



RECORD OF PROCEEDINGS

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

June 16, 2021, 5:30 p.m.

Held via conference/Zoom call

ATTENDEES Directors present: Gary Carson, Michael Oakley, Mike Swartzlander, Julie Noonan, and Craig Weinberg.
Others present Ronda Zivalich (MAPs, Inc.), Jordan Herzing (ORC Water Professionals), Nickie Holder (NMHolder Financial, Inc.).
Residents present: Erich Kirsch (MPC member)

QUORUM The meeting was called to order by Chairperson Weinberg at 5:32 p.m. and a quorum was noted.

CHANGE IN ATTENDANCE

Jordan Herzing left at 7:20 p.m. Erich Kirsch left at 7:28 p.m. Ronda Zivalich and Nickie Holder left at 7:30 p.m.

CONSENT AGENDA ITEMS

1. ADMINISTRATIVE MATTERS

- A. Agenda: No change
- B. Minutes: No change. Manager Zivalich informed the Board she will send stormwater drainage draft letter to two homeowners for Chairperson Weinberg's review. It will be sent to the homeowners as soon as it is approved.
- C. Chairperson Appointment for July through December 2021: The Board unanimously approved Chairperson Weinberg to continue his term through the end of 2021.

2. REPORTS

- A. Operator's Report: The Operator's Report was submitted in the Board packet for review. No discussion.
- B. Engineer's Report (Element Engineering {EE}): The Engineer's Report was submitted in the BOD packet for review. Director Oakley requested that the Booster Pump Station project list be updated as the project progresses each month in their report. Manager Zivalich will follow up with EE to ensure list is updated going forward.

- C. Manager' s Report: The Manager's Report was submitted in the BOD packet for review. Manager Zivalich noted that the request for curb stop locates has increased and suggests having ORC create a spreadsheet to capture curb stop information to avoid repetitive locates in the future. Mr. Herzing has notes of ones he has located and or searched for in the past and could start the spreadsheet. He anticipates needing about three hours to compile the information already obtained. Ms. Zivalich proposes five curb stops to located per month until the spreadsheet is complete. It is ORC's recommendation that compensation for this effort be taken from the static well measurement project. After discussion, the Board decided to wait on this project and budget for it in 2022.
- D. Master Planning Committee Report/Minutes: The Master Planning Committee (MPC) Report was submitted in the BOD packet for review. No discussion.

3. FINANCIAL MATTERS

- A. Claims: Through May 2021. Submitted in the BOD Packet for review. No discussion.
- B. Financial Statements: Through May 2021. Submitted in the BOD packet for review. No discussion.
- C. 2020 Audit Approval: The audit will be reviewed by Board members by Monday, June 21, 2021 and an e-vote will be sought to approve the 2020 audit.

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

REGULAR AGENDA ITEMS

4. PUBLIC HEARING TO AMEND 2020 BUDGET

- A. 2020 Amended Budget: Chairperson Weinberg called to order a public hearing on the 2020 amended budget. Chairperson Weinberg asked if there were any comments from the public. Erich Kirsch asked if the 2021 beginning cash balance included the actual expenses of 2020. Ms. Holder that it did. There being no further comments, the public hearing was closed.

After discussion and upon **motion** by Director Oakley, duly seconded by Director Swartzlander, and upon vote, unanimously carried, the Resolution to Amend the 2021 Budget.

5. PUBLIC COMMENT (if any)

- A. No comments.

6. OLD BUSINESS

- A. Gate Installation/Replacement: Director Carson noted that a new schedule was provided by RMAC for gate installation at Eastwood. It is anticipated that old post removal and new post installation will happen the week of June 21, 2021, sooner than originally anticipated. The gates will then be sent to the manufacturer for fabrication. They should be ready in three to four weeks. Director Carson noted that the color palette was completed, and the gates would be black and asked the Board for approval, to which they agreed. Reflectors will be added by the District once the gates are operational. It was noted that RMAC needs to test the receiver inside the damaged operator to ensure the clickers work. If it is damaged a new receiver will have to be purchased for \$3,500. Upon **motion** by Director Noonan, duly seconded by Director Oakley, and upon unanimous vote, the Board approved purchase of the Cell-Gate receiver for \$3,500, if the current one is damaged.
- B. MPC 10-Year Master Plan and Discussion: Director Oakley presented the MPC's capital project 5-year plan. The MPC's intent with the plan is to provide a budgeting tool for annual budgeting. The committee uses an estimate of base operating expenses for the general fund to be approximately \$140,000 annually. In addition, the committee recommends that the general fund cash balance not go below \$100,000 annually. Then, as cash is available annually, a \$100,000 transfer will be made from the general fund to the capital projects fund for future road repairs. After discussion, the Board agreed.
- C. Status of Transfer from the General Fund to the Water & Sewer Fund: Ms. Holder will make the transfer at the end of July 2021.

7. NEW BUSINESS

- A. WWTP Improvements to Meet Effluent TIN: Manager Zivalich met with ORC and EE to discuss the timeline for the WWTP improvements needed to meet the effluent TIN. It is requested that the equipment and design be budgeted for 2022 so that installation can happen in early 2022, providing ORC and EE about one year for testing and calibrating the equipment to meet the TIN limits. Fluidyne provided a bid of \$52,000 for equipment and EE noted their design work would be an additional \$25,000. The Board agreed to include this work in the 2022 budget.

8. EXECUTIVE SESSION

Upon **motion** by Chairperson Weinberg, seconded by Director Noonan, unanimously agreed to enter an Executive Session at 7:30 p.m. pursuant to Section 24-6-402(4)(f), C.R.S., Personnel matters regarding MAPS and NM Holder.

Upon **motion** by Chairperson Weinberg, seconded by Director Noonan, unanimously agreed to exit the Executive Session at 8:18 p.m.

8. ADJOURNMENT

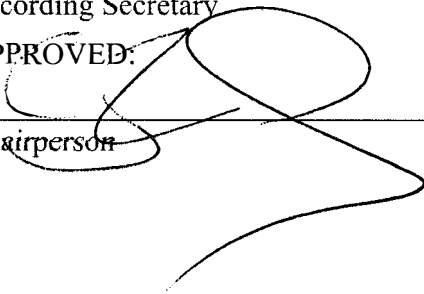
Upon **motion** by Chairperson Weinberg, duly seconded by Director Oakley, and upon unanimous vote, the Board approved adjournment of the meeting. There being no further business to come before the Board at this time, the meeting was adjourned at 8:18 p.m. The next regular meeting is scheduled for July 21, 2021, via conference call beginning at 5:30 p.m.

THESE MINUTES APPROVED AS THE OFFICIAL JUNE 16, 2021 MINUTES OF THE FOREST HILLS METROPOLITAN DISTRICT AND ITS WATER ACTIVITY ENTERPRISE BY THE RESPONSIBLE PARTIES SIGNING BELOW:

ATTEST:

Nickie M. Holder

Recording Secretary

APPROVED:


Chairperson