

MINUTES OF A REGULAR MEETING OF THE BOARD OF
DIRECTORS

OF

WILLOW TRACE METROPOLITAN DISTRICT

Held: Tuesday, October 1, 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
Perry Richardson
Andrew Hayden
Mike Johnson

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	<p>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:</p> <ul style="list-style-type: none"> • Minutes from August 6, 2024, Regular Meeting • Proposal from AMP Electric for Holiday Lighting Electrical Work at E. Chenango Avenue and S. Jebel Street • Updated Scope of Work with Mile High Lighting & Events, LLC for Holiday Lighting Services • Proposal from BrightView Landscape Services, Inc. for Irrigation Repair Work (\$5,496.60)
Operational Matters	
Update on Status of Split Rail Fence Repair Project	Mr. Rowley and Ms. Frisbie discussed the Split Rail Fence Repair Project with the Board. It was noted that certain areas of the fencing project are located on or adjacent to property tracts that are not owned by the District. Following discussion, the Board determined that the District would only maintain fencing on or adjacent to District owned property. The Board directed staff to send letters to the property owners affected by the Section 5 fencing to notify them that the District will not be replacing the fencing behind their property. The Board also directed staff to work with American Galvanized Ironworks, LLC to review and confirm all District maintained fencing and to apply the previously approved amount for the Section 5 fencing for fence work in those areas.
Update on Status of Decommissioned ECCV Well and Turf Repair	Ms. Frisbie provided the Board with an update on the status of the decommissioned ECCV well and turf repair, noting that ECCV has indicated that the A-13 wellhead is scheduled to be decommissioned later this week and the turf repair work will occur next spring.
Update on Status of Design of Street Lamp at E. Chenango Avenue and S. Jebel Street	Ms. Frisbie provided the Board with an update on the status of the design of the street lamp at E. Chenango Avenue and S. Jebel Street, noting that CORE Electric Cooperative indicated that they were planning to visit the site last week to assess the location and cost, and that they would provide an update once available.

Consider Approval of Independent Contractor Agreement with BrightView Landscape Services, Inc. for 2024/2025 Snow Removal Services

Ms. Frisbie presented the proposal from BrightView Landscape Services, Inc. for 2024-2025 Snow Removal Services to the Board for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal and agreement.

Consider Approval of Independent Contractor Agreement with BrightView Landscape Services, Inc. for 2025 Landscape Maintenance Services

Ms. Frisbie presented the proposal from BrightView Landscape Services, Inc. for 2025 Landscape Services to the Board for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal and agreement.

Consider Approval of Pet Waste Station Installation on E. Chenango Avenue between S. Jebel Street and S. Liverpool Circle

Ms. Frisbie presented the Board with a proposal for a new Pet Waste Station on E. Chenango Avenue between S. Jebel Street and S. Liverpool Circle for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the purchase and installation of the pet waste station, in a not-to-exceed amount of \$380.

Legal Matters

Discuss SIPA District Website

Mr. Rowley reported that the new SIPA website is live.

Consider Adoption of Resolution Calling the May 2025 Election

The Board determined to defer this matter to the next meeting.

Consider Adoption of 2025 Annual Administrative Resolution

Mr. Rowley presented the 2025 Annual Administrative Resolution to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution.

Consider Adoption of Amended and Restated Public Records Request Policy

Mr. Rowley presented the Amended and Restated Public Records Request Policy to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the policy.

Consider Approval of
Special District
Disclosure Pursuant to
§ 32-1-809, C.R.S.

Mr. Rowley presented the Special District Disclosure Pursuant to § 32-1-809, C.R.S. to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the notice, subject to finalization.

Consider Approval of
Renewal of General
Liability Schedule and
Limits, Renewal of
Special District
Association of
Colorado
Membership, Payment
of Insurance Agency
Fee, and Renewal of
Workers'
Compensation
Coverage

Mr. Rowley discussed the renewal of property and general liability coverage, renewal of the Special District Association of Colorado membership, payment of the insurance agency fee, and renewal of the District's workers' compensation coverage with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the renewals, subject to the addition of any recommended property to the property schedule.

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 ratified claims in the amount of \$121,626.09 and approved claims in the amount of \$7,761.09.

Conduct Public
Hearing on 2024
Budget Amendment

Not needed.

Conduct 2025 Budget
Hearing

Director Blethen opened the public hearing on the proposed 2025 Budget. Mr. Rowley noted that the notice of public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed.

Consider Adoption of
Resolution Adopting
2025 Budget,
Imposing Mill Levy
and Appropriating
Funds

Ms. Johanns reviewed the 2025 Budget with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution adopting the 2025 Budget, appropriating funds therefor and certifying mills for the General Fund, and mills for the Debt Service Fund as shown in the 2025 Budget, subject to receipt of the final assessed valuation.

Following discussion, the Board authorized a \$600,000 prepayment on the Series 2015 Bonds.

Discussion Regarding
SB 24-233/Election

Mr. Rowley discussed SB24-233 with the Board. No action was taken.

Discuss Engagement
of Auditor to Prepare
2024 Audit

Ms. Johanns discussed the Engagement of an Auditor to prepare the 2024 Audit with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the engagement of Wipfli, LLP to prepare the 2024 audit, in a not-to-exceed amount of \$7,500.

Other Business

Director Johnson informed the Board that he has submitted his notice of resignation effective, October 2, 2024. The Board thanked Director Johnson for his service.

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.

 Patricia A. Johnson (Dec 10, 2024 17:37 MST)

Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 3rd day of December, 2024.