

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

WRIGHT FARMS METROPOLITAN DISTRICT

Held: Thursday, October 12, 2023 at 7:00 p.m.  
Wright Farms Anythink Library  
5877 East 120<sup>th</sup> Avenue  
Thornton, CO 80602

### Attendance

The special meeting of the Board of Directors of the Wright Farms Metropolitan District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Directors, having confirmed their qualifications to serve on the Board, were in attendance:

Heidi Farfel  
Nsesa Kazadi  
James A. Ray  
Kris Simons

Also in attendance were Jeffrey E. Erb, Glory S. Schmidt, Erb Law, LLC; Curtis Bourgouin, CliftonLarsonAllen, LLP; and Jim Ihnen, JBK Landscape, LLC. No members of the public were in attendance.

### Call to Order

Director Ray noted that a quorum of the District Board was present and the Directors confirmed their continuing qualification to serve. The meeting was called to order at 7:04 p.m.

### Disclosure Matters

The Directors reported that they had disclosed their interests as owners of property located in the District. Written disclosures of these interests have been filed with the Secretary of State.

The District Board reviewed the agenda for the meeting, following which, each District Board member had the opportunity to identify any additional conflicts. No additional conflicts were identified.

### Public Comment

There was no public comment.

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Minutes of September 7,  
2023 Board Meeting

The District Board reviewed the minutes from the September 7, 2023 District Board meeting. Following discussion, upon motion made, second and unanimously carried, the minutes were approved as presented.

Financial Matters

Mr. Bourgouin presented the District's financials through the end of August 2023. He reviewed the balance sheet, general fund, conservation trust fund, property tax receipt status, capital assets, and water usage. Mr. Ihnen reported an irrigation leak at Wright Farms Park, Holly Crossing Park, and on Niagara St., causing higher water usage this month. Mr. Bourgouin also reviewed with the District Board the cash position and claims payable.

The District Board then discussed investment options for the District, including the option to put more money into Certificates of Deposit ("CDs") that lock in interest rates for twelve months. The District Board directed Mr. Bourgouin to research interest rates for \$250,000, \$500,000, and \$1 million CDs and present these numbers at the next District Board meeting. The District Board also discussed other eligible investments the District can make.

Mr. Erb informed the Board that the District's Board needs a Treasurer. Upon motion made, seconded and unanimously carried, Director Simons was appointed as Treasurer.

Upon motion made, seconded and unanimously carried, the financials and cash position were accepted as presented and claims payable approved.

Mr. Bourgouin then presented the draft 2024 Budget. The District Board discussed Proposition HH and its potential impact on the District in the event of its approval at the November 2023 election. The District Board also discussed the District's mill levy, emphasizing their ongoing commitment to lowering it over time, thus reducing District residents' property taxes. The District Board discussed being slightly under budget this year, attributed to the timing of the Holly Crossing irrigation project.

The District Board discussed how the provision of trash services for District residents will affect the 2024 Budget. The District Board directed Mr. Bourgouin to add a line item to the 2024 Budget for the provision of trash services. The District Board

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also directed Mr. Erb to research how Jasmine Estates Homeowner's Association provides trash for its members.

The District Board discussed the District's expenditures in the 2024 Budget. The District Board specifically focused on the installation of shades, benches, and outdoor exercise equipment and how much the District should budget for this project. Director Kazadi presented two different proposals for this project from Go Play and Recreation Plus. The District Board discussed these two proposals, along with the accessibility of the equipment quoted and the equipment installation locations. The District Board directed Mr. Bourgouin to amend the draft 2024 Budget to add a capital outlay expense for benches and cardio equipment. The District Board also discussed postponing discussion regarding a new playground until 2024.

The District Board also directed Mr. Bourgouin to increase the newsletter line item in the draft 2024 Budget with the intent to send out newsletters more frequently in 2024. Lastly, the District Board agreed that the Budget hearing should be held at the next District Board meeting in November.

## Attorney Report

Ms. Schmidt reviewed the Frequently Asked Questions ("FAQs") regarding the annexation into the City of Thornton with the District Board, including the revisions that were made at the September 2023 District Board meeting.

Upon motion made, seconded and unanimously carried, the FAQ's were approved as presented for publication on the District's website.

Ms. Schmidt presented the status of reducing the number of 811 locates requests the District receives. She reported that she will continue working with Mr. Ihnen to reduce the number of locate requests he receives on behalf of the District.

Following that, the District Board explored the potential options for continued maintenance of the District's website. Mr. Erb presented the various website support options offered by the District's current maintenance providers. During this discussion, the District Board considered that the selection of a support plan might require adjustments to the 2024 Budget to accommodate the updated cost of the website plan.

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Upon motion made, seconded and unanimously carried, the District Board approved the Summit website support plan, provided by Journey Websites.

Ms. Schmidt provided information on playground consultants the District could hire to help with the installation of exercise equipment and the future playground replacement. The District Board discussed using these consultants for any shades or benches the District might need. The District Board directed Ms. Schmidt to give the consultants Director Kazadi's number to schedule an on-site visit so they can better understand the District's scope and timeline for the project.

## JBK Report

Mr. Ihnen presented the 2024 landscape maintenance and snow relocation proposal. Mr. Erb reported that he prepared an amendment to the original service agreement that extends the term of the service agreement until December 2024 and incorporates the 2024 landscape maintenance and snow relocation proposal.

Upon motion made, seconded and unanimously carried, the 2024 landscape maintenance and snow relocation proposal and amendment was approved as presented.

Mr. Ihnen reported that irrigation winterization will occur soon. He reported that a few backflows were lost this year due to theft. Mr. Ihnen also reported that the Holly Crossing irrigation project should be completed by the end of October.

Mr. Ihnen discussed the proposal for the tree removal of a dead tree located on Holly St. The District Board reported a dead tree in Wright Farms Park and directed Mr. Ihnen to look at it and see if it should be removed.

Upon motion made, seconded and unanimously carried, the Holly St. tree removal proposal for \$1,418.09 was approved as presented.

The District Board discussed the installation of rip rap in various locations within the District to prevent wash out from storms.

Upon motion made, seconded and unanimously carried, the rip rap installation proposal for \$19,329.33 was approved as presented.

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Lastly, Mr. Ihnen reported that there was additional clean-up after a party at the park on either Saturday, October 7<sup>th</sup> or Sunday, October 8<sup>th</sup>. The District Board directed Mr. Erb to discuss with Ms. Haberer keeping the deposit for the park due to the need for additional clean-up.

District Administrator  
Report

There was no District Administrator Report.

Other Business

The District Board agreed to table the discussion of neighborhood survey and location of pet waste stations until the next District Board meeting.

Adjournment

There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 9:45 p.m.

  
Secretary for the Meeting

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