

RECORD OF PROCEEDINGS

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

May 6, 2024 - 4:00 p.m.

Held via conference/Zoom call

ATTENDEES Directors present: Craig Weinberg, Michael Oakley, Victor Robert, and Mike Zinniker
Others present: Ronda Zivalich (MAPS, Inc.) and Nickie Holder (NMHolder Financial, Inc.)
Residents present: Jane Kirby
Guests present: Dale Statler (Wise, Janney, Elstner Associates, Inc.) and Katie Weis (CBS News Reporter)

QUORUM The meeting was called to order by Chairperson Weinberg, at 4:01 p.m. and a quorum was noted. Upon **motion** by Director Oakley, duly seconded by Director Robert, and upon a unanimous vote, the Board excused the absence of Director Blue.

CHANGE IN ATTENDANCE

Jane Kirby left at 4:59 p.m.
Dale Statler left at 5:12 p.m.

CONSENT AGENDA ITEMS

1. ADMINISTRATIVE MATTERS

A. Agenda: May 6, 2024 – no change.

2. WJE PROPOSAL

A. WJE Proposal – WWTP Roof Project: WJE’s proposal to complete design, bid solicitation and construction management services for the WWTP Roof project was submitted to the Board for their consideration and discussion. Mr. Dale Statler provided a brief summary of the proposal and entertained questions from the Board. It was noted that the District’s legal counsel had not seen the proposal as Ms. Zivalich did not feel it was appropriate to submit it to the attorney before this meeting. There was much discussion about the different sections of the roof, specifically the section over the garage/office and the section over the plant, of which the skylight is a large part. There was also significant discussion about the type of roof system to install: steel versus asphalt shingle. It was agreed there are two different components to the roof, one being the “bones” or understructure, including trusses/beams. The other being the “skin” of the roof itself. After discussion, the Board felt that they did not have enough information to make a decision on the type of material to install and requested that cost estimates be obtained for steel roofing and steel framing/trusses. WJE will work on rough costs for the steel roof replacement, while the District will work on obtaining costs for the understructure. WJE offered to complete a walk-through with the District and vendors that can provide rough estimates for the steel structural framing work. RKZ will work on scheduling the walk-through. WJE will also update their proposal and resubmit it based on the information gathered through this process.

3. FUNDING OF UPCOMING PROJECTS

A. Item tabled until May regular board meeting.

4. BILLING COMPANY REPLACEMENT UPDATE

A. RKZ noted that the attorneys, both District and HydroRead, are working together to complete the contract to our satisfaction. It was noted that AMCOBI will likely have to complete the billing for June as this contract review is taking longer than expected. An update will be provided at the May regular board meeting.

5. MAY BOARD MEETING DATE

A. Due to conflicting travel schedules the regular May board meeting needs to be rescheduled. After discussion, it was determined that the board meeting would be moved to May 29, 2024 at 5:30 p.m. Ms. Holder will post the cancellation of the old meeting, add the rescheduled meeting date to the District website and send a mass email to the community about the change.

9. 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 5:19 p.m. The next special meeting is scheduled for May 29, 2024, via conference call, beginning at 5:30 p.m.

THESE MINUTES ARE APPROVED AS THE OFFICIAL, MAY 6, 2024, 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:
[Signature]

Board Chairperson