-35%
BEGINNING PROJECT FUND RESERVE BALANCE	35,526	28,375	2,772	(25,603)	10%
ENDING PROJECT FUND RESERVE BALANCE	2,772	-	12,607	12,607	0%
NET CHANGE IN FUND BALANCE	2,772	(32,514)	6,404	38,918	-20%
BEGINNING FUND BALANCE	-	32,843	2,772	(30,071)	8%
ENDING FUND BALANCE	\$ 2,772	\$ 329	\$ 9,176	\$ 8,847	2789%

WILLOW BROOK METROPOLITAN DISTRICT
ROAD PAVING FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
Budget vs Actual
For the Three Month Ended March 31, 2024
With Comparative Amounts for the Year Ended December 31, 2023
Unaudited

	2023 Actual Cash Basis	2024 Budget Modified Accrual	YTD Actual Cash Basis	YTD Variance Over (Under)	Percent of Budget YTD 25%
REVENUES					
Property taxes - road paving	\$ 88,764	\$ 97,854	\$ 31,670	\$ (66,184)	32%
Specific ownership taxes	4,981	4,900	993	(3,907)	20%
Interest	73	-	1,058	1,058	-
Total revenues	<u>93,818</u>	<u>102,754</u>	<u>33,721</u>	<u>(69,033)</u>	<u>33%</u>
EXPENDITURES					
County treasurer fees	4,442	4,900	1,585	(3,315)	32%
InBank loan payment principal	55,000	55,000	-	(55,000)	0%
InBank loan payment interest	15,400	13,200	-	(13,200)	0%
Total expenditures	<u>74,842</u>	<u>73,100</u>	<u>1,585</u>	<u>(71,515)</u>	<u>2%</u>
EXCESS OF REVENUES OVER EXPENDITURES	<u>18,976</u>	<u>29,654</u>	<u>32,136</u>	<u>2,482</u>	<u>108%</u>
OTHER FINANCING SOURCES					
Transfer to/from general fund	57,663	-	-	-	-
Total other financing sources	<u>57,663</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	76,639	29,654	32,136	2,482	108%
BEGINNING FUND BALANCE	-	76,954	76,639	(315)	100%
ENDING FUND BALANCE	<u>\$ 76,639</u>	<u>\$ 106,608</u>	<u>\$ 108,775</u>	<u>\$ 2,167</u>	<u>102%</u>