

RECORD OF PROCEEDINGS

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

August 15, 2023, 5:30 p.m.
Held via conference/Zoom call

ATTENDEES Directors present: Craig Weinberg, Michael Oakley, Victor Robert, and David Blue
Others present: Gabby Begeman (ORC Water Professionals), Ronda Zivalich (MAPS, Inc.) and Nickie Holder (NMHolder Financial, Inc.)
Residents present: Yvette Green (Riva Chase HOA Board President)

QUORUM The meeting was called to order by Chairperson Weinberg, at 5:35 p.m. and a quorum was noted. Upon **motion** by Director Weinberg, duly seconded by Director Oakley, and upon unanimous vote, the Board approved the absence of Director Krutsch from the meeting.

CHANGE IN ATTENDANCE

Gabby Begeman left at 6:14 p.m.

CONSENT AGENDA ITEMS

1. ADMINISTRATIVE MATTERS

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

2. REPORTS

- A. Operator's Report: The Operator's report was submitted in the board packet for review.

WWTP Pumps – Ms. Begeman explained that there are two feed pumps and a backup. The backup pump has been installed due to a failure of one of the main pumps. After examination, it was determined that the main pump needs to be repaired at 2/3 the cost of a new pump. A backup pump also needs minor seal repairs. ORC recommended purchasing a new pump at the cost of \$35,000; however, the lead time on receiving the new pump is approximately 12 weeks. After discussion and review of the current budget, the Board agreed that a new pump could not be purchased at this time and instructed ORC to have the main pump repaired at the cost of approximately \$26,000. ORC confirmed that the repairs could be made in about two weeks. Upon **motion** by Director Oakley, duly seconded by Director Robert, and upon unanimous vote, the Board approved repair of the pump.

WTP Door – Ms. Begeman reported that the door to the WTP was damaged in a break in. The door is operable but should have a locksmith look at it to ensure the lock is working properly and the plate covering the door jamb may need to be replaced. Ms. Zivalich will work on getting a locksmith onsite.

Water Production/Sales Summary - Director Oakley asked for clarification regarding water sold vs. produced for the month of July. Ms. Begeman noted that there are households for whom the usage is still being estimated due to smart meter failures/issues. Director Oakley and Ms. Begeman will discuss offline.

- B. Engineer's Report (Element Engineering {EE}): The Engineer's report was submitted in the board packet for review. Ms. Zivalich noted that EE is obtaining bids for equipment for PFAS grant work.
- C. Manager's Report: The Manager's report was submitted in the board packet for review.

Entrance Storm Drain - Ms. Zivalich noted that the storm drain on the west side of Forest Hills Drive near the entrance bunker signs is clogged. A plumbing company was onsite but was only able to clear approximately 35 feet of the drain at which the cost was \$1,100. Ms. Zivalich cautioned that to clean the remaining 100 feet will be expensive. The Board agreed that the capital projects fund could pay for additional cleaning and directed Ms. Zivalich to have both sides of the drain cleaned before winter. Ms. Zivalich noted that the end of the drain needs to be found on the west side, so the contractor can try to work on clearing from that direction. She is reviewing drawings to find out where the pipe daylights and will then contact the contractor. Director Oakley offered to help Ms. Zivalich locate the outlet, if she could give him access to utility drawings.

Pond Trail Repairs – Directors Robert and Blue repaired the trail that leads from Pond 6 to Eastwood. They mowed it on both sides and placed breezeway stone on the paths where erosion had occurred.

Fire Mitigation – Ms. Zivalich and Ms. Green met with Genesee Foundation and Genesee Fire to discuss FHMD's participation in a fire mitigation grant. Ms. Zivalich provided a map in her report that included a photo with red highlights to indicate FHMD common areas that could be included in the grant for mitigation/thinning/clearing. The amount of acreage is approximately 20 acres. The HOA is participating in the slash pickup part of the grant and will add an additional pickup day later in the year. The grant, if awarded, is for three years. The Board agreed to budgeting over the next three years for mitigation efforts. Ms. Zivalich will work with Genesee Foundation to obtain estimated costs for marking and mitigation of the areas. Ms. Zivalich also noted that Foothills Fire can complete private property assessments for homeowners at the cost of \$100 each. Ms. Green and FHMD are going to prepare a communication that goes out to the community, discussing this topic and the importance of fire mitigation on private property.

D. Master Planning Committee –

- i. 2023 Painting Project for Roofs Update: The paint continues to fail, and a walkthrough will occur on August 21. All roofs have some failure areas. And those will need to be redone. Final payment will not be made until the District is satisfied with the painting results.

3. FINANCIAL MATTERS

- A. Claims: Through July 2023. Submitted in the board packet for review. Ms. Zivalich received updated invoices from Atlas for the construction management of the road work. The added invoices are over the original purchase order by approximately \$1,100 and explained that it is because of the added work on Willobe and painting throughout that were not on the original contract. Ms. Zivalich recommends approval of the invoice.
- B. Financial Statements: Through July 2023. Submitted in the board packet for review. No discussion.
- C. 2022 Budget Amendment: Ms. Holder explained to the Board that the 2022 budget did not include an expense for the cost of the Booster Pump Station, as it had been budgeted for in the prior year. Ms. Holder recommended that the Board amend the 2022 budget to account for the costs that ran into 2023 for this project. A resolution to amend the 2022 budget will be discussed under new business.
- D. 2022 Audit: The Board will review the audit report provided in the board packet over the next month and approve the 2022 audited financial statements at the September meeting.
- E. 2024 Budget Planning/Committee Selection: The Board selected Directors Oakley and Robert, Ms. Zivalich and Ms. Holder to sit on the Budget Committee. The committee will meet to prepare a final draft of the 2024 budget for presentation at the September meeting.

1. HOA MATTERS

- A. HOA Signs: The HOA had sent an email to the community asking for input on paint colors for the bunker and monument sign. A final answer was to be provided by August 18, 2023. Ms. Zivalich would then work with the vendor to get a final updated bid for the Board's approval at the September meeting. Ms. Green will send the email to Chairperson Weinberg for input prior to being sent out to the community.

Upon **motion** by Director Oakley, duly seconded by Director Robert, and upon unanimous vote, the Board approved the Consent Agenda.

REGULAR AGENDA ITEMS

5. 2022 AMENDED BUDGET HEARING

Chairperson Weinberg called to order the public hearing for the 2022 amended budget. There being no comments, the public hearing was closed.

6. PUBLIC COMMENT

No public comment.

7. OLD BUSINESS

- A. 2023 Painting Project for Roofs – Update: See comments above under 2.D.i.
- B. PFAS Infrastructure Grant Update: See comments above under 2.B.
- C. Roadway Project – Update: A1 was scheduling to complete touch up and sweeping. The final walk-through would be scheduled once the work was complete.
- D. 2G to 4G Smart Meter Upgrade - Update: ORC have refocused their efforts to complete installations and have been reaching out to customers via email, phone calls and notes on doors. Due to budget constraints, the ordering of 10 additional smart meters, that was approved at July’s board meeting, would now be deferred and budgeted in 2024.
- E. Pond 4 Leak Update: Ms. Zivalich was waiting on pricing from CO Pond and Lake for a different type of product that should seal the pond permanently. Preliminary pricing appeared to be under \$2,000. If the pricing remained under \$3,000, Ms. Zivalich would approve the work; and CO Pond would order and apply the product when received.
- F. Pond 6 Repairs – Update: CO Pond and Lake had completed this work.
- G. Fire Mitigation/Grant Assistance - Update: See comments above under 2.C.
- H. Tree Removal By Schulhoff - Update: Schulhoff was scheduled to remove nine trees on August 22, 2023.

8. NEW BUSINESS

- A. Approval of 2022 Amended Budget: Upon **motion** by Director Oakley, duly seconded by Director Robert, and upon a unanimous vote, the Board approved the Resolution to amend the 2022 Budget.
- B. Approval of the 2022 Audit: See comments under 3.D.
- C. Napp Excessive Water Usage Forgiveness Request: Ms. Zivalich worked with AMCOBI and the Napps regarding their excessive usage due to a water line break in their home. After reviewing the WaterScope data and their August bill, their usage remained within the first tier, therefore, there was nothing to forgive, to which they agreed.

9. ADJOURNMENT

Upon **motion** by Chairperson Weinberg, duly seconded by Director Oakley, 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 7:18 p.m. The next regular meeting is scheduled for September 20, 2023, via conference call, beginning at 5:30 p.m.

THESE MINUTES ARE APPROVED AS THE OFFICIAL, AUGUST 15, 2023, MEETING MINUTES OF THE FOREST HILLS METROPOLITAN DISTRICT AND ITS WATER ACTIVITY ENTERPRISE BY THE RESPONSIBLE PARTIES SIGNING BELOW:

ATTEST:

Nickie Holder

Recording Secretary

APPROVED:


Board Chairperson