

RECORD OF PROCEEDINGS

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

April 15, 2020, 5:30 p.m.

**Held via conference call.**

**ATTENDEES** Directors present: Mike Oakley, Mike Swartzlander, Michele Pearson, and Julie Noonan.  
Others present: Will Raatz of W2E, Ronda Zivalich of MAPS, Nickie Holder of NM Holder, Jordan Herzing of ORC, Cade Bertrand of Prevalent Analytical, and Nick Marcotte of Element Engineers.  
Residents present: Roz Birkelo, Gary Carson  
Guests: None

**QUORUM** The meeting was called to order by Director Oakley at 5:30 p.m. and a quorum was noted.

**CHANGE IN ATTENDANCE**  
None

**CONSENT AGENDA ITEMS**

**1. ADMINISTRATIVE MATTERS**

- A. Agenda: Add under new business – 2020 revised budget and board vacancy.
- B. Minutes: No changes necessary.

**2. REPORTS**

- A. Operator's Report: The Operator's Report was submitted in the BOD packet for review. No discussion necessary unless otherwise requested.
- B. Engineer's Report (Element Engineering {EE}): The Engineer's Report was submitted in the BOD packet for review. No discussion necessary unless otherwise requested.
- C. Manager's Report: The Manager's Report was submitted in the BOD packet for review. No discussion necessary unless otherwise requested.
- D. Repairs and Capital Improvements List: The repairs and capital improvements list was submitted in the BOD packet for review. No discussion necessary unless otherwise requested.

**3. FINANCIAL MATTERS**

- A. Claims: Through March 2020. Submitted in the BOD Packet for review. No discussion necessary unless otherwise requested.
- B. Financial Statements: Through March 2020. Submitted in the BOD packet for review. No discussion necessary unless otherwise requested.

Upon **motion** by Director Swartzlander, duly seconded by Director Noonan, and upon vote, unanimously carried, the Board approved the Consent Agenda.

## **REGULAR AGENDA ITEMS**

### **4. ACTION ITEMS**

- A. Contracts (if any) – Of the three remaining agreements, two have been signed by the contractors and are ready for signature by Director Oakley. Ms. Zivalich is still tracking down Doyle's contract.
- B. Water and Sewer Billing Issues (if any) – The Christensen's meter is now working correctly, and they are requesting compensation for plumbers' visits to investigate issues. Director Noonan suggested compiling a record of chain of events for their issues and when and why they had plumbers onsite. Ms. Zivalich will also request receipts for the plumber reimbursement request and submit them to the Board for consideration. Overages on water usage will be reimbursed with a credit on their water bill, as was communicated with the Christensens.
- C. Ratification Outside of Meeting (if applicable) – Two
  - i. Gate Repairs - Upon **motion** by Director Pearson, duly seconded by Director Noonan, and upon vote, unanimously carried, the Board ratified the vote for the Forest Hills inbound gate repairs.
  - ii. District Manager - Upon **motion** by Director Noonan, duly seconded by Director Pearson, and upon vote, unanimously carried, the Board ratified the vote for the District Manager appointment.

### **5. THE PINES AT RIVA CHASE CONDOS HOA MATTERS (if any)**

### **6. RIVA CHASE HOA MATTERS (if any)**

- A. Gatehouse Electrical Inspection of HOA Installation – Mr. Raatz indicated the inspection has not been completed. This task will transfer to Mr. Bertrand.

### **7. OLD BUSINESS**

- A. Master Planning Committee: The most recent committee meeting minutes were attached to the BOD packet and included the FHMD General Fund Infrastructure Asset Priority List. The Committee is now preparing draft annual budgets for the 10-year master plan and should be able to provide the Board that information and the rationale on proposed financing for the May meeting.
- B. 2020 Road Work: Mr. Marcotte indicated they are ready to proceed with the roadwork project and have an onsite meeting scheduled to review the area, in order to prepare the contract documents that are to be put out for bid. He hopes to have all bid documents ready for solicitation by the end of April. He anticipates bids will be received by mid-May with construction beginning in June. A site walk will be scheduled for next



week, in which Director Oakley expressed an interest in participating. Director Oakley asked if speed bumps had been included in the scope of work, and Mr. Marcotte confirmed they had and noted that their final positioning will be identified during the site walk next week.

- C. Eastwood Drive Back Gate Moving of Boulders: Mr. Raatz stated the boulders had been moved back into place, but there was a question of how many boulders were originally on each side of the gate. Mr. Raatz noted there were always two on each side. Director Oakley thought there would be additional sizeable boulders placed to deter individuals from moving existing boulders. Director Oakley asked that this task be turned over to Mr. Bertrand for follow up.
- D. Booster Pump Station: Mr. Marcotte is working on getting the project into their system for ramp up. He plans to submit design documents to the Board for review within the next week or so. Mr. Raatz has provided information to CDPHE for the loan application; and they will be reviewing the design as well, once Mr. Marcotte provides the documents to them.
- E. 2020 Election: It was noted that some owners have received their ballots to vote. CCC must receive completed and signed ballots before 7 PM on May 5, 2020.
- F. GIS: This topic will be transitioned to Mr. Bertrand, who expressed a desire to do a complete site of the District with ORC. Mr. Marcotte expressed an interest in attending the walkthrough for this project.
- G. Park Signage: This topic will transition to Mr. Bertrand for completion.
- H. Napp Driveway: Director Noonan agreed to write a letter to the Napps, for Director Oakley's signature, stating that the statute of limitations has passed, and the District's offer of reimbursement has been revoked, due to the lack of proof that the work had been completed and because they have not produced a receipt.
- I. Snow Plowing/Easement: Tabled until COVID restrictions have been lifted.
- J. Playground Repairs: Ms. Zivalich has contacted seven playground equipment suppliers/contractors. Some plan to schedule site visit appointments, and others are looking at Google Maps and will provide a bid. Director Oakley will meet onsite with those who so desire.
- K. Damaged Bollards: After the March Board meeting, Ms. Zivalich contacted the owner and let them know the Board accepted their offer to file a claim with their own insurance company. Ms. Zivalich checked on the status of their claim and was told by the owner that their insurance company denied their claim. The owner asked what the next steps are, and Ms. Zivalich indicated she would get back to them once the Board had an opportunity to discuss at the April Board meeting. Bids will be obtained on all bollard work, with the cost for repairing these particular

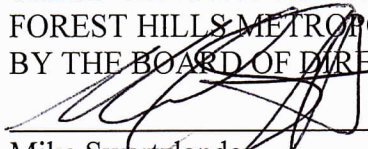
## 11. ADJOURNMENT

Upon **motion** by Director Pearson, duly seconded by Director Noonan, and upon vote, unanimously carried, 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 6:40 p.m. The next regular meeting is scheduled for May 20, 2020 via conference call at 5:30 p.m.

Respectfully submitted,

By: Ronda Zivalich, MAPS

THESE MINUTES APPROVED AS THE OFFICIAL APRIL 15, 2020 MINUTES OF THE FOREST HILLS METROPOLITAN DISTRICT AND ITS WATER ACTIVITY ENTERPRISE BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
\_\_\_\_\_  
Mike Swartzlander  
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Julie Noonan  
\_\_\_\_\_  
Michael Oakley  
\_\_\_\_\_  
Michele Pearson