



RECORD OF PROCEEDINGS

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

September 15, 2021, 5:30 p.m.
Held via conference/Zoom call.

ATTENDEES Directors present: Gary Carson, Craig Weinberg, Julie Noonan, and Michael Oakley.
Others present Ronda Zivalich (MAPs, Inc.), Jordan Herzing (ORC Water Professionals), Nickie Holder (NMHolder Financial, Inc.), Nick Marcotte (Element Engineering, Inc.)
Residents present: Steve Iskalis

QUORUM The meeting was called to order by Chairperson Weinberg at 5:31p.m. and a quorum was noted. Board excused Director Swartzlander's absence from the meeting.

CHANGE IN ATTENDANCE
Jordan Herzing left at 5:54 p.m.
Nick Marcotte left at 7:02 p.m.

CONSENT AGENDA ITEMS

1. ADMINISTRATIVE MATTERS

- A. Agenda: No change.
- B. Minutes: No change.

2. REPORTS

- A. Operator's Report: The Operator's Report was submitted in the Board packet for review. In addition, Director Oakley asked for clarification regarding the benefit of conventional hydrant flushing versus unidirectional flushing. Mr. Herzing explained that unidirectional flushing only exercises a few of the hydrants whereas conventional exercises all the hydrants in the District. The last time all hydrants were flushed was 2015. The recommendation is that in 2022 all hydrants be flushed.

Director Carson shared that a homeowner on Willobe was questioning the water quality and maintenance of Pond 5 (located at Willobe and Forest Hills Drive). Mr. Herzig noted that the cleanliness of the Ponds is not covered in their scope of work but added that he believes the perimeter algae and scum like material on the Pond is likely due to the current air quality and ash settling from fires. The Board is concerned that the quality of the water may be an issue for fighting fires. Director Carson and Mr. Herzig will call their contacts within the fire department to research if there are water quality requirements for use of the water going through their equipment to fight a fire.

- B. Engineer's Report (Element Engineering {EE}): The Engineer's Report was submitted in the BOD packet for review. Chairperson Weinberg asked for clarification on the dates for the new E. Coli permit requirements. Mr. Marcotte noted that limits went into effect on September 1, 2020 and the District is currently meeting those requirements. September 1, 2023 will see the new TIN limits go into effect.
- C. Manager's Report: The Manager's Report was submitted in the BOD packet for review. Chairperson Weinberg asked for an update on the pump station vault. Mr. Marcotte noted that the schedule remains unchanged from the schedule provided in the August packet. He will ensure the schedule is included in his report each month moving forward. Chairperson Weinberg also asked if there were any anticipated issues regarding installation. Mr. Marcotte stated that preconstruction would take place before the vault is delivered and any outages would be planned for well ahead of time with notifications going out to the community. It is still anticipated that the project should be completed by December 23, 2021. Chairperson Weinberg is working on an eblast to the community providing updates on all the projects in the District.
- D. Master Planning Committee Report/Minutes: The Master Planning Committee (MPC) Report was submitted in the BOD packet for review. Director Carson noted that two signs still need to be purchased and installed as part of the Summerwood gate project as required by the County, including a sign pointing to the Knox key and an additional sign directing vehicles where to stop for safe entry.

3. FINANCIAL MATTERS

- A. Claims: Through August 2021. Submitted in the BOD Packet for review. No discussion.
- B. Financial Statements: Through August 2021. Submitted in the BOD packet for review. No discussion.

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

REGULAR AGENDA ITEMS

4. PUBLIC COMMENT (if any)

- A. Steve Iskalis – Mr. Iskalis noted that the Auxilium Abalto invoice should be held for payment until missed painting work on the gatehouse is completed.

5. OLD BUSINESS

- A. Roadway Project/WWTP Road: Ms. Zivalich relayed that the crack/seal work would not be completed in 2021 due to lack of interest in the project by contractors because of their backlog of work. The project will be readvertised in January 2022.

WesTest has broken out the culvert repair and grading and cleaning work to advertise this month with hopes of getting that part of the project completed before the end of the year. The work is anticipated be under \$60K, therefore, it does not need to be advertised. The bid package was sent to ESI and Noble for their consideration with bids due on September 28, 2021. This work will be paid for from the capital projects fund.

As noted at the August Board meeting, a purchase order was issued to Jim Noble, Inc. for the WWTP road work which is slated to be completed in October 2021.

- B. Gates – Update and Open Times: Director Carson relayed that the operators were installed on the Forest Hills Drive on the exit gates on September 15, 2021 and posts were installed at Summerwood Drive. The stone pillars can be installed at Summerwood anytime. Director Carson is researching reflectors for installation on the panels of the gates. Eastwood conduits have been installed and the electrician will be finishing the electrical work for the operators installation.

The Board held a special meeting on September 7, 2021 at which powder coating versus painting, and costs of both, of the gates was discussed. After discussion and upon **motion** by Chairperson Weinberg, duly seconded by Director Noonan, and upon unanimous vote, approved the bid of \$5,855 from PGA to powder coat the gates and replace the bearings at Forest Hills.

The operational gate times discussion was tabled until installation is complete.

- C. Main Entrance Update: Because the Board is still working on the color palette, the painting of roofs, signs, and bunkers has been deferred to 2022.
- D. Fire Evacuation Plan: The fire evacuation plan was previously provided to the Board. It was agreed that this topic shall remain on the agenda for future discussion.
- E. Color Palette Options: Director Oakley received a quote from a color consultant to provide two options that would include renderings for \$350 or four options including renderings for \$550. Upon **motion** by Chairperson Weinberg, duly seconded by Director Noonan, and upon

unanimous vote, the Board approved moving forward with the new consultant for two options with renderings, not to exceed \$500.

- F. District Manager Contract Status: Chairperson Weinberg noted that a new contract was executed with Ms. Zivalich (MAPS) in July and reflected hours of 40 per month, not to exceed 42.

6. NEW BUSINESS

- A. Collection Policy: A draft collection policy was prepared by Director Noonan and circulated in the Board packet. Director Noonan noted that we will need to place a proposed collection policy on the agenda in the near future and allow the community to be heard prior to voting to adopt any policy that calls for penalties/service charges and potentially the payment of attorney fees for collection. In addition, the Rules and Regulations will need to be updated with appropriate language to include the policy. After discussion, it was agreed that a public hearing would be held at the October meeting and then voted on by the Board. The goal would be to implement the policy and updated R&Rs in January 2022.
- B. Eastwood Back Gate Steel Posts Bid: Boulders have been moved again and some locks have been stolen including the fire department's lock. Ms. Zivalich will contact residents that own land that abuts the gate about placing steel posts on their property to prevent cars from driving around the gate. The Board agreed to reimburse the fire department for up to \$125 to replace the lock that were stolen.
- C. Eastwood Back Gates Locks: See above comments.
- D. TIN Limits: Mr. Marcotte noted that the work to upgrade the WWTP to meet State TIN limits has increased from the original 2018 bids. The increase is because of equipment costs, installation, and construction management. It is anticipated the project will be approximately \$120,000. Ms. Zivalich noted that any fines levied by the State for being out of compliance can be up to \$10K per day. Chairperson Weinberg will include this work on his next communication to the community, noting this work is necessary and helps to justify an increase in rates in 2022.
- E. 2022 Budget Planning: Ms. Holder and Ms. Zivalich have begun the work on the 2022 budget and believe they have it about 80% complete. The Budget Committee will consist of Ms. Zivalich, Ms. Holder, Directors Oakley and Swartzlander, initially, with Director Weinberg sitting in for Mr. Oakley when he is on vacation, and it will meet a few times prior to the October meeting. A draft of the budget will be delivered to the Board by October 15, 2021 for review, per State budget guidelines.

- F. 2022 Rate Increase Consideration: Ms. Zivalich noted that a public hearing regarding a 2022 rate and fee increase will have to be published in the Golden Transcript prior to the October 2021 Board meeting to meet the 30-day requirement.
- G. Restructuring of the Master Planning Committee: Director Oakley announced he has stepped down from the Master Planning Committee. It appears that there will no longer need to be a Board member on the MPC. Chairperson Weinberg and Mr. Iskalis have been working on a project plan flow-chart for processing general fund projects that will be presented to the Board at the October meeting. Mr. Iskalis advised that the MPC is currently working on its 2022 project list, which will be provided to the Budget Committee and Board for consideration.

7. **ADJOURNMENT**

Upon **motion** by Director Oakley duly seconded by Director Noonan, and upon unanimous vote, approved adjournment of the meeting. There being no further business to come before the Board at this time, the meeting was adjourned at 7:30p.m. The next regular meeting is scheduled for October 20, 2021, via conference call beginning at 5:30 p.m.

THESE MINUTES APPROVED AS THE OFFICIAL, SEPTEMBER 15, 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: [Signature]
Board Chairperson