

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

June 19, 2024 - 5:30 p.m.

Held via conference/Zoom call

ATTENDEES Directors present: Craig Weinberg, Michael Oakley, Victor Robert and David Blue
Others present: Dave Lewis and Mike Menke (Direct Discharge), Nicholas Marcotte (Element Engineering), Ronda Zivalich (MAPS, Inc.) and Nickie Holder (NMHolder Financial, Inc.)
Residents present: Mike Harding

QUORUM The meeting was called to order by Craig Weinberg, at 5:31 p.m. and a quorum was noted. Upon **motion** by Chairperson Weinberg, duly seconded by Director Blue, and upon unanimous vote, the Board approved the absence of Director Zinniker from the Board meeting.

CHANGE IN ATTENDANCE

Nick Marcotte, Dave Lewis and Mike Menke left at 6:13 p.m.
Mike Harding left at 6:48 p.m.

CONSENT AGENDA ITEMS

1. ADMINISTRATIVE MATTERS

- A. Agenda: June 19, 2024 – No changes.
- B. Minutes: May 29, 2024 – No changes.

2. REPORTS

- A. Operator's Report: The Operator's report was submitted in the board packet for review.
 - i. Sludge Hauling of Overflow Tank – Mr. Lewis informed the Board that he received a quote from McDonald Farm for \$8,000 to remove the sludge in the overflow tank. Upon **motion** by Chairperson Weinberg, duly seconded by Director Robert, and upon unanimous vote, the Board approved the quote from McDonald Farm.
 - ii. Ted Laves Request that FHMD Adjust the District's PRV Output Pressure – Confirmation testing of the valves still need to be completed in the PRV vaults to confirm proper operation of the valves and that settings are correct.
 - iii. Feed Pump - Mr. Lewis noted that the feed pump has been ordered but will not be delivered until December 2024.
 - iv. Wastewater Treatment Facility Generator – Mr. Lewis noted that the equipment is still on backorder and that there will be additional costs to have Power Systems West onsite to install the switch (\$3,900). The complete the work, it is estimated that it will cost \$5,000. Upon **motion** by Chairperson Weinberg, duly seconded by Director Robert, and upon unanimous vote, the Board approved up to \$5,000 for the cost of a new transfer switch and installation.

- B. Engineer's Report (Element Engineering {EE}): The Engineer's report was submitted in the board packet for review.
- i. PFAS Report – The final PFAS report has been accepted by CDPHE and has been sent to the engineering division for review. The District will answer any questions the engineering division has and then start the process for the design. There are a few options for grants that EE and RKZ will be researching to see if we qualify. CDPHE noted that they do not have the building guidelines ready yet, nor does the EPA, therefore, the design should be completed in early 2025.
 - ii. Pond 5 Culvert Design/Bid Solicitation – The Pond 5 culvert project mandatory pre-bid meeting was held on June 12, 2024. Two contractors attended. Final bids are due on July 10th. EE will provide a bid summary at the July Board meeting for the Board's consideration and awarding of the contract. Appropriate work hours for this project were discussed and EE will relay those to the contractors.
- C. Manager's Report: The Manager's report was submitted in the board packet for review.
- I. Ms. Zivalich's Retirement – Chairperson Weinberg informed the Board that Ms. Zivalich has decided not to renew her contract at the end of the year as she is retiring. She has offered to work through December 2024 in order to provide the District sufficient time to seek a replacement and work alongside them for a few months before the end of the year. Chairperson Weinberg and Ms. Zivalich will work together to begin vetting candidates. It was also noted that Ms. Zivalich will be on vacation from the middle of September through the middle of October 2024.
 - II. Pond 4 Aerator/Fountain – Last year, the aerator/fountain had a catastrophic failure. CO Ponds provided a quote to replace it at \$5,300.00. After discussion, the Board agreed to hold off purchasing this equipment at this time and budget it for purchase in 2024. Ms. Holder will make a note for the 2025 budget.

3. FINANCIAL MATTERS

- A. Claims: Through May 2024. Submitted in the board packet for review. No discussion.
- B. Financial Statements: Through May 2024. Submitted in the board packet for review. No discussion.
- C. 2024 Audit: Ms. Holder received the engagement letter for the 2023 audit prior to the Board meeting and forwarded it to Chairperson Weinberg who will sign it and return it to Ms. Holder for submission to the auditor.

4. HOA MATTERS

- A. HOA Matters: No updates.

Upon **motion** by Chairperson Weinberg, duly seconded by Director Robert, and upon unanimous vote, the Board approved the consent agenda.

REGULAR AGENDA ITEMS

5. PUBLIC COMMENT – NON-AGENDA ITEMS

No comments.

6. OLD BUSINESS

- A. Surveillance Cameras - Update: Ms. Zivalich informed the Board that the cameras have been installed and Mr. Walsh will continue to check the footage to ensure they are positioned correctly.
- B. Park Upgrades – Update: Chairperson Weinberg and Director Blue shared drawings of potential playground equipment and landscaping upgrades. A meeting has been set for later this week to meet with Alpine Landscaping to discuss the options and possibilities of getting some of the work completed in 2024. The estimated cost of playground equipment and landscaping for the park area is approximately \$112k. An update will be provided to the Board at the July board meeting.
- C. Fire Mitigation Grant – Update: Ms. Zivalich noted that after the walk through was completed on June 4, 2024 by Elk Mountain it was determined that the amount of removals was far greater than originally anticipated. Elk Mountain rebid the Zone 1 removals and is requesting an additional \$6k to complete the project this year. Upon **motion** by Director Oakley, duly seconded by Director Blue, and upon unanimous vote, the Board approved the additional \$6k to complete Zone 1 fire mitigation.
- D. Billing Company Replacement - Update: Ms. Zivalich noted that the draft contract for a new billing company is still in review with the vendor's attorney and they are not responding to email requests for updates. Ms. Zivalich will follow up and report to the Board once an update is available on the status of the contract.
- E. WWTP Roof Repairs: Ms. Zivalich noted that bids were received from two steel vendors for repairs/replacement of the support and underlayment of the roof. The two bids were as follows: Front Range Industrial ROM price was \$313,616.00 while St. Thomas Steel ROM price was \$75,000.00. The Board asked Ms. Zivalich to talk with WJE about the bids to identify the main differences and try to determine a path forward. Ms. Zivalich will update the Board at the July meeting.

- F. Road Work/Repairs – Harding Request: A few owners inquired about roadwork being done in 2024 specific to shared driveways. Although there is no budget for roadwork in 2024, the Board asked Ms. Zivalich to contact Atlas to complete a walkthrough of the shared driveways in order to prepare an estimate on crack seal, pothole repairs and slurry seal. Ms. Zivalich will update the Board at the July meeting.
- G. Iskalis Retaining Wall Rebuild: Mr. Iskalis requested assistance from the District to repair/rebuild part of his retaining wall that was damaged by snow removal efforts. It was determined that the retaining wall is beyond the easement and should be repaired by the District. Ms. Zivalich will meet Noble onsite to ask for a quote and work will be scheduled with Mr. Iskalis.
- H. Springflower Drainage Issues: It has been brought to the attention of the District that the drainage swale on Springflower is failing near the culvert. The Board suggests including this drainage repair work in the bid for shared driveway road work.
- I. Funding Options for Upcoming Projects: The Board tabled discussion of funding options to July so that the Pond 5 culvert work bids can be received.

7. NEW BUSINESS

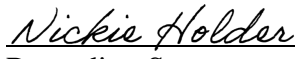
- A. 2024 Ballot/Tabor Requirements: Jefferson County asked if FHMD would have a TABOR issue on the November 2024 ballot. After discussion, it was determined that we do not foresee needing space on the ballot, but will review again once the Pond 5 culvert and WWTP roof costs have been identified.
- B. Genesee Connect Tie-In: In the next 5 to 10 years the District may need to build a new wastewater treatment facility that could cost upwards of \$30 million. To seek out all options available to the District, Chairperson Weinberg discussed the possibility of FHMD connecting to the Genesee Water and Sanitation District system. Before moving forward, a consolidation analysis would need to be completed to determine if the consolidation would be a benefit to FHMD, what the cost would be and if would be a less expensive alternative to building a new plant. The next step would be to negotiate tap fees and water rates with Genesee. In addition, FHMD will need to discuss how their water rights would be affected with a possible consolidation. Chairperson Weinberg will reach out to his Genesee Water and Sanitation District Board contact to discuss further. An update will be provided to the Board in July.

8. ADJOURNMENT

Upon **motion** by Chairperson Weinberg, duly seconded by Director Robert, and upon a 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 7:46 p.m. The next regular meeting is scheduled for July 17, 2024, via conference call, beginning at 5:30 p.m.

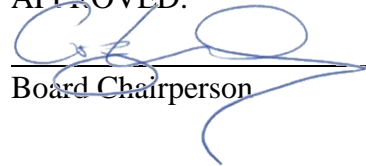
THESE MINUTES ARE APPROVED AS THE OFFICIAL, JUNE 19, 2024, MEETING MINUTES OF THE FOREST HILLS METROPOLITAN DISTRICT AND ITS WATER ACTIVITY ENTERPRISE BY THE RESPONSIBLE PARTIES SIGNING BELOW:

ATTEST:



Recording Secretary

APPROVED:



Board Chairperson