

**REGULAR MEETING MINUTES OF THE BOARD OF DIRECTORS OF
THE FOREST HILLS METROPOLITAN DISTRICT**

August 21, 2024 - 5:30 p.m.
Held via conference/Zoom call

ATTENDEES Directors present: Craig Weinberg, Michael Oakley, Victor Robert, David Blue and Mike Zinniker
Others present: Dave Lewis and Mike Menke (Direct Discharge), Nicholas Marcotte (Element Engineering), Ronda Zivalich (MAPS, Inc.) and Nickie Holder (NMHolder Financial, Inc.)
Residents present: Dave Clappisi
Guests: Brittany Barnett and Jerry Jacobs (Timberline), AJ Beckman (Public Alliance) and Laura Reese and Beau McMahon (Brightstar)

QUORUM The meeting was called to order by Chairperson Weinberg, at 5:33 p.m. and a quorum was noted.

CHANGE IN ATTENDANCE

Dave Lewis arrived at 5:42 p.m.
Nick Marcotte, Dave Lewis and Mike Menke left at 7:41 p.m.

CONSENT AGENDA ITEMS

1. ADMINISTRATIVE MATTERS

- A. Agenda: August 21, 2024 – No changes.
- B. Minutes: July 17, 2024 – Regular meeting – No changes.
- C. Minutes: August 8, 2024 – Special meeting – No changes.
- D. DM Candidates Interviews: The Board interviewed three companies for the DM position. Chairperson Weinberg and Ms. Zivalich have been working with the SDA’s search consultant to put together a job description and ad that will be published on the SDA website and other recommended websites. Chairperson Weinberg will reach out to the three candidates with the job description and ask for their thoughts on how many hours they estimate will be spent on each task. Received responses will be sent to the Board for review.

2. REPORTS

- A. Operator’s Report: The Operator’s report was submitted in the board packet for review.
 - i. Ted Laves Request that FHMD Adjust the District’s PRV Output Pressure – The valves are scheduled to be tested by the independent contractor the first week of October. Once the testing is completed, Mr. Laves will be notified of the results and the Operator’s recommendations for settings.

- ii. Wastewater Treatment Facility Emergency Overflow Tank– Sludge hauling of the overflow tank was completed the first week in August. Upon inspection of the empty tank, it was determined that the piping was rusted and failing and needs to be replaced. Until this work is completed, DD cannot test the pump inside the tank to know if it is in working order. The Board asked DD to obtain pricing for a new pump.
- B. Engineer’s Report (Element Engineering {EE}): The Engineer’s report was submitted in the board packet for review.
- i. PFAS Report – Mr. Marcotte noted that applications for grants for PFAS design and engineering will be accepted in March 2025. There is a line item on the 2025 budget for EE’s estimate for design and engineering. It is unknown how much the grant will reimburse for this work.
 - ii. Pond 5 Culvert Design/Bid Solicitation – The contract with Noble has been fully executed. The District is in receipt of his bonds and is waiting for a more legible copy of his insurance. The project is set to begin the week of October 7th. EE is working on scheduling a preconstruction meeting. Once the schedule is set, Ms. Zivalich will contact Jefferson County School District, the sheriff and the fire district to inform them of the schedule and closure of Forest Hills Drive.
 - iii. Review and Repair Opinion of DRC Videos of Concern: Mr. Marcotte reviewed the CCTV video from DRC and provided a recommendation and engineer’s estimate for repairs at \$63,000. During discussion, EE noted that these repairs are not an emergency and should be budgeted for 2025 completion.
- C. Manager’s Report: The Manager’s report was submitted in the board packet for review.
- i. DVL Quote for WWTP Transfer Switch: A quote for \$4,325 from DVL to supply the transfer switch was included in the Board packet. Productive Electric provided a quote for installation of \$3,325. RKZ recommended the board approve both quotes. Upon **motion** by Director Blue, duly seconded by Director Robert, and upon unanimous vote, the Board approved \$7,650 for the purchase and installation of the WWTP transfer switch. DD will coordinate delivery and installation of the equipment.

3. FINANCIAL MATTERS

- A. Claims: Through July 2024. Submitted in the board packet for review. No discussion.
- B. Financial Statements: Through July 2024. Submitted in the board packet for review. No discussion.

- C. 2024 Audit: Ms. Holder has been working with the auditor and will provide a draft of the financial statements to the audit committee by the end of August.
- D. 2025 DRAFT Budget – Committee Formation: Ms. Zivalich and Ms. Holder worked on the draft 2025 budget and distributed it to the Board prior to the meeting. RKZ recommended a budget committee be formed so meetings to review the draft can begin. Directors Robert and Oakley volunteered and the committee will also include Ms. Zivalich and Ms. Holder.

4. HOA MATTERS

- A. HOA Matters: No updates.

Upon **motion** by Chairperson Weinberg, duly seconded by Director Oakley, and upon unanimous vote, the Board approved the consent agenda.

REGULAR AGENDA ITEMS

5. PUBLIC COMMENT – NON-AGENDA ITEMS

No comments.

6. OLD BUSINESS

- A. Recent Vandalism (Gate Locks/Gatehouse Sliding Door): The cameras did not capture what actually happened to the gatehouse sliding door, nor anyone actually cutting, or even appearing to have a bolt cutter at the Eastwood and Forest Hills Drive emergency gates. Forest Hills gate lock was replaced by the District. The fire department was notified that their locks had also been cut and that they needed to install new locks. As of the Board meeting the fire department has not installed replacement locks. Ms. Zivalich will continue to work with the fire district to replace their locks.
- B. Park Upgrades – Update: The Alpine Landscaping contract has been signed and fully executed. Chairman Weinberg and Director Blue will schedule a meeting with Alpine and two interested homeowners to discuss the design for park upgrades. More information will be available at the September board meeting.
- C. Genesee Connect Tie-In – Update: Chairperson Weinberg and Director Robert have a meeting scheduled with Genesee Water and Sanitation District on August 22, 2024. An NDA has been put in place and future updates will be addressed in executive sessions.
- D. Fire Mitigation Grant – Update: Ms. Zivalich noted that the removal of all slash and logs should be completed by the end of August.
- E. WWTP Roof Repairs: Arapahoe Roofing provided a quote of \$17,300 to perform some limited WWTP Roof repairs. The repairs should last for five to seven years. Upon **motion** by Chairperson Weinberg, duly seconded by Director Robert, and upon unanimous vote, the Board approved the quote from Arapahoe Roofing. Ms. Zivalich will draft a contract and send it to Arapahoe Roofing.

- F. Shared Drives/Springflower Swale Road Work/Repairs/Walk Through Estimates - Update: Atlas has provided an engineer's estimate for the shared driveway work in the amount of \$157k. As there is no budget for roadway repairs this year, it will be budgeted in 2025. The pothole on the Anasazi shared drive has deteriorated so much that the Board recommended that Colorado Greenscapes be asked to fill it with bagged asphalt and tamp it down, as a temporary fix to get through the winter. Ms. Zivalich will work with Colorado Greenscapes to get the work completed.
- G. Iskalis Retaining Wall Rebuild - Update: Noble anticipated completing the work by the end of August.
- H. Funding Options for Upcoming Projects: No update. This topic will be removed from future agendas.

7. NEW BUSINESS

- A. No New Business

8. ADJOURNMENT

Upon **motion** by Chairperson Weinberg, duly seconded by Director Robert, and upon a unanimous vote, the Board approved adjournment of the meeting. There being no further business to come before the Board at this time, the meeting was adjourned at 8:49 p.m. The next regular meeting is scheduled for September 18, 2024, via conference call, beginning at 5:30 p.m.

THESE MINUTES ARE APPROVED AS THE OFFICIAL, AUGUST 21, 2024, MEETING MINUTES OF THE FOREST HILLS METROPOLITAN DISTRICT AND ITS WATER ACTIVITY ENTERPRISE BY THE RESPONSIBLE PARTIES SIGNING BELOW:

ATTEST:



Recording Secretary

APPROVED:



Board Chairperson