

RECORD OF PROCEEDINGS

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

Monday, June 29, 2020, 5:30 p.m.

**Held via conference/Zoom call.**

**ATTENDEES**

Directors present: Mike Swartzlander (Chairperson), Michael Oakley, Gary Carson, Craig Weinberg, and Yvett Green.

Others present: Cade Bertrand

Residents present: Charlene Polino, Steve Burden, Brenda Shuler, Dave & Melanie Clappisi, Jessica Black, Danny Lavergne.

**QUORUM**

Chairperson Swartzlander called the meeting to order Chairperson at 7:00 p.m. and noted a quorum was present.

REGULAR AGENDA ITEMS

**A. ADMINISTRATIVE MATTERS**

- I. Director Carson had called for a Board meeting to discuss urgent matters, pertaining to the November election.
- II. The Master-planning Committee presented its findings, the election timeline, and General Fund asset priorities list
  - i. Director Carson briefed the board on:
    1. The Master-planning Committee's schedule and major milestone dates.
      - a. The months of July and August will be used to outline the value proposition of the initiative and to educate Block Champions, who will subsequently contact and educate homeowners.
      - b. On July 15<sup>th</sup>, the committee will seek Board approval on the draft financing rationale
      - c. August 19<sup>th</sup> was identified as the final date to decide on the financing plan and to request final Board approval
      - d. September 3<sup>rd</sup> was noted as the date to obtain Jeffco Ballot Certification
    2. The Committee's election strategy of targeting likely yes votes and seeking to secure greater than 50% of votes cast in favor of the initiative
    3. The summary report of budgeted general and administrative expenses of the District between 2018 and 2020.
    4. The proposed funding options which included refinancing debt and securing new ad valorem tax revenue to support operations and maintenance of the District's assets.
      - a. The Committee communicated their overwhelming support of option B, as defined in the agenda but felt there might be some additional tweaking needed before formalizing.
    5. The Master-planning Committee's capital investment priority list which included special note calling the Board's attention to:
      - a. Prioritizing road repair within the community
      - b. Repair of the gatehouse
      - c. Intent to add a gate for seven homes on Summerwood Dr, as a gesture for their supporting road maintenance in the rest of the community
  - ii. Director Oakley briefed the Board on communication with Allison Ulmer. Discussion included:
    1. The impact the Gallagher amendment could have on the dependability of tax revenues going forward
    2. The potential of a ballot with multiple questions resulting in only a single issue being approved by the voters and the rationale behind possibly making a question on the November ballot conditional on the outcome of the other.

3. Lease purchase agreements and the feasibility of this funding option for the District. It was determined the General Fund likely did not have sufficient assets to use as collateral to make a lease purchase a viable option.

III. The Board discussed:

- i. Who might be a perspective block champion and the Master-planning Committee communicated this was a work in progress and champions had yet to be identified.
- ii. If additional funds were secured for the General Fund, as specified in option B, would the additional O&M budget be earmarked for specific projects or be made available as a capital reserve. The general impression was building reserves was appropriate, after major road repairs had been completed.
- iii. If the additional funds were thought to be sufficient to support the District's needs going forward. The general impression was the mill levy increase would provide sufficient funding.
- iv. The 2020 road project, including key base bid components and components that could be added if the bids come in low enough. The key components were identified as:
  1. Mill and overlay of Forest Hills Drive
  2. Crack repair experiments
  3. Speed bumps
  4. Getting cost figures to calibrate the asset priority list's calculations
    - a. \$750k benchmark was provided as a conservative base estimate for major District road repairs, but was also identified as the target in need of further refinement. The final figure was asked to include a 10% reserve.

IV. The Master-planning Committee:

- i. Asked that Board Directors not campaign for this project after the ballot language was formally crafted. The block champions were identified as the Master-planning Committee representatives of choice for advancing the messaging related to the November election.
- ii. Briefed meeting participants on the history of community outreach, including a recounting of the road condition work discussed approximately 1 year prior and qualified that understanding that had been established through the Master-planning Committee's due diligence.

B. Chairperson Swartzlander asked the Board to provide Committee direction on which option to proceed advancing.

- I. Chairperson Swartzlander motion to recommend the Committee continue to refine and advance Option B. Director Oakley seconded the motion and the Board unanimously approved.
- II. Chairperson Swartzlander asked that the Committee include a report of the committee's progress in the consent agenda of the next regular Board meeting.

C. Director Oakley notified the Board that the initial playground project proposal did not meet current code requirements as previously thought. The 8' fall protection requirements would not be met with current design considerations.

- I. The Board discussed
  - i. Proposed remedies for improving fall protection
  - ii. Product and installation warranties
  - iii. Installation considerations that might improve/optimize the useful life of these assets
  - iv. Ability to install tiles on base course

D. After deliberation, Director Oakley asked that the Board approve moving forward with the amended Rover Landscaping bid and at an adjusted price point of up to \$44,000.

- I. Director Carson motioned for the contract for playground repairs to be awarded to Rover Landscaping up to \$44k. Director Weinberg seconded the motion which carried under unanimous consent.

E. Chairperson Swartzlander asked that the District Manager draft requirements for agreement and coordinate with Director Oakley for executing the contract.

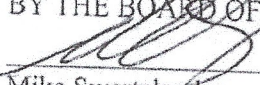
F. ADJOURNMENT


Upon motion by Chairperson Swartzlander, duly seconded by Director Oakley 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 8:17 p.m. The next regular meeting is scheduled for July 15, 2020 at Mt. Vernon Country Club, 24933 Club House Circle, Golden, CO 80401 at 5:30 p.m.

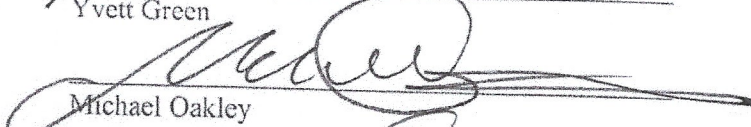
Respectfully submitted,

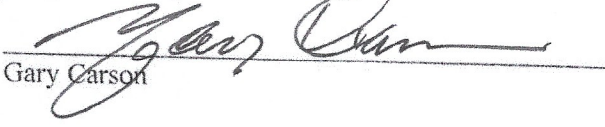
By: Cade Bertrand

THESE MINUTES APPROVED AS THE OFFICIAL JUNE 29, 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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Yvett Green

  
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Michael Oakley

  
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Gary Carson