

# RECORD OF PROCEEDINGS

---

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD SEPTEMBER 18, 2020

**ATTENDANCE:**

The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, September 18, 2020 at 3:30 p.m. Due to the COVID-19 Pandemic, this meeting was held via teleconference only, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

EJ Olbright, President  
Mat Sherwood, Vice President  
Michael Good, Secretary  
Randy Lewis, Director

Others identified in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC  
David Robbins, Esq; property owner and President of RROA  
John Drake, property owner  
Matt Willits, WSI  
Dave and Cathi Wingate, property owner  
Mark Nadeau, property owner

**CALL TO ORDER:**

Director Olbright noted that a quorum of the Board was present, and the meeting was called to order at 3:32 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. There were none.

**PUBLIC COMMENT:**

There was none.

**APPROVAL OF AGENDA:**

The Board reviewed the agenda. With no changes to the agenda, the Board approved it as presented.

# RECORD OF PROCEEDINGS

---

## MINUTES:

The Board reviewed the minutes from the August 21, 2020 Meeting. Director Sherwood moved to approve the minutes as presented. Upon second by Director Olbright, a vote was taken and the motion carried unanimously.

## CAPITAL PROJECTS:

Interconnect and Telemetry Project: Director Olbright reported that the vault will likely not be installed in the ground until the springtime, when the ground is softer. The pricing will remain the same and the final change order is ready for approval. The final change order amount is \$164,474.00. Director Sherwood moved to approve the revised change order, as presented. Upon second by Director Lewis, following discussion, a vote was taken and the motion carried unanimously.

Gate Replacement Project: Director Sherwood provided an update on the new gate installation. Testing will take place shortly and the Board discussed having the gate operational as quickly as possible. The Board asked CRS to make a push to get all information gathered next week in order to populate the system and start distributing RFID devices.

Revocable License Agreement: Director Olbright discussed the revocable license agreement as it relates to the radio repeater station. He also noted that after acceptance of this agreement, approval of the radio repeater station will still be needed from the Architectural Review Committee. Director Sherwood moved to execute the Revocable License Agreement as presented. Upon second by Director Lewis, a vote was taken and the motion carried unanimously.

Signage: Director Olbright noted that signs had been purchased within the budget of \$7,500 that was set. The Board opened the topic for comment from the public and there was extensive discussion. Mark Nadeau noted that the signage at the front gate needs to be discussed, as a community. John Drake agreed to take the lead on this process and will also mention the topic in the next newsletter.

# RECORD OF PROCEEDINGS

---

## **OPERATOR ITEMS:**

Water System Reports: Mr. Willitts reported that tank cleaning and inspection was completed. Regarding the newly installed fire hydrants, all of them have now been numbered. They are also working to install hydrant markers on each hydrant. Mr. Willitts reported that there is a leaking check valve for the Filing 2 pump well vault. He believes the root of the issue has been found and anticipates that the repairs will take place next week. John Drake asked Mr. Willitts if they could connect in order for Mr. Drake to obtain information as it relates to County Fire Grants.

## **ROADS:**

Summer and Winter Maintenance Update: Dave Wingate reported on the current condition of the roads. He noted that RKR is also working on replacing t-posts throughout the District. The Board asked what preparations were being done to the roads, anticipating winter weather in the near future. Mr. Wingate noted that he will speak with RKR about winter preparation. Lastly, Mr. Wingate is working with both RKR and Mr. and Mrs. Robbins to help return the road in front of their home to the same condition it was before the waterline project.

Gift for Eric Kircher: The Board asked Ms. Blair to find a gift for Mr. Kircher that can be presented to him, thanking him for his service to the District.

## **FINANCIALS:**

Consider Approval of Claims: Ms. Blair reviewed the current claims with the Board. Director Lewis moved that the Board approve the current claims totaling \$31,958.59. Upon second by Director Good, a vote was taken and the motion carried unanimously.

Financial Statements and Cash Position: Ms. Blair reviewed the August 31, 2020 financial statements and cash position with the Board. Ms. Blair answered questions from the Board.

## **OTHER BUSINESS:**

Board Vacancy: Director Olbright reported that Mr. Des Hague has been the only resident of the District to ask to be considered to fill the position of Director on the Board of Directors. Director Good moved that the Board approve the appointment of Mr. Des Hague to the Board of Directors. Upon second by Director Lewis, a vote was taken and the motion carried unanimously.

# RECORD OF PROCEEDINGS

---

District Policies: Director Lewis reported that, due to time constraints on everyone, the District Policy project and public hearing will be tabled until early 2021.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 5:02 p.m.

Respectfully submitted,

---

Secretary for the Meeting

DRAFT