

RECORD OF PROCEEDINGS

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

October 14, 2020, 5:30 p.m.  
Held via conference/Zoom call.

**ATTENDEES** Directors present: Gary Carson, Mike Swartzlander, Michael Oakley, and Craig Weinberg  
Directors not present: Yvett Green (excused absence)  
Others present: Nickie Holder, Jordan Herzing (ORC), and Gabrielle Begeman (ORC)  
Residents present: Steve Burden, Brenda Shuler, Dave & Meleni Clappisi, Brian Urtel, and Roz Birkelo

**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 October 14, 2020 agenda, as presented, upon motion by Directory Oakley. Seconded by Director Weinberg; the Board unanimously approved the agenda.
- b) **REVIEW OF WATER & SEWER OPERATIONS/OPPORTUNITIES AND DISTRICT MANAGEMENT**
- a. ORC and FHMD Communications - Director Weinberg informed the Board of his conversation with Gabrielle from ORC regarding current communication status between the two organizations. Communication between the District and ORC needs to be increased. ORC will provide the Board with a more comprehensive monthly report to provide the Board with the knowledge of what compliance work had been done during the month as well as operations of the plants. Once a new District Manager is hired for FHMD, they will work with ORC to provide the Board a monthly report that is top level, but enough information that fills the current communication gap between the Board and ORC. **Action item:** ORC to provide Board with a new monthly report format that provides a higher level of communication regarding monthly operations and compliance testing.
  - b. ORC Operations - ORC is the District Operator and wants to make sure they are not the facilities manager. If maintenance needs to be done to get their job done ORC may fix small items, however, the overall maintenance of the District facilities needs to be overseen and maintained by the District. ORC also would like to make sure that going forward they are responsible for the District water and sewer system; however, they do not want to be responsible for the plumbing inside owners' homes. If there is an issue with a leak or other plumbing issue, a homeowner should contact a licensed contractor to fix the issue inside the home. ORC would also like the District to get back on a hydrant flushing schedule, **October 2020 regular meeting agenda item.**
  - c. District Manager – there are two individuals interested in the position for District Manager. Directors Oakley and Swartzlander, as the hiring committee, will reach out to

the two candidates and review the job descriptions as well as their qualifications and bring a recommendation to the Board at the October 21, 2020 regular board meeting as to the candidate to offer the District Manager position to.

d) PUBLIC COMMENT - None

d) ADJOURNMENT

Upon motion by Director Oakley, duly seconded by Director Weinberg, 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 6:42 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 OCTOBER 14, 2020 MINUTES OF THE FOREST HILLS METROPOLITAN DISTRICT AND ITS WATER ACTIVITY ENTERPRISE.

ATTEST:

Nickie M Holder  
Recording Secretary

APPROVED:

Gary Carter  
Chairperson