

**WILLOW BROOK METROPOLITAN DISTRICT  
REGULAR MEETING AGENDA**

<u>Board of Directors</u>	<u>Office:</u>	<u>Term Expiration</u>
EJ Olbright	President	May 2023
Mat Sherwood	Vice President	May 2022
Michael Good	Secretary	May 2022
Randy Lewis	Director	May 2023
Des Hague	Director	May 2022 (run for a 1-year term 2023)

**PLEASE NOTE DATE AND TIME**

**DATE: Friday, June 18, 2021**

**TIME: 3:30 PM**

**PLACE: VIRTUAL MEETING – NO ONE WILL BE IN ATTENDANCE AT  
THE GATE HOUSE**

Join Zoom Meeting

<https://zoom.us/j/96939025800?pwd=RmRvdGVjUU4zbnhrOWpBT2lxT2JWZz09>

Meeting ID: 969 3902 5800

Passcode: 268459

One tap mobile

+12532158782,,96939025800# US

Dial by your location

+1 253 215 8782 US

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

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. Introduction – Patrick O’Flynn, Ranch Manager
  - D. Solicit Public Comment (for non-agenda items)
  - E. Approval of Agenda
  - F. Review and Approve Minutes of the March 12 and May 18, 2021 Meetings (enclosures)  
*Motion by Director \_\_\_\_\_ to approve the minutes as presented. Upon second by Director \_\_\_\_\_, vote is taken.*
  
- II. FIRE MITIGATION UPDATE
  - A. Passage of HB 21-1008- Forest Health Management (enclosure)

- III. WATER OPERATOR’S REPORT (enclosure)
- IV. UPDATE – INTERCONNECT PROJECT AND APPROVAL OF 1<sup>ST</sup> PAY APPLICATION  
*Motion by Director \_\_\_\_\_ to approve the pay application as presented and authorize the District’s manager to submit to CDPHE for funding through the SRF Loan. Upon second by Director \_\_\_\_\_, vote is taken.*
- V. FINANCIAL/ADMINISTRATIVE ITEMS:
  - A. Consider Approval and Ratification of Claims (enclosure)
    - 1. Review and Approve Payment to RKR for Gate/Culvert Work (enclosure)  
*Motion by Director \_\_\_\_\_ to approve/ratify claims as presented. Upon second by Director \_\_\_\_\_, vote is taken.*
  - B. Review Financial Statements for the Period Ended May 31, 2021 and Cash Position for the Period Ended June 14, 2021 (enclosures)  
*Motion by Director \_\_\_\_\_ to accept financial statements as presented. Upon second by Director \_\_\_\_\_, vote is taken.*
  - C. Discussion Regarding Summer Road Maintenance Budget
  - D. Discussion Regarding Financing Vehicle  
*Motion by Director \_\_\_\_\_ to approve the purchase of a vehicle and authorize the District’s manager to pursue funding options for consideration by the Board. Upon second by Director \_\_\_\_\_, vote is taken.*
  - E. Recommendation to Open a Colotrust Edge Account (enclosure)  
*Motion by Director \_\_\_\_\_ to authorize the District’s manager to open a ColoTrust Edge account. Upon second by Director \_\_\_\_\_, vote is taken.*
- VI. DIRECTORS’ ITEMS;
  - A. Review of Draft By-Laws and Policies Procedures and Rules of Conduct (for review and comment – no action at today’s meeting)
  - B. Dumpster/Recycle Issue
  - C. Request from Homeowner Regarding Planting Trees as a Screening Solution (enclosure)
  - D. Discussion Regarding Approval of Landscaping and Irrigation Requirements on Private Lots
  - E. Discussion Regarding Non-Owner Horse Boarding
  - F. Discussion Regarding Status of Construction Deposits
- VII. LEGAL ITEMS
  - A. Discussion Regarding District Easements
  - B. Discussion Regarding Past Due Accounts and Potential Shut-Off of Water Service
- VIII. OTHER BUSINESS:
  - A. Ratification of Employment Agreement for Ranch Manager
  - B. Service Request Process (enclosure)
- IX. ADJOURNMENT:

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*Motion by Director \_\_\_\_\_ to adjourn. Upon second by Director \_\_\_\_\_, vote is taken.*

The next regular meeting of the Board of Directors of the Willow Brook Metropolitan District will be held on July 16, 2021. Notice of said meeting will be provided prior to the meeting.