

**MERIDIAN SERVICE METROPOLITAN DISTRICT (MSMD)
REGULAR MEETING AGENDA**

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expiration</u>
Butch Gabrielski	President	May 2027
Bill Gessner	Vice President	May 2027
Mike Fenton	Secretary	May 2027
Wayne Reorda	Asst. Secretary	May 2025
Tom Sauer	Treasurer	May 2025

DATE: Wednesday, January 3, 2024
TIME: 10:00 a.m.
PLACE: Meridian Ranch Recreation Center
10301 Angeles Road
Peyton, CO 80831

The Public may participate in person or by following this link [Click here to join the meeting](#) or by telephone by calling +1 872-242-8662 and using Phone Conference ID 732 753 753 #

I. ADMINISTRATIVE ITEMS:

- A. Call to Order
- B. Conflicts of Interest
- C. Approve Agenda
- D. Visitor Comments (Limited to 3 minutes per resident or household)
- E. Review and Approve December 6, 2023, Regular Board Meeting Minutes (enclosure) **Pages 3-4**
- F. Consider and Approve Revisions to the MSMD Employee Handbook (enclosure) **Pages 7-49**

II. FINANCIAL ITEMS:

- A. Review and Accept Cash Position Summary and Unaudited Financial Statements (enclosure and/or distributed under separate cover) **Pages 50-62**
- B. Review Tap Fee Report for Information Only (enclosure and/or distributed under separate cover) **Pages 63-64**
- C. Receive Finance Committee Report **Page 65**
- D. Review, Ratify and Approve Monthly Payment of Claims (enclosure and/or distributed under separate cover) **Pages 66-67**

III. OPERATIONS & ENGINEERING ITEMS:

- A. Information Items (No Action)
 - 1. MSMD Operations Reports – Water, Sewer, Parks and Grounds, Recreation (enclosure and/or handout) **Pages 68-71**
 - 2. Manager’s Verbal Report
- B. Action Items
 - 1. Consider and Approve Agreement with LKA Partners for Design and construction Services for MSMD Office Building, \$99,533.00 (enclosure) **Pages 72**

IV. DEVELOPER ITEMS:

- A. Verbal Report from Construction Manager

V. DIRECTOR ITEMS:

VI. LEGAL ITEMS:

- A. Enter into Executive Session pursuant to C.R.S. 24-6-402-4(b) to receive legal advice regarding letter of termination of IGA received from MRMD
- B. Enter into Executive Session pursuant to C.R.S. 24-6-402(4)(f) regarding personnel issues related to succession planning.

VII. ADJOURNMENT:

The next regular meeting of the Board is scheduled for Wednesday, February 7, 2024, at 10:00 a.m. at the Meridian Ranch Recreation Center, 10301 Angeles Road, Peyton, Colorado 80831.

RECORD OF PROCEEDINGS

THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MERIDIAN SERVICE METROPOLITAN DISTRICT (MSMD)

Held: December 6, 2023, 10:30 a.m., at the Meridian Ranch Recreation Center,
10301 Angeles Road, Peyton, Colorado 80831

Attendance: The following Directors were in attendance:

Butch Gabrielski, President
Bill Gessner, Vice President
Mike Fenton, Secretary
Tom Sauer, Treasurer
Wayne Reorda, Asst. Secretary

Also present were:

Jim Nikkel; Meridian Service Metro District
Jennette Coe; Meridian Service Metro District
Beth Aldrich; Meridian Service Metro District
Braden McCrory; Meridian Service Metro District
Ryan Kozlowski; Meridian Service Metro District
Aleks Myszkowski; Meridian Service Metro District
Eileen Krauth; Meridian Service Metro District (via audioconference)
Carrie Billingsly; Meridian Service Metro District (via audioconference)
Ron Fano; Spencer Fane
Ted Tchang; Tech Builders
Jenny Frost; Tech Builders
Raul Guzman; Tech Builders
Tom Kerby; Tech Builders
Ben Pacheco; Resident
Pablo Martinez; Resident
Felicia; Resident
Sue Sharpton; Resident (via audioconference)

Call to Order A quorum of the Board was present, and the Directors confirmed their qualification to serve. The meeting was called to order at 10:31 a.m.

Disclosure Matter Mr. Fano noted that written disclosures of the interests of all Directors have been filed with the Secretary of State.

Approve Agenda The Board reviewed the Agenda. A motion was made to approve the agenda. The motion was seconded and approved by unanimous vote of Directors present.

RECORD OF PROCEEDINGS

- Visitor Comments** Sue Sharpton asked several questions about MSMD’s 2024 budget, which Mr. Nikkel answered.
Pablo Martinez stated concerns about Warren Management’s annual assessment. Director Gessner explained that fee is not associated with Meridian Service Metro District. Mr. Martinez also stated his concerns about trash in the open space behind his home, and about the mowing schedule. Mr. Myszkowski responded that Brightview would be mowing and cleaning the area that day. Ben Pacheco expressed concerns about residents not picking up after their dogs, construction crews not keeping their areas clean, and construction trucks that don’t cover materials in the truck bed. Felicia had questions about the landscaping and the mowing schedule. Mr. Myszkowski answered her questions.
- Approve Minutes** The Board reviewed the November 8, 2023, Board Minutes and a motion was made and seconded to approve the minutes as presented. The motion was approved by unanimous vote of Directors present.
- Administrative Matters for 2024** The Board Reviewed Resolution No. MSMD 23-06 Concerning Annual Administrative matters for 2024: A motion was made to adopt Resolution No. MSMD 23-06. The motion was seconded and approved by unanimous vote of Directors present.
- Financial Items** Cash Position Summary and Financial Statements: Ms. Coe reviewed the cash position summary and monthly financial reports for October 2023. A motion was made and seconded to accept the cash position summary and financial statements as presented. The motion was approved by unanimous vote of Directors present.
- Review 2022 Tap Fee Report: Ms. Coe reviewed the November 2023 Tap Fee Report with the Board for information only.
- Receive Finance Committee Report: Ms. Coe noted the Finance Committee met with Carrie Billingsly on November 21, 2023, and she gave a summary of the Finance Committee Report on page 32 of the packet. The November Interim payments were reviewed and approved by Director Gabrielski and Director Sauer. A motion was made and seconded to ratify interim payments totaling \$525,915.48. The motion was approved by unanimous vote of Directors present.
- Approval of Payment of Claims: Ms. Coe reviewed the updated claims presented for approval at this meeting:
MSMD: Payments totaling \$1,251,933.03.
A motion was made and seconded to approve the MSMD payment of claims. The motion was approved by unanimous vote of Directors present.

RECORD OF PROCEEDINGS

Staff Presentation of Proposed 2023 MSMD Amended Budget, Proposed 2024 MSMD Budget and Proposed 2024 Fee Schedule: Mr. Nikkel briefly discussed the 2023 amended budget and the 2024 proposed budget.

Consider Proposed MSMD Budgets and Fees:

- Conduct Public Hearing on Proposed MSMD 2023 Budget Amendments, Proposed 2024 MSMD Budget, and Proposed MSMD 2024 Fee Schedule: A motion was made to open a public hearing for the proposed 2023 MSMD amended budget, proposed 2024 MSMD budget, and proposed MSMD 2024 fee schedule. The motion was seconded and approved by unanimous vote of directors present. There being no public testimony, a motion was made to close the public hearing, and the motion was seconded and approved by unanimous vote of Directors present.
- Adopt Resolution MSMD 23-07 Adopting Amended MSMD 2023 Budget: A motion was made to adopt Resolution MSMD 23-07. The motion was seconded and approved by unanimous vote of Directors present.
- Adopt Resolution MSMD 23-08 Adopting MSMD 2024 Budget and 2024 Fee Schedule: A motion was made to adopt Resolution 23-08. The motion was seconded and approved by unanimous vote of Directors present.

Operations & Engineering Items

Information Items:

MSMD Operations Reports:

- Mr. McCrory presented the water, sewer, parks and grounds, and drainage operation reports which included information from pages 73 and 74 of the Board Packet.
- Mr. Kozlowski presented the Recreation Center Report to the Board which included information from page 76 the Board Packet.

Managers Verbal Report: Mr. Nikkel provided status reports on the following matters:

- The first of the two wells that are being drilled in Latigo Trails is almost complete. When the first one has been completed, we will start on the second one.

RECORD OF PROCEEDINGS

- Phase II of the Sewer By-Pass Line project is moving along.
- The Filter Plant Expansion is progressing quite well.
- Thank you to the Board for the confidence in me and my staff and approving the 2024 Budget.
- Merry Christmas and Happy New Year to everyone.

Developer Items

Mr. Guzman provided a verbal report to the Board on the status of Meridian Ranch development activities:

- El Paso County has approved a contractor for the Meridian Road at Rex project, but the agreement won't be ratified until their January Commission meeting.
- The plans for the improvements to Eastonville Road from Londonderry to the charter school are 90% complete. This project should go out to bid early summer of 2024 and possibly completed early 2025.
- Paving of the roads in The Sanctuary are complete.
- Director Gessner inquired about the status of the Circle K that is going in at The Shops. Mr. Guzman explained that it will probably not be completed until early to mid-2025.

Director Items

There were none.

Legal Items

A motion was made, seconded and approved by unanimous vote of Directors present to open an executive session pursuant to C.R.S. 24-6-402(4)(f) regarding personnel issues relating to General Manager annual review, salary, and benefits. The General Manager was advised that he had the right to have the discussion take place in open session. Such right was waived by the General Manager. A motion was made, seconded and approved by unanimous vote of Directors present to close the executive session. Following the executive session, a motion was made, seconded and unanimously approved to award, the District Manager a 5% cost of living increase for 2024.

Adjournment

There being no further business to come before the Board, the President adjourned the meeting at 12:45 p.m.

The next regular meeting of the Board is scheduled for January 3, 2024 at 10:00 a.m. at the Meridian Ranch Recreation Center, 10301 Angeles Road, Peyton, Colorado 80831.

Respectfully submitted,

Secretary for the Meeting



EMPLOYEE HANDBOOK

Adopted January 3, 2024

Welcome to The District!

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with the District and answer many of your initial questions.

As an employee of the District, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality services to our customers and to do so efficiently and economically.

You are an important part of this process because your work directly influences our District's reputation.

Another thing that makes you important to us and to the community we serve is the attitude you bring with you every day. To that end, we ask that you keep in mind the cultural traits of the District as you complete your daily tasks. We ask that you:

1. Be Gracious
2. Be Respectful
3. Be Responsible
4. Be Team Focused
5. Be Aware
6. Act with Integrity
7. Be Hungry
8. Be Resilient
9. Be Intentional

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Jim Nikkel
General Manager

Organization & Authority (as adopted by MSMD Resolution 18-1)

The Meridian Service Metropolitan District (the "District") is a Special District in El Paso County, Colorado. This District was established in accordance with Colorado Revised Statutes Sections 32-1-101 et seq. Responsibility for governance lies with a Board of Directors elected by electors within the District. The District Board of Directors establishes policy for the District and has other responsibilities as specified in Colorado Revised Statutes Section 32-1-101. The Board of Directors appoints the General Manager who shall conduct the affairs of the District in accordance with Board policy and Colorado law.

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1.0 A Word About This Handbook

This Employee Handbook contains information about the employment policies and practices of the District. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the District. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which will require changes from time to time. The District retains the right to make decisions involving employment as needed to conduct its work in a manner that is beneficial to the employees and the District. This Employee Handbook supersedes and replaces any prior Employee Handbooks and any inconsistent verbal or written policy statements. Decisions of the Board of Directors of the District override this Employee Handbook.

The District complies with federal and state law and this handbook generally reflects those laws. The District also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the District reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the general manager of the District. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the General Manager of the District.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied, or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

1.1 At-Will Employment

The District is an at-will employer. This means that regardless of any provision in this Employee Handbook, either you or the District may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Employee Handbook or in any document or statement, written or oral, shall limit the right to terminate employment at-will. No officer, employee or representative of the District is authorized to enter into an agreement – express or implied – with any employee for employment for a specified period of time unless such an agreement is in a written contract signed by the General Manager of the District.

This Employee Handbook refers to current benefit plans maintained by the District. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

1.2 Equal Employment Opportunity

Our District is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis (“protected class”) under federal, state, or local law, including, but not limited to: race (including hair texture or style); creed; color; religion; genetic information; national origin; ancestry; sex; sexual orientation (including gender identity); pregnancy, childbirth, or related medical conditions; age (40 and older); disability; citizenship status; engaging in lawful activity off premises during nonworking hours; consumer credit information and discussion of employee wages; uniform servicemember status; or marital status.

You may discuss equal employment opportunity related questions with Human Resources or any other designated member of management.

1.3 A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

To maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

1.4 No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon the protected classes listed in Section 1.2.

Violation of this policy will result in disciplinary action, up to and including immediate discharge.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a member of management or one of the contacts listed in this policy. At a minimum, the term “harassment” as used in this policy includes any of the following activities pertaining to an individual’s protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

All members of management are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No member of management has the

authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with any member of management, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including vendors, customers, and employees of contractors or subcontractors. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to (one of) the individual(s) listed below:

1. Eileen Krauth, Human Resources Specialist at (719) 495-6567, 11886 Stapleton Drive, Peyton, CO 80831 or e.krauth@meridianservice.org.
2. Jim Nikkel, General Manager at (719) 495-6567, 11886 Stapleton Drive, Peyton, CO 80831 or j.nikkel@meridianservice.org.

If an employee makes a report to any person listed above and that person either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other persons on the list above to receive complaints.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The District will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other District policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

1.5 Recruiting

The District aspires to promote qualified internal candidates to fill open positions whenever possible and practical, and complies with state laws relating to the posting of promotional opportunities to current employees. When job openings occur, the District makes reasonable efforts to announce promotional opportunities to current employees, and current employees are encouraged to apply.

The District reserves the right to place an employee in whatever job it deems useful or necessary. All job transfers, reassignments, promotions, or lateral transfers are at the discretion of the District.

1.6 Categories of Employment

For purposes of this handbook, full-time employees regularly work at least a 30-hour workweek. For other purposes, such as eligibility for health care benefits, the definition of full-time employee may be different.

Part-time employees work less than 30 hours each week.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt." Non-exempt employees are entitled to overtime pay as required by applicable federal and state law. Exempt employees are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, your supervisor will inform you of your employment classification.

1.7 Driver's License/Driving Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

1.8 Certification, Licensing and Other Requirements

You will be informed by your supervisor if there are any licensing, certification or testing requirements for your job. Failure to qualify or to maintain a certification or license may be sufficient cause for discharge.

1.9 Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our District is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the District.

1.10 New Employee Orientation

Upon joining the District, you were given this copy of our Employee Handbook. After reading this Employee Handbook, please sign the receipt page and return it to Human Resources. You will be asked to complete personnel, payroll and if applicable, benefit forms.

If you lose your copy of the Employee Handbook, or if it becomes damaged in any way, please notify Human Resources as soon as possible to obtain a replacement copy.

The operations of your department are the responsibility of your supervisor. Your supervisor is a good source of information about the District and your job.

1.11 Talk to Us

We encourage you to bring your questions, suggestions, and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your supervisor will be able to satisfactorily resolve most matters.

If you still have questions after meeting with your supervisor or if you would like further clarification on the matter, request a meeting with Human Resources, who will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the General Manager.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

2.0 Your Pay and Progress

2.1 Recording Your Time

Non-exempt employees must record their hours on our timekeeping system.

Accurately recording all your time is required to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Sunday and ends on Saturday.

2.2 Paycheck Deductions

The District is required by law to make certain mandatory deductions from your paycheck each pay period. Mandatory deductions typically include federal and state taxes, and retirement plan contributions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

The District will not make deductions to an employee's pay which are prohibited by state or federal law or regulation, including those established by the United States Department of Labor.

If questions or concerns about any pay deductions arise, discuss and resolve them with Human Resources.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment which will be paid no later than your next regular payday.

2.3 Garnishment/Child Support

When an employee's wages are garnished by a court order, the District is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. The District will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

2.4 Direct Deposit

You will receive your pay in a direct deposit into your bank account through our direct deposit program.

2.5 Performance Reviews

Your performance is important to the District. Once each year, your supervisor will review your job progress within our District and help you set new job performance plans.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the District.

2.6 Job Descriptions

The District maintains a job description for each position in the District. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position's job description, please see your supervisor.

2.7 Pay Advances

Pay advances will not be granted to employees.

2.8 Overtime

There will be times when you will need to work overtime so that we may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in advance by your supervisor.

Non-exempt employees will be paid at a rate of time and one half their regular rate of pay for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked (not accrued sick or vacation leave, floating or District paid holiday time, or any other time that is paid but not worked) count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with your supervisor.

2.9 On Call

It may be necessary for individuals in certain positions to be available after hours during the week or on the weekend. Employees who are required to be on call will be compensated in accordance with applicable state and federal wage and hour laws, as well as separate written policies for each type of compensation for time spent on call or for responding to work while on call.

3.0 Time Away from Work and Other Benefits

3.1 Employee Benefits

The District has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the District. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The District reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

3.2 Holidays

Our District office will be closed on holidays designated each year by the Board of Directors. Designated holidays may be full days, in which case eligible employees will receive 8 hours of paid holiday leave, or half days, in which case eligible employees will receive 4 hours of paid holiday leave.

Full-time employees are eligible for paid holidays immediately upon hire. Exempt employees will receive holiday pay in compliance with state and federal laws. Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless you are absent with prior permission from your supervisor. Part-time employees are not eligible for holiday pay, but are paid 1.5 times their regular rate of pay for hours worked during a District holiday. Full-time non-exempt employees are paid their regular rate of pay for 1.5 times the hours they actually work during a District holiday, in addition to holiday pay at their regular rate of pay for the holiday.

Holidays may vary based on departments' operational needs; see the District's annual holiday schedule or your supervisor if you have questions regarding holiday hours for your position.

3.3 Floating Holidays

Full-time employees are eligible for two paid floating holidays (a total of 16 hours of paid floating holiday leave) each year, which may be used for any purpose. Floating holidays may be used in no less than four-hour increments, are not carried over from one year to the next, and must be paid out upon separation if not used. Floating holidays should be scheduled in advance and taken with the approval of your supervisor. New full-time employees are awarded two floating holidays regardless of their hire date, in consideration of their low accrued leave balances.

3.4 Vacation

Full-time employees are eligible for paid vacation time.

Vacation is calculated according to your anniversary date as follows:

During the first five years of full-time employment, 80 hours per year, accrued each pay period proportionately (approximately 3.08 hours for each two-week pay period.) Accrued vacation may be taken as it is accrued, with the approval of your supervisor.

After five years of employment, 120 hours per year, accrued each pay period proportionately (approximately 4.62 hours each two-week pay period.)

After ten years of employment, and each year thereafter, 160 hours per year, accrued each pay period proportionately (approximately 6.15 hours each 2-week pay period.)

Full-time employees whose positions relate to financial controls must take at least one full week (five consecutive work days) of time off (including paid vacation and/or floating holidays) at least once every year. A supervisor may require such an employee to take unpaid leave if that person has not scheduled a full week of time off in more than one calendar year.

Employees transferring to District employment on January 1, 2018 with prior District staff service under contract will not be penalized by starting over with lower vacation accruals and anniversary dates than they had with the previous employer. The General Manager will determine their effective anniversary date and vacation accrual amount based on their prior service.

Submit vacation requests in writing as soon as possible to your supervisor. When possible, vacation requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling vacation times.

Vacation can be carried over to the following year, up to a maximum of twice your annual accrual. Vacation earned above the maximum will be paid.

At the end of employment, eligible employees will be paid for earned but unused vacation.

3.5 Sick Leave

The District provides paid sick leave to eligible employees in accordance with the Colorado Healthy Families and Workplaces Act (HFWA) and other applicable law.

Sick leave may be taken for the following reasons:

- To care for your own, or a family member's, mental or physical illness, injury, or health condition; to obtain medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or to obtain preventative medical care.
- If you or a family member have been the victim of domestic abuse, sexual assault, or harassment, in order to:
 - seek medical attention or to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
 - obtain services from a victim services organization;
 - obtain mental health or other counseling;
 - seek relocation due to the domestic abuse, sexual assault, or harassment; or
 - seek legal services, including preparation for or participation in a civil or criminal proceeding related to or resulting from the domestic abuse, sexual assault, or harassment.
- To take bereavement leave after a family member's death, or to attend to financial/legal needs after the death of a family member. This extends the District's current policy providing three days paid bereavement leave (Section 3.13).
- If, due to inclement weather, power/heat/water loss, or other unexpected event, the employee must evacuate their residence, or must care for a family member whose school, daycare, or similar facility is closed.
- Due to a public health emergency, a public official has ordered the closure of:
 - your place of business; or
 - your child's school or place of care and you need to be absent from work to care for your child.

“Family member” means:

- A person who is related to you by blood, marriage, civil union, or adoption;
- a child to whom you stand in loco parentis or a person who stood in loco parentis to you when were you were a child; or
- a person for whom you are responsible for providing or arranging health- or safety-related care.

“Public health emergency” means:

- An act of bioterrorism, a pandemic influenza, or an epidemic caused by a novel and highly fatal infectious agent, for which: 1) an emergency is declared by a federal, state, or local public health agency; or 2) a disaster emergency is declared by the governor; or
- a highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the governor.

Eligible employees accrue one hour of sick leave for every 30 hours worked up to a maximum accrual of 48 hours in a leave year. You will begin accruing sick leave on your first day of employment. For purposes of this policy, the leave year is the calendar year. You may begin using sick leave as it accrues.

If you do not use your sick days during the year, you can carry them into the following year, up to a maximum accrual of 480 hours.

You will be compensated for sick leave at your regular rate of pay at the time the leave is taken. If you exhaust your accrued sick leave, you may use accrued vacation time for the purposes listed in this section.

If the need for leave is foreseeable, you must make a good-faith effort to provide advance notice and make a reasonable effort to schedule leave in a manner that does not unduly disrupt the operations of the District. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

If you are absent for four or more consecutive days, you may be required to provide reasonable documentation as soon as you are reasonably able to provide it showing that the leave is being taken for permitted purposes. Such documentation may be required before you return to work.

You will not be paid for any unused sick leave when your employment ends. Sick leave will run concurrently with the federal Family and Medical Leave Act and/or other leaves where permitted under state and federal law.

The District will reinstate previously accrued, unused sick leave if you separate and are rehired within six months.

The District will not retaliate against employees who request or take leave in accordance with this policy.

Supplemental Paid Sick Leave for Public Health Emergency

In addition to paid sick leave, the District will provide eligible employees with paid public health emergency leave, in accordance with the Colorado Healthy Families and Workplaces Act, for a declared public health emergency. Please note, the COVID-19 Public Health Emergency Leave was in effect until June 8, 2023; provisions in this section apply to potential future public health emergencies.

Public health emergency leave may be used for the following reasons:

1. To self-isolate due to either being diagnosed with, or having symptoms of, a communicable illness that is the cause of a public health emergency;
2. To seek diagnosis, treatment, or care (including preventive care) of such illness;
3. Exclusion from work by a government health official, or by your employer, due to your exposure to, or symptoms of, such illness;
4. Inability to work due to a health condition that may increase your susceptibility or risk of such illness; or
5. To care for a child or other family member who is in category 1, 2, or 3 above, or whose school, childcare provider, or other care provider is either unavailable, closed, or providing remote instruction due to the public health emergency.

Public health emergency leave will be provided, as needed, in addition to any paid sick leave that you have already accrued. If you normally work 40 or more hours in a week, you will be provided with enough public health emergency leave to ensure that you are able to take 80 hours of leave during a public health emergency. If you work fewer than 40 hours per week, you will be provided with enough public health emergency leave to ensure that you are able to take leave equal to the amount of time that you are scheduled to work in a 14-day period or the amount of time you actually work on average in a 14-day period—whichever is greater.

You may use any public health emergency leave that is provided under this policy before using any paid sick leave that you have accrued prior to the public health emergency.

Public health emergency leave expires four weeks after the official termination or suspension of the public health emergency. During a public health emergency, you will continue to accrue paid sick leave.

You must provide notice of your need for public health emergency leave as soon as practical if your need for leave is foreseeable. If the need for leave is unforeseeable, provide notice as soon as possible.

You will not be required to provide any documentation for public health emergency leave.

The District will not retaliate against employees who request or take leave in accordance with this policy.

3.6 Jury Duty

Our District believes that every employee should fulfill their civic duty by serving jury duty should they be summoned. To that end, the District will ensure that regularly employed trial or grand jurors are made whole for their regular wages for the duration of their service, considering any statutory requirements or compensation from the courts. "Regularly employed" includes all full-time employees, as well as part-time, temporary and casual employees whose hours may be determined by a schedule, custom or practice. Should you have to serve more than three days on duty, you will receive the necessary time off.

All other employees summoned for jury duty are granted an unpaid leave in order to serve.

Make arrangements with your supervisor as soon as you receive your summons.

We reserve the right to request proof of jury service issued by the Court upon return.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

3.7 Voting Leave

Our District believes that every employee should have the opportunity to vote in any state, federal, or municipal election, general primary or special primary. Any employee whose work schedule does not provide them three or more hours between the opening of the polls and the close of the polls during which the employee is not required to be on the job will be granted up to two paid hours of excused time to vote. We reserve the right to select the hours you are excused to vote.

Notify your supervisor at least one day before Election Day of the need for voting leave.

3.8 Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation (if any) may be used for this leave if the employee chooses, but the District will not require the employee to use vacation. Military orders should be presented to your supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the District unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from your supervisor.

3.9 Volunteer Firefighter Leave

Employees who serve as volunteer firefighters may be eligible for unpaid leave to respond to an emergency summons. Eligible employees are deemed by the employer not to be essential to the operation of the employer's daily enterprise.

Employees must have previously provided the District with written documentation from the fire chief of the employee's fire department notifying the employer of the employee's status as a volunteer firefighter.

Employees who take leave must provide the District with a written statement from the chief of the employee's fire department verifying the time, date, and duration of the employee's response.

3.10 Emergency Civil Air Patrol Leave

Employees who serve as a member of the Civil Air Patrol, Colorado Wing and who are called to duty for a civil air patrol mission are entitled to an unpaid leave of absence of up to 15 days in any calendar year.

Upon return to work, the employee must provide the District with evidence of the satisfactory completion of the civil air patrol service.

Employees taking qualified leave under this policy will be restored to the same or similar position held prior to the leave of absence.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

3.11 Volunteer Civil Defense Worker Leave

Employees who serve as a member of a volunteer disaster organization that has entered into a memorandum of understanding with a county sheriff, local government, local emergency planning committee, or state agency to assist in providing services during disasters are entitled to an unpaid leave of absence of up to 15 days in any calendar year.

To be eligible for leave, employees must be called to service through the volunteer organization under the authority of the county sheriff, local government, local emergency planning committee, or state agency.

The employee must provide the District with appropriate service verification during the disaster and return to work as soon as is practicable afterward.

Essential employees whose absence would likely cause the District to suffer economic injury, may be denied leave in accordance with state law.

Employees taking qualified leave under this policy will be restored to the same or similar position held prior to the leave of absence.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

3.12 Witness Leave

Employees are given the necessary time off without pay to attend, participate in, or prepare for a court proceeding in accordance with state law.

We ask that you notify your supervisor of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

3.13 Bereavement Leave

Full-time employees are eligible immediately upon hire for three paid days (a total of 24 hours of paid leave) for the death of a spouse, domestic partner, parent, brother, sister, child, child of a domestic partner, grandchild, grandparent, parent-in-law or parent of a domestic partner.

Full-time employees are eligible immediately upon hire for three paid days (a total of 24 hours of paid leave) to attend the funeral of aunts, uncles, nieces and nephews.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Requests for bereavement leave should be made to your supervisor as soon as possible. The District reserves the right to request written verification of an employee's familial relationship to the deceased and the employee's attendance at the funeral service as a condition of the bereavement pay.

3.14 Victims of Crime Leave

The District will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the District reasonable notice that leave under this policy is required.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

3.15 Employee Assistance Program (EAP)

The District offers all employees access to an Employee Assistance Program (EAP) provider. Through this program, employees can access benefits such as counseling, legal services, and financial advice. Employees should contact Human Resources for more information.

3.16 Medical Insurance

Eligible full-time employees may enroll in an employee only, an employee plus children, an employee plus spouse, or a family contract on the first of the month following thirty days of employment. Eligibility may be defined by state law and/or by the insurance contract.

To assist you with the cost of this insurance, our District pays the employee portion of an employee only, an employee plus children, an employee plus spouse, or a family contract. You are responsible for paying the balance through payroll deduction.

Participating employees are also covered under our medical insurance plan's prescription drug program.

Refer to the actual plan document and summary plan description if you have specific questions regarding your eligibility for coverage or other aspects of this benefit plan. Those documents are controlling.

At the end of employment, you may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resources.

3.17 Dental Insurance

Eligible full-time employees may enroll in an employee only, an employee plus children, an employee plus spouse or a family contract on the first of the month following thirty days of employment.

To assist you with the cost of this insurance, our District pays the employee portion of an employee only, an employee plus children, an employee plus spouse or a family contract. You are responsible for paying the balance through payroll deduction.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

At the end of employment, you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact Human Resources.

3.18 Life Insurance

Eligible full-time employees may enroll in this plan on the first of the month following thirty days of employment. The District pays the full premium for \$20,000 of life insurance for each employee.

You must complete an insurance form and designate your beneficiary(ies).

Participating employees may also be covered under the plan's Accidental Death and Dismemberment rider. Employees may elect to enroll in additional life insurance paid for entirely by the employee.

You also have the option of purchasing additional insurance through our group plan.

Complete details of this plan may be obtained from Human Resources.

3.19 Section 125 Plans

Our District offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance, vision care insurance and out-of-pocket medical expenses or dependent care expenses on a "before tax", rather than an "after tax" basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Medicare is calculated.

To decline participation in this plan, complete an election form and return it to Human Resources.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effective the next pay period.

3.20 Short-Term Disability Insurance

You may be eligible for short-term disability insurance benefits if you are ill or injured and unable to work.

All full-time employees are eligible for the short-term disability insurance program on the first of the month after 30 consecutive days of employment. This insurance program is designed to provide income for you when you are absent from work for more than seven calendar days due to non-occupational illness, injury or pregnancy-related disability.

The benefits are calculated as a percentage of your salary for up to 180 days.

The cost of this insurance is covered by the District.

Please check with Human Resources for additional information concerning this benefit.

3.21 Pregnancy Accommodation

The District will provide reasonable accommodations to employees for health conditions related to pregnancy or the physical recovery from childbirth, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the District will engage in a timely and good-faith interactive process with the employee to determine effective, reasonable accommodations for the employee, which may include, but are not limited to:

- allowing more frequent or longer break periods;
- allowing more frequent restroom, food, and water breaks;
- providing or modifying equipment or seating;

- placing limitations on lifting;
- temporary transfer to a less strenuous or less hazardous position;
- job restructuring;
- light duty work, if available;
- assistance with manual labor; or
- modified work schedules.

The District will not require an employee to take leave to the extent that another reasonable accommodation can be provided.

Prior to providing a reasonable accommodation, the District may require the employee to provide certification from a licensed health care provider of the necessity for the accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave where permitted by state and federal law.

The District will not retaliate or take adverse action against an employee who requests or uses a reasonable accommodation pursuant to this policy. Further, the District will not require an employee to accept an accommodation which the employee has not requested or which is unnecessary for the employee to perform the essential functions of his or her job.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any other leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact your supervisor.

3.22 Social Security

The District does not participate in Social Security; instead, it has adopted a Qualifying alternative retirement program as outlined in Section 3.25.

3.23 Unemployment Insurance

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits.

3.24 Workers' Compensation

On the job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident to your supervisor as soon as reasonably possible. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

If an on the job injury or illness causes an employee to miss work for more than three work days, regardless of the number of hours the employee is scheduled to work on those three days, the employee will be compensated by the District for the loss of those three days; workers' compensation lost time coverage begins after a three-day waiting period.

The District will maintain health & dental coverage for an employee injured on the job for the duration of their lost-time workers' compensation leave. This includes both employee and employer portions of premiums.

3.25 Retirement Plans

The District offers a mandatory defined contribution retirement savings plan that is a Qualifying alternative plan to Social Security. The District may also offer eligible employees the opportunity to participate in additional voluntary plan(s).

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from Human Resources. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

3.26 Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993 (FMLA), the District provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

Eligibility

To qualify for FMLA leave, you must:

1. Have worked for the District for at least 12 months, although it need not be consecutive;
2. Worked at least 1,250 hours in the last 12 months; and
3. Be employed at a worksite that has 50 or more employees within 75 miles.

Leave Entitlement

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period for any of the following reasons:

- The birth of a child and in order to care for that child (leave must be completed within one year of the child's birth);
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform any of the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

The 12-month period is measured forward from the date FMLA begins.

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service. This 26-week period is inclusive of any other FMLA leave (i.e. employees do not receive 26 weeks of military based leave and 12 additional weeks of non-military based leave in a 12-month period).

As used in this policy:

- Spouse means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.

- Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- Parent means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- Next of kin for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.
- Serious health condition means an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions that may qualify, contact Human Resources.
- Health care provider means a medical doctor or doctor of osteopathy, physician assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- Qualifying exigencies for military exigency leave include:
 - Short-notice call-ups/deployments of seven days or less (Note: Leave for this exigency is available for up to seven days beginning the date of call-up notice);
 - Attending official ceremonies, programs, or military events;
 - Special childcare needs created by a military call-up including making alternative childcare arrangements, handling urgent and nonroutine childcare situations, arranging for school transfers, or attending school or daycare meetings;
 - Making financial and legal arrangements;
 - Attending counseling sessions for yourself, the military service member, or the military service members' son or daughter who is under 18 years of age or is 18 or older but incapable of self-care because of a mental or physical disability;
 - Rest and recuperation (Note: Fifteen days of leave is available for this exigency per event);
 - Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (Note: Leave for these events are available for 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
 - Parental care when the military family member is needed to care for a parent who is incapable of self-care (such as arranging for alternative care or transfer to a care facility); and

- Other exigencies that arise that are agreed to by both the District's General Manager and you.
- A serious injury/illness incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

Notice and Leave Request Process

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must consult with the District's General Manager first regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the General Manager.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

Leave request forms may be obtained from Human Resources.

Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from Human Resources. When you request leave, Human Resources will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the District may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

The District also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Call-In Procedures

In all instances of absence, the call-in procedures and standards established for giving notice of absence from work must be followed.

Intermittent Leave

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the District will reduce your salary or wages based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the District may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Parental Leave

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

Family Care, Personal Medical, Military Exigency, and Military Care Leave

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

Paid Leave Utilization During FMLA Leave

FMLA leave is unpaid. If you are taking personal medical, parental, family care, military exigency, and/or military care leave, you must utilize accrued sick and/or vacation leave during this leave. If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize these benefits. However, you may elect to utilize accrued benefits to supplement these benefits. You may not borrow against future accruals of paid time off in any form during FMLA leave.

Fitness for Duty Requirements

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until it is provided.

Health Insurance

Your health insurance coverage will be maintained by the District during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days due date may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made.

Alternatively, at our option, the District may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting

period. Under most circumstances, if you do not return to work at the end of leave, the District may require reimbursement for the health insurance premiums paid during the leave.

Reinstatement

Upon returning to work at the end of leave, you will be reinstated to your original job or an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. You will not lose any benefits that accrued before leave was taken. Exceptions to this provision may apply if business circumstances have changed (for example, the position is no longer available due to job elimination). Reinstatement to the same or equivalent position is contingent upon the employee's ability to perform all the essential functions of the job.

Spouse Aggregation

If you and your spouse are both employed by the District, the total number of weeks to which you are both entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, spouses employed by the District will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The District is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the District. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

Leave Restrictions

While on an approved leave of absence, including FMLA leave, notify your supervisor before traveling more than 75 miles away from the vicinity where the leave is to take place. This requirement ensures that the travel is for reasons consistent with the need for leave, such as medical treatment needed at a facility outside the 75-mile radius.

While you are on an approved leave of absence, including FMLA leave, notify and obtain approval from your supervisor before participating in educational coursework (whether in person or online). This requirement ensures that the coursework is not inconsistent with the stated need for leave.

Interaction with State and Local Laws

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Designation of Leave

If the District becomes aware of any qualifying reason for FMLA leave, the District will designate it as such. An employee may not refuse FMLA designation under this policy.

Retaliation

The District will not retaliate against an employee who requests or takes leave in accordance with this policy.

4.0 On the Job

4.1 Wage Disclosure Protection

The District, consistent with Colorado law, does not prohibit an employee from inquiring about, disclosing, comparing, or otherwise discussing his or her wages. Further, the District does not require nondisclosure of an employee's wages as a condition of employment and will not require an employee to sign any waiver or document contrary to this policy.

Nothing in this policy shall be construed to permit an employee with regular access to wage information in the course of the employee's work from disclosing wage information, unless the person is under a legal obligation to furnish the information. Additionally, nothing in this policy requires an employer or an employee to disclose wages in response to an inquiry by another employee unless under legal obligation.

4.2 Flexible Schedules

Supervisors have some flexibility in determining the work schedules of the employees they supervise. Based on the type of work that employees perform and the needs of their work group, supervisors may authorize employees to work extra time on some days in exchange for shortened workdays or days off during the regular workweek. Schedules are still subject to overtime provisions, so flexibility should be limited to a single workweek for non-exempt employees.

4.3 Attendance and Punctuality

Attendance and punctuality are important factors for your success within our District. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three scheduled work days without notifying the District, it is assumed that you have voluntarily abandoned your position with the District, and you will be removed from the payroll.

4.4 Meal Time

A 30-minute, unpaid meal break should be taken each day. Approving the scheduling of this time is the responsibility of your supervisor. Supervisors may also approve of a 60 minute unpaid meal break.

4.5 Breaks

Employees will receive one 10-minute paid break for every four hours worked. This time must be approved by your supervisor each day.

4.6 Lactation Breaks

The District will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. In Colorado, lactation breaks will be provided for up to two years after the child's birth. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such

time generally will be unpaid, in accordance with state law. The District will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Notify your supervisor to request time to express breast milk under this policy. The District reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations and in accordance with applicable law.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. If you have knowledge of such a conflict or a potential conflict you should contact Human Resources.

4.7 Standards of Conduct

Each employee has an obligation to observe and follow the District's policies and to maintain proper standards of conduct at all times. Failure to adhere to the District's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the District. The District does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the District's policies or safety rules; failing to work in a cooperative manner with management, co-workers, customers and others who do business with the District; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in District activities or in District vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of the District's EEO and No Harassment policies; performing outside work or use of District property, equipment or facilities in connection with outside work while on District time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Nothing in this policy is designed to modify our employment-at-will policy.

4.8 Access to Personnel Files

Upon request, current employees may inspect their own personnel records at a mutually agreeable time, on District premises and in the presence of a District official. Employees will be permitted to inspect and obtain a copy of their personnel records. Inspection includes documents or records regarding the employee's qualification for employment, promotion, additional compensation, termination, or other disciplinary actions. Inspection does not include documents or records: (1) required to be placed or maintained in a separate file from the regular personnel file by federal or state law; (2) pertaining to confidential reports from previous employers; (3) an active criminal investigation or disciplinary investigation by the District; (4) an active investigation by a regulatory agency; or (5) identifying any person who, in the sole discretion of the District, made a confidential accusation against the employee.

Similarly, upon request, former employees may make one inspection of their personnel file following termination of employment unless otherwise required by law.

4.9 Customer and Public Relations

Our District's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that customers have toward our District may be determined for a long period of time by the actions of one employee.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

4.10 Non-Solicitation

The District believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of others job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

4.11 Distribution

Distribution by employees of any type (materials, goods, paper) is prohibited in work areas at any time, whether or not the employees are on working time. Electronic distribution is subject to the District's Acceptable Use of Electronic Communications policy, and may not occur during the employee's working time. Non-employees are prohibited from distributing materials to employees on District premises at any time. Literature that violates the District's EEO and No Harassment policies, includes threats of violence, or is knowingly and recklessly false is never permitted. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

4.12 Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up to date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to Human Resources promptly.

4.13 Care of Equipment

You are expected to demonstrate proper care when using the District's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your supervisor at once.

4.14 District Vehicles

Operators of District vehicles are responsible for the safe operation and cleanliness of the vehicle. Accidents involving a District vehicle must be reported to your supervisor immediately.

Employees are responsible for any moving and parking violations and fines that may result when operating a District vehicle.

District vehicles should be operated by the employee only.

Smoking, including use of e-cigarettes, is prohibited in District vehicles.

The use of seat belts is mandatory for operators and passengers of District vehicles.

Employees are encouraged to take appropriate safety precautions when using their cellular telephone. The use of handheld cellular telephones, including texting, while driving is prohibited. Employees are expected to comply with applicable state laws, including the use of cellular telephones.

4.15 Employment of Relatives

A supervisor may not hire or supervise an individual if that individual and the supervisor have an on-going romantic relationship, including but not limited to, marriage, or if that individual is the supervisor's parent, child, sister, brother, niece, nephew or other family member residing in the same household.

In the case of marriage of persons within the same department, an effort will be made to assign comparable job duties so as to minimize problems of supervision, safety, security and morale.

4.16 Travel/Expense Accounts

The District will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed when pre-approved:

- Travel Expense
- Automobile/Mileage
- Lodging
- Tips
- Business Meals, not including alcohol
- Registration fees for conferences and training, including costs associated with required certifications, provided the employee has passed the exam and received the certification for which the fee was paid.

This list is not all-inclusive. See Human Resources regarding additional reimbursable business expenses.

4.17 Personal Property

The District is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

4.18 Identification Badges

You may be issued an identification badge. If required by your supervisor, it must be worn where it can be seen at all times when you are working.

4.19 Severe Weather

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. If you choose to take time off from work due to poor weather conditions while the District remains open, you must use accrued vacation, sick leave, or unpaid time, in that order. Unpaid time may only be awarded if accrued leave has been exhausted.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

In rare cases, and only with the permission of the General Manager, select employees may be allowed to work from home or other remote location with pay for a partial or whole workday during severe weather conditions.

If severe weather conditions require closing of District facilities, you will be notified by your supervisor. Full-time employees whose District workplace is closed or otherwise unavailable during severe weather will be paid their normal rate for the duration of the closure. Part-time employees whose work is cancelled due to a closure may not be paid for the hours they would otherwise have worked.

4.20 Personal Telephone Calls

It is important to keep our telephone lines free for customer calls. Although the occasional use of the District's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

4.21 Acceptable Use of Electronic Communications

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using the District's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic communications" include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including iPhone, iPad or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "systems."

Acceptable Uses of Our Systems: Employees may use our systems to communicate internally with co-workers or externally with customers and other business acquaintances for business purposes.

District Control of Systems and Electronic Communications: All electronic communications contained in District systems are District records and/or property. Although an employee may have an individual password to access our systems, the systems and communications belong to the District. The systems and electronic communications are accessible to the District at all times including periodic unannounced inspections. Our systems and electronic communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Employee communications on our system are not confidential or private.

The District's right to use, access, monitor, record and disclose electronic communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Personal Use of Our Systems: Personal communications in our systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by the District at any time without further notice. Since all electronic communications and systems can be accessed without advance notice, employees should not use our systems for communication or information that employees would not want revealed to third parties. Personal use of our system should be limited to non-working time. Personal use of our system must be conducted in such a manner that it does not affect smooth system operation or use a disproportional amount of the system's functional capacity.

Proprietary Business Information: Proprietary business information means confidential and proprietary information related to the District's drawings, designs, blue prints, manufacturing processes, customer lists, vendor agreements, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on District systems. Proprietary business information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances without advance written approval from a member of management. Proprietary business information does not restrict employee rights to discuss their wages, hours or other terms of employment.

Prohibited Uses of Our Systems: Employees may not use District systems in a manner that is unlawful, wasteful of District resources, or unreasonably compromises employee productivity or the overall integrity or stability of the District's systems. These tools are provided to assist employees with the execution of their job duties and should not be abused. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of District policies.

In addition, employees may not use our District systems:

- To download, save, send or access any discriminatory, obscene, or malicious or knowingly false material;
- To download, save, send or access any music, audio or video file unless business related;
- To download anything from the internet (including shareware or free software) without the advance written permission of your supervisor;

- To download, save, send or access any site or content that the District might deem “adult entertainment;”
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the District or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights;
- In connection with the violation or attempted violation of any law; and
- To transmit proprietary business information or client material such as pricing information or trade secrets.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights such as copyrights and trademarks.

System Integrity, Security, and Encryption: All systems passwords and encryption keys must be available and known to the District. You may not install password or encryption programs without the written permission of your supervisor. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to electronic communications. The District complies with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, the District may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our systems or the content of electronic communications, ask your supervisor for advance clarification.

4.22 E-mail

District management may monitor electronic mail communications at any time, with or without cause, and further states that correspondence of any employee in the form of electronic mail may be a public record under the public records law and may be subject to public inspection under Section 24-72-203, C.R.S., Colorado’s Open Records law.

All employees of the District may have access to the District’s electronic mail communications system, which access may include utilization of a District-assigned email address for use in both internal and external email communications. Employees cannot expect a right of privacy in their use of the District’s electronic communications system. Employees understand, acknowledge and agree that all communications in the form of electronic mail may be considered a public record pursuant to CORA and may be subject to public inspection pursuant to C.R.S. Section 24-72-203.

The District reserves the right to monitor an employee's electronic mail communication(s) including, but not limited to, circumstances where the District, in its sole discretion, reasonably believes that such communication(s) may be considered a public record pursuant to C.R.S. § 24-72-203.

4.23 Social Media

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District.

You are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our problem solving procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as maliciously false, obscene, threatening or intimidating, that defames customers, competitors, vendors or employees or that might constitute harassment or bullying. Examples of such conduct might include posts meant to put someone in fear for their physical safety or psychological well-being; posts designed to cast someone in a false light to the public; posts that invade a person's reasonable expectation of privacy; or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or other status protected by federal, state or local law.

Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about the District, fellow employees, customers, and people working on behalf of the District or competitors.

Do not create a link from your blog, website or other social networking site to the District's website without identifying yourself as a District employee. Express only your personal opinions. Never represent yourself as a spokesperson for the District or make knowingly false representations about your credentials or your work. If the District is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the District. It is best to include a statement such as “The postings on this site are my own and do not necessarily reflect the views of the District.” You must refrain from using social media while on working time, unless authorized by the District.

Employees are encouraged to report violations of this policy. The District prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the District complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's right under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment.

If you have questions or need further guidance, please discuss with your supervisor.

4.24 Bring Your Own Device

Employees may use their personal electronic devices for work purposes when agreed to in writing, in advance, by the employee and management. Personal electronic devices include but are not limited to personally owned cell/smart phones, tablets, laptops and computers.

Employees must physically secure their device against theft, loss or unauthorized use, and this includes password protection. If the device is lost or stolen, you must immediately notify your supervisor. If the District permits the employee to store or access trade secrets or proprietary business and confidential information on a personal electronic device, time is of the essence in reporting a lost or stolen item so that the District may take the steps necessary to protect this information. The District will not be responsible for replacing lost or stolen personal electronic devices.

Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes but is not limited to reviewing, sending and responding to e-mails or text messages, and responding to or making calls. Time spent by non-exempt employees using their own devices to perform work outside of regular working hours must be included in the District's time tracking system.

Employees are expected to exercise the same discretion in using their personal devices while working as is required for using District owned devices. This includes, but is not limited to, compliance with District policies pertaining to harassment, discrimination, retaliation, trade secrets, proprietary business and confidential information, electronic communications and ethics. Employees must also comply with all applicable state, federal and local laws governing the use of such electronic devices. Failure to follow policies, procedures and/or the law may result in disciplinary action up to and including termination of employment.

4.25 Security of Electronic Devices

Each employee provided with a laptop computer, iPad, iPhone, smart phone, tablet or similar device is responsible for the physical security of that device. All devices acquired for or on behalf of the District are District property. The device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the device immediately upon request of the District. You must notify your supervisor immediately if the device is lost, stolen, misplaced, or damaged. All work created or performed on the device is District property. The device is subject to inspection by the District at any time without further advance notice. The device must be used in a manner that complies with all District policies including the Acceptable Use of Electronic Communications, Equal Employment Opportunity, No Harassment, and Protecting District Information.

Violations of this policy may be grounds for disciplinary action up to and including discharge.

4.26 Dress Policy

Maintaining a professional, business-like appearance is very important to the success of the District. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

Hair should be clean and neat. Sideburns, moustaches, and beards should be neatly trimmed.

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

The District maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

Clothing with inappropriate/derogatory symbols, language or words are not allowed, and clothing may not convey messages that express hate, racial slurs, or sexual harassment.

4.27 Reference Checks

The District will not honor any oral requests for references. All requests must be in writing and on the requester's letterhead. Generally, we will only confirm our employees' dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of our District. If you receive a request for reference information, please forward it to Human Resources.

4.28 Protecting District Information

Protecting the District's information is the responsibility of every employee. Do not discuss the District's confidential business or proprietary business matters, or share confidential, personal employee information (such as social security numbers, personal banking or medical information) with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment, including wages. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with our District must be forwarded to Human Resources.

The District's address shall not be used for the receipt of personal mail.

4.29 Releasing Information

The District is a "public entity" and as such has a responsibility to provide certain information to the public under Colorado's Open Records Act ("CORA"). Because there are many situations where the definition of what is "public record" and what is exempt from CORA and therefore not available to the public is not clear, we need to be careful about releasing specific information. The Board of the District has adopted a specific policy for how requests under CORA are to be handled. Employees should contact their supervisor and/or the General Manager before releasing any information that might be deemed confidential or sensitive, and all requests from members of the public, the press or any third party for records of the District should be directed to the General Manager to ensure compliance with the District's policy regarding CORA requests. The General Manager and the District Board have the sole authority to decide when to provide information of a confidential or sensitive nature, including but not limited to information regarding conflicts or potential conflicts of interest, litigation, negotiations or emergencies.

Each employee of the District is advised that any District information that they obtain and possess, including information that may be stored on a personal computer, laptop, tablet, smartphone or

other device may be subject to inspection and production pursuant to an applicable and valid Open Records Act request.

The official personnel file for each employee is maintained by the General Manager. No person may have access to personnel files other than those persons with a bona fide reason as determined by the General Manager. A person, other than the General Manager, having access to a personnel file may be required to sign a log included in each individual file giving name, date and purpose of access. Employees are entitled to view all materials and documents in their personnel files upon request. Employees may, upon request, add relevant job-related materials to their files, request copies of file contents and respond to any materials in their files.

4.30 Conflict of Interest/Code of Ethics

A District's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the District, or any of its customers, for private financial gain, to advance personal financial interests, to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities, or engage in activities, investments or associations that compete with the District, interferes with an employee's business judgment concerning the District's best interests, or exploits an employee's position with the District for personal gain.

The District adheres to the highest legal and ethical standards applicable in our business. The District's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the District shall conduct their personal affairs such that their duties and responsibilities to the District are not jeopardized and/or legal questions do not arise with respect to their association or work with the District.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment.

4.31 Contact with the Media

All media inquiries regarding the District and its operations must be referred to the General Manager. The authorization to make or approve public statements on behalf of the District rests solely with the General Manager. No employees, unless specifically designated by the General Manager, are authorized to make statements on behalf of or as a representative of the District.

4.32 If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide your supervisor with as much advance written notice as possible.

The District does not provide a "letter of reference" to former employees. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All District property must be returned at the end of employment. Otherwise, the District may take action to recoup any replacement costs and/or seek the return of District property through appropriate legal recourse.

You should notify the District if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

5.0 Safety in the Workplace

5.1 Each Employee's Responsibility

Safety can only be achieved through teamwork at our District. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. Report all workplace injuries as soon as reasonably possible to your supervisor even if no medical treatment is required. It is our sincere hope that you or your coworkers are never injured.
3. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the District's property is forbidden.
4. Use, adjust and repair machines and equipment only if you are trained and qualified.
5. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
6. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask your supervisor.
7. Know the locations, contents and use of first aid and fire-fighting equipment.
8. Wear personal protective equipment in accordance with the job you are performing.
9. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

5.2 Workplace Violence

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to District property in the event someone, for whatever reason, may be unhappy with a District decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to your supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the District's investigation, may result in disciplinary action, up to and including discharge.

5.3 Workplace Searches

To protect the property and to ensure the safety of all employees, customers and the District, the District reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the District's property. In addition, the District reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the District, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the District.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the District's security procedures or any other District rules and regulations.

5.4 Hazard Communication

The District may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with your supervisor prior to purchasing chemicals for the District or bringing them on to our premises. For additional information, please refer to the District's written Hazard Communication Program. If you have any questions, ask your supervisor or the safety coordinator.

5.5 Good Housekeeping

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to your supervisor.

5.6 No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating District machinery, equipment or vehicles for work-related purposes or while engaged in District business off premises is forbidden except where expressly authorized by the District and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to your supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

5.7 Environmental Compliance

Our District adheres to all state and federal environmental protection laws. Your supervisor will inform you of the laws impacting your specific job and you will receive instruction on compliance procedures.

5.8 Political Activity

Your political beliefs, activities, and party affiliation are private. You should not be asked about your political beliefs or requested to participate or contribute to political parties or groups as a requirement for employment. You may not engage in political activities during your working hours, nor may you campaign while using District property. Any person employed with the District who seeks election to partisan public office should request accrued vacation leave or request leave without pay if the employee's campaign will interfere with the employee's job performance or work hours. The granting of leave without pay will be at the discretion of the General Manager.

5.9 Alcohol and Drug Policy

The District has established an alcohol and drug free workplace. The possession, use, manufacture, distribution or dispensing of alcohol or illegal drugs in the workplace is prohibited. The District may in its discretion require the collection and testing of samples for any job-related purposes, including:

- The testing of all new employees upon hire and as a condition of employment;
- Investigation of accidents in the workplace;
- Maintenance of safety for employees and the public at large which will involve random testing of employees who are in safety sensitive positions;
- Reasonable suspicion that an employee may be affected by the use of alcohol and drugs and that the use may adversely affect the job performance or the work environment. This includes the investigation of accidents.

A failure to immediately report an accident or to timely submit to alcohol and drug testing may result in disciplinary action at the sole discretion of the District, up to and including termination of employment.

Alcohol and Illegal Drugs

Any employee, who unlawfully possesses, uses, manufactures, distributes or dispenses alcohol or drugs, or who is determined to be in the workplace while under the influence of alcohol or drugs, which are not prescribed by a physician, shall be subject to disciplinary action, at the sole discretion of the District, up to and including dismissal. For purposes of this policy, marijuana shall be treated as an illegal drug in accordance with Federal law, despite its legality under Colorado law. As such, employees are NOT allowed to possess, use or be under the influence of marijuana, even for medicinal purposes, while in the workplace, and a positive test for marijuana in any test administered by the District as set forth above shall be deemed a violation of the policy just as it would for any other illegal substance as defined under Federal law.

Conviction of Alcohol/Drug-Related Crime

Any employee who is convicted of an alcohol/drug statute violation or alcohol/drug related crime shall notify the General Manager no later than five (5) business days after the entry of the conviction. Any employee whose position involves driving a District vehicle or privately owned vehicles on District business or other work of the District will report any conviction involving alcohol

or drugs and the operation of a motor vehicle and any drug statute violation or drug-related crime no later than five (5) business days after the entry of the conviction.

Prescription Medication

Employees who report to work impaired by prescription medication will not be allowed to work. Before returning to work, any employee who has not been allowed to work because of his/her use of prescription medication must have a written release from his/her physician.

Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Meridian Service Metropolitan District Employee Handbook and I understand that it contains information about the employment policies and practices of the District. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the District. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the District reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the General Manager of the District. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS DISTRICT IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE DISTRICT OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE DISTRICT IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE GENERAL MANAGER OF THE DISTRICT.

I understand that this Employee Handbook refers to current benefit plans maintained by the District and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling. I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling. If I have questions regarding the content or interpretation of this Employee Handbook, I will ask my supervisor or the General Manager.

NAME _____

DATE _____

EMPLOYEE SIGNATURE _____

MERIDIAN SERVICE METROPOLITAN DISTRICT
CASH POSITION SUMMARY
For the Period Ended November 30, 2023
Adjusted as of December 28, 2023

Account Activity Item Description	CHECKING Wells Fargo	PETTY CASH	Operating COLOTRUST	Total Operating Accounts
Cash balance at end of period	\$ 756,585	\$ 313	\$ 3,309,934	\$ 4,066,833
December activity:				
Utility billing from residents	778,489	-	-	778,489
Recreation Center Program Fees	1,713	-	-	1,713
Tap fees and meter fees (In)	135,745	-	-	135,745
Transfer from Meridian Ranch - CTF	18,295	-	-	18,295
AT&T, FFD and other reimbursements	62,847	-	-	62,847
Payroll	(189,921)	-	-	(189,921)
Transfers between Bank Accounts	1,976,505	-	434,000	2,410,505
Developer Advance Payment	-	-	(1,200,000)	(1,200,000)
December checks and payments				
Operations incl. interim payments	(2,088,942)	-	-	(2,088,942)
Interest, fees and returned checks	-	-	-	-
Sub-total	1,451,315	313	2,543,934	3,995,562
January 3rd payment Estimate	(600,000)	-	-	(600,000)
Adjusted balance	\$ 851,315	\$ 313	\$ 2,543,934	\$ 3,395,562
Less restricted funds:				
Emergency Reserve Fund	-	-	11,825	11,825
Capital Project Funds	-	-	(569,425)	(569,425)
Rate Stabilization Fund	-	-	4,526	4,526
Capital CWF Debt Reserves	-	-	41,856	41,856
Water Loan Reserves	-	-	59,658	59,658
Adjusted Unrestricted Balance	\$ 851,315	\$ 313	\$ 2,092,375	\$ 2,944,003

MERIDIAN SERVICE METROPOLITAN DISTRICT
CASH POSITION RECONCILED TO GENERAL LEDGER
CASH POSITION SUMMARY
For the Period Ended November 30, 2023
Adjusted as of December 28, 2023

Account Activity Item Description	Wells Fargo Operating Checking	Petty Cash	COLOTRUST INVESTMENTS							Bank of San Juan Loan Funds	Zions Bank Loan & Reserve Fund	TOTAL ALL ACCOUNTS
			Operating Funds	Conservation Trust Funds	5% Reserve	Capital Project Funds	Rate Stabilization Funds	CVF Reserves	Water Loan Reserves			
Cash balance at end of period	756,585	313	3,309,934	45,711	2,597,988	11,989,880	723,176	1,115,936	629,158	125,044	462,256	21,755,981
December activity:												
Utility billing from residents	778,489	-	-	-	-	-	-	-	-	-	-	778,489
Recreation Center Program Fees	1,713	-	-	-	-	-	-	-	-	-	-	1,713
Tap fees and meter fees (In)	135,745	-	-	-	-	-	-	-	-	-	-	135,745
Transfer from Meridian Ranch - CTF	18,295	-	-	-	-	-	-	-	-	-	-	18,295
AT&T, FFD and other reimbursements	62,847	-	-	-	-	-	-	-	-	-	-	62,847
Payroll	(189,921)	-	-	-	-	-	-	-	-	-	-	(189,921)
Bank of San Juan Loan Payment	-	-	-	-	-	-	-	-	-	-	(391,509)	(391,509)
Transfers between Bank Accounts	1,976,505	-	434,000	18,295	20,000	(2,280,000)	8,000	(294,800)	118,000	-	-	-
Developer Advance Payment	-	-	(1,200,000)	-	-	-	-	-	-	-	-	(1,200,000)
December checks and payments												
Operations incl. interim payments	(2,088,942)	-	-	-	-	-	-	-	-	-	-	(2,088,942)
Interest, fees and returned checks	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total	1,451,315	313	2,543,934	64,006	2,617,988	9,709,880	731,176	821,136	747,158	125,044	70,746	18,882,697
January 3rd payment Estimate	(600,000)	-	-	-	-	-	-	-	-	-	-	(600,000)
Adjusted balance	851,315	313	2,543,934	64,006	2,617,988	9,709,880	731,176	821,136	747,158	125,044	70,746	18,282,697
Less restricted funds:												
Conservation Trust Funds	-	-	-	(64,006)	-	-	-	-	-	-	-	(64,006)
Emergency Reserve Fund	-	-	11,825	-	(2,617,988)	-	-	-	-	-	-	(2,606,163)
Capital Project Funds	-	-	(569,425)	-	-	(9,709,880)	-	-	-	-	-	(10,279,305)
Rate Stabilization Fund	-	-	4,526	-	-	-	(731,176)	-	-	-	-	(726,650)
Capital CVF Debt Reserves	-	-	41,856	-	-	-	-	(821,136)	-	(125,044)	(70,746)	(975,070)
Water Loan Reserves	-	-	59,658	-	-	-	-	-	(747,158)	-	-	(687,500)
Unrestricted cash balance	\$ 851,315	\$ 313	\$ 2,092,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,944,003

Note: Additional investment accounts can be used for extraordinary expenditures.

Meridian Service Metropolitan District
Statement of Revenues, Expenses and Change in Fund Balance - Unaudited
Budget vs. Actual - Accrual Basis
SUMMARY OF ALL FUNDS
For the One Month and Eleven Months Ended November 30, 2023

	Month of Nov 2023	YTD Actual	Adopted 2023 Budget	Variance Over (Under) Budget	% of Budget (91.7% YTD)
REVENUES					
General Revenue - Fund 10	\$1,553	\$367,082	\$368,650	(1,568)	99.6%
Parks/Grounds Revenue - Fund 15	128,674	1,392,578	1,462,350	(69,772)	95.2%
Rec Center Revenue - Fund 16	212,174	2,418,790	2,523,280	(104,490)	95.9%
Water Revenue - Fund 40	311,236	3,478,423	3,709,550	(231,127)	93.7%
Sewer Revenue - Fund 50	195,523	2,140,589	2,317,500	(176,911)	92.4%
Clean Water Surcharge	41,874	453,931	483,720	(29,789)	93.8%
Billing Fees	9,354	98,566	88,000	10,566	112.0%
Grant Revenue	-	53,007	58,000	(4,993)	91.4%
Development Inspection Fees	-	42,875	42,940	(65)	99.8%
Insurance Proceeds	4,900	8,224	-	8,224	-
Interest Income	92,566	852,924	13,000	839,924	6,561.0%
Investment Gain (Loss)	7,349	15,725	1,200	14,525	1,310.4%
Miscellaneous Income	-	13,304	7,350	5,954	181.0%
Debt Forgiveness	-	-	1,200,000	(1,200,000)	-
TOTAL REVENUES	1,005,204	11,336,017	12,275,540	(939,523)	92.3%
EXPENSES					
Fund & General Expenses					
General & Admin. Expense	48,899	658,217	748,870	(90,653)	87.9%
Personnel Expenses	207,485	2,347,660	2,547,010	(199,350)	92.2%
Parks/Grounds Expense - Fund 15	100,793	535,769	709,000	(173,231)	75.6%
MRRC Expense - Fund 16	21,510	326,516	426,000	(99,484)	76.6%
Water Expense - Fund 40	9,568	267,796	364,700	(96,904)	73.4%
Sewer Expense - Fund 50	66,180	951,770	1,959,450	(1,007,680)	48.6%
General Operating Expenses	84,210	964,446	1,238,231	(273,785)	77.9%
TOTAL Fund & General Expenses	538,645	6,052,174	7,993,261	(1,941,087)	75.7%
Capital Expenses					
Capital Expense - Other	-	-	200,000	(200,000)	-
Capital Expense P&G Fund 15	-	314,817	364,722	(49,905)	86.3%
Capital Expense MRRC Fund 16	14,134	398,574	1,900,000	(1,501,426)	21.0%
Capital Expense Water Fund 40	490,763	3,439,301	9,040,000	(5,600,699)	40.5%
Capital Expense Sewer Fund 50	130,109	305,881	1,502,000	(1,196,119)	20.4%
Capital Interest Expense	-	373,656	94,800	278,856	394.2%
TOTAL Capital Expenses	635,006	4,832,228	13,101,522	(8,269,294)	36.9%
TOTAL EXPENSES	1,173,651	10,884,403	21,094,783	(10,210,380)	51.6%
EXCESS REVENUES OVER (UNDER) EXPENSES	(168,447)	451,614	(8,819,243)	9,270,857	
Other Financing Sources (Uses)					
Tap Fees Received	64,500	2,284,500	2,150,000	134,500	106.3%
Tap Fees Transferred to MRMD	(6,000)	(1,000,000)	(1,000,000)	-	100.0%
Transfer from (to) MRMD	-	4,645,603	4,500,000	145,603	103.2%
IGA Revenue 2018 Subdistrict	-	-	1,900,000	(1,900,000)	-
EPC Condemnation	(7,250)	(14,500)	-	(14,500)	-
Gain (Loss) on Asset Disposal	-	3,048	(780)	3,828	-
Contributions to Other Gov'ts	-	-	709,992	(709,992)	-
Emergency Reserve (5%)	25,000	275,000	300,000	(25,000)	91.7%
Water Loan Reserve	62,500	687,500	750,000	(62,500)	91.7%
Developer Advances	-	-	(2,400,000)	2,400,000	-
Rate Stabilization Reserve	8,350	91,650	100,000	(8,350)	91.6%
Transfer from (to) Other Funds	(95,850)	(1,054,150)	(1,095,100)	40,950	
TOTAL Other Financing Sources (Uses)	51,250	5,918,651	5,914,112	4,539	100.1%
NET CHANGE IN FUND BALANCE	(\$117,197)	\$6,370,265	(\$2,905,131)	\$9,275,396	
BEGINNING FUND BALANCE**		15,816,776			
ENDING FUND BALANCE		<u>\$22,187,041</u>			
Operating Fund Balance		5,626,719			
Capital Project Fund Balance		12,540,009			
Emergency Reserve Fund Balance		2,606,163			
Water Loan Reserves		687,500			
Rate Stabilization Fund Balance		726,650			
Total Fund Balance		<u>\$22,187,041</u>			

Meridian Service Metropolitan District
Statement of Revenues, Expenses and Change in Fund Balance - Unaudited
Budget vs. Actual - Accrual Basis
General Fund
For the One Month and Eleven Months Ended November 30, 2023

	Month of Nov 2023	YTD Actual	Adopted 2023 Budget	Variance Over (Under) Budget	% of Budget (91.7% YTD)
REVENUES					
IGA - Meridian Ranch	-	\$350,000	\$350,000	-	100.0%
AT&T Lease	1,553	17,082	18,650	(1,568)	91.6%
Interest Income	30,038	237,301	-	237,301	-
Investment Gain (Loss)	2,882	5,707	-	5,707	-
Miscellaneous Income	-	451	150	301	300.6%
TOTAL REVENUES	34,473	610,541	368,800	241,741	165.5%
EXPENSES					
Accounting	420	1,610	1,000	610	161.0%
Audit	126	43,896	24,000	19,896	182.9%
Payroll & HR Services	6,983	67,046	63,720	3,326	105.2%
Election Expense	-	1,580	6,000	(4,420)	26.3%
Engineering/Consulting	120	1,578	2,000	(422)	78.9%
Legal	3,615	50,250	80,000	(29,750)	62.8%
Personnel Expenses	2,133	22,836	33,400	(10,564)	68.4%
Copier - Contract Expenses	-	908	1,000	(92)	90.8%
IT/Computer/Software	66	4,080	10,000	(5,920)	40.8%
Rent - Shared	4,231	47,703	50,200	(2,497)	95.0%
Telephone & Internet	863	10,204	12,120	(1,916)	84.2%
Utilities	272	2,226	3,780	(1,554)	58.9%
Repairs & Maint - Office	622	5,335	5,400	(65)	98.8%
Supplies	10	2,694	5,500	(2,806)	49.0%
Licenses,Certs & Memberships	-	1,111	3,500	(2,389)	31.7%
Insurance	439	4,829	5,400	(571)	89.4%
Bank Charges	400	650	-	650	-
Public Information	32	112	500	(388)	22.4%
Meals & Entertainment	441	2,387	8,000	(5,613)	29.8%
Miscellaneous Expense	-	-	1,000	(1,000)	-
2018 Subdistrict Expense - IGA	-	30,000	30,000	-	100.0%
Vehicle, Equipment & Travel	166	4,042	6,700	(2,658)	60.3%
TABOR Emergency Reserve 3%	-	-	11,060	(11,060)	-
TOTAL EXPENSES	20,938	305,077	364,280	(59,203)	83.7%
NET CHANGE IN FUND BALANCE	\$13,535	\$305,463	\$4,520	\$300,943	
BEGINNING FUND BALANCE**		4,082			
ENDING FUND BALANCE		\$309,545			

Meridian Service Metropolitan District
Statement of Revenues, Expenses and Change in Fund Balance - Unaudited
Budget vs. Actual - Accrual Basis
Parks & Grounds Fund
For the One Month and Eleven Months Ended November 30, 2023

	Month of Nov 2023	YTD Actual	Adopted 2023 Budget	Variance Over (Under) Budget	% of Budget (91.7% YTD)
REVENUES					
Parks & Grounds Fees	\$107,978	\$1,168,602	\$1,224,640	(\$56,038)	95.4%
Street Lighting Fees	20,697	223,976	237,710	(13,734)	94.2%
Billing Fees	2,338	24,819	18,000	6,819	137.9%
Grant Revenue	-	47,014	58,000	(10,986)	81.1%
Interest Income	208	1,175	-	1,175	-
Miscellaneous Income	-	3,053	-	3,053	-
TOTAL REVENUES	131,221	1,468,638	1,538,350	(69,712)	95.5%
EXPENSES					
General & Admin. Expense					
Accounting	-	1,000	1,000	-	100.0%
Customer Billing Services	2,781	26,945	26,400	545	102.1%
Engineering/Consulting	459	6,030	7,700	(1,670)	78.3%
Legal	-	-	2,500	(2,500)	-
Personnel Expenses	18,740	199,637	257,880	(58,243)	77.4%
General Operations - Admin	1,674	10,737	20,600	(9,863)	52.1%
TOTAL General & Admin. Expense	23,654	244,349	316,080	(71,731)	77.3%
Operating Expense					
Landscape Repair & Maint.	99,806	516,204	646,500	(130,296)	79.8%
Hardscape Repair & Maint.	388	2,429	26,000	(23,571)	9.3%
Park Maint.	600	12,870	26,500	(13,630)	48.6%
Pond Maint.	-	4,266	10,000	(5,734)	42.7%
Utilities	16,416	160,846	201,300	(40,454)	79.9%
Insurance	1,678	18,604	18,100	504	102.8%
Vandalism Cost of Repairs	-	768	1,000	(232)	76.8%
Vehicle, Equipment & Travel	1,176	10,287	18,500	(8,213)	55.6%
TOTAL Operating Expense	120,064	726,274	947,900	(221,626)	76.6%
TOTAL EXPENSES	143,718	970,623	1,263,980	(293,357)	76.8%
EXCESS REVENUES OVER (UNDER) EXPENSES	(12,497)	498,014	274,370	223,644	
Other Financing Sources (Uses)					
Transfer from (to) Capital	-	(307,095)	(327,000)	19,905	93.9%
EPC Condemnation Expenses	(7,250)	(14,500)	-	(14,500)	-
TOTAL Other Financing Sources (Uses)	(7,250)	(321,595)	(327,000)	5,405	98.3%
NET CHANGE IN FUND BALANCE	(\$19,747)	\$176,420	(\$52,630)	\$229,050	
BEGINNING FUND BALANCE**		737,382			
ENDING FUND BALANCE		\$913,802			
Operating Fund Balance		758,798			
Emergency Reserve Fund Balance 5%		145,004			
Rate Stabilization Fund Balance		10,000			
Total Fund Balance		\$913,802			

Meridian Service Metropolitan District
Statement of Revenues, Expenses and Change in Fund Balance - Unaudited
Budget vs. Actual - Accrual Basis
Recreation Center Fund
For the One Month and Eleven Months Ended November 30, 2023

	Month of Nov 2023	YTD Actual	Adopted 2023 Budget	Variance Over (Under) Budget	% of Budget (91.7% YTD)
REVENUES					
Recreation Center Service Fees	\$206,200	\$2,232,534	\$2,387,780	(\$155,246)	93.5%
Fee Based Programming	5,016	169,578	119,000	50,578	142.5%
MRRC Concession Sales	605	2,292	1,500	792	152.8%
Falcon Freedom Days Revenue	-	10,350	11,000	(650)	94.1%
Billing Fees	2,338	24,830	18,000	6,830	137.9%
Advertising Fees	353	4,035	4,000	35	100.9%
Grant Revenue	-	808	-	808	-
Insurance Proceeds	4,900	8,224	-	8,224	-
Miscellaneous Income	-	2,836	-	2,836	-
TOTAL REVENUES	219,413	2,455,487	2,541,280	(85,793)	96.6%
EXPENSES					
General & Admin. Expense					
Accounting	-	1,000	1,000	-	100.0%
Customer Billing Services	4,576	44,329	37,800	6,529	117.3%
Engineering/Consulting	755	11,745	10,000	1,745	117.4%
Legal	-	-	1,000	(1,000)	-
Personnel Expenses	98,615	1,220,179	1,265,730	(45,551)	96.4%
General Operations - Admin	3,385	45,410	59,000	(13,590)	77.0%
TOTAL General & Admin. Expense	107,330	1,322,663	1,374,530	(51,867)	96.2%
Operating Expense					
Programming Supplies	10,527	79,791	72,000	7,791	110.8%
Building Maint.	6,573	118,912	157,000	(38,088)	75.7%
Grounds Maint.	-	1,978	2,000	(22)	98.9%
Pool Maint.	2,670	59,979	76,000	(16,021)	78.9%
MRRC Security	1,021	4,014	14,000	(9,986)	28.7%
Exercise Equip. & Furn.- R&M	-	12,267	55,000	(42,733)	22.3%
MR Community Events	720	13,926	15,000	(1,074)	92.8%
Falcon Freedom Days Expenses	-	35,650	35,000	650	101.9%
Utilities	14,193	178,787	232,416	(53,629)	76.9%
Insurance	2,759	30,141	31,725	(1,584)	95.0%
Vandalism Cost of Repairs	-	1,071	-	1,071	-
Vehicle, Equipment & Travel	-	734	6,500	(5,766)	11.3%
TOTAL Operating Expense	38,463	537,249	696,641	(159,392)	77.1%
TOTAL EXPENSES	145,793	1,859,912	2,071,171	(211,259)	89.8%
EXCESS REVENUES OVER (UNDER) EXPENSES	73,620	595,575	470,109	125,466	
Other Financing Sources (Uses)					
Transfer from (to) Capital	-	(205,857)	(200,000)	(5,857)	102.9%
Transfer from (to) Emer Reserve	(25,000)	(275,000)	(300,000)	25,000	91.7%
Transfer from (to) Rate Stabil	(8,350)	(91,650)	(100,000)	8,350	91.6%
Emergency Reserve (5%)	25,000	275,000	300,000	(25,000)	91.7%
Rate Stabilization Reserve	8,350	91,650	100,000	(8,350)	91.6%
TOTAL Other Financing Sources (Uses)	-	(205,857)	(200,000)	(5,857)	102.9%
NET CHANGE IN FUND BALANCE	\$73,620	\$389,718	\$270,109	\$119,609	
BEGINNING FUND BALANCE**		721,498			
ENDING FUND BALANCE		<u>\$1,111,216</u>			
Operating Fund Balance		574,987			
Emergency Reserve Fund Balance 5%		434,579			
Rate Stabilization Fund Balance		101,650			
Total Fund Balance		<u>\$1,111,216</u>			

Meridian Service Metropolitan District
Statement of Revenues, Expenses and Change in Fund Balance - Unaudited
Budget vs. Actual - Accrual Basis
Capital Fund
For the One Month and Eleven Months Ended November 30, 2023

	Month of Nov 2023	YTD Actual	Adopted 2023 Budget	Variance Over (Under) Budget	% of Budget (91.7% YTD)
REVENUES					
IGA Shared Water Cost Reimb.	\$53,059	\$53,059	-	\$53,059	-
Clean Water Surcharge	41,874	453,931	483,720	(29,789)	93.8%
Grant Revenue	-	5,185	-	5,185	-
Interest Income	59,451	600,790	-	600,790	-
Investment Gain (Loss)	4,467	8,848	-	8,848	-
Miscellaneous Income	-	0	-	0	-
TOTAL REVENUES	158,852	1,121,812	483,720	638,092	231.9%
EXPENSES					
Capital Expense - Other					
District Office Building	-	-	200,000	(200,000)	-
TOTAL Capital Expense - Other	-	-	200,000	(200,000)	-
Capital Expense P&G Fund 15					
3rd Const & Acq-Winding Walk	-	257,722	257,722	-	100.0%
Material Storage @ Filter Plant	-	-	30,000	(30,000)	-
Vehicle & Equipment - Fund 15	-	57,095	77,000	(19,905)	74.1%
TOTAL Capital Expense P&G Fund 15	-	314,817	364,722	(49,905)	86.3%
Capital Expense MRRC Fund 16					
MRRC Expansion	-	-	200,000	(200,000)	-
Field House - Rainbow Bridge	-	24,516	1,500,000	(1,475,484)	1.6%
Locker Replacement	-	282,642	200,000	82,642	141.3%
Tough Shed Install @ MRRC	-	9,994	-	9,994	-
Furniture and Gym Equipment	14,134	20,846	-	20,846	-
Building Improvements	-	54,719	-	54,719	-
Vehicle & Equipment - Fund 16	-	5,857	-	5,857	-
TOTAL Capital Expense MRRC Fund 16	14,134	398,574	1,900,000	(1,501,426)	21.0%
Capital Expense Water Fund 40					
Expand Filter Plant & Bldg	291,696	2,153,632	3,353,000	(1,199,368)	64.2%
Purch/Paint WHMD 2.0 MG Water Tank	136,034	564,955	-	564,955	-
Water Rights	59,207	348,625	500,000	(151,375)	114.5%
Wells at Latigo Trails #2 & #3	3,827	51,739	2,750,000	(2,698,261)	1.9%
Transmission Line FP to Tanks	-	20,599	-	20,599	-
Latigo Transmission Line	-	1,833	2,000,000	(1,998,167)	0.1%
Well Site Upgrades	-	95,804	360,000	(264,196)	26.6%
Well Site Upgrade - WHMD Shared	-	106,118	-	106,118	-
Water Equipment Capital Expense	-	43,140	-	43,140	-
Water Tank Improvements	-	13,822	-	13,822	-
Vehicle & Equipment - Fund 40	-	39,033	77,000	(37,967)	50.7%
TOTAL Capital Expense Water Fund 40	490,763	3,439,301	9,040,000	(5,600,699)	38.0%
Capital Expense Sewer Fund 50					
WH Sewer Bypass Phase 2 & 3	130,109	232,299	1,300,000	(1,067,701)	17.9%
Mid-Point Injection Station	-	-	20,000	(20,000)	-
2023 Lift Station Improvements	-	-	105,000	(105,000)	-
Sewer Equipment Capital Expense	-	13,849	-	13,849	-
Vehicle & Equipment - Fund 50	-	59,733	77,000	(17,267)	77.6%
TOTAL Capital Expense Sewer Fund 50	130,109	305,881	1,502,000	(1,196,119)	20.4%
Cherokee WRF Loan Expense	-	376,156	94,800	281,356	396.8%
TOTAL EXPENSES	635,006	4,834,728	13,101,522	(8,266,794)	36.9%
EXCESS REVENUES OVER (UNDER) EXPENSES	(476,154)	(3,712,916)	(12,617,802)	8,904,886	
Other Financing Sources (Uses)					
Transfer from (to) MRMD	-	4,645,603	4,500,000	145,603	103.2%
IGA Revenue 2018 Subdistrict	-	-	1,900,000	(1,900,000)	-
Gain (Loss) on Asset Disposal	-	3,825	-	3,825	-
Contributions to Other Gov'ts	-	-	709,992	(709,992)	-
Transfer from (to) P&G Fund	-	307,095	327,000	(19,905)	93.9%
Transfer from (to) Rec Fund	-	205,857	200,000	5,857	102.9%
Transfer from (to) Water Fund	27,000	1,265,533	1,327,000	(61,467)	95.4%
Transfer from (to) Sewer Fund	-	59,733	77,000	(17,267)	77.6%
TOTAL Other Financing Sources (Uses)	27,000	6,487,645	9,040,992	(2,553,347)	71.8%
NET CHANGE IN FUND BALANCE	(449,154)	2,774,729	(3,576,810)	6,351,539	
BEGINNING FUND BALANCE**		9,765,280			
ENDING FUND BALANCE		12,540,009			
Capital Other - Fund 10	2,983,424		Capital Water Fund 40	4,911,701	
Capital Parks & Ground Fund 15	115,604		Capital Sewer Fund 50	2,740,244	
Capital Recreation Center Fund 16	52,378		Capital TDS - Clean Water	1,736,658	

Meridian Service Metropolitan District
Statement of Revenues, Expenses and Change in Fund Balance - Unaudited
Budget vs. Actual - Accrual Basis
Water Fund
For the One Month and Eleven Months Ended November 30, 2023

	Month of Nov 2023	YTD Actual	Adopted 2023 Budget	Variance Over (Under) Budget	% of Budget (91.7% YTD)
REVENUES					
Water Service Fees - Res.	\$232,403	\$2,910,407	\$3,166,500	(\$256,093)	91.9%
Water Service Fees - Comm.	11,540	141,571	156,000	(14,429)	90.8%
Meter Set Fees	3,100	85,154	83,000	2,154	102.6%
Irrigation	11,435	280,149	290,400	(10,251)	96.5%
UB - Water Adjustments	(428)	(2,615)	(3,000)	385	87.2%
IGA Shared Water Cost Reimb.	127	10,699	16,650	(5,951)	64.3%
Billing Fees	2,338	24,145	26,000	(1,855)	92.9%
Development Inspection Fees	-	21,438	21,500	(63)	99.7%
Interest Income	2,868	13,658	13,000	658	105.1%
Miscellaneous Income	-	3,844	4,000	(156)	96.1%
Debt Forgiveness	-	-	1,200,000	(1,200,000)	-
TOTAL REVENUES	263,384	3,488,450	4,974,050	(1,485,600)	70.1%
EXPENSES					
General & Admin. Expense					
Accounting	-	1,000	1,000	-	100.0%
Customer Billing Services	5,814	56,659	61,600	(4,941)	92.0%
Engineering/Consulting	958	44,328	50,000	(5,672)	88.7%
Legal	308	16,327	21,000	(4,673)	77.7%
Personnel Expenses	50,639	531,092	580,000	(48,908)	91.6%
General Operations - Admin	2,119	26,730	35,300	(8,570)	75.7%
TOTAL General & Admin. Expense	59,838	676,136	748,900	(72,764)	90.3%
Operating Expense					
Water Operations General	1,829	20,820	51,000	(30,180)	40.8%
Raw Water Operations	2,522	46,631	53,700	(7,069)	86.8%
Water Treatment Operations	4,922	87,210	100,000	(12,790)	87.2%
Water Distribution Operations	296	104,885	150,000	(45,115)	69.9%
Non-Potable Water Operations	-	8,250	10,000	(1,750)	82.5%
Utilities	38,351	443,436	572,600	(129,164)	77.4%
Insurance	3,502	38,658	43,000	(4,342)	89.9%
Vehicle, Equipment & Travel	533	7,705	11,000	(3,295)	70.0%
TOTAL Operating Expense	51,954	757,595	991,300	(233,705)	76.4%
TOTAL EXPENSES	111,792	1,433,732	1,740,200	(306,468)	82.4%
EXCESS REVENUES OVER (UNDER) EXPENSES	151,592	2,054,718	3,233,850	(1,179,132)	
Other Financing Sources (Uses)					
Tap Fees Received	34,500	1,249,500	1,150,000	99,500	108.7%
Developer Advances	-	-	(2,400,000)	2,400,000	-
Transfer from (to) Capital	(27,000)	(1,265,533)	(1,289,100)	23,567	98.2%
Txfr from (to) Water Loan Reser	(62,500)	(687,500)	(750,000)	62,500	91.7%
Water Loan Reserve	62,500	687,500	750,000	(62,500)	91.7%
TOTAL Other Financing Sources (Uses)	7,500	(16,033)	(2,539,100)	2,523,067	0.6%
NET CHANGE IN FUND BALANCE	\$159,092	\$2,038,686	\$694,750	\$1,343,936	
BEGINNING FUND BALANCE**		2,288,884			
ENDING FUND BALANCE		<u>\$4,327,570</u>			
Operating Fund Balance		2,334,316			
Emergency Reserve Fund Balance 5%		1,005,754			
Water Loan Reserves		687,500			
Rate Stabilization Fund Balance		<u>300,000</u>			
Total Fund Balance		\$4,327,570			

Meridian Service Metropolitan District
Statement of Revenues, Expenses and Change in Fund Balance - Unaudited
Budget vs. Actual - Accrual Basis
Sewer Fund
For the One Month and Eleven Months Ended November 30, 2023

	Month of Nov 2023	YTD Actual	Adopted 2023 Budget	Variance Over (Under) Budget	% of Budget (91.7% YTD)
REVENUES					
Sewer Fees - Res.	\$184,839	\$2,001,388	\$2,179,900	(\$178,512)	91.8%
Sewer Fees - Comm.	3,687	54,667	53,000	1,667	103.1%
IGA Shared Sewer Cost Reimb.	6,996	84,535	84,600	(65)	99.9%
Billing Fees	2,338	24,772	26,000	(1,228)	95.3%
Development Inspection Fees	-	21,438	21,440	(3)	100.0%
Investment Gain (Loss)	-	1,169	1,200	(31)	97.4%
Miscellaneous Income	-	3,121	3,200	(80)	97.5%
TOTAL REVENUES	197,861	2,191,089	2,369,340	(178,251)	92.5%
EXPENSES					
General & Admin. Expense					
Accounting	-	1,000	1,000	-	100.0%
Customer Billing Services	4,773	46,241	49,500	(3,259)	93.4%
Engineering/Consulting	789	12,973	15,000	(2,027)	86.5%
Legal	-	6,420	10,000	(3,581)	64.2%
Personnel Expenses	37,359	373,916	410,000	(36,084)	91.2%
General Operations - Admin	2,307	23,472	29,750	(6,278)	78.9%
TOTAL General & Admin. Expense	45,228	464,022	515,250	(51,228)	90.1%
Operating Expense					
Sewer Operations	43,951	755,711	1,685,650	(929,939)	44.8%
Lift Station Operations	15,653	105,594	140,700	(35,106)	75.0%
Lift Station Operations-Shared	6,576	90,465	133,100	(42,635)	68.0%
Utilities	1,436	16,743	19,050	(2,307)	87.9%
Insurance	2,883	31,853	35,380	(3,527)	90.0%
Vehicle, Equipment & Travel	677	15,942	24,500	(8,558)	65.1%
TOTAL Operating Expense	71,176	1,016,308	2,038,380	(1,022,072)	49.9%
TOTAL EXPENSES	116,404	1,480,330	2,553,630	(1,073,300)	58.0%
EXCESS REVENUES OVER (UNDER) EXPENSES	81,457	710,759	(184,290)	895,049	
Other Financing Sources (Uses)					
Tap Fees Received	30,000	1,035,000	1,000,000	35,000	103.5%
Tap Fees Transferred to MRMD	(6,000)	(1,000,000)	(1,000,000)	-	100.0%
Gain (Loss) on Asset Disposal	-	(777)	(780)	3	99.6%
Transfer from (to) Capital	-	(59,733)	(60,000)	267	99.6%
TOTAL Other Financing Sources (Uses)	24,000	(25,510)	(60,780)	35,270	42.0%
NET CHANGE IN FUND BALANCE	\$105,457	\$685,249	(\$245,070)	\$930,319	
BEGINNING FUND BALANCE**		2,299,650			
ENDING FUND BALANCE		\$2,984,899			
Operating Fund Balance		1,649,073			
Emergency Reserve Fund Balance 5%		1,020,826			
Rate Stabilization Fund Balance		315,000			
Total Fund Balance		\$2,984,899			

Meridian Service Metropolitan District
Balance Sheet Summary - Unaudited
As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	21,755,981.45
Accounts Receivable	1,202,657.53
Other Current Assets	157,590.00
Total Current Assets	23,116,228.98
Fixed Assets	51,656,346.71
Other Assets	2,558,108.81
TOTAL ASSETS	77,330,684.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,347,794.79
Credit Cards	22,856.98
Other Current Liabilities	9,375,180.04
Total Current Liabilities	10,745,831.81
Long Term Liabilities	27,956,258.76
Total Liabilities	38,702,090.57
Equity	38,628,593.93
TOTAL LIABILITIES & EQUITY	77,330,684.50

Meridian Service Metropolitan District

Balance Sheet - Unaudited

12/29/23

As of November 30, 2023

Accrual Basis

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1000000 · Operating Funds	
1000100 · Wells Fargo - Operating	756,585.40
1000300 · Petty Cash	313.16
Total 1000000 · Operating Funds	756,898.56
110000 · Non-Operating Funds	
1100100 · ColoTrust - CTF from MRMD 8001	45,711.01
1100200 · ColoTrust - Emerg Reserve 8002	372,041.01
1100201 · ColoTrust - Emerg Reserve E002	2,225,946.87
1100500 · ColoTrust - Cap Projects 8005	7,511,211.95
1100501 · ColoTrust - Cap Projects E004	4,478,668.47
1100600 · ColoTrust - Rate Stabiliz 8006	60,175.98
1100601 · ColoTrust - Rate Stabiliz E005	662,999.86
1100700 · ColoTrust - CWF Reserve 8007	1,115,935.93
1100800 · ColoTrust - Operating Funds 8008	3,309,934.17
1100900 · ColoTrus- Water Loan Res 8009	629,158.40
1100901 · Bank of the San Juans -Reserves	125,043.73
1100903 · Zions Bank Pledged Revenue Fund	70,746.42
1100904 · Zions Bank Loan Payment Fund	391,509.09
Total 110000 · Non-Operating Funds	20,999,082.89
Total Checking/Savings	21,755,981.45
Accounts Receivable	
1400000 · Accounts Receivable	
1400100 · UB Accounts Receivable	1,098,772.10
1400200 · Accounts Receivable - Non UB	103,885.43
Total 1400000 · Accounts Receivable	1,202,657.53
Total Accounts Receivable	1,202,657.53
Other Current Assets	
1500000 · Prepaid Expenses	157,590.00
Total Other Current Assets	157,590.00
Total Current Assets	23,116,228.98
Fixed Assets	
2100000 · Fixed Assets	
2110000 · Non-Depreciable Assets	257,084.50
2120000 · Depreciable Assets	39,176,374.53
2130000 · Recreation Assets	11,919,991.92
2140000 · Vehicles & Equipment	302,895.76
Total 2100000 · Fixed Assets	51,656,346.71
Total Fixed Assets	51,656,346.71
Other Assets	
1600000 · Other Assets	
1600100 · Security Deposit	16,080.00
Total 1600000 · Other Assets	16,080.00
2000000 · Construction in Progress	2,542,028.81
Total Other Assets	2,558,108.81
TOTAL ASSETS	77,330,684.50

Meridian Service Metropolitan District

Balance Sheet - Unaudited

As of November 30, 2023

12/29/23

Accrual Basis

	<u>Nov 30, 23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	1,347,794.79
Credit Cards	
3070000 · Credit Card Liabilities	22,856.98
Total Credit Cards	<u>22,856.98</u>
Other Current Liabilities	
3100000 · Other Current Liabilities	
3110000 · Payroll Liabilities	-3,453.69
3120000 · Retainage Payable	78,627.24
3140000 · Accr Int Payable - Developer	8,924,011.81
3160000 · Deposits Held	4,000.00
3180200 · Cherokee - New WWTP (Current)	28,528.99
3180300 · Bank of San Juan Loan-Current	343,465.69
Total 3100000 · Other Current Liabilities	<u>9,375,180.04</u>
Total Other Current Liabilities	<u>9,375,180.04</u>
Total Current Liabilities	10,745,831.81
Long Term Liabilities	
3500000 · Long Term Liabilities	
3500100 · Notes Payable	4,254,341.20
3500200 · Cherokee - New WWTP (LT Liab)	19,100,319.87
3500300 · Bank of San Juan TDS Loan	4,001,597.69
3500400 · GTL Loan (LT Liab)	600,000.00
Total 3500000 · Long Term Liabilities	<u>27,956,258.76</u>
Total Long Term Liabilities	<u>27,956,258.76</u>
Total Liabilities	38,702,090.57
Equity	
4000000 · Retained Earnings	20,257,539.75
4000200 · Investment in Capital Assets	12,000,789.87
Net Income	6,370,264.31
Total Equity	<u>38,628,593.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>77,330,684.50</u></u>

Meridian Service Metropolitan District
Statement of Cash Flows - Unaudited
November 2023

	Nov 23
OPERATING ACTIVITIES	
Net Income	-117,197.90
Adjustments to reconcile Net Income to net cash provided by operations:	
1400110 · Accounts Receivable	79,641.00
1400200 · Accounts Receivable - Non UB	-71,162.50
1500100 · Prepaid Insurance	-130,500.00
3000000 · Accounts Payable	111,948.45
3070300 · Divvy Credit	13,912.58
3070400 · Conoco Credit Card	-783.36
3110100 · Payroll Taxes Payable	-263.58
3110300 · Employee Paid Ins Contrib.	-232.66
3120000 · Retainage Payable	-6,605.11
3160000 · Deposits Held	-1,000.00
	-122,243.08
Net cash provided by Operating Activities	-122,243.08
Net cash increase for period	-122,243.08
Cash at beginning of period	21,878,224.53
Cash at end of period	21,755,981.45

Meridian Service Metropolitan District
2023 Tap Report

Counts	Date	Tap Receipt No.	Service Address	Filing #	Lot #	Builder	Tap Amt Paid	Meter Amt Paid	Check No.	Monthly Tap Totals
100	12/1/2023	3823	9746 Hidden Ranch Ct	Stonebridge 4	178	Campbell Homes	\$ 21,500.00	\$ 700.00	Epymnt/P23113002 - 0796298	
101	12/12/2023	3824	9927 Hidden Ranch Ct	Stonebridge 4	152	Campbell Homes	\$ 21,500.00	\$ 700.00	Epymnt/P23121102-2891978	
102	12/12/2023	3825	11372 Cypress Meadow Dr	Estates at Rolling Hills Ranch 2	41	Campbell Homes	\$ 21,500.00	\$ 700.00	Epymnt/P23121102-2927095	
103	12/27/2023	3826	11041 Coastal Hills Ln	Rolling Hills Ranch 3	183	Stoneybrooke Homes	\$ 21,500.00	\$ 700.00	Check #91	
104	12/27/2023	3827	11049 Coastal Hills Ln	Rolling Hills Ranch 3	184	Stoneybrooke Homes	\$ 21,500.00	\$ 700.00	Check #91	
105	12/21/2023	3828	13010 Monument Vista Dr	Rolling Hills Ranch 3	66	Covington Homes	\$ 21,500.00	\$ 700.00	Wire/231220175278	\$ 133,200.00
										December - 6 Taps

Meridian Service Metropolitan District
2023 Tap and Meter Set Additional Fees Collected

(Initial) Tap Purchase Date	Tap Receipt No.	Service Address	Builder	Tap Fee Paid At Time of Purchase	Meter Set Fee Paid At Time of Purchase	Additional Tap Fees Due (Per Current Fee Schedule)	Additional Meter Set Fee Due (Per Current Fee Schedule)	Date Paid	Total Additional Amount Collected Prior to Meter Set		
12/29/2021	3492	12657 Windingwalk Dr	Campbell Homes	\$ 18,000.00	\$ 625.00	\$ 3,500.00	\$ 75.00	1/30/2022	\$ 3,575.00	\$ 3,575.00	Jan-23
10/18/2021	3428	11270 Palmer Peak Pl	Majestic Custom Homes	\$ 18,000.00	\$ 625.00	\$ 3,500.00	\$ 75.00	3/7/2023	\$ 3,575.00		
10/5/2021	3422	11150 Palmer Peak Pl	Majestic Custom Homes	\$ 18,000.00	\$ 625.00	\$ 3,500.00	\$ 75.00	3/7/2023	\$ 3,575.00		
3/1/2022	3569	12667 Enclave Scenic Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	3/22/2023	\$ 2,545.00	\$ 9,695.00	Mar-23
3/28/2022	3598	9879 Hidden Ranch Ct	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	4/4/2023	\$ 2,545.00		
10/19/2021	3430	11390 Palmer Peak Pl	Majestic Custom Homes	\$ 18,000.00	\$ 625.00	\$ 3,500.00	\$ 75.00	4/13/2023	\$ 3,575.00		
3/28/2022	3597	9891 Hidden Ranch Ct	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	4/14/2023	\$ 2,545.00		
3/28/2022	3608	10863 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	4/20/2023	\$ 2,545.00		
4/19/2022	3637	10451 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	4/20/2023	\$ 2,545.00	\$ 13,755.00	Apr-23
4/19/2022	3634	12923 Ranch Gate Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	5/9/2023	\$ 2,545.00		
10/18/2021	3429	11300 Palmer Peak Pl	Majestic Custom Homes	\$ 18,000.00	\$ 625.00	\$ 3,500.00	\$ 75.00	5/16/2023	\$ 3,575.00		
4/19/2022	3639	10435 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	5/18/2023	\$ 2,545.00		
4/19/2022	3638	10443 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	5/25/2023	\$ 2,545.00		
4/19/2022	3646	10862 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	5/25/2023	\$ 2,545.00		
4/19/2022	3641	10419 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	5/25/2023	\$ 2,545.00		
5/11/2022	3665	10879 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	5/25/2023	\$ 2,545.00		
4/19/2022	3645	10854 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	5/25/2023	\$ 2,545.00	\$ 21,390.00	May-23
4/19/2022	3633	12937 Ranch Gate Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	6/6/2023	\$ 2,545.00		
6/3/2022	3690	9733 Marble Canyon Way	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	6/6/2023	\$ 2,545.00		
4/17/2022	3647	10870 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	6/19/2023	\$ 2,545.00		
5/11/2022	3664	10887 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	6/19/2023	\$ 2,545.00		
5/11/2022	3663	10895 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	6/19/2023	\$ 2,545.00		
5/11/2022	3661	10918 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	6/30/2023	\$ 2,545.00		
4/19/2022	3648	10878 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	6/30/2023	\$ 2,545.00	\$ 17,815.00	Jun-23
10/5/2021	3423	11180 Palmer Peak Pl	Majestic Custom Homes	\$ 18,000.00	\$ 625.00	\$ 3,500.00	\$ 75.00	7/13/2023	\$ 3,575.00		
6/3/2022	3691	9772 Marble Canyon Wy	Century Communities	\$ 19,000.00	\$ 645.00	\$ 2,500.00	\$ 45.00	7/14/2023	\$ 2,545.00		
11/21/2022	3463	11241 Palmer Peak Pl	Majestic Custom Homes	\$ 18,000.00	\$ 625.00	\$ 3,500.00	\$ 75.00	7/18/2023	\$ 3,575.00		
5/11/2022	3658	10894 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 645.00	\$ 2,500.00	\$ 45.00	7/24/2023	\$ 2,545.00		
5/11/2022	3660	10910 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 645.00	\$ 2,500.00	\$ 45.00	7/24/2023	\$ 2,545.00		
6/3/2022	3689	9743 Marble Canyon Way	Century Communities	\$ 19,000.00	\$ 645.00	\$ 2,500.00	\$ 45.00	7/31/2023	\$ 2,545.00		
4/19/2022	3631	12965 Ranch Gate Dr	Century Communities	\$ 19,000.00	\$ 645.00	\$ 2,500.00	\$ 45.00	7/31/2023	\$ 2,545.00	\$ 19,875.00	Jul-23
2/19/2021	3284	12923 Stone Valley Dr	Creekstone Homes	\$ 18,000.00	\$ 625.00	\$ 3,500.00	\$ 75.00	8/25/2023	\$ 3,575.00		
6/3/2022	3679	10793 Rolling Mesa Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	8/25/2023	\$ 2,545.00		
6/3/2022	3682	10737 Rolling Mesa Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	8/25/2023	\$ 2,545.00	\$ 8,665.00	Aug-23
4/19/2022	3640	10427 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	10/2/2023	\$ 2,545.00		
4/19/2022	3642	10411 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	10/2/2023	\$ 2,545.00		
5/11/2022	3657	10886 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	10/24/2023	\$ 2,545.00		
6/3/2022	3692	9782 Marble Canyon Wy	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	10/31/2023	\$ 2,545.00		
6/3/2022	3685	10781 Rolling Mesa Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	10/31/2023	\$ 2,545.00		
6/3/2022	3680	10779 Rolling Mesa Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	10/31/2023	\$ 2,545.00	\$ 15,270.00	23-Oct
5/11/2022	3659	10902 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	11/2/2023	\$ 2,545.00		
5/11/2022	3662	10911 Rolling Peaks Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	11/2/2023	\$ 2,545.00	\$ 5,090.00	23-Nov
6/3/2023	3684	10709 Rolling Mesa Dr	Century Communities	\$ 19,000.00	\$ 655.00	\$ 2,500.00	\$ 45.00	12/15/2023	\$ 2,545.00	\$ 2,545.00	23-Dec

Total 2023 \$ 117,675.00



MERIDIAN SERVICE METROPOLITAN DISTRICT
Water, Wastewater, Parks and Recreation
11886 Stapleton Dr, Falcon, CO 80831
719-495-6567, Fax 719-495-3349

DATE: December 20, 2023
TO: MSMD Board of Directors
RE: Finance Committee Report

On December 20, 2023 the Board's Finance Committee, Directors Gabrielski and Sauer, met with Jennette Coe, Administrative & Financial Services Manager. The following is a summary of the meeting:

- The Finance Committee approved interim MSMD payments in the amount of \$840,970.92 and directed staff to add this to the Board's January 2024 agenda for ratification. The following
 - Browns Hill Engineering & Controls is for the Filter Plant Expansion.
 - Cherokee is for the semi-annual bond payment, Replacement Plan & October O&M.
 - Ridgeline Land Survey is for the Field House project.
 - Vivid Engineering is for the Filter Plant Expansion.

Submitted by:

A handwritten signature in black ink, appearing to read "Milton B. Gabrielski".

Milton B. Gabrielski, Finance Committee Chair

**Meridian Service Metropolitan District
Vendor Payment Register Report - Summary
Board Meeting - Payments to Ratify
December 20, 2023**

<u>Date</u>	<u>Type</u>	<u>Vendor</u>	<u>Amount</u>
12/20/23	ePayment	Aqueous Solution Inc.	\$ 2,121.20
12/20/23	Check	AsCrete Construction, Inc.	\$ 2,500.00
12/20/23	Check	Badger Meter	\$ 295.51
12/20/23	ePayment	BailOut Window Cleaning	\$ 30.00
12/20/23	ePayment	Browns Hill Engineering & Controls, LLC	\$ 202,085.00
12/20/23	ePayment	Cherokee MD	\$ 429,974.64
12/20/23	ePayment	Club Automation, LLC	\$ 1,830.06
12/20/23	Check	Colorado Springs Winwater	\$ 363.00
12/20/23	Check	Comcast - MRRC	\$ 467.56
12/20/23	Check	Comcast - Office	\$ 285.50
12/20/23	ePayment	CRS Community Resource Services	\$ 18,490.91
12/20/23	Virtual card	El Paso County Public Health Laboratory	\$ 210.00
12/20/23	Check	Every Child's Santa	\$ 600.00
12/20/23	Check	Fitness Gallery	\$ 6,936.04
12/20/23	Check	Grainger	\$ 398.92
12/20/23	Check	GTL Development Inc.	\$ 1,471.13
12/20/23	Check	Hobby Lobby	\$ 96.85
12/20/23	Check	Home Depot Credit Services	\$ 181.29
12/20/23	ePayment	Morgan Black	\$ 275.00
12/20/23	Check	MVEA	\$ 64,651.53
12/20/23	Check	Ridgeline Land Surveying LLC	\$ 15,674.19
12/20/23	Check	Shops at Meridian Ranch, LLC	\$ 5,046.33
12/20/23	ePayment	Starfish Aquatics Institute	\$ 129.00
12/20/23	Check	Tire King of Falcon	\$ 513.95
12/20/23	Check	Utility Notification Center of Colorado	\$ 241.23
12/20/23	Check	Vivid Engineering Group	\$ 22,700.00
12/20/23	Virtual card	Waste Management of Colorado Springs	\$ 925.26
Total Invoices	28	Bill.com Total	\$ 778,494.10
12/01/23	7340105316	El Paso County	\$ 34,910.95
12/20/23	13351	Cherokee MD	\$ 4,670.68
12/04/23	ACH	Club Auto	\$ 286.36
12/20/23	ACH	Divvy	\$ 22,608.83
# of Payments	30	Total Payment Amount	\$ 840,970.92

**Meridian Service Metropolitan District
Vendor Payment Register Report - Summary
Board Meeting - Payments to Approve
January 3, 2024**

<u>Date</u>	<u>Payment Type</u>	<u>Vendor</u>	<u>Amount</u>
01/03/24	ePayment	116 Pro Clean	\$ 3,734.50
01/03/24	ePayment	Aqueous Solution Inc.	\$ 1,078.24
01/03/24	Check	Batteries Plus Bulbs	\$ 179.75
01/03/24	ePayment	Beers Construction LLC	\$ 211,724.60
01/03/24	Check	Black Hills Energy	\$ 5,252.00
01/03/24	Virtual card	BrightView Landscape Services Inc.	\$ 10,170.00
01/03/24	ePayment	Browns Hill Engineering & Controls, LLC	\$ 3,290.00
01/03/24	ePayment	Carlson, Hammond & Paddock, LLC	\$ 5,347.79
01/03/24	Check	CEBT	\$ 19,584.11
01/03/24	Virtual card	Colorado Analytical Lab	\$ 359.00
01/03/24	ePayment	CRS Community Resource Services	\$ 16,873.53
01/03/24	ePayment	CSU Colorado Springs Utilities	\$ 2,145.49
01/03/24	Check	Grainger	\$ 929.55
01/03/24	ePayment	GROUND Engineering	\$ 15,800.00
01/03/24	ePayment	GSE Construction CO., Inc	\$ 176,700.00
01/03/24	ePayment	Jan-Pro of Southern Colorado	\$ 2,872.00
01/03/24	Check	John Deere Financial	\$ 375.91
01/03/24	Check	Lytle Water Solutions, LLC	\$ 16,453.38
01/03/24	Virtual card	Mug-A-Bug Pest Control	\$ 62.00
01/03/24	Check	RESPEC (formerly JDS Hydro)	\$ 12,831.42
01/03/24	ePayment	Rob's Septic Service & Porta-Pot Rental	\$ 600.00
01/03/24	Virtual card	Safeway	\$ 54.12
01/03/24	Check	Shops at Meridian Ranch, LLC	\$ 73.43
01/03/24	Virtual card	Special District Association of Colorado	\$ 1,237.50
01/03/24	ePayment	Spencer Fane LLP	\$ 4,809.00
01/03/24	Check	Tolin Mechanical Systems Company, LLC	\$ 2,379.00
01/03/24	Check	VertiCloud Networks LLC	\$ 2,931.80
01/03/24	Check	Weathercraft Co of Colorado Springs, Inc.	\$ 1,219.00

Total Invoices	27	Bill.com Total	\$ 519,067.12
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01/03/24	ACH	Conoco Fleet Services	\$ 1,197.57
01/03/24	13352	Michael and Michell Price	\$ 195.82

# of Payments	29	Total Payment Amount	\$ 520,460.51
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<u>Payroll Transactions</u>	<u>12/1/23-12/31/23</u>
BOD Payroll:	\$ 968.85
Bi-weekly Payroll:	\$ 289,706.75
Payroll & HR Services:	\$ 752.10
Total:	\$ 291,427.70

MSMD Operations Report for December 2023

Water operations completed the monthly Bac-T sampling for November with no issues. Monthly water meter reading and water usage performed on 12-28-23. Filter plant expansion is moving along, drywall is in and paint is on the walls. Electrical and plumbing still pending final connections. The gas line is and awaiting a meter. Perimeter fencing completed minus driveway gates and a small access gate. A damaged fire hydrant took place on 11-29-23 but requires a riser to bring up to grade scheduled for 1-3-24. A leak surfaced on the treated tank fill line on 12-13-23. An outside contractor was able to quickly respond to make the repair that day. Final backfill was completed the following week. The raw water line extension to service Latigo 2 and 3 wells is underway up to the first air vac. Construction crews taking a few weeks off for the holidays with construction scheduled to resume after the first of the new year.

The Parks and Drainage Department winterization has been completed. Tree removal continues along with snow plowing as needed.

Staff performed weekly infiltration gallery inspections and recorded water level logging data. Monthly flow measurement and calculations were taken on 12-26-23. Gallery inspection monitoring continues.

The Antler Creek Reservoir has been drained for the winter/maintenance and will be filled prior to the 2024 irrigation season. The golf course has completed their irrigation

Wastewater operations staff completed weekly composite sampling and drop off to Cherokee. Sewer line improvement for phase two is underway. Crews have completed install under Judge Orr and crossing a drainage channel. Construction crews will be taking a few weeks off during Christmas and New Years, starting back up after the first of the year. HVAC work continues to make-up air unit #1. An air mixer blower motor has been replaced but is requiring a pilot control valve. Parts have been ordered and scheduled for install the week of 12-26-23. A new hot water heater was installed at the lift station due to the existing heater sprung a leak requiring immediate attention.

A special thanks to crews for staying late in a blizzard to repair the water leak ensuring continued service to our residents. In combination of good tank levels and contractor coordination, the repair went very smooth, a little chilly but smooth.

Upcoming or continued water tasks:

- Monthly meter reading (completed ~~1-23-23, 2-23-23, 3-23-23, 4-27-23, 5-25-23, 6-21-23, 7-31-23, 8-30-23, 9-29-23, 10-30-23, 11-29-23, 12-28-23~~)
Monthly Bac-T sampling (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sept, Oct, Nov, Dec)
- ~~1st Quarter monitoring and sampling~~
- ~~2nd Quarter monitoring and sampling~~
- ~~3rd Quarter monitoring and sampling~~
- ~~4th Quarter monitoring and sampling~~
- ~~Sanitary Survey~~
- ~~Lead and Copper Sampling (bi-yearly) (dropped off 4-19-23, results received 4-27-23, dropped off 8-17-23, results received 8-24-23...Completed)~~

Upcoming or continued parks and drainage:

- Continue irrigation repairs/testing (in progress)
- ~~2023 annual backflow testing (100% completed)~~
- ~~Irrigation spring start up~~
- ~~Irrigation winterization~~
- Continue fence repairs (in progress)
- Mulch/rock replacement in planter beds (met with Landscape Endeavors for a couple of beds) (underway)
- Dead tree removal / New tree planting (in progress)

Upcoming or continued wastewater tasks:

- Sewer force main air vac maintenance/vault inspections (on-going)
- Sewer force main flow meter replacement/relocate
- Bar Screen Maintenance (Scheduled for install after the first of the year)
- Infiltration pit maintenance (on-going)
- Sewer line maintenance (on-going)

Parks, Open Space and Grounds

Board Report

We have spent the last month working on getting some rules and regulations signs up at the parks around property.

We have a few playgrounds with some broken equipment, slides, and spring riders. The slides are going to be replaced under warranty, but the spring rider will not be covered under warranty due to misuse. The broken equipment has been removed and we are waiting for the replacements.

We have added snow marker stakes around property this year to help with reducing plow damage of the irrigation and landscape.

We are in an ongoing process of removing dead trees around property and fixing fencing that is in need of repair.

Brightview was out these last few weeks finishing up some native mowing that was skipped along the open space between Rainbow Bridge and Rolling Hills, and Winding Walk open space.

Graffiti is still a problem even in the cold months and we have gone around and covered up the vandalism under our bridges and will keep a close eye on it to keep up with the issue.

Every winter we have issues with people walking and playing on our frozen ponds and we are going around and adding more "Danger Thin Ice" signs around the ponds to help deter people from trespassing.

It was brought to our attention in the last board meeting that we have a problem with dogs off leash and their owners not in full control of their dogs, so I am in the process of getting some signs ordered to put along our trail system to reiterate the Leash Law in Meridian Ranch.

Thanks,

Aleks Myszkowski

MSMD Recreation Board Report

January 3, 2024

Usage Numbers December 1-25, 2023

Total Attendance – 8632

Childcare attendance – 232

Group Ex – 687 Participants. 596 were members. \$291 from non-members

Parties – 1 After hours pool party for a Shriever Squadron.

Revenue collected - **\$10,485.50**

Monthly Recap:

The recreation center slowed down for general usage in December as it does every year. We have been cleaning, organizing, and planning for the new year to ensure we start the year off right.

- Group exercise participation slightly dipped from November due to instructors being on vacation and taking time off around the Holidays. We expect to see class participation rise in January with the addition of a new class.
- The sports department finished up the youth basketball session on December 23rd and will move into another Basketball session in January of 2024.
- Childcare remains consistent and they hosted two parents' night out in December which both had full registration.
- Aquatics is continuing group and private swim lessons and will be working on getting all the lifeguards recertified in February with a new Red Cross update. Both aquatics leads completed their Lifeguard Instructor recertification in December of 2023.
- We hosted the annual Cookies with Santa on December 9th and had slim participation. I contribute this to the weather, and the city having the parade of lights on the same evening.
- Maintenance on the building has been routine with a lot of rearranging. Our loft in the downstairs storage room has been completed and is beautiful. We are now putting the room back together with the additional square footage. We received additional fitness equipment and redesigned the upstairs fitness floor. In the pools, we will have the valve work completed in the indoor pump room in January, and well as our annual UV maintenance. We expected this to be completed in December but schedule conflicts from the contractor pushed us back.

December 12, 2023

A Professional Corporation
for Architecture/Planning

Mr. Jim Nikkel PE
General Manager
Meridian Service Metropolitan District
11886 Stapleton Drive
Falcon CO 80831

430 North Tejon Street
Colorado Springs
Colorado
80903

RE: MERIDIAN RANCH OFFICE BUILDING

Jim,

719.473 8446
lka@lkapartners.com

This letter is our proposal to provide design services for the new Meridian Ranch Office Building. The office building is to be located northeast of the Meridian Ranch Fieldhouse on the same property.

The building square footage based on the preliminary study shall be approximately 2,500 square feet.

The proposal includes typical architectural and engineering services.

Submittals to El Paso County and to the Pikes Peak Building Department for permitting are included in this proposal.

The proposal includes the following consultants:

Structural Engineering	HCDA Engineers
Mechanical, Electrical Plumbing Engineering	PLANT Engineering Consultants
Landscape Architecture	William Guman & Associates

Art Klein Construction has been selected by MSMD to cost and construct the Fieldhouse. This proposal assumes the Office building will be costed and constructed by Art Klein as well.

As with the Fieldhouse, the civil design shall be performed and documented by Tech Contractors Engineering and shall contract directly with MSMD for this work. They shall incorporate the Office Building documentation into the Fieldhouse submittal to the County. Tech Contractors is coordinating the traffic study for the Fieldhouse and Office Building as a part of the County Submittal.

The proposal assumes typical construction administration activities such as weekly Owner Architect Contractor meetings and weekly field progress reports. These tasks will be conducted in association with the construction of the fieldhouse.

The total revised fee proposed is \$ 99,533.00

If the proposal is acceptable, please sign and return this letter.

Principals:
James M. Strange
Douglas E. Hahn

Sincerely
The LKA PARTNERS, Inc.

Jim Strange, RA, A4LE
Principal

Meridian Service Metro District

Jim Nikkel
General Manager