

CERTIFIED RECORD
OF
PROCEEDINGS RELATING TO
WILLOW BROOK METROPOLITAN DISTRICT
SUMMIT COUNTY, COLORADO
AND THE BUDGET HEARING
FOR FISCAL YEAR
2020

STATE OF COLORADO)
)
COUNTY OF SUMMIT)ss.
)
WILLOW BROOK)
METROPOLITAN DISTRICT)

The Board of Directors of the Willow Brook Metropolitan District, Summit County, Colorado, held a regular meeting at The Gate House, 524 Ruby Road, Silverthorne, Colorado, on Friday, November 15, 2019 3:00 p.m.

Present were the following members of the Board:

- Randy Lewis
- Mathew Sherwood
- E.J. Olbright
- Michael Good
- Steve Johnson

Also present were:

- Sue Blair and Marcos Pacheco;
- Community Resources of Colorado, LLC

Ms. Blair stated that proper publication was made to conduct a public hearing on the District’s 2020 budget. The Chairman opened the public hearing on the District’s proposed 2020 budget. There being no public present to comment on the District’s budget, the public hearing was closed.

The Board held a special meeting on December 12, 2019 at 4:00 p.m. at The Gate House, 524 Ruby Road, Silverthorne, Colorado, and at said meeting adopted the District’s 2020 budget by resolution, as follows:

Thereupon, Director Olbright introduced and moved the adoption of the following Resolution:

RESOLUTION

A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES FOR EACH FUND, ADOPTING A BUDGET, LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2020 TO HELP DEFRAY THE COSTS OF GOVERNMENT, AND APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN FOR THE WILLOW BROOK METROPOLITAN DISTRICT, SUMMIT COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2020 AND ENDING ON THE LAST DAY OF DECEMBER 2020

WHEREAS, the Board of Directors of the Willow Brook Metropolitan District has authorized its consultants to prepare and submit a proposed budget to said governing body no later than October 15, 2019; and

WHEREAS, the proposed budget has been submitted to the Board of Directors of the District for its consideration; and

WHEREAS, upon due and proper notice, published on November 8, 2019 in a newspaper having general circulation within the boundaries of the District, pursuant to statute, said proposed budget was available for inspection by the public at a designated public office, a public hearing was held on November 15, 2019 and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves of fund balances so that the budget remains in balance, as required by law; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$248,354; and

WHEREAS, the amount of money necessary to balance the budget for contractual obligations purposes from property tax revenue approved by voters or at public hearing is \$66,095; and

WHEREAS, the amount of money necessary to balance the budget for capital expenditures is \$240,000; and

WHEREAS, the 2019 valuation for assessment for the District as certified by the County Assessor for Summit County is \$5,920,950; and

WHEREAS, at an election held on the May 8, 2012, the District has eliminated the revenue and expenditure limitations imposed on governmental entities by Article X, Section 20 of the Colorado Constitution and Section 29-1-301, C.R.S., as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT, SUMMIT COUNTY, COLORADO:

Section 1. 2020 Budget Revenues. That the estimated revenues for each fund as more specifically set out in the budget attached hereto are accepted and approved.

Section 2. 2020 Budget Expenditures. That the estimated expenditures for each fund as more specifically set out in the budget attached hereto are accepted and approved.

Section 3. Adoption of Budget for 2020. That the budget as submitted, and attached hereto and incorporated herein by this reference, and if amended, then as amended, is hereby approved and adopted by the Board of Directors as the true and accurate budget of the Willow Brook Metropolitan District for calendar year 2020.

Section 4. Levy of General Property Taxes. That the Board of Directors does hereby certify the levy of general property taxes for collection in 2020 as follows:

A. Levy for General Operating Fund Expenses. That for the purposes of meeting all general operating expense of the District during the 2020 budget year, there is hereby levied a tax of 41.945 mills upon each dollar of the total valuation of assessment of all taxable property within the District for the year 2020.

B. Levy for Contractual Obligations. That for the purposes of meeting contractual obligation expense of the District during the 2020 budget year, as detailed in the following "Certification of Tax Levies," there is hereby levied a tax of 11.163 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the year 2020.

C. Levy for Capital Expenditures. That for the purpose of meeting all capital expenditures of the District during the 2019 budget year pursuant to Section 29-1-301(1.2) or 29-1-302(1.5), C.R.S., there is hereby levied a tax of 40.534 mills upon each dollar of the total valuation of assessment of all taxable property within the boundaries of the District for the year 2020.

D. Levy for Debt Service Fund (General Obligation Bonds and Interest). That for the purposes of meeting all debt retirement expenses of the District during the 2020 budget year, as the funding requirements of the proposed outstanding general obligation indebtedness is detailed in the following "Certification of Tax Levies," there is hereby levied a tax of 0 mills upon each dollar of the total valuation of assessment of all taxable property within the District for the year 2020.

Section 5. Property Tax and Fiscal Year Spending Limits. That, being fully informed, the Board finds that the foregoing budget and mill levies do not result in a violation of any applicable property tax or fiscal year spending limitation.

Section 6. Certification. The District's manager is hereby authorized and directed to certify by December 15, 2019, to the Board of County Commissioners of Summit County, Colorado, the mill levies for the District herein above determined and set, or be authorized and directed to certify to the Board of County Commissioners of Summit County, Colorado, as herein above determined and set, but as recalculated as needed upon receipt of the final certification of valuation from the County Assessor on or about December 10, 2019, in order to comply with any applicable revenue and other budgetary limits or to implement the intent of the District. That said certification shall be in substantially the form set out and attached hereto and incorporated herein by this reference.

Section 7. Appropriations. That the amounts set forth as expenditures and balances remaining, as specifically allocated in the budget attached hereto, are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated and no other.

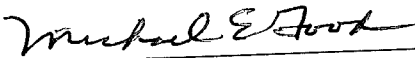
The foregoing Resolution was seconded by Sherwood.

ADOPTED AND APPROVED this 12th day of December, 2019.



C. Randel Lewis, President

ATTEST:



Michael Good, Secretary

STATE OF COLORADO)
)
COUNTY OF SUMMIT)ss.
)
WILLOW BROOK)
METROPOLITAN DISTRICT)

I, Michael Good, Secretary of the Board of Directors of the Willow Brook Metropolitan District, Summit County, Colorado, do hereby certify that the foregoing pages numbered 1 to 5, inclusive, constitute a true and correct copy of the record of proceedings of the Board of Directors of said District, adopted at a regular meeting of the Board held at The Gate House, 524 Ruby Road Silverthorne, Colorado, on Thursday, December 12, 2019, at 4:00 p.m., as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the budget hearing for fiscal year 2020; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown. Further, I hereby certify that the attached budget is a true and accurate copy of the 2020 budget of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the District this 12th day of December, 2019.

(S E A L)


Secretary

**WILLOW BROOK METROPOLITAN DISTRICT
GENERAL FUND
2020 ADOPTED BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	2018 Actual	2019 Estimated	2020 Adopted
REVENUES			
Conservation trust fund	\$ 258	\$ 163	\$ 200
Grant funds - wildfire reduction	7,582	9,000	9,000
Interest	9,436	10,400	10,000
Miscellaneous	3,791	9,510	-
Property taxes	182,753	244,683	248,354
Specific ownership taxes	11,848	13,000	13,000
Trash service fees	7,312	8,000	8,000
Weed program/Chargebacks	890	890	1,000
Total revenues	223,870	295,646	289,554
EXPENDITURES			
Administrative			
Audit	1,926	5,435	6,000
County treasurer fees	10,004	12,250	12,250
District management and accounting	46,897	58,807	50,000
Election	12,182	32	9,000
Insurance and SDA dues	6,028	6,500	6,500
Legal	6,358	4,322	3,000
Miscellaneous	2,540	2,500	2,500
Reserve study	-	-	3,800
Survey ranch perimeter	-	-	5,000
Trash removal	7,467	10,500	10,500
Utilities	10,068	10,000	10,000
Weeds	4,995	6,500	6,500
Well repairs	448	-	2,500
Wildfire fuel reduction	16,850	9,000	9,000
Emergency reserve contribution (3%)	-	8,024	8,687
Operations and maintenance			
Emergency water	-	-	17,000
HFR in eagle's nest	-	-	20,000
Gate	457	1,500	1,500
General maintenance	2,726	6,000	1,000
Irrigation			
Irrigation	5,250	-	-
Ditch, lateral, diversion, pond repair/creation	-	-	9,500
Master irrigation map (GPS w/100' markers)	-	-	750
Irrigation/meadow management	-	-	150
Irrigation management (irrigation/ditch rider)	-	4,000	5,500
Hay meadows and fencing			
Meadow fencing & repairs (remainder of K)	-	-	5,000
Rock removal/fill/compact	-	-	2,000
Weed spraying and rodent removal	-	-	900
Soil testing/treatment/drag/seed	-	-	3,000
Equipment rental (tractor, backhoe, dump truck)	-	-	1,500
Roads			
Culvert replacements	-	-	5,000
Road maintenance - summer	23,393	23,000	27,600
Road maintenance - winter	41,140	41,000	49,200
Snow plowing	30,465	45,000	54,000
Stable - equestrian center			
Stable	12,163	3,000	3,000
Stable fencing	-	38,497	-
Stable roof repairs	-	-	1,000
Remove old and replace exterior fascia	-	-	3,050
Interior stall door repairs (rehang, header supports)	-	-	750
Loft railing repair	-	-	50
Exterior hay loft door repair	-	-	100
Main entrance exterior light fixture	-	-	250
Garage door exterior light fixture	-	-	500
Replace compact fluorescents with bulbs	-	-	100
Total expenditures	241,357	295,867	357,637
EXCESS OF EXPENDITURES OVER (UNDER) REVENUE			
	(17,487)	(221)	(68,082)
OTHER FINANCING SOURCES (USES)			
Transfer (to)/from capital water projects fund	(85,000)	60,000	-
Transfer to road paving fund	-	(17,250)	-
Total other financing sources (uses)	(85,000)	42,750	-
NET CHANGE IN FUND BALANCE	(102,487)	42,529	(68,082)
BEGINNING FUND BALANCE	427,674	325,187	367,716
ENDING FUND BALANCE	\$ 325,187	\$ 367,716	\$ 299,634

**WILLOW BROOK METROPOLITAN DISTRICT
CAPITAL WATER PROJECTS FUND
2020 ADOPTED BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	<u>2018 Actual</u>	<u>2019 Estimated</u>	<u>2020 Adopted</u>
REVENUES			
Property taxes - water project	\$ 127,977	\$ 199,560	\$ 66,095
Specific ownership taxes	8,300	10,000	10,000
SRF loan proceeds	-	1,750,000	-
Tap fees	23,737	28,207	-
Interest	115	-	-
Total revenues	<u>160,129</u>	<u>1,987,767</u>	<u>76,095</u>
EXPENDITURES			
Audit	-	5,000	600
County treasurer fees	7,006	10,000	991
Legal	1,140	9,000	-
SRF loan expenses (soft costs)	-	58,484	-
SRF loan (principal and interest)	-	46,036	66,095
Ruby ranch water and road system	45,489	480	-
Water system improvements	166,039	1,680,400	-
Engineering services - mapping/review	-	3,600	-
Engineering services - prelim design	-	4,500	-
Engineering services - final design	-	7,500	-
Engineering services - contract documents	-	4,000	-
Engineering services - inspection/mgmt	-	15,625	-
Total expenditures	<u>219,674</u>	<u>1,844,625</u>	<u>67,686</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>(59,545)</u>	<u>143,142</u>	<u>8,408</u>
OTHER FINANCING SOURCES (USES)			
Transfer from/(to) general fund	85,000	(60,000)	-
Transfer to water utility fund	(315,903)	-	-
Total other financing sources (uses)	<u>(230,903)</u>	<u>(60,000)</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	(290,448)	83,142	8,408
BEGINNING FUND BALANCE (DEFICIT)	<u>288,564</u>	<u>(1,884)</u>	<u>81,258</u>
ENDING FUND BALANCE (DEFECIT)	<u>\$ (1,884)</u>	<u>\$ 81,258</u>	<u>\$ 89,666</u>

**WILLOW BROOK METROPOLITAN DISTRICT
WATER OPERATIONS FUND
2020 ADOPTED BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	<u>2018 Actual</u>	<u>2019 Estimated</u>	<u>2020 Adopted</u>
REVENUES			
Water service charges	\$ 53,760	\$ 56,378	\$ 55,000
Miscellaneous	30	31	-
Total revenues	<u>53,790</u>	<u>56,409</u>	<u>55,000</u>
EXPENDITURES			
Maintenance contract	23,160	24,000	28,800
Legal	-	500	-
Repairs and maintenance	35,402	3,711	1,000
Utilities - Town of Silverthorne	103	109	110
Utility billing	3,057	9,885	8,000
Water testing	1,571	1,482	1,000
Water system improvements	-	19,049	15,000
Total expenditures	<u>63,293</u>	<u>58,736</u>	<u>53,910</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(9,503)	(2,327)	1,090
Other financing sources			
Transfer from capital water projects fund	315,903	-	-
Total other financing sources	<u>315,903</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	306,400	(2,327)	1,090
BEGINNING FUND BALANCE (DEFICIT)	<u>(306,400)</u>	<u>-</u>	<u>(2,327)</u>
ENDING FUND BALANCE (DEFECIT)	<u>\$ -</u>	<u>\$ (2,327)</u>	<u>\$ (1,237)</u>

**WILLOW BROOK METROPOLITAN DISTRICT
CAPITAL PROJECTS FUND
2020 ADOPTED BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	2018 Actual	2019 Estimated	2020 Adopted
REVENUES			
SRF funding	\$ -	\$ -	\$ 360,000
"Pay as you go" property taxes	-	-	140,000
Summit county grant - fire protection	-	-	85,000
Total revenues	-	-	585,000
EXPENDITURES			
<u>Fire protection/water system improvements</u>			
Installation of 13 fire hydrants	-	-	195,000
PRV connection of 2 systems	-	-	100,000
Total expenditures	-	-	295,000
NET CHANGE IN FUND BALANCE	-	-	290,000
BEGINNING FUND BALANCE	-	-	-
ENDING FUND BALANCE	\$ -	\$ -	\$ 290,000

**WILLOW BROOK METROPOLITAN DISTRICT
ROAD PAVING FUND
2020 ADOPTED BUDGET
WITH 2018 ACTUAL AND 2019 ESTIMATED AMOUNTS
FOR THE YEARS ENDED AND ENDING DECEMBER 31,**

	<u>2018 Actual</u>	<u>2019 Estimated</u>	<u>2020 Adopted</u>
REVENUES			
Property taxes - road paving	\$ -	\$ -	\$ 100,000
Specific ownership taxes	-	-	5,000
Bank loan/new funding - paving	-	-	550,000
Total revenues	<u>-</u>	<u>-</u>	<u>655,000</u>
EXPENDITURES			
County treasurer fees	-	-	1,500
Road paving project (2018 approval)	-	-	550,000
Loan payment (principal & interest)	-	-	65,000
Engineering	-	17,250	-
Total expenditures	<u>-</u>	<u>17,250</u>	<u>616,500</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	<u>-</u>	<u>(17,250)</u>	<u>38,500</u>
OTHER FINANCING SOURCES			
Transfer from general fund	-	17,250	-
Total other financing sources	<u>-</u>	<u>17,250</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	-	-	38,500
BEGINNING FUND BALANCE	<u>-</u>	<u>-</u>	<u>-</u>
ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,500</u>

**WILLOW BROOK METROPOLITAN DISTRICT
SUMMIT COUNTY, COLORADO
2020 BUDGET MESSAGE**

1. The Willow Brook Metropolitan District provides municipal water and road maintenance service to a residential subdivision in unincorporated Summit County. The District has no employees and all operations and administrative functions are contracted.
2. The expenditures approved in the 2020 Budget will allow the District to maintain the level of services that it presently provides to its residents.
3. The District was authorized by the eligible electors District at its regular election held May 4, 2010 to increase taxes and impose a capital projects limit of \$140,000 per year until 2021 for which a capital projects mill levy may be adjusted up or down to account for reassessments of taxable property valuations for water system improvements. The proceeds from this mill levy are for the costs of water system improvements, repairs, replacements, extensions, additions and acquisitions and other related expenditures.
4. At the District's regular election held on May 8, 2012, the eligible electors of the District authorized the increase of property taxes in the amount of \$210,000 annually in 2012 and by that amount plus inflation and local growth in every year thereafter for operations, maintenance and other expenses.
5. The District conducted an election on November 6, 2018, and the eligible electors of the District authorized the increase of debt in the amount of \$1,750,000, with a repayment cost of \$3,950,000, and a tax increase of \$200,000 annually, to enable the District to fund and complete the water line improvement/replacement project during 2019. In addition, at said election, the eligible electors of the District authorized the increase of debt in the amount of \$550,000, with a repayment cost of \$1,500,000, increasing taxes annually in the amount of \$100,000, for paving a portion of the District's roads.
6. The District uses the modified accrual basis of accounting.
7. The District completed the 2019 water system improvements in 4th quarter 2019.
8. The 2020 water base charge and usage rates were increased 5% and proper notice was provided to the District's homeowners.
9. The District certified 41.945 mills in General Fund generating \$248,354 and certified 19.181 mills for Contractual Obligations \$66,095 in property taxes, and assessed 40.534 mills for Capital Expenditures generating \$240,000 in property taxes. The Districts assessed valuation is \$5,920,950.