

MINUTES OF A REGULAR MEETING OF THE BOARD OF
DIRECTORS

OF

WILLOW TRACE METROPOLITAN DISTRICT

Held: Tuesday, June 4, 2024 at 4:30 p.m. via teleconference

Attendance

The regular meeting of the Board of Directors of the Willow Trace Metropolitan District (“District”) was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors were in attendance:

Joe Blethen
Tim Shively
Andrew Hayden
Mike Johnson

Director Richardson was absent. All absences are deemed excused unless otherwise noted in these minutes.

Also present were: George M. Rowley, Esq. and Ashley B. Frisbie, White Bear Ankele Tanaka & Waldron, District General Counsel; and Kimberly Johannis and Daisey Garcia, Simmons & Wheeler, PC, District Accountant.

Call to Order

It was noted that a quorum of the Board was present and that the directors had confirmed their qualification to serve, and therefore the meeting was called to order.

**Conflict of Interest
Disclosures**

Mr. Rowley advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. Rowley reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State’s Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Rowley inquired as to whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda The agenda was presented to the Board for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agenda as presented.

Public Comment None.

Consent Agenda The consent agenda was presented to the Board. Any item can be removed from the consent agenda and added to the regular agenda upon a request from any director. No items were requested to be moved from the consent agenda. Upon a motion duly made and seconded, the Board unanimously approved and/or ratified the following items:

- Minutes from April 2, 2024, Regular Meeting

Operational Matters

Consider Approval of Proposals from American Galvanized Ironworks LLC for Pillar and Signage Cap Replacement and

The Board engaged in a discussion regarding the proposal from American Galvanized Ironworks for Pillar and Signage Cap Replacement. Following discussion, the Board directed Ms. Frisbie to work with Mr. Witt to clarify how many caps are included in the proposal at the February 28th meeting. The matter is deferred until the next meeting.

Staining and Repair of Split Rail Fence

The Board engaged in a discussion regarding the proposal from American Galvanized Ironworks for Staining and Repair of Split Rail Fence. It was noted that the approximate cost to replace the fence is \$380,000 and the approximate cost to repair the fence is \$70,000. Currently the District only has \$30,000 in the budget to allow for repairs. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the proposal to repair the split rail fence and Director Johnson is to work with Mr. Witt to determine where the repairs are needed most. The Board directed Ms. Frisbie is to obtain a quote from American Galvanized Ironworks for a quote to stain the split rail fence near Director Hayden's home.

Discuss Powerline Trail Grant Application

Mr. Rowley reported that to the Board that an onsite visit was completed and the trail would need to be ADA compliant, which entails the trail being up to 10 feet wide and including some grading to allow flat resting areas, which will increase the cost dramatically. Following discussion, the Board directed Mr. Rowley to work with the County to see if the grant can be adjusted to a planning grant instead to get a better idea of the total cost as well as to look into additional grants, such as Safe Routes to School, that will help fund the project.

Discuss Decommission of ECCV Well and Repairing Turf Area

The Board engaged in a general discussion regarding the decommissioning of the East Cherry Creek Valley Water & Sanitation District ("ECCV") well. Following discussion, the Board directed Ms. Frisbie to follow up

with the ECCV to see when the repairs will be made. The matter is deferred until the next meeting.

Discuss the Addition of a Street Lamp to East Chenango Avenue and South Jebel Street and Consider Approval of CORE Electric Cooperative Contract Authorization Form

The Board engaged in general discussion regarding the addition of a streetlamp at East Chenango Avenue and South Jebel Street. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the CORE Electric Cooperative Contract Authorization Form. The Board directed Ms. Frisbie to submit the application to begin the process.

Consider Approval of Proposal from BrightView Landscape Services, Inc. for Dead Tree Removal

The Board engaged in general discussion regarding the proposal from BrightView Landscape Services for Dead Tree Removal. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal.

Discuss Trash Remaining at Work Sites

The Board engaged in a general discussion regarding trash remaining at work sites. No action taken.

Legal Matters

Discuss Website Accessibility and Document Remediation Requirements

Mr. Rowley discussed website accessibility and document remediation requirements with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the removal of the current District website by June 30, 2024, and to begin creating a new District website through SIPA.

Consider Adoption of Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer

Mr. Rowley presented the Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the resolution.

Financial Matters

Payment of Claims

Ms. Johanns presented the claims to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved and ratified claims, in the amount of \$64,923.81.

Review Financials Ms. Johanns presented the March 31, 2024, unaudited financial statements to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously accepted the financial statements.

Consider Approval of 2023 Audit Ms. Johanns presented the 2023 Audit to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously accepted the audit.

Other Business The Board engaged in a general discussion regarding large cracks in the streets Ms. Frisbie to send Director Johnson the number to call Arapahoe County. The Board also discussed various areas where the fence is being damaged by residents, legal counsel will send letters once it has addresses and photos.

Adjournment There being no further business to come before the Board and following discussion and upon a motion duly made, seconded and unanimously carried, the Board determined to adjourn the meeting.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Perry Richardson
Perry Richardson (Sep 3, 2024 16:19 MDT)

Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 6th day of August, 2024.