

RECORD OF PROCEEDINGS

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

June 21, 2023, 5:30 p.m.

Held via conference/Zoom call.

ATTENDEES Directors present: Craig Weinberg, Michael Oakley, David Blue and Jason Krutsch
Others present: Gabby Begeman (ORC Water Professionals), Ronda Zivalich (MAPS, Inc.) and Nickie Holder (NMHolder Financial, Inc.)
Residents present: Brenda Schuler

QUORUM The meeting was called to order by Chairperson Weinberg, at 5:33 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 Robert from the meeting.

CHANGE IN ATTENDANCE

Brenda Schuler arrived at 5:58 p.m.

Gabby Begeman left at 5:54 p.m.

CONSENT AGENDA ITEMS

1. ADMINISTRATIVE MATTERS

- A. Agenda: No changes.
- B. Minutes: No changes.
- C. Officer and Chair Positions: Upon **motion** by Director Oakley, duly seconded by Director Blue, and upon unanimous vote, the Board approved Director Weinberg to continue as Chairperson through the end of 2023.

2. REPORTS

- A. Operator's Report: The Operator's report was submitted in the board packet for review. Ms. Zivalich Noted that Ponds 4 and 5 were cleaned and look great. Ms. Zivalich asked if the Pond 5 bubbler would be activated. Ms. Begeman stated that they attempted to turn it on, but it was not operable and needed cleaning and/or repairs.
- B. Engineer's Report (Element Engineering {EE}): The Engineer's report was submitted in the board packet for review. CDPHE has provided all paperwork to get started on the infrastructure grant project; and the purchase order for the work has been executed by EE. Once the CDPHE Statement of Work has been executed, EE can begin work.

D. Manager's Report: The Manager's report was submitted in the board packet for review. Directors Oakley and Blue shared that they had attended the Colorado SDA 2023 Regional Workshop and discussed some important updates the SDA had made to the 2023 Board Member Handbook. Ms. Holder will inform the Board once the handbook is available online. Two updates of note were that the dollar amount for projects to be required to go out for bid had been increased from \$60K to \$120K and a two-thirds majority vote was required to enter into an executive session during a Board meeting.

Ms. Zivalich worked with A1 Chip Seal to move the start of the roadwork to after July 4th, in order to allow the landscapers to complete the entrance upgrade without disruption.

Director Blue asked for additional information about the irrigation issues at the front entrance. Ms. Zivalich noted that the irrigation had been on for about 9 hours on a Saturday and that the line on the west side of the gate house had a hole punched through the pipe and a sprinkler head had been damaged as well, all of which may have been caused by vandalism. Ms. Zivalich and a representative from Alpine had successfully shut off all irrigation; and SaBell's was called to assess the damage and advise on needed repairs and associated costs.

Ms. Zivalich expanded on her report about a locate service issue. She had contacted the 811 service to determine the difference between "private locates" and "other services locates" (i.e., cable, electrical, water, sewer). The 811 representative had noted that homeowners and/or their contractors must request a "private locate" to identify water/sewer lines within their private property. The "other services locates" conducted by the District's service provider, Diversified Underground, only identify the District-owned water and sewer lines, which usually are outside of the owner's property line. In this case, Diversified Underground had located an underground valve that they thought to be the homeowner's curb stop, based on the maps provided to them by the District. They did not complete a "private locate" survey; and the homeowner's curb stop was actually located close to their driveway. as a result he homeowner's contractor ran over the real curb stop and appeared to have damaged it. The Board directed Ms. Zivalich to ensure that, if needed, the curb stop be properly repaired by a professional plumbing contractor. Ms. Zivalich will approve the cost of the repair if the amount is under \$1,000, otherwise the Board will approve the cost of the repair at its July meeting.

The Board further discussed that an informational email should be sent to all homeowners to educate them on the locate process and the importance of ensuring their contractors know the appropriate locates to request and who is responsible for conducting said locates.

Ms. Zivalich noted that a resident inquired about a car with Texas plates that had been parked for over a week in the small lot at the park. She had informed the resident to contact the Sheriff's office, but would also send out an eblast to the community.

C. Master Planning Committee –

1. 2023 Painting Project for Roofs Update: The contractor had sandblasted the roofs and had started spray painting the surfaces. She expected all painting work to be completed by the end of the week, at which time she would schedule a final inspection.
2. Resurfacing of the Basketball Court – Homeowner Request Update: Ms. Zivalich reached out to the homeowner, who had requested the resurfacing of the basketball court, but had not received a response. This item will be tabled until the homeowner provides options and associated costs. It is noted that there is no room in the 2023 budget, but the work could be budgeted in 2024 if the Board agreed.

3. FINANCIAL MATTERS

- A. Claims: Through May 2023. Submitted in the board packet for review.
- B. Financial Statements: Through May 2023. Submitted in the board packet for review.
- C. Treasurer Backup for Approving Payables through Bank and/or Signing Checks: This item will be tabled until the July Board meeting.
- D. HOA Signs: Chairperson Weinberg reviewed the bids that were provided to the District by the HOA and summarized his discussions with Mr. Harding, regarding the bids. The two bids are similar with the difference being that one included halo lighting for the large monument sign on the hill, and the other did not. After discussion, the Board decided the optional lighting was not a priority, as its cost is high. The Board noted that the HOA did not provide their preference on the color scheme. Chairperson Weinberg stated he would contact Mr. Harding about the HOA's recommendation and follow up with the Board, once he has additional information.

Ms. Zivalich noted that residents have been inquiring about installing a BBQ grill at the gazebo and had discussed this with Yvett Green, the HOA Board President. Ms. Green noted that they would like to add a grill again, but wanted to build an enclosure for it as well. Ms. Zivalich had conveyed to Ms. Green that the Board would be happy to review any plans for a built-in BBQ grill when they have them.

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

REGULAR AGENDA ITEMS

4. PUBLIC COMMENT

None.

5. OLD BUSINESS

- A. PFAS Infrastructure Grant Update: Please see notes in the Engineer's report section above.
- B. Alpine Landscaping Project - Update: Alpine was anticipating completing about 90% of the work by June 23, 2023. The only remaining installations would then be placing the three elevated planters and planting the annuals in them.
- C. Roadway Project – Update: A1 planned to sweep and chip seal on July 5 and 6, 2023. Ms. Zivalich would send a notice to the community to outline the full schedule.
- D. 2G to 4G Smart Meter Upgrade - Update: Upgrades had continued with about 14 meters remaining to be installed. Chairperson Weinberg asked Ms. Zivalich to provide him with average summer usage rates for those homes not cooperating with the District's requests to perform the replacements.
- E. Pond 5 Culvert Leak Update: Ms. Zivalich noted that the fiberglass patch ORC had applied was working. The Board will need to discuss the options for a possible permanent repair to the culvert that could involve installing a slip liner for approximately \$150K, versus a complete culvert replacement, which would include digging up the Forest Hills Drive which could cost approximately \$200K.
- F. Pond 4 Leak Update: It appears that the second sealant application in the Fall of 2022 had a positive effect on the leak; however, there was still a small leak below the dam. Ms. Zivalich asked the Board to consider a third sealant application and stated she would contact CO Pond and Lake to obtain options and pricing.
- G. Fire Mitigation/Grant Assistance - Update: Ms. Zivalich had emailed the local Fire Chief, asking about grants of which he may be aware, but he said nothing had been released yet. He did recommend that FHMD join an association that can provide grant monies up to \$1,000. Ms. Zivalich would further investigate to see if it is worth joining.
- H. Tree Removal Bids Update: Ms. Zivalich noted that the discrepancy between the two contractor proposals was because one called out removal of some trees on private property. She also noted that a few of the trees appeared to have recovered well this Spring; and Schulhoff had recommended against removal of said trees. After discussion, the Board agreed that Director Blue and Ms. Zivalich would perform a site walk and mark the trees the District would like to have removed and ask Schulhoff to confirm their bid for the marked trees. Upon **motion** by

Director Oakley, duly seconded by Chairperson Weinberg, and upon unanimous vote, the Board approved the cost of tree removal not to exceed \$4,000. Ms. Zivalich would also contact the Fire Chief to determine what entity owns trees along the property line that need to be removed.

6. NEW BUSINESS

- A. Pond 6 Repairs – CO Pond & Lake/Boulder Ponds: Ms. Zivalich met with CO Pond and Lake at Pond 6 to determine what repairs are necessary to the air lines and aerator. CO Pond and Lake and Boulderponds had each submitted a bid for the work, but Boulderponds had not visited the site to inspect the aerator/air lines and had provide estimated costs for repairs that were higher than CO Pond and Lake's bid. Upon **motion** by Director Oakley, duly seconded by Director Blue, and upon a unanimous vote, the Board approved the bid provided by CO Pond and Lake for Pond 6 aerator/air line repairs.
- B. Irrigation at Park: Ms. Zivalich had not been able to get with SaBells, regarding irrigation at the park, because the owner had been out of town. A report will be provided at the July meeting.

7. 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 7:09 p.m. The next regular meeting is scheduled for July 19, 2023, via conference call, beginning at 5:30 p.m.

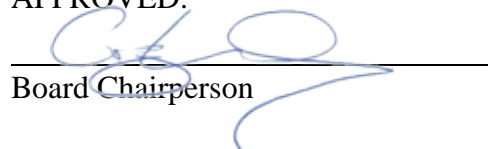
THESE MINUTES ARE APPROVED AS THE OFFICIAL, JUNE 21, 2023, MEETING MINUTES OF THE FOREST HILLS METROPOLITAN DISTRICT AND ITS WATER ACTIVITY ENTERPRISE BY THE RESPONSIBLE PARTIES SIGNING BELOW:

ATTEST:

Nickie Holder

Recording Secretary

APPROVED:


Board Chairperson