

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

January 17, 2024, 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: Gabby Begeman (ORC Water Professionals), Nick Marcotte (Element Engineering), Ronda Zivalich (MAPs, Inc.) and Nickie Holder (NMHolder Financial, Inc.)
Residents present: None
Guests present: None

QUORUM The meeting was called to order by Chairperson Weinberg, at 5:36 p.m. and a quorum was noted.

CHANGE IN ATTENDANCE
Gabby Begeman left at 5:41 p.m.
Nick Marcotte left at 6:22 p.m.

CONSENT AGENDA ITEMS

1. ADMINISTRATIVE MATTERS

- A. Agenda: Chairperson Weinberg asked that Item 1.C. be added to discuss board officer positions. Item I.D. was also added to discuss the drafted community message.
- B. Minutes: December 11, 2023 – Special meeting - No changes. January 4, 2024 – Special meeting – No changes.
- C. Officer Positions for 2024: Upon **motion** by Director Oakley, duly seconded by Director Robert, and upon unanimous vote, the Board approved Chairperson Weinberg to continue as the Chairperson through June 2024. Upon **motion** by Director Oakley, duly seconded by Chairperson Weinberg, and upon unanimous vote, the Board approved Director Robert to continue as the Treasurer through December 2024.

2. REPORTS

- A. Operator’s Report: The Operator’s report was submitted in the board packet for review. There were no comments on the report from Board members; however, Ms. Begeman requested an explanation regarding ORC’s contract termination. Chairperson Weinberg suggested that the conversation be taken offline; and Ms. Zivalich would schedule a conference call.
- B. Engineer’s Report (Element Engineering {EE}): The Engineer’s report was submitted in the board packet for review.
 - a. PFAS Treatment Evaluation Report – EE had completed the draft report and sent it to Ms. Zivalich and Direct Discharge (DD) for review. EE would schedule a conference call with DD and Ms. Zivalich to review the document and make suggested changes. EE would then submit he draft report to the Board for discussion at the March board meeting.

- b. Pond 5 Culvert Rehabilitation/Repair – Design and Bid Solicitation - EE has approved a surveyor to proceed with the survey. It was anticipated that the bid solicitation would be released in early Spring, with work anticipated to be completed in the Fall. Director Blue was concerned that a delay in the work might cause a catastrophic failure of the culvert. Mr. Marcotte noted that it is not likely. Ms. Zivalich noted that because the work would be delayed, the Board should discuss what water level to keep in Pond 5 during the summer to help alleviate pressure on the culverts. The Board agreed to discuss the water level with DD once they were onboard and before the pond is filled in May.
- C. Manager's Report: The Manager's report was submitted in the board packet for review.
- a. WWTP Building Repairs - Magee Electric met with Ms. Zivalich to provide a bid for the electrical work that needs to be done inside the facility. Ms. Zivalich noted that the bid was exceedingly high, so she spoke with DD regarding the repairs, both electrical and mechanical; and they indicated they would likely be able to make most repairs. Otherwise, they would subcontract the work, with the District's approval. Ms. Zivalich had scheduled an onsite meeting with DD for February 1, 2024. Ms. Zivalich was also meeting with the roofing and structural engineer on January 22, 2024, at 3 p.m. Directors Blue and Robert would attend if they were available.
 - b. Water/Sewer Customer - The Board asked for additional information about the Ozdemirs' December usage (53k gallons). Ms. Zivalich noted that she talked with them, and they stated that they'd had a plumber check their system, and no leaks were found. Ms. Zivalich noted additional areas that they should have their plumber check to ensure no hidden leaks, such as in the water softener were occurring. They agreed to pay the base fee for both December and January while pursuing another inspection of their system. Ms. Zivalich had asked to be kept informed of their progress and would also send them the Board's Catastrophic Water Loss Resolution.
 - c. Park Restroom – The flushometer in the park toilet and the failing PRV under the sink were replaced by MacVik Plumbing. In addition, Director Robert noticed that the heater in the restroom had been turned off several days in a row. He had removed the knobs and placed a sign over the heater that it was not to be shut off.
 - d. Gate House Entry – It was brought to Director Oakley's attention by a resident that the door to the gate house was open on January 13, 2024. Director Oakley inspected the inside of the gatehouse and noted that the bathroom door was locked, and he could not gain entry. He closed and locked the sliding door. The

next day he went back to check on the gatehouse and noted that the exterior door was still locked, as well as the bathroom door. He was concerned that someone might be inside the bathroom and called the sheriff, who then broke the door open to ensure no one was inside. After discussion with Ms. Zivalich, it was agreed that the code for the lockbox to the gatehouse needed to be changed, which Director Oakley did on the spot. Ms. Zivalich planned to have the bathroom door handle changed and door frame repaired.

3. FINANCIAL MATTERS

- A. Claims: Through December 2023. Submitted in the board packet for review. No discussion.
- B. Financial Statements: Through December 2023. Submitted in the board packet for review. No discussion. Ms. Holder will email the final 2024 budget spreadsheet to the Board for their reference.
- C. Final 2024 budget submittal: The 2024 budget documents were submitted to both Jefferson County and the Department of Local Governments as required on January 15, 2024.

4. HOA MATTERS

- A. Park Upgrades 2024: HOA Board member Bernie Garvey volunteered to head the committee to explore designs for park upgrades. Ms. Zivalich had forwarded contact information for Sabell's and Alpine Landscape as options for obtaining bids. In addition, Director Oakley recommended providing the original park design created by the Outdoor Design Group to Mr. Garvey. Ms. Zivalich agreed she would do so.
- B. Signs/Logo/Colors – Update: BSC had advised that JeffCo had issued the permit and they had scheduled to install the three signs on January 29, 2024, weather pending. Director Oakley asked for confirmation that the backs of the bunker signs would also be painted. Ms. Zivalich confirmed they would be painted the charcoal color.
- C. Signage/QR Code at Back Gates – Update: No update at this time

Upon **motion** by Director Weinberg, duly seconded by Director Oakley, 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. WWTP Roof/Interior Issues - Update: The WWTP roof and interior issues were discussed above in the Manager's Report.
- B. Fluidyne HMI Control Panel – Update: ORC received a new control panel under warranty, and it was installed in late December.

7. NEW BUSINESS

- A. Resolution Authorizing Posting Location of Meetings: Upon **motion** by Chairperson Weinberg, duly seconded by Director Oakley, and upon unanimous vote, the Board approved the resolution authorizing the posting location of 2024 meetings.
- B. Resolution Designating Meeting Location/Dates: Upon motion by Director Krutsch, duly seconded by Director Robert, and upon unanimous vote, the Board approved the resolution designating 2024 meeting location/dates.
- C. Engagement of Direct Discharge Consulting: At the special meeting on January 4, 2024, the Board approved terminating ORC's contract and engaging Direct Discharge Consulting as the District's new Operator in Responsible Charge.
- D. Community Update: Chairperson Weinberg drafted an update to the community notice and sent it to the Board for review and comment. He planned to incorporate the updates suggested by the Board and Ms. Zivalich would then send it out by January 19, 2024.

9. ADJOURNMENT

Upon **motion** by Director Oakley, duly seconded by Director Krutsch, 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 6:45 p.m. The next regular meeting is scheduled for February 21, 2024, via conference call, beginning at 5:30 p.m.

THESE MINUTES ARE APPROVED AS THE OFFICIAL, JANUARY 17, 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