



RECORD OF PROCEEDINGS

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

May 18, 2022, 5:30 p.m.

Held via conference/Zoom call.

ATTENDEES Directors present: Craig Weinberg, Mike Swartzlander, and Victor Robert
Others present: Ronda Zivalich (MAPs, Inc.), Gabby Begeman (ORC Water Professionals), Nick Marcotte (Element Engineering, Inc.) and Nickie Holder (NMHolder Financial, Inc.).

Residents present: Steve Iskalis

QUORUM The meeting was called to order by Chairperson Weinberg at 5:34 p.m. and a quorum was noted.

CHANGE IN ATTENDANCE

Steve Iskalis left at 6:06 p.m.

Gabby Begeman and Nick Marcotte left at 6:24 p.m.

CONSENT AGENDA ITEMS

1. ADMINISTRATIVE MATTERS

- A. Appointment of New Board Members: Ms. Zivalich had given the oath of office to all five Board members prior to the Board meeting. The District's legal counsel has filed the appointments and oaths with Jefferson County and the Department of Local Affairs; and all Board members are in good standing. The Board appreciates outgoing Directors Swartzlander and Noonan's participation over the last several years.
- B. Election of Officers: Upon **motion** by Director Robert, duly seconded by Director Swartzlander, and upon unanimous vote, the Board approved Chairperson Weinberg to remain the Chairperson through the end of 2022. Upon **motion** by Chairperson Weinberg, duly seconded by Director Swartzlander, and upon unanimous vote, the Board approved the appointment of Director Robert to the Treasurer position.
- C. Agenda: Ms. Zivalich noted that Director Blue's name had been misspelled on the agenda and will correct going forward.
- D. Minutes: April 20, 2022 (Regular Meeting) No changes.

2. REPORTS

- A. Operator's Report: The Operator's report was submitted in the Board packet for review. Ms. Begeman informed the Board that she is working with Dakota Pump to replace the SIM card for the alarm system at the Booster Pump Station and anticipates that being completed by the end of the month to resolve resetting alarms.
Chairperson Weinberg asked how the curb stop location project is progressing. Ms. Begeman noted that they are being completed as homeowners request them. Ms. Zivalich noted there is a budget for five curb stop locates each month, above what is being requested by

homeowners. Ms. Begeman agreed to locate as many as possible, up to five, per month as staff/time permit.

Ms. Begeman provided clarification on the water use discrepancy noted in previous months. It is noted that contractors use water which is not reimbursed. It is something to keep an eye on, but it is common to have a 10% discrepancy, and getting meters and registers replaced helps decrease the discrepancy. There are only a few replacements left in the District; and ORC and Ms. Zivalich are getting those scheduled.

- B. Engineer's Report (Element Engineering {EE}): The Engineer's Report was submitted in the Board Packet for review. Mr. Marcotte advised the Board that the WWTP improvement project should be ready to bid in the Summer. ORC noted in April that they may be able to install the Fluidyne equipment but have since decided that there is too much electrical work in the design that they are not qualified to do; therefore the project will be sent out for bid. ORC has still offered to purchase the equipment from Fluidyne; however, the Board expressed an interest in bidding the entire project together, including purchase of the equipment. ORC did note that they would have to add a mark-up on the purchase of equipment in any case.
- C. Manager's Report: The Manager's Report was submitted in the BOD packet for review. No discussion.
- D. Master Planning Committee Report/Minutes: Steve Iskalis noted that the MPC is working with contractors to determine if any carpentry work needs to be done on the guard house. The Board noted that there is not a budget for carpentry work. The MPC continues to work towards identifying a contractor to complete the painting project.

3. FINANCIAL MATTERS

- A. Claims: Through April 2022. Submitted in the BOD Packet for review. Ms. Zivalich and Ms. Holder noted what type of projects the Conservation Trust Fund monies can pay for which includes stocking of the ponds and leak repairs at Pond 4.

Ms. Holder will work with the directors and First Bank/Colo Trust to get new signature cards completed. She will train Director Robert on approving the payables through the bank each month.

- B. Financial Statements: Through April 2022. Submitted in the BOD packet for review.
- C. 2021 Audit: The audit report was reviewed by the audit committee and was submitted in the Board packet for review. Upon **motion** by Director Swartzlander, duly seconded by Chairperson Weinberg, and upon unanimous vote, the Board approved the 2021 audit report. Ms. Holder will coordinate the submittal of the final audit to the State Auditor's Office.

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

REGULAR AGENDA ITEMS

4. PUBLIC COMMENT

None

5. OLD BUSINESS

- A. Booster Pump Station Update (Weekly Check in by EE): This project will be complete once the second pump arrives and is installed. The estimated ship date for the pump has now slipped to June 15. Once the installation is complete a substantial completion walk-through will be performed.
- B. Gates/Antennas Update: There has been only one resident to contact the District since the April Board meeting, regarding issues with using clickers to gain access through the Forest Hills gate. Ms. Zivalich has been unable to reach Noble to obtain a bid for installing conduit for the cables to support moving the antennas, due to his travel schedule. At this point, the Board agreed to leave the antenna where it is and consider moving in the future, if more complaints are received. Ms. Zivalich will still obtain a bid for trenching and installing a 1" PVC pipe along the inside of the curb from the keypad to the signpost.
- C. Pond 4 Leak: Ms. Zivalich received an opinion from RESPEC for the proposed sealant which confirmed it would be worth spending the money as it is a low-cost solution. EE and ORC also consulted with their contacts who agreed it is worth a try. Upon **motion** by Chairperson Weinberg, duly seconded by Director Robert, and upon unanimous vote, the Board approved spending up to \$5,000 from the Conservation Trust Fund to pay for sealant application at Pond 4. Ms. Zivalich will cut the PO to Boulder Ponds.
- D. PFAs and Phosphorus Testing – Grant Application: The grant has been awarded to the District for \$1,040 and State's sampling vendor, HDR, will coordinate with ORC for testing locations. Ms. Zivalich will ensure the reports from HDR are filed with the State.
- E. Roadway Project Update/Water Use Reimbursement Consideration: The roadway project patch work is close to being completed and crack seal work will follow. Eblast communications of the work progress continue to be sent to the community.
- F. Irrigation Start Up – Entrance /Park: Mike Byrne is working with ORC on irrigation startup to coordinate with the ponds filling. Once the system starts up there will likely be repairs needed at the park and entrance.
- G. Rules and Regulations Update: Tabled until the June meeting.

- H. Video/Jetting of Sanitary Sewer Lines Update: DRC has begun jetting/videoing of the sanitary sewer lines. ORC is overseeing the project and will advise if there are needed repairs. An eblast has been sent out to the residents to inform them of this work.
- I. Homeowner Court Case Update: Ms. Zivalich informed that Board that Julie Noonan will file a dismissal request/response in this case with the Jefferson County courts by June 2, 2022. Ms. Zivalich will update the Board with the status as soon as it is available.

6. NEW BUSINESS

- A. Fire Mitigation 2023: The Board discussed the fire mitigation project assessment that was completed by Bjorn Dahl in 2013 with mitigation completed in 2018. Director Oakley requested that the District budget an assessment for 2023 and the Board agreed. It was noted that not only will the assessment review FHMD property but also individual homeowner areas. Ms. Zivalich was asked to contact Bjorn Dahl to obtain a bid for the assessment for inclusion in the 2023 budget.
- B. Water Bill Forgiveness Request: A resident submitted a water bill forgiveness request for \$899. The homeowner did note that he was out of town during the week of high usage that caused the increased bill. He stated that he could find no leak or explanation for the increased use when he returned. Ms. Zivalich noted that the increased usage stopped once the owner returned. Upon **motion** by Chairperson Weinberg, duly seconded by Director Robert, and upon a unanimous vote, the Board denied the forgiveness request.

7. 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 6:43 p.m. The next regular meeting is scheduled for June 15, 2022, via conference call, beginning at 5:30 p.m.

THESE MINUTES ARE APPROVED AS THE OFFICIAL, MAY 18, 2022, MEETING 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