

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
WILLOW BROOK METROPOLITAN DISTRICT
HELD
November 19, 2021**

ATTENDANCE: The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, November 19, 2021 at 3:30 p.m. 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
Des Hague, Director

Others identified in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC
Patrick O'Flynn, Ranch Manager
John Drake, Property Owner
Jim Hahn, Property Owner
Jim DeMocker, Property Owner

CALL TO ORDER: Director Olbright noted that a quorum of the Board was present, and the meeting was called to order at 3:31 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.

APPROVAL OF AGENDA: Director Lewis moved that the Board amend the agenda by moving items 3-7 ahead of the budget discussion. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

MINUTES: The Board reviewed the minutes of the August 20, 2021, meeting. Director Lewis requested to change the conversation with Cory Gardner to Michael Bennet. Upon second by Director Hague, vote was taken, and the motion carried unanimously.

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FIRE MITIGATION UPDATE:

President Olbright reported that a bill was passed allowing for money to be made available to the District by way of the Forest Service. Final bills for already completed work have been received and Mr. Drake is going to work to get those reimbursed by the County. President Olbright noted that he did receive a call from Adam Bianchi with the Forest Service and was asked for a meeting next week. This would be an attempt to coordinate efforts and ideologies. This is a huge success for the District. He thanked the Board and others for their efforts. Director Lewis commented that the Forest Service website claims that the District has been approved to perform work in the wilderness but that isn't true. He has asked Mr. Radlauer to work to correct that.

WATER OPERATORS REPORT:

Operator's Report: President Olbright reported on the status of all three wells within the District. Due to recent issues, there was extensive discussion surrounding the health and production of all of the wells. There were several questions from the Board and the public to which President Olbright was able to provide answers and clarification. The Board then discussed the SCADA structure and whether the district should plant trees to help camouflage it. The consensus was that the District would not plant trees. Also, the Board discussed the SCADA project and final payment. Director Lewis suggested paying all sub-contractors and paying RKR last, once everything is finalized.

RANCH MANAGER'S REPORT:

Mr. O'Flynn reported that new truck has been delivered and is operational. Mr. O'Flynn then presented a draft snow plowing and removal policy. The goal is to clean all roads and easements as quickly/safely as possible. He then went through the process of how they will clear snow based on the map outlining the priority roads.

DIRECTORS ITEMS:

Forest Service Update: This item was covered in the Fire Mitigation section.

Water Fees and Charges: Ms. Blair presented newly proposed and updated water fees to the Board. Director Lewis would like to see the base fee increase. Ms. Blair presented her recommendation to increase the base fee as well.

Installation of New Meters: Director Sherwood reported this item to the Board. We have had a couple test meters installed. There will be

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more options provided to the Board in the future. He did note that the cost is far less than anticipated. Mr. O’Flynn then discussed the installation of meters. A certification is not required to install these meters and it is something that he could do by himself. The new meters would be installed on the inside of the home and would automatically upload data to a system that could be accessed remotely. This would eliminate the need for Mr. O’Flynn to read meters on a regular basis. This will be evaluated more moving forward, but a budgetary number is going to be used for now. There was extensive discussion surrounding the product presented and connectivity issues that could come up. Director Sherwood would like to present additional items to the Board at the next regular meeting. Director Lewis suggested that CRS take the lead with chasing down funding options.

2021 Well Evaluation and Rehabilitation: President Olbright reported on that well 3 was not initially a reliable option but it was determined that is no longer the case. The next issue was that there was no screen in the well pipes in either of the other wells. It was recommended that the Board budget include the money needed to do this work. There was extensive discussion surrounding costs. Ms. Blair noted that there are funding opportunities through the State for infrastructure projects. Also, the Board had a discussion surrounding the current leaks.

Public Hearing on the 2022 Budget: President Olbright moved to open the public hearing on the 2022 budget at 5:01 p.m. Ms. Blair reviewed the budget with the Board. The Board reviewed the budget and directed CRS to make changes as discussed, including a General Fund reserve fee of \$50 per month and a Water Fund Reserve Fee of \$75 per month. With no public comment, President Olbright closed the public hearing at 5:56 p.m. Director Sherwood moved that the Board approve the 2022 budget with the amendments, certify the mill levy, and appropriate all 2022 expenditures. Upon a second by Director Hague, a vote was taken, and the motion carried unanimously.

FINANCIALS:

Consider Approval of Payment of Claims: Ms. Blair reviewed the claims with the Board totaling \$22,323.10 as well as auto-payments totaling \$298.91. 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.

Public Hearing to Amend 2021 Budget: President Olbright opened the public hearing. Ms. Blair reviewed the 2021 budget amendment with the Board and answered questions. With no public comment, President Olbright closed the public hearing. Director Sherwood moved that the Board approve the 2021 budget amendment. Upon a

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second by director Lewis, a vote was taken, and the motion carried unanimously.

OTHER BUSINESS:

The Board determined it was appropriate to cancel the December 17th Board meeting.

2022 Meeting Schedule: The Board discussed when meetings should be scheduled for 2022. The idea of quarterly meetings was a consensus. The first meeting will be in March and if a need arises, Special meetings can be scheduled.

Election Resolution: Ms. Blair discussed the Election Resolution with the Board. Director Lewis moved to adopt the 2022 Election Resolution, as presented. Upon a second by director Sherwood, a vote was taken, and the motion carried unanimously.

Borders at the Barn: President Olbright asked if there is a resolution to the individuals that requested to keep horses at the barn through the winter. If the request is granted, the individuals will be approached with appropriate terms.

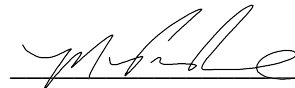
EXECUTIVE SESSION:

The Board entered Executive session pursuant to section 24-6-402(4)(e) regarding contract negotiations at 6:01 p.m. The Board reconvened the general session at 6:12 p.m.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 6:14 p.m.

Respectfully submitted,



Secretary for the Meeting