

RECORD OF PROCEEDINGS

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

September 24, 2020, 5:30 p.m.  
Held via conference/Zoom call.

**ATTENDEES** Directors present: Gary Carson, Mike Swartzlander, Michael Oakley, Yvett Green, and Craig Weinberg  
Others present: Nickie Holder, Jordan Herzing (ORC), and Nick Marcotte (Element Engineering).  
Residents present: Tony Creech, Brenda Shuler, Jessica Black, Danny Lavergne, Lona Christensen, Anne and Winston Nutt

**QUORUM** Chairperson Carson called the meeting to order at 5:30 p.m., and noted a quorum was present.

**REGULAR AGENDA ITEMS**

a) ADMINISTRATIVE MATTERS

- a. Agenda: The Board accepted the September 24, 2020 agenda, with the addition of Director Oakley's resignation to be added to the agenda, upon motion by Directory Oakley. Seconded by Director Green; the Board unanimously approved the agenda.

b) DISTRICT MANAGER POSITION

- a. Directors Oakley and Swartzlander gave the other Directors a summary of the processed implemented in the spring of 2020 to hire a new District Manager. Director Weinberg informed the board of his conversation with Gabby Begeman at ORC Water Professionals. ORC is currently performing monthly sampling for the District to follow State regulations, ORC can provide this information to the Board monthly in their Operator's report. In addition, ORC is audited every three years by the State to ensure they are following their operating and safety procedures. **Action Item:** ORC will provide to the District a copy of the 2019 State audit (unless already in the District files). ORC also has their employees perform safety training and keeps those certificates on hand. **Action Item:** ORC will provide the District with a copy of the individual's safety training for those ORC operators that work for the District. Board discussed going forward what background they are looking for in a District Manager, possibly the new District Manager does not need to be an engineer if the current District contractors (ORC Water Professionals, Element Engineering and Respec) and be utilized for additional technical support. **Action Item:** Director Oakley will split the current District Manager contract and send to vendors in advance of a special meeting to discuss additional support. **Action Item:** Director Carson will reach out to ORC, Element Engineering and Respec to discuss the topic for the Special Board meeting to be scheduled for Wednesday, October 14, 2020 at 5:30pm. In addition, Director Carson will reach out to the District's attorney to determine whether there is a conflict of interest to hire a current resident for the District Manager position. **Action Item:** Directors Weinberg and Swartzlander will take the lead on interviewing and vetting candidates for the District Manager position.

C) DIRECTOR OAKLEY RESIGNATION

- a. Prior to the meeting Director Oakley submitted his resignation to the Board. The Board discussed, but decided to reject the resignation, upon motion by Director Swartzlander, second by Director Green; the Board unanimously approved to reject Director Oakley's resignation.

d) PUBLIC COMMENT

- a. Tony Creech informed the board of flooding issues that he had in his basement during November 2019. Director Carson let Mr. Creech know that the two could have a further discussion over the phone the next day if that was agreeable to Mr. Creech. No action taken.

e) ADJOURNMENT

Upon motion by Chairperson Carson, duly seconded by Director Green, 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 6:55 p.m. The next regular meeting is scheduled for October 21, 2020, via conference call beginning at 5:30 p.m.

Respectfully submitted,


By: Nickie Holder

THESE MINUTES APPROVED AS THE OFFICIAL SEPTEMBER 24, 2020 MINUTES OF FOREST HILLS METROPOLITAN DISTRICT AND ITS WATER ACTIVITY ENTERPRISE.

ATTEST:

  
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Recording Secretary

APPROVED:

  
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Chairperson