

# RECORD OF PROCEEDINGS

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**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
WILLOW BROOK METROPOLITAN DISTRICT  
HELD  
August 26, 2022**

**ATTENDANCE:** The special meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, July 22, 2022 at 3:30 p.m. via teleconference and in person at The Gate House, 524 Ruby Road, Silverthorne, CO, 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  
Randy Lewis, Director  
Vacancy

Others identified in attendance:

Sue Blair, Marcos Pacheco; Community Resource Services of Colorado, LLC  
John Drake  
David Robbins  
David Radlauer  
Nan Anderson  
Becky Tomasek  
Dave and Cathi Wingate  
Ed Levy

**CALL TO ORDER:** Director Olbright noted that a quorum of the Board was present, and the meeting was called to order at 3:41 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 to which there were none.

**PUBLIC COMMENT** Director Olbright noted that the Board will limit the public comment to 3 minutes each. If a point has been made, try not to rehash it.

**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** Director Michael Good noted that on the well rehab update, it says cost of well would be 106k dollars. Remove 'in'. third page, billing issues, fifth line

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from the bottom, Don's first name in front of last name. Director Good moved to approve the minutes as amended. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

### PROJECT UPDATES

Fuel Reduction: This item has been completed and getting ready to bill the project. Ms. Blair will provide numbers for the grant and John Drake will work with CRS to begin the reimbursement process. This project was completed a week in a half early and the crew did a great job. The District feels that we are now much safer from the wildfires. There was an extensive discussion and questions asked about the costs and reimbursable items.

Well Rehabilitation Update: The District is working towards an agreement with Golden Eagle Drilling and is set to start on October 1<sup>st</sup>. The Board noted that this company drilled the original wells. There were questions which were answered by the Board.

Meter Installation: There is no update on this item. The new rules and regulations will be looked at before this project begins.

Sawmill Ditch: While the loggers were on site, they cleared trees from the ditch, from the bottom of the ranch, all the way up to the headgate. The Board stated that this was the last project that was completed by the crew and now you can easily navigate the ditch for proper maintenance. \$25k was spent on this project. Director Lewis moved to approve the ratification of this agreement. Upon a second by Director Good, a vote was taken, and the motion carried unanimously.

Director Olbright told the Board about the culvert issue that was recently experienced.

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## RANCH MANAGER UPDATE

Chain of Command: Director Lewis told the Board that when this position was created, everything was channeled through Director Olbright and Ms. Blair. Now, Jim [REDACTED] is doing the well and should be contacted directly. His contact information has been published and further information will be provided in the next newsletter.

Road Maintenance: The roads were recently graded and compacted. There was a new culvert installed near the home of the Wczyliak family. There is a concern that some culverts, not replaced during the previous projects, are now starting to fail.

Donation: The Town of Silverthorne has donated road material. This is at a highly reduced rate compared to the cost of buying it from a supplier. The District is paying for the trucking, the material is essentially free.

Loader: There is a loader that could be made available for the District for the winter to help with the pushbacks or other projects. This will be at a much-reduced cost compared to renting from a rental company as they are limited in supply. If this works, this would be a very good deal for the district.

Water Operations Report: There was a lightning strike that hit some of the controls. That is being completed now. Well number 1 is struggling to keep up with demand. There was an annual maintenance performed on the hydrants as well. The SCADA has been great helping identify when something goes wrong. There are other projects that are going evaluated. There was also discussion surrounding the change of classification with CDPHE. Ms. Blair was asked to check with Matt Willitts to see if we are accepted to that new classification. There was then a discussion on the well production and billed amounts.

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## FINANCIALS

Review and Approve Payables: Ms. Blair reviewed the claims presented for payment. It was asked what the cost was for communicating with residents to which she answered about \$17k. Discussion took place surrounding the payables. There was then an operating change, changing comments from community to CRS to instead community to board, then to CRS. Director Lewis moved to approve the operating change. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously. Director Lewis moved to approve the payables presented. Upon a second by Director Good, a vote was taken, and the motion carried unanimously.

Review Cash Position Schedule: Ms. Blair reviewed the cash position dated August 15, 2022. She noted that with the project reserve fees, a notice will be sent out to those who have not paid yet.

Forecast: Ms. Blair presented this item and answered questions from the Board.

Financial Statement Dated: Ms. Blair reviewed the District's financial statements for the period of July 31, 2022 and answered questions from the residents and the Board. Director Sherwood moved to approve the financials. Upon a second by Director Lewis, a vote was taken, and the motion carried unanimously.

Budget Process Overview: Ms. Blair briefly discussed the preliminary A/V and will touch on it further later. By October 15<sup>th</sup>, a draft 2023 budget. To accomplish this, there will be a work session to go over the draft. Discussion then took place. There was a discussion that took place.

Director Olbright commented that he would like to start the meetings at 2:30 moving forward.

November Election: Ms. Blair reported on the questions included in the packet. They need to be certified by early September. Pro/Con statements are due by September 23<sup>rd</sup>. Director Lewis then noted that the purpose for this election is to authorize the loan money in a way that is suitable to the bond counsel of the loan grantor. Ms. Blair then explained each question and the key content of each, better explaining the purpose. There were several questions asked to which Director Lewis and Ms. Blair explained. Director Sherwood moved to approve the loan money. Upon a second by Director Good, a vote was taken, and the motion carried unanimously.

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Director Lewis moved to approve election resolution, naming Sue as DEO. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Communications from Owners: This item was reviewed, and the items have been closed.

## OTHER BUSINESS

Cancellation of September Meeting: Director Lewis moved to approve the cancellation of the September. Upon a second by Director Olbright, a vote was taken, and the motion carried unanimously.

Signage Update: There was a discussion on getting a couple signs for \$3k rather than everything at once. Director Good moved to approve the \$3k for the signage. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Design of Dumpster: Mrs. Anderson was in attendance for the meeting. She is an architect and has volunteered her time to help design this enclosure. She then proceeded to present her design and explain her thought process in coming up with this design. She then answered questions from owners and the board.

## ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 5: p.46.

Respectfully submitted,

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Secretary for the Meeting