

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD MAY 18, 2021

**ATTENDANCE:** The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Tuesday, May 18, 2021 at 4:00 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, Director  
Mat Sherwood, Vice Director  
Michael Good, Secretary  
Randy Lewis, Director  
Des Hague, Director

Others identified in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC  
Jon Rovick, property owner

**CALL TO ORDER:** Director Olbright noted that a quorum of the Board was present, and the meeting was called to order at 4:00 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.

**RANCH MANAGER:** Recommendation from Interview Committee: Ms. Blair reported on the process that was followed in order to hire a ranch manager. The position was posted through several different avenues. There were several candidates that were interested. In all, there were 83 resumes reviewed. 12 out-of-state candidates and 7 in-state candidates were recommended. Of those, 6 candidates were interviewed. Mr. O'Flynn was interviewed at which time he was considered the front candidate. All background checks are being performed now. The employment agreement has been sent for review and has since been revised but is approved by the District's

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legal counsel. Director Olbright asked Mr. Rovick to review the interactions he had had with Mr. O'Flynn. Mr. Rovick noted that while no one was able to possess all the skills in the job description, Mr. Flynn is a very strong candidate. Questions from the public were answered by the board. An extensive discussion took place surrounding the timeline of Mr. Flynn beginning work full-time.

Review and Consider Approval of Employment Agreement: Director Good moved that the Board approve the agreement to hire Mr. O'Flynn. Upon a second by Director Hague, a vote was taken, and the motion carried unanimously. Director Olbright thanked everyone for their involvement with this process. He also noted that a service request form has been drafted and suggested that the Board review this document and comment later. Director Lewis commented that this works for routine services, however we need to add emergency requests and methods for contact.

### **HAYING CONTRACT:**

Consider of the 2021 Haying Contract: Mr. Rovick reported that the Committee recently met and reviewed this agreement. An extensive report was given, and there was talk about dragging of the meadows and how it relates to the overall health. Director Lewis moved that the Board approve the 2021 Harvesting Agreement as presented. Upon a second by Director Sherwood, a vote was taken, and the motion carried unanimously.

Director Olbright added that the vault for interconnect was delivered today. Locates were performed today. Digging should start soon and the vault should be in by the end of the week. Once the interconnect is complete, RKR will work on fixing the potholes.

### **ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 5:58 p.m.

Respectfully submitted,



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Secretary for the Meeting