

RECORD OF PROCEEDINGS

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

December 11, 2023, 5:30 p.m.  
Held via conference/Zoom call

**ATTENDEES** Directors present: Craig Weinberg, Michael Oakley, Victor Robert, David Blue, and Jason Krutsch  
Others present: Nick Marcotte (Element Engineering), Ronda Zivalich (MAPs, Inc.) and Nickie Holder (NMHolder Financial, Inc.)  
Residents present: Ronald Ratton, Richard Grawey and Nikki Patrick  
Guests present: None

**QUORUM** The meeting was called to order by Chairperson Weinberg, at 5:37 p.m. and a quorum was noted.

**CHANGE IN ATTENDANCE**

Ronald Ratton and Richard Grawey left at 6:25 p.m.  
Nikki Patrick arrived at 6:12 p.m. and left at 6:41 p.m.  
Nick Marcotte left at 6:16 p.m.  
Director Krutsch left at 6:20 p.m.

**CONSENT AGENDA ITEMS**

**1. ADMINISTRATIVE MATTERS**

- A. Agenda: No changes.
- B. Minutes: November 15, 2023 – No changes.
- C. 2024 Draft Budget – Unknown Assessment Values: The 2024 draft budget could not be finalized until the Jefferson County Assessor's office provided the District with final assessed property values. The values had to be received no later than January 3, 2024, to allow the District to meet the budget submission deadlines. The Board agreed to have a special board meeting on January 4, 2024 at 5:30 p.m., at which time it would approve the final 2024 budget. The mill levy, which has to be included in the 2024 approved budget, would then need to be certified with Jefferson County Assessor's office by January 10, 2024.

**2. REPORTS**

- A. Operator's Report: The Operator's report was submitted separately from the board packet for review. No comments.
- B. Engineer's Report (Element Engineering {EE}): The Engineer's report was submitted in the board packet for review.
  - PFAS Treatment Evaluation – EE had received the necessary raw water samples from 10 wells and was incorporating the results into the draft PFAS treatment evaluation report. They had also sent the data to the treatment system manufacturer for analysis. EE would update and finalize the report once they receive recommendations from the manufacturer; and they will then send a draft of the report

to the Board for review and comment. The final report is due in May 2024. Director Oakley confirmed with EE that this project would be sent out for bid once the report has been reviewed and final comments are received by CDPHE.

- Booster Pump Station (BPS) Generator – Mr. Marcotte confirmed that the generator at the BPS was not originally connected to the small chemical feed building and recommended that it be connected. He was obtaining a quote for doing so and would have it ready by the January 2024 board meeting.
- C. Manager’s Report: The Manager’s report was submitted in the board packet for review. No discussion.

### 3. FINANCIAL MATTERS

- A. Claims: Through November 2023. Submitted in the board packet for review. No discussion.
- B. Financial Statements: Through November 2023. Submitted in the board packet for review. No discussion.

### 4. HOA MATTERS

- A. Park Upgrades 2024: Ms. Zivalich had spoken with Yvett Green, regarding available funds in the 2024 budget for park upgrades. The HOA Board has agreed to take the lead and form a committee to obtain designs and bids for the park upgrades. A final recommendation will be made to the Board for their consideration, hopefully in the next few months.
- B. Signs/Logo/Colors – Update: No update at this time.
- C. Signage/QR Code at Back Gates – Update: No update at this time

Upon **motion** by Director Oakley, duly seconded by Director Krutsch, 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. Pond 5 Culvert – EE Proposal:  
EE Proposal – Ms. Zivalich spoke with Pipe Reline Solutions, regarding the Pond 5 culvert repairs, as their bid included only the cost of materials, Ms. Zivalich informed them that they could bid on the total project when the solicitation was released. Ms. Zivalich then recommended that the Board approve EE’s proposal to provide complete design, bidding, and construction management of the overflow pipe and manhole rehabilitation project. Upon **motion** by Director Blue, duly seconded by Chairperson Weinberg, and upon unanimous vote, the Board approved EE’s proposal. EE will work towards having a bid

## 7. NEW BUSINESS

- A. Wastewater Treatment Plant (WWTP) Roof Issues – Ms. Zivalich showed pictures of the current state of the WWTP roof and interior. There are many holes in the roof and skylight and a lot of corrosion damage to anything metal inside the building. The dehumidifier was not working and lighting fixtures were falling down. Ms. Zivalich met with a roofer on December 7, 2023, who recommended that the roof be replaced. The roofer recommended that an asphalt roof be installed rather than a metal one due to the interior moisture concerns. The Board asked Ms. Zivalich to contact the District’s insurance company to determine if any of the damage could be covered under its policy. The Board further asked that the roofer be contacted to see if there were any temporary repairs that could be done on the roof.
- B. Fluidyne HMI Control Panel: ORC reported that, due to the roof leaks and condensation in the WWTP building, the HMI control panel was damaged and inoperable. ORC had removed the panel and sent it to Fluidyne to see if it could be repaired or to obtain a quote for replacement, if it is not covered under warranty. Ms. Zivalich would contact an electrician to evaluate the interior electrical issues and obtain a quote for necessary repairs.

## 8. EXECUTIVE SESSION

Upon **motion** by Director Oakley, duly seconded by Director Robert, and upon unanimous vote, the Board approved entering into Executive Session pursuant to Section 24-6-402(4)(e) – Contractor Discussion at 6:43 p.m.

Upon **motion** by Chairperson Weinberg, duly seconded by Director Oakley, and upon unanimous vote, the Board approved coming out of executive session at 7:14 p.m.

No action was taken.

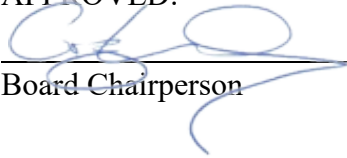
## 9. ADJOURNMENT

Upon **motion** by Chairperson Weinberg, duly seconded by Director Blue, 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 7:15 p.m. The next regular meeting is scheduled for January 17, 2024, via conference call, beginning at 5:30 p.m.

THESE MINUTES ARE APPROVED AS THE OFFICIAL, DECEMBER 11, 2023, MEETING MINUTES OF THE FOREST HILLS METROPOLITAN DISTRICT AND ITS WATER ACTIVITY ENTERPRISE BY THE RESPONSIBLE PARTIES SIGNING BELOW:

ATTEST:

*Nickie Holder*  
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Recording Secretary

APPROVED:  
  
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Board Chairperson