

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD AUGUST 20, 2021

### ATTENDANCE:

The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, August 20, 2021 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:

Mat Sherwood, Vice President  
Michael Good, Secretary  
Randy Lewis, Director  
Des Hague, Director

Absent was Director Olbright who was excused.

#### Others identified in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC  
Patrick O'Flynn, Ranch Manager  
David Robbins, Property owner and President of the RROA  
Cathi Wingate, Property Owner  
John Drake, Property Owner  
Jon Rovick, Property Owner  
David Radlauer, Property Owner  
Don Samuels, Property Owner  
Mark Nadeau, Property Owner

### CALL TO ORDER:

Director Sherwood noted that a quorum of the Board was present, and the meeting was called to order at 3:47 p.m.

### DISCLOSURE OF CONFLICTS OF INTEREST:

Director Sherwood inquired whether members of the Board had any conflicts of interest on matters coming before the Board to which there were none.

### APPROVAL OF AGENDA:

Director Sherwood noted that he would like to add a discussion item concerning a request from Seth Peacock regarding trailer parking for a house guest for 10 days. Director Lewis moved to approve the amendment and upon a second by Director Hague, a vote was taken,

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and the motion carried unanimously to approve the agenda as amended..

## **MINUTES:**

The Board reviewed the minutes of the July 16, 2021 meeting. Director Sherwood moved that the Board approve the minutes of the July 16, 2021, as presented. Upon second by Director Lewis, vote was taken, and the motion carried unanimously.

## **FINANCIALS:**

Consider Approval of Payment of Claims: Ms. Blair reviewed the claims with the Board totaling \$66,701.23 as well as auto-payments totaling \$2,126.86. Director Lewis moved that the Board approve the claims as presented. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Financial Statements for the Period Ended July 31, 2021 and Cash Position for the Period Ended August 16, 2021: Ms. Blair reviewed the financial statements with the Board. There were no questions or comments on the financials.

Ms. Blair commented to the Board that we did open an ColoTrust EDGE account for the District. This type of account provides a larger return on investment compared to other current options. Director Hauge also asked if we can hold RKR's payment for the current invoice, until they provide the interconnect billings so that we can get reimbursed by the County. The Board agreed to this. There was then extensive discussion surrounding the expenses over the course of 12 months. There was also discussion about contractor billings and what a timely expectation would be to allow for both parties to be treated fairly and paid timely. Director Lewis moved to approve holding RKR's payment until all requested documentation is provided. Upon a second by director Hauge, a vote was taken, and the motion carried unanimously.

2022 Budget Timeline: Ms. Blair discussed that we will get preliminary assessed valuation next week. A draft budget will be provided to the Board by October 15, 2021, in accordance with statute.

## **FIRE MITIGATION UPDATE:**

Mr. Drake reported that there were meetings with Cory Gardner and others that were promising. It is now in the hands of the Federal government now, but we have done everything we can. There is still a fighting chance to get this done. Director Sherwood thanked Mr.

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Drake for his work. There was continued discussion surrounding the Forest Service needs and wants.

## **WATER OPERATORS REPORT:**

Operator's Report: Director Sherwood asked Ms. Blair if there was a timeline to replace the pump on Well #1. She noted the ball is in motion and they are awaiting numbers but the pump in well #1 is not in use. Mr. Samuels noted that a reminder email should be sent reminding everyone to be cautious with their water usage. Director Lewis asked about the SCADA system. Ms. Blair noted that we are complete on our end but waiting on Excel to install the meter. Ms. Blair also noted that Director Olbright has asked for an additional \$4,000 to be spent on evaluating the extension of the current wells. Director Lewis asked Ms. Blair to identify a funding source; it could be the general fund. Director Lewis moves to approve the \$4,000 to video inspect two wells. Upon a second by Director Hauge, a vote was taken, and the motion carried unanimously.

## **RANCH MANAGER'S REPORT:**

Mr. O'Flynn reported that he was awarded a scholarship to attend the SDA conference. He also met with the water commissioner, Troy Wineland. He reviewed the ditches and history of the District with Mr. Wineland. It appears we are on the right track now with our ditches. He has also taken over the gate and device maintenance. Director Sherwood suggested that an announcement be sent to the community informing them that Mr. O'Flynn will now handle all requests and issues, not Mr. Pacheco. Recently, the meadows were hayed and they produced 678 bails. The Sawmill Ditch is still being diverted to pasture to replenish Well #1. Mr. O'Flynn also continues to work on the centralized mail delivery system. Nan Anderson is working on a trash enclosure design that will be presented at a future meeting. The Ruby Ranch truck order has been completed and we now await final delivery. Irrigation and ditch work will continue late into the Fall season. GIS continues to be worked on and a username and password will be circulated so that all residents can view it. Trash and recycling continue to be an issue but Mr. O'Flynn is working to alleviate these issues. Weeds have also been pulled by hand, but a chemical sprayer will soon be used. A policy has also been set in place to help with suspicious vehicles. The policy is outlined in the report. Rotten and broken fencing continues to be replaced around the barn. Mr. Samuels asked that dye be added to the weed spraying to help with grazing animals.

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## DIRECTORS ITEMS:

Driveway Culvert Policy: Director Sherwood reported that he has read through the policy and agrees with the content. He did ask about driveways with access easements and whether they would be responsible for the culvert in that area. Director Lewis noted that it is a tricky area and continued to explain the possible outcomes and then asked where this policy came from to which Mr. O’Flynn noted it was something he brought up. It comes from a culvert being clogged at a homeowner’s property and there was no clear direction who was to clean it. There was extensive discussion surrounding the topic to which Mr. Robbins noted his concerns. Director Hauge would like to table this discussion and think about it offline.

Ruby Ranch Wayfinding and Signage Design: This was an item that was approved prior by the Board. This is solely a ratification of the already signed agreement. Director Hauge moved to ratify the agreement and, upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously. Marina Larson noted that she would like to review any decisions made. The Board asked that Ms. Blair include a note to the community asking everyone to be compliant with current fire code with their signage.

Hydrologist, Well Report: Director Lewis moved to ratify the agreement to obtain a well report. Upon a second by Director Hauge, a vote was taken, and the motion carried unanimously.

Additional Trash and Recycle Receptacles: The overuse of the current bins has become a major issue. Director Lewis believes we need to add an additional trash and recycle container. There was a consensus that the containers are overfilled by Sunday night, weekly. Director Sherwood suggested that he will show the two game cameras to Mr. O’Flynn. Continued discussion took place about how Mr. O’Flynn can help to decide on a path forward. Director Lewis tasked Mr. O’Flynn with returning to the next meeting with an official recommendation.

Annual Meeting Presentation: Director Lewis told the Board that we need to be ready to have a detailed discussion on District finances. The Board agreed

## OTHER BUSINESS:

Request from Seth Peacock: Director Hauge reported to the Board that Mr. Peacock is having a surgery and reached out to him. He has a renter for the next 10 days. They have a 20-foot trailer that they use to tow recreational vehicles. The renters are elderly and requested that the District allow an accommodation to store their 20’ trailer at the

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gatehouse or barn while renting. Extensive discussion took place. Mr. Robbins noted his appreciation for Mr. Peacock asking permission. The board decided to allow this, asking for contact information for the renters in the event they need to be contacted

**ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 5:14 p.m.

Respectfully submitted,



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Secretary for the Meeting