

# **KREMMLING SANITATION DISTRICT**

200 Eagle Avenue  
PO Box 538  
Kremmling, CO 80459

(970) 724-3249  
<https://www.kremmlingsd.org>

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## **REGULAR BOARD MEETING**

### **AGENDA**

**March 9, 2026**

**6:00 PM**

Google Meet joining info:

Video call link: <https://meet.google.com/spv-mmmv-jtb>

Or dial: (US) +1 252-371-1068 PIN: 228 910 551#

1. CALL TO ORDER
2. PUBLIC COMMENT (Comments limited to 5 minutes per person)  

Comments will be received on non-agenda items at this time. No board action will be taken on issues raised during public comment. Please state your name for the record when called upon.
3. APPROVAL OF PREVIOUS MEETING MINUTES
  - a. Approval of minutes from the February 9, 2026, regular meeting
4. FINANCE
  - a. Approval of the February 10, 2026 – March 10, 2026, expenditure report
  - b. Discuss the Budget to Actuals Report dated January 31, 2025
  - c. Discuss the Investment of District Funds
5. OPERATOR'S REPORT
  - a. Report on Compliance Labs and Plant Activity
6. ENGINEER'S REPORT
  - a. Report on 1805 E Park Ave Project
  - b. Report on Main Line Ownership Matter
7. MANAGERS' REPORTS
  - a. Adopt Resolution 2026-03-01, Employee Handbook
  - b. Adopt Resolution 2026-03-02, Resolution Adopting Policy
    - i. Policy on Governance
    - ii. Policy on Conflicts of Interest
    - iii. Policy on Investments

- iv. Policy on Open Records
- c. Discuss Town Hall Reserve Study
- d. Discuss Civic Plus and Director Laptops
- e. Discuss Hill Holdings Sewer Usage Calculation

#### 8. EXECUTIVE SESSION

- a. Discussion of ownership and easements to certain alley parcels and sewer lines, a matter that involves the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest, pursuant to CRS 24-6-402(4)(a).
- b. Discussion of accounting services, for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, pursuant to CRS 24-6-402(4)(e).

#### 9. ACTION AS A RESULT OF EXECUTIVE SESSION

#### 10. ADJOURNMENT

# KREMMLING SANITATION DISTRICT RECORD OF PROCEEDINGS

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## Regular Meeting Minutes

February 9, 2026

A regular meeting of the Board of Directors (Board) of the Kremmling Sanitation District (District) was held on February 9, 2026, at 6:00 PM at the Kremmling Town Hall, 200 Eagle Avenue, Kremmling, Colorado, online using Google Meet. Links and call-in information were provided.

### **ATTENDANCE**

#### Directors Present

Noble Underbrink, President  
Dave Sammons, Vice President  
Alan Hassler, Secretary/Treasurer  
Stuart Heller, Assistant Secretary  
Rory Menhennett, Assistant Secretary

#### Staff

Jack Seward, District Manager  
Rich Rosene, Project Manager  
Scott Weber, Superintendent  
Thom Yoder, Operator in Responsible Charge  
Trista Petefish, Utility Billing Clerk

### **1. CALL TO ORDER**

After notice was duly given and posted in accordance with Colorado law, the meeting was called to order by Mr. Underbrink at 5:57 PM.

### **2. PUBLIC COMMENT**

None.

### **3. APPROVAL OF MINUTES**

Mr. Seward presented the minutes of the January 12, 2026, regular meeting.

Mr. Sammons made a motion to approve the minutes with the typos corrected. Mr. Menhennett seconded the motion, which unanimously carried.

Mr. Seward presented the minutes of the January 26, 2026, special meeting.

Mr. Hassler made a motion to approve the minutes as presented. Mr. Heller seconded the motion, which unanimously carried.

### **4. APPROVAL OF EXPENDITURES**

a. Mr. Seward presented the expenditure report dated January 13, 2026 – February 9, 2026.

Mr. Hassler made a motion to (i) approve the expenditure report dated January 13, 2026 – February 9, 2026, in the amount of thirty thousand seventy-five dollars and forty-two cents (\$30,075.42) and (ii) authorize the payment of all accounts, including current payables, in conformance with budgetary appropriations. Mr. Heller seconded the motion, which unanimously carried.

b. Mr. Seward presented the budget to actual report for December 31, 2025. Mr. Seward noted multiple items that should be in the 2025 period instead of 2026. The errors will be corrected with Town staff.

### **5. OPERATOR'S REPORT**

Mr. Weber and Mr. Yoder presented the operator's report. Mr. Weber reported that the compliance results are within normal compliance standards. Mr. Weber has started to calculate the base cost for the irrigation water reuse system.

### **6. ENGINEER'S REPORT**

Mr. Seward and Mr. Weber presented the engineer's report from Element Engineering.

a. Mr. Seward reported on the CDOT lift station and sewer main line. The Board engaged in discussion regarding the CDOT lift station and main line ownership.

b. Mr. Seward reported that the reuse documents for Ceriani Park have been completed and have been submitted to CDPHE.

- c. Mr. Seward presented the Resolution 2026-02-01, a Resolution Adopting Development Standards with the changes discussed in January. The Board reviewed the changes made. Mr. Heller made a motion to adopt Resolution 2026-02-01, a Resolution Adopting Development Standards. Mr. Sammons seconded the motion, which unanimously carried.

## **7. MANAGER'S REPORT**

Mr. Seward presented the manager's report.

- a. Mr. Seward presented the three proposals for legal counsel. The Board discussed the three proposals and the interviews they conducted during last month's special meeting. Mr. Sammons abstained from the discussion since he was unable to attend the special meeting. Mr. Hassler made a motion to appoint Joe Norris of Cockrel Ela Glesne Greher & Ruhland, PC as the District's general and water counsel. Mr. Heller seconded the motion, which unanimously carried.
- b. Mr. Seward presented the updated organizational chart to the Board.
- c. Mr. Seward presented the McMahan and Associates engagement letter. Mr. Sammons made a motion to approve the engagement letter with McMahan and Associates for the 2025 Audit. Mr. Menhennett seconded the motion, which unanimously carried.
- d. Mr. Seward presented Resolution 2026-02-02, a Resolution Adopting Policy. The Board requested to table Resolution 2026-02-02 until staff can engage with new legal counsel.
- e. Mr. Seward presented Resolution 2026-02-03, a Resolution to adopt Employee Handbook. The Board discussed the changes compared to the current handbook. Mr. Seward will discuss the changes with the insurance company and make adjustments as requested.
- f. Mr. Seward reported on compliance matters.
  - i. Mr. Seward reported on the Hill Holdings dispute. The Board discussed how to price the new tap fees and the possibility of a payment plan. Mr. Seward will present options to the Board at next month's meeting.
  - ii. Mr. Seward reported on the Muddy Creek Cabins. The Town is updating its utility billing for water to 31 units. The Board discussed the need to correct their sewer billing and evaluate tap information. Mr. Seward will present options to the Board at next month's

meeting.

**8. EXECUTIVE SESSION**

Mr. Hassler made a motion to enter into executive session pursuant to CRS 24-6-402(4)(a), for discussion of ownership of sewer lines, a matter that involves the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest. Mr. Sammons seconded the motion, which unanimously carried.

The Board entered into executive session at 8:07 PM and exited executive session at 8:26 PM.

**9. ACTION AS A RESULT OF EXECUTIVE SESSION**

Mr. Hassler made a motion to direct staff to seek bills of sale for the sewer main line within the alley of Park Avenue and Central Avenue, east of 17<sup>th</sup> Street. Mr. Sammons seconded the motion, which unanimously carried.

**10. ADJOURNMENT**

There being no further business to come before the Board, Mr. Sammons made a motion to adjourn the meeting. Mr. Hassler seconded the motion, which unanimously carried. The Board adjourned at 8:28 PM

The foregoing represents a true and accurate representation of the proceedings of the Board's regular meeting held on February 9, 2026



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Jack Seward  
Recording Secretary

Kremmling Sanitation District  
Town of Kremmling

Payment Approval Report - Council Approval  
Report dates: 2/10/2026-3/9/2026

Page: 1  
Mar 05, 2026 03:40PM

Report Criteria:

Invoices with totals above \$0.00 included.  
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>Kremmling Sanitation</b>								
<b>00-002-2140</b>								
1013	CEBT	2026-03	HEALTH, DENTAL & LIFE INS	02/26/2026	2,418.73	.00		
Total 00-002-2140:					2,418.73	.00		
Total :					2,418.73	.00		
<b>Administration</b>								
<b>00-200-6025</b>								
1062	MCAHAN AND ASSOCIATES L	20148	AUDIT	11/30/2025	16,876.00	.00		
Total 00-200-6025:					16,876.00	.00		
<b>00-200-6050</b>								
1056	KREMMLING CHAMBER OF CO	1891	MEMBERSHIP	12/08/2025	105.00	.00		
Total 00-200-6050:					105.00	.00		
<b>00-200-6065</b>								
1004	BANKCARD CENTER	02/19/2026 RI	MICROSOFT	02/19/2026	13.13	.00		
1154	STREAMLINE	84A790A3-001	STREAMLINE FLEX 3/1 - 4/1/26	03/01/2026	140.00	.00		
Total 00-200-6065:					153.13	.00		
<b>00-200-6100</b>								
1169	CEGR LAW	2/28/2026	ATTORNEY FEE	02/28/2026	591.00	.00		
Total 00-200-6100:					591.00	.00		
<b>00-200-6180</b>								
1088	TOWN OF KREMMLING	1053	FEB 26 SHARED SERVICES	03/01/2026	5,833.33	.00		
Total 00-200-6180:					5,833.33	.00		
<b>00-200-6200</b>								
1066	MOUNTAIN PARKS ELECTRIC I	2/20/2026	CONVENIENCE FEE	02/20/2026	2.00	.00		
Total 00-200-6200:					2.00	.00		
Total Administration:					23,560.46	.00		
<b>Collections</b>								
<b>00-300-6060</b>								
1004	BANKCARD CENTER	02/19/2026 SC	ELECTRICAL BREAKER	02/19/2026	48.00	.00		
1069	NORTHWEST RANCH SUPPLY	03/04/2026	POND WALKWAY	03/04/2026	107.64	.00		
Total 00-300-6060:					155.64	.00		
<b>00-300-6155</b>								
1163	ASSOCIATION RESERVES - CO	58135-0FP	FULL RESERVE STUDY BAL DU	02/16/2026	1,590.00	.00		
1108	UTILITY NOTIFICATION CENTE	226020957	811 LOCATES	02/28/2026	53.19	.00		

Kremmling Sanitation District  
Town of Kremmling

Payment Approval Report - Council Approval  
Report dates: 2/10/2026-3/9/2026

Page: 2  
Mar 05, 2026 03:40PM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 00-300-6155:					1,643.19	.00		
<b>00-300-6190</b>								
1001	ACZ LABORATORIES INC	102506	COMPLIANCE LABS	02/20/2026	459.60	.00		
1090	USA BLUEBOOK	INV00951476	LAB SUPPLIES	02/02/2026	222.43	.00		
Total 00-300-6190:					682.03	.00		
<b>00-300-6210</b>								
1004	BANKCARD CENTER	02/19/2026 SC	OFFICE CHAIR	02/19/2026	149.97	.00		
1069	NORTHWEST RANCH SUPPLY	03/04/2026	PROPANE HAND TORCHES	03/04/2026	23.48	.00		
1069	NORTHWEST RANCH SUPPLY	03/04/2026	IRRIGATION BOOTS	03/04/2026	115.00	.00		
1069	NORTHWEST RANCH SUPPLY	03/04/2026	PICK UP STICK	03/04/2026	29.99	.00		
1069	NORTHWEST RANCH SUPPLY	03/04/2026	BRASS BRUSH WHEEL	03/04/2026	10.49	.00		
1069	NORTHWEST RANCH SUPPLY	03/04/2026	GIANT ANGLE BROOM	03/04/2026	22.99	.00		
Total 00-300-6210:					351.92	.00		
<b>00-300-6250</b>								
1004	BANKCARD CENTER	02/19/2026 SC	PSI EXAM	02/19/2026	104.00	.00		
1004	BANKCARD CENTER	02/19/2026 SC	CO RURAL WATER REGISTRATI	02/19/2026	320.00	.00		
Total 00-300-6250:					424.00	.00		
<b>00-300-6300</b>								
1066	MOUNTAIN PARKS ELECTRIC I	2/20/2026	416 S 3RD ST	02/20/2026	69.14	.00		
1066	MOUNTAIN PARKS ELECTRIC I	2/20/2026	MCELROY SWR PMP	02/20/2026	46.00	.00		
Total 00-300-6300:					115.14	.00		
<b>00-300-6310</b>								
1004	BANKCARD CENTER	02/19/2026 SC	VISIONARY	02/19/2026	110.34	.00		
1014	CENTURY LINK	FEB. 19, 2026	970-724-9259 967B (PLANT PHO	02/19/2026	104.37	.00		
1066	MOUNTAIN PARKS ELECTRIC I	2/20/2026	345 MARTIN WAY BLOWERS	02/20/2026	6,595.42	.00		
1066	MOUNTAIN PARKS ELECTRIC I	2/20/2026	345 MARTIN WAY SEWER LAGO	02/20/2026	958.26	.00		
1091	VERIZON WIRELESS	6135971036	CELL PHONE	02/13/2026	103.62	.00		
1094	WASTE MANAGEMENT-HOT SU	490891	TRASH SERVICE	03/02/2026	332.71	.00		
1101	XCEL ENERGY	967586662	345 MARTIN WAY	03/03/2026	381.54	.00		
Total 00-300-6310:					8,586.26	.00		
<b>00-300-6320</b>								
1128	GRAND COUNTY COLORADO	INV05846	FUEL & SURCHARGE	03/01/2026	388.18	.00		
Total 00-300-6320:					388.18	.00		
<b>00-300-6351</b>								
1059	K-TOWN NAPA	080724	SKAG MOWER	12/08/2025	415.84	.00		
1059	K-TOWN NAPA	083055	CHEVY PICK UP SERVICE	02/12/2026	100.00	.00		
Total 00-300-6351:					515.84	.00		
<b>00-300-6400</b>								
1004	BANKCARD CENTER	02/19/2026 SC	NITRIFYING BAGS	02/19/2026	2,575.00	.00		
1004	BANKCARD CENTER	02/19/2026 SC	ADVANCED MICROBIAL SOL RE	02/19/2026	300.00-	.00		
1170	BRI-CHEM SUPPLY CORP. LLC	104397	SODAASH	02/16/2026	827.12	.00		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
					3,102.12	.00		
					15,964.32	.00		
					41,943.51	.00		
					41,943.51	.00		

Dated: \_\_\_\_\_

Treasurer: \_\_\_\_\_

District Manager: \_\_\_\_\_

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Report Criteria:

Includes only accounts with balances or activity

Includes grand totals

Formatted Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Remaining Budget
<b>Kremmling Sanitation</b>				
<b>Sanitation Revenue</b>				
00-100-3000	GENERAL PROPERTY TAXES	2,981.31	59,249.00	56,267.69
00-100-3010	SPECIFIC OWNERSHIP TAXES	265.08	2,500.00	2,234.92
00-100-3100	TAP FEES	10,275.00	80,000.00	69,725.00
00-100-3200	SEWER CHARGES	.00	847,740.00	847,740.00
00-100-3400	PAYMENT FROM TOWN	.00	1,560.00	1,560.00
00-100-3500	INTEREST EARNED	1,854.21	25,000.00	23,145.79
00-100-3550	MISCELLANEOUS INCOME	.00	1,000.00	1,000.00
00-100-3600	GRANTS AND LOANS	.00	136,835.00	136,835.00
Total Sanitation Revenue:		15,375.60	1,153,884.00	1,138,508.40
<b>Administration</b>				
00-200-4000	SALARIES	.00	.00	.00
00-200-4005	DIRECTOR FEES	200.00	3,250.00	3,050.00
00-200-4010	PART-TIME SALARIES	3,274.00	29,484.00	26,210.00
00-200-4030	WORKERS COMPENSATION INSURAN	3,044.00	3,044.00	.00
00-200-4050	RETIREMENT & TAXES	272.74	2,701.00	2,428.26
00-200-6025	AUDIT	.00	17,000.00	17,000.00
00-200-6050	DUES / SUBSCRIPTIONS	1,029.30	2,035.00	1,005.70
00-200-6065	IT SERVICES	2,478.72	7,840.00	5,361.28
00-200-6075	CASUALTY INSURANCE	19,975.00	19,975.00	.00
00-200-6100	LEGAL	82.50	15,000.00	14,917.50
00-200-6175	BUILDING REPAIRS - TOWN HALL	1,260.00	12,000.00	10,740.00
00-200-6180	PAYMENT TO TOWN	11,666.66	58,140.00	46,473.34
00-200-6185	EMERGENCY RESERVE	.00	34,617.00	34,617.00
00-200-6200	SUPPLIES AND EXPENSES	4.00	5,000.00	4,996.00
00-200-6250	TRAINING	.00	.00	.00
00-200-6285	TREASURER'S FEE	149.06	2,963.00	2,813.94
00-200-6300	UTILITIES - TOWN HALL	.00	2,256.00	2,256.00
Total Administration:		43,435.98	215,305.00	171,869.02
<b>Collections</b>				
00-300-4000	SALARIES	18,521.50	156,800.00	138,278.50
00-300-4010	PART-TIME SALARIES	4,399.00	56,280.00	51,881.00
00-300-4050	RETIREMENT & BENEFITS	4,536.17	58,395.00	53,858.83
00-300-4100	OVERTIME	1,353.75	11,230.00	9,876.25
00-300-6060	LAGOON MAINTENANCE & REPAIRS	57.22	22,000.00	21,942.78
00-300-6065	REUSE MAINTENANCE & REPAIRS	.00	15,160.00	15,160.00
00-300-6078	COLLECTION MAINT & REPAIR	.00	37,100.00	37,100.00
00-300-6082	DISCHARGE & REUSE PERMITS	.00	6,500.00	6,500.00
00-300-6155	ENGINEERING & TECHNICAL SERVIC	1,630.94	10,000.00	8,369.06
00-300-6190	LAB TESTS & SUPPLIES	1,170.82	13,865.00	12,694.18
00-300-6210	GENERAL SUPPLIES	815.72	5,000.00	4,184.28
00-300-6250	TRAINING	667.00	6,000.00	5,333.00
00-300-6300	UTILITIES-LIFT STATIONS	218.94	1,386.00	1,167.06
00-300-6310	UTILITIES-LAGOONS & REUSE	15,511.20	119,676.00	104,164.80
00-300-6320	VEHICLES - FUEL	203.22	5,000.00	4,796.78
00-300-6351	VEHICLES-REPAIRS	471.30	5,000.00	4,528.70

Formatted Account Number	Account Title	2026-26 Current year Actual	2026-26 Current year Budget	Remaining Budget
00-300-6400	CHEMICALS	870.80	17,445.00	16,574.20
00-300-6520	DAMAGE CLAIMS	.00	500.00	500.00
00-300-7000	CAPITAL IMPROVEMENTS	91,678.69	390,520.00	298,841.31
00-300-7001	CAPITAL IMPROVEMENT RESERVES	.00	172,000.00	172,000.00
Total Collections:		142,106.27	1,109,857.00	967,750.73
Kremmling Sanitation Revenue Total:		15,375.60	1,153,884.00	1,138,508.40
Kremmling Sanitation Expenditure Total:		185,542.25	1,325,162.00	1,139,619.75
Total Kremmling Sanitation:		170,166.65-	171,278.00-	1,111.35-
Grand Totals:		170,166.65-	171,278.00-	1,111.35-

Report Criteria:

- Includes only accounts with balances or activity
- Includes grand totals

Cash Accounts  
As of March 1, 2026

UBB Business Interest Checking	\$52,209.76
UBB MMA Special Rates	\$50,861.12
COLO Trust Plus +	\$269,286.45
<u>COLO Trust Edge</u>	<u>\$237,805.52</u>
Total Cash on Hand	\$610,162.85

Cash Account Interest Rates  
As of March 1, 2026

UBB Business Interest Checking	0.08%
UBB MMA Special Rates	3.56%
COLO Trust Plus +	3.79%
COLO Trust Edge	3.90%

# KREMMLING SANITATION DISTRICT

MARCH 9<sup>TH</sup> 2026

## OPERATORS REPORT

February compliance lab results

February plant performance

March compliance labs sent to ACZ

1805 Park Avenue connected

200 South 7<sup>th</sup> service replacement

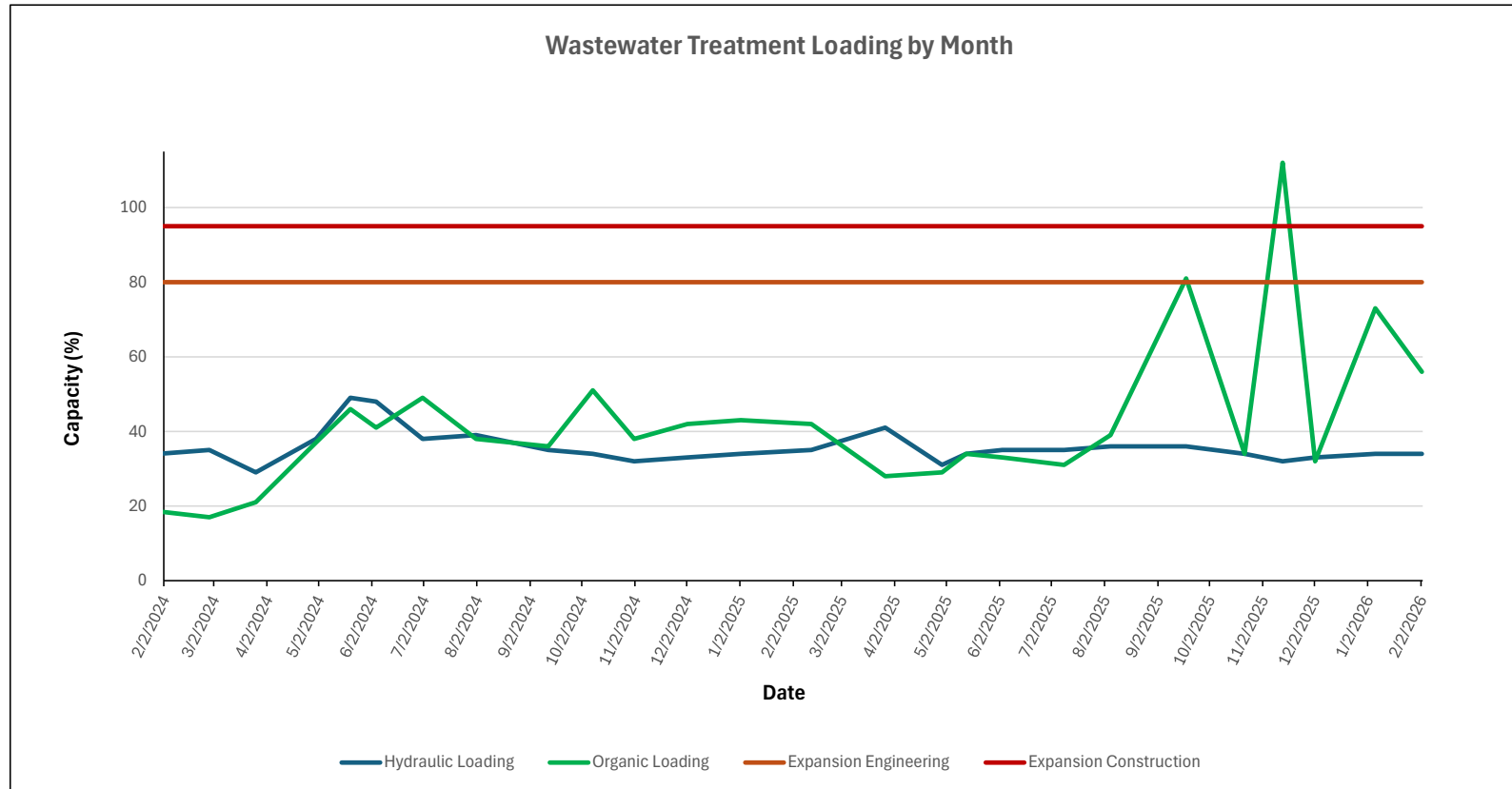
811 Exactix system update

CDOT lift station and mainline update

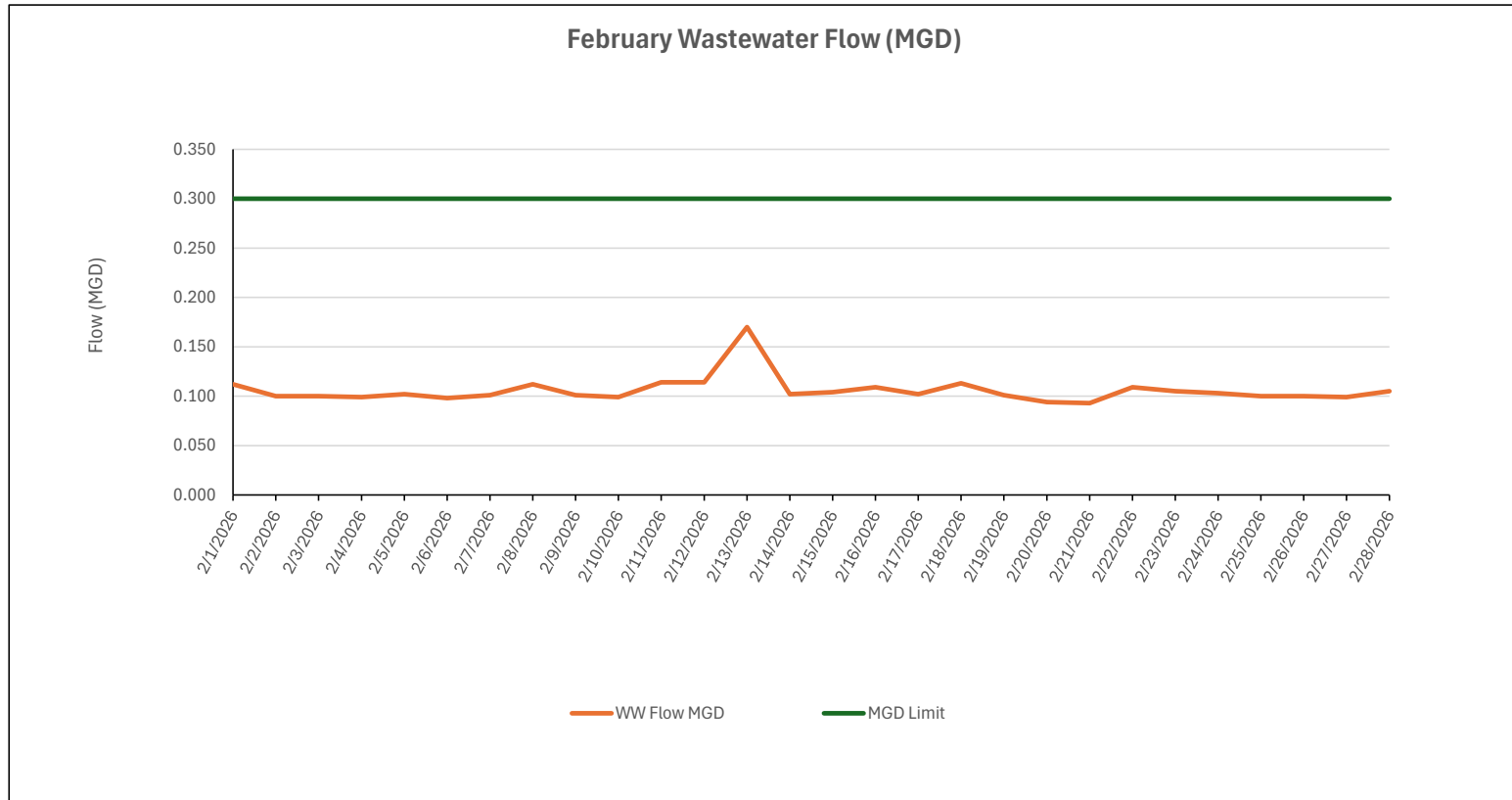
CRWA conference March 16<sup>th</sup>-19<sup>th</sup>

## February 2026 Wastewater Performance

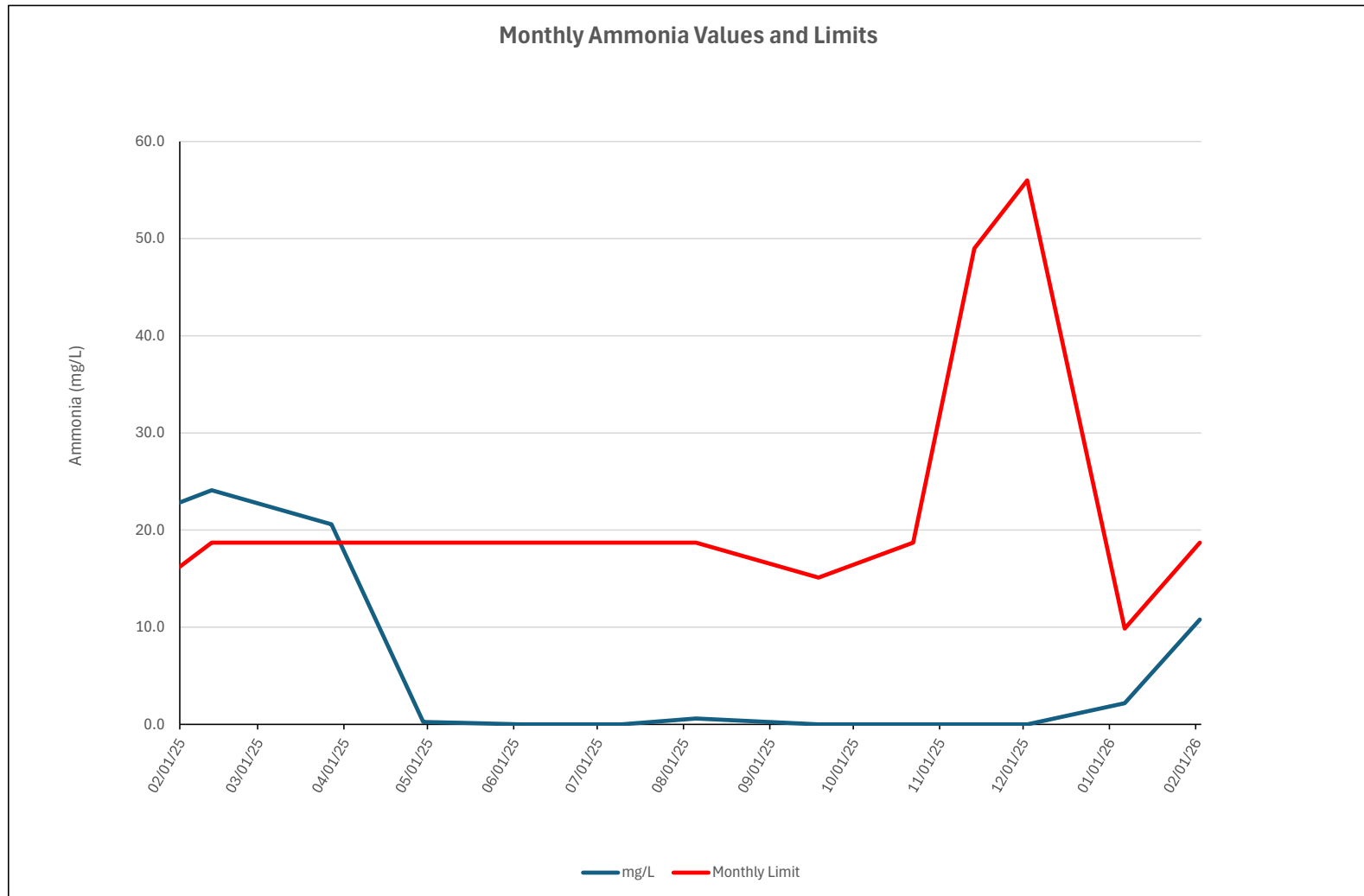
Sample date: 2/2/26



Effluent Parameters	Permit Limit	Monthly Reported Values	Influent Parameters	Monthly Reported Values
BOD (mg/L)	30-45 mg/L	7.0 mg/L	Hydraulic % Capacity	34%
BOD % Removal	85% minimum	98.3%	Organic % Capacity	56%
TSS (mg/L)	75-110 mg/L	3.6 mg/L	BOD (mg/L)	403 mg/L
Ammonia	18.7 mg/L	10.8 mg/L	TSS (mg/L)	136 mg/L
E. coli (#/100mL)	1088-2176	7 #/100mL		
pH	6.5 - 9.0 SU	7.02 - 7.19 SU		



	Wastewater Plant Flows (Kgal/Day)
<b>Average</b>	0.106
<b>Minimum</b>	0.093
<b>Maximum</b>	0.170
<b>% Flow</b>	35%





## ENGINEER'S PROGRESS REPORT

**TO:** Kremmling Sanitation District Board  
**FROM:** Element Engineering, LLC  
**DATE:** March 9<sup>th</sup>, 2026  
**SUBJECT:** Progress Report on Current Projects

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### **GENERAL ENGINEERING**

All re-use documents regarding Ceriani Park have been completed, signed, and submitted to CDPHE. We have received a request for information on the submittal and are preparing a response.

### **COLLECTION SYSTEM IMPROVEMENTS**

Element contacted Fones Construction to get an updated construction schedule. They are currently on vacation and will get us a schedule when they return.

### **DEVELOPMENT COORDINATION**

#### Sunrise Annexation

We have had no recent correspondence related to the development.

#### K-Town North

Mike Johnston will be revising the plans to include an alley for sewer line access.

**KREMMLING SANITATION DISTRICT****RESOLUTION 2026-03-01****RESOLUTION ADOPTING EMPLOYEE HANDBOOK**

**WHEREAS**, the Kremmling Sanitation District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, located in the County of Grand, Colorado, and is a duly organized and existing special district pursuant to C.R.S. § 32-1-101 *et seq.*

**WHEREAS**, the Board of Directors (the “Board”) has the management, control, and supervision of all the business and affairs of the District, pursuant to C.R.S. § 32-1-1001(1)(h).

**WHEREAS**, the Board may appoint, hire, and retain agents, employees, engineers, and attorneys pursuant to C.R.S. § 32-1-1001(1)(j).

**WHEREAS**, the Board may appoint, exercise all rights and powers necessary or incidental to or implied from the specific powers granted to special districts pursuant to C.R.S. § 32-1-1001(1)(n).

**WHEREAS**, the District presently employs various employees to provide the services of the District and desires to clarify its employment practices through the promulgation of an updated employee handbook, which will provide the compilation of employment-related policy and establish the general terms and conditions of employment.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Kremmling Sanitation District as follows:

1. Employee Handbook. Exhibit A, attached hereto and incorporated by this reference, is adopted as the District’s Employee Handbook.
2. Repeal of Prior Inconsistent Policy. Any prior policy inconsistent herewith is repealed effective immediately.
3. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.
4. Effective Date. This Resolution shall take effect immediately upon adoption.

ADOPTED by the Board this 9th day of March 2026.

**KREMMLING SANITATION DISTRICT**

By: \_\_\_\_\_  
Noble Underbrink  
President

ATTEST:

\_\_\_\_\_  
Alan N. Hassler  
Secretary

**Exhibit A**  
**Employee Handbook**

# **KREMMLING SANITATION DISTRICT**

## **Employee Handbook**

2026

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1. Introduction

1.1. Introduction

This Employee Handbook (Handbook) is a compilation of personnel policies, practices, and procedures currently in effect at the Kremmling Sanitation District (District). The Handbook is designed to introduce employees to the District, familiarize employees with District policies, provide guidelines on work rules and benefits, establish the terms and conditions of employment with the District, and help answer many of the questions that may arise in connection with an employee’s employment with the District.

The purpose of the Handbook is to provide employees with an explanation of the District’s policies and practices, and it establishes the expectations of employees and the processes of the District as an employer. This Handbook is an overview; it cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the District Manager.

## 1.2. Code of Ethics

The District is committed to conducting business with transparency, integrity, and respect. This Code of Ethics outlines the principles to guide employees' professional behavior and decisions. All employees, regardless of role or seniority, are expected to uphold these principles.

The District expects all employees to act with honesty and integrity in all matters by communicating truthfully and respectfully, not engaging in fraud, deception, or misrepresentation, and honoring commitments and taking responsibility for their actions. Employees are expected to treat others with dignity, fairness, and respect.

The District values diversity and will not tolerate discrimination or harassment. Additionally, the District promotes a workplace free of bullying, intimidation, or unfair treatment, and respects different opinions and constructive feedback. All employees are expected to follow all applicable federal, state, and local laws and regulations as well as the District's internal policies, rules, and procedures. Employees should report any suspected violations promptly and in good faith to the District Manager.

The District and its employees protect sensitive information. Employees are expected to keep personal and customer information secure and confidential. Employees should only access or share information as required for their job responsibilities.

Employees must avoid situations where personal interests could conflict with the District's interests. Employees are expected to disclose any potential or actual conflicts of interest, refrain from using their position for personal gain, and not accept gifts or favors that could influence their decisions.

At the District, all employees contribute to a safe, healthy and productive workplace. All employees must follow all health and safety protocols, report hazards, injuries or unsafe conditions immediately, and refrain from engaging in or tolerating violence, threats, or substance abuse.

Employees are accountable for their behavior and actions. The District encourages a culture of openness and ethical responsibility. Employees should report misconduct or unethical behavior to the District Manager, cooperate with investigations and maintain confidentiality during the process.

Employees are expected to use District assets responsibly. Employees must use resources, time and equipment for legitimate business purposes. Employees should also protect company property from misuse, loss or theft.

By working at the Kremmling Sanitation District, employees agree to uphold this Code of Ethics and contribute to a positive, ethical and respectful workplace.

Violations of this Code of Ethics may result in disciplinary action, up to and including termination.

### 1.3. Revisions to Handbook

The District is committed to maintaining an up-to-date Handbook that reflects current laws, best practices and District policies. Because of evolving business needs and legal requirements, the District reserves the right to modify, revise or eliminate any policy, procedure or provision in the Handbook at any time and for any reason. The District will notify employees of any significant revisions to the Handbook promptly and make a revised version of the Handbook available to all employees. This Handbook supersedes all previously issued handbooks and employment policies.

## 2. Anti-discrimination and Harassment

### 2.1. Discrimination Is Prohibited

The District is an equal opportunity employer and makes all employment decisions without regard to race (including hair texture, hair type or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros and headwraps), religion, color, sex (including pregnancy, sexual orientation, gender expression and gender identity), national origin, disability, age, ancestry, creed, genetic information, marital status or any other status protected under applicable federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. The District seek to comply with all applicable federal, state and local laws related to discrimination and harassment, and will not tolerate interference with the ability of any of the District's employees to perform their job duties.

Harassment is defined as:

- 2.1.1.1. Unwelcome conduct or communication.
- 2.1.1.2. Directed at an individual because of their membership, or perceived membership in a protected class.
- 2.1.1.3. The conduct or communication is subjectively offensive and is objectively offensive to a reasonable individual in the same protected class.

The District makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If an employee believes that an employment decision has been made that does not conform with management's commitment to equal opportunity, the employee should promptly bring the matter to the attention of their immediate supervisor, or the District Manager. The employee's complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

## 2.2. Equal Pay

Subject to limited exceptions, the District pays female and male employees equally for work within the same establishment, on jobs that:

2.2.1. Require equal skill, effort, education, experience and responsibility.

2.2.2. Are performed under similar working conditions.

In general, substantially similar work is determined by evaluating the skill level, effort, responsibility and performance under similar working conditions.

As permitted under Colorado law, the District may pay different wages to employees of opposite sexes when the wages are based on:

2.2.3. A seniority system

2.2.4. A merit system

2.2.5. A system that measures earnings by quantity or quality of production

2.2.6. The geographic location where the work is performed

2.2.7. Education, training, or experience to the extent that they are reasonably related to the work in question

2.2.8. Travel, if the travel is a regular and necessary condition of the work performed

## 2.3. Promotions

Before making a promotion decision, the District will announce, post or otherwise make known, all opportunities for promotion to all employees on the same calendar day.

For every posted job opening, the District will disclose the salary or wage rate or range, along with a general description of all the benefits and other compensation that will be offered to the hired applicant. The District will not rely

on an applicant's salary history to determine whether to offer employment or what salary to offer.

### 3. Employer-sponsored Meetings Discussing Religious or Political Matters

The District values a diverse and inclusive workplace where employees feel respected and free from undue influence. This policy outlines guidelines regarding employer-sponsored meetings that involve discussions of religious or political matters to ensure a professional, respectful, and inclusive environment.

Employer-sponsored meetings and events are intended to focus on work-related topics, professional development or District business. Discussions involving religious or political matters are generally discouraged to maintain a neutral and inclusive environment. The District will not discharge, discipline, penalize or otherwise discriminate against employees who refuse to attend meetings or listen to communications in which the primary purpose is to communicate the District's opinions on religious or political matters.

For purposes of this policy, "political matters" means matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulation, and the decision to join or support any political party or political, civic, community, fraternal or labor organization. "Religious matters" means matters relating to religious belief, affiliation and practice, and the decision to join or support any religious organization or association.

Employees with questions about this policy or who wish to report concerns are encouraged to contact the District Manager.

### 4. Religious Accommodation

The District is committed to fostering an inclusive workplace that respects the diverse religious beliefs and practices of all employees. To this end, the District complies with all applicable federal, state and local laws that prohibit discrimination based on religion. The District will reasonably accommodate an employee's sincerely held religious beliefs and practices if the accommodations would resolve a conflict between the employee's religious belief or practice and a work requirement unless doing so would create an undue hardship on the District. Employees are entitled to request reasonable accommodations for religious beliefs, practices or observances. Examples of reasonable accommodations include, but are not limited to, flexible scheduling, voluntary shift substitutions, breaks for prayer, dress code modifications or time off for religious holidays.

Employees who need an accommodation because of their religious beliefs or practices should notify their direct supervisor or the District Manager as soon as possible. Requests may be made verbally or in writing, but the District encourages employees to provide written notice of the need for a religious accommodation. The request should include a description of the proposed accommodation, the reason the

accommodation is needed and how the accommodation will resolve the conflict between the employee's religious beliefs or practices and their work requirements. Upon receiving a request, the employee's direct supervisor, the District Manager and the employee will engage in an interactive dialogue to understand the nature of the accommodation requested and explore possible solutions. Accommodations will be granted unless they impose an undue hardship on the District. An undue hardship refers to substantially increased costs in relation to the conduct of the District's particular business.

All information related to religious accommodation requests will be treated confidentially and shared only on a need-to-know basis. The District will not discriminate or retaliate against an employee who requests a religious accommodation or leave for religious reasons under this policy.

For questions or to submit a request for a religious accommodation, please contact the District Manager.

## 5. Supervisors' Responsibilities

Supervisors play a critical role in supporting the District's mission, fostering a positive work environment and ensuring compliance with the District's policies and applicable federal, state and local laws and regulations. This policy outlines the roles, responsibilities and expectations of all supervisors within the District. This policy applies to all employees in supervisory roles.

The responsibilities of supervisors include understanding and fairly administering the District's policies, establishing clear work standards and expectations and providing an inclusive environment that fosters open communication regarding work-related issues. Supervisors are expected to oversee their employees' performance by managing and evaluating work, providing regular feedback, encouraging teamwork and collaboration, recognizing satisfactory work product, addressing unsatisfactory performance and providing opportunities for professional growth and development. All supervisors must conduct performance evaluations in a timely and constructive manner, identify and address performance issues and support employee development and training opportunities. Supervisors are also expected to maintain open, honest and respectful communication with employees; ensure employees are informed about policies, procedures and organizational updates; and facilitate regular team meetings and one-on-one check-ins.

The District expects supervisors to model ethical behavior and integrity. Supervisors should avoid favoritism or engaging in behavior that may be perceived as harassing or discriminatory. Supervisors may not require employees to work on their personal or nonprofessional affairs or to perform personal services, except where inherent in the nature of the position and defined in the position description.

Supervisors are encouraged to address work-related concerns and complaints informally with those involved as early as possible. When supervisors learn of employee concerns or complaints, they should attempt to address them in a respectful, responsive and timely manner. Retaliation against anyone for raising a complaint or participating in the District's complaint resolution procedure, whether as a witness or otherwise, is strictly prohibited.

If a supervisor is informed of an allegation that an employee violated the District's policies against sexual harassment, sexual misconduct or discrimination or harassment based on a protected status, the supervisor must promptly notify the District Manager. This obligation to notify applies even if the employee does not report to that supervisor. Additionally, if a supervisor is informed of any allegations that violate other policies not involving protected status, the supervisor should also report them to the District Manager.

Supervisors will be held accountable to fulfill these responsibilities. Failure to meet expectations may result in corrective action, up to and including reassignment or termination.

## 6. Workplace Harassment

The District is committed to maintaining a work environment that is free from harassment and retaliation for participating in any protected activity covered by this policy. In keeping with this commitment, the District has adopted a "zero tolerance" policy with regard to workplace harassment. This policy applies to all District applicants and employees and extends to conduct that takes place at any work-related setting, including events away from District's premises, such as during business trips or employer-sponsored events.

### 6.1. Sexual Harassment

The District strictly prohibits and will not tolerate harassment on the basis of an individual's sex or gender (including gender identity, gender expression, sexual orientation, status as a transgender or transsexual individual, and pregnancy, childbirth and related medical conditions). Sexual harassment is prohibited by federal, state and local laws. Sexual harassment means any harassment based on an individual's sex or gender. It includes conduct of a sexualized nature (such as and is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature), as well as conduct that is not sexual in nature (such as offensive remarks about an individual's sex or gender), when such conduct:

- 6.1.1. Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's employment.

6.1.2. Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual.

The conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexually harassing conduct may include, but is not limited to:

6.1.3. Verbal: Sexual innuendos, suggestive comments, insults, humor and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

6.1.4. Non-Verbal: Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.

6.1.5. Visual: Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.

6.1.6. Physical: Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.

6.1.7. Textual/Electronic: "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/online posting, blogs, instant messages and social network websites like Facebook and X (formerly Twitter)).

This list is illustrative and not exhaustive. The District will not tolerate any form of sexual harassment.

## 6.2. Other Forms of Harassment

The District also prohibits and will not tolerate any other form of workplace harassment. Harassment is prohibited by federal, state and local laws and is defined as unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or a group of individuals because of that individual's or group's actual or perceived race (including traits commonly or historically associated with race, including hair texture, hair type and protective hairstyles), color, religion, creed, sex (including gender identity, gender expression, sexual orientation, and pregnancy, childbirth and related medical conditions), marital status, national origin, ancestry, age (40 or older), disability, genetic information, or any other characteristic protected under applicable federal, state or local law. Harassment becomes unlawful where:

- 6.2.1. Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's employment.
- 6.2.2. Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual.
- 6.2.3. The conduct or communication has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassing conduct may include, but is not limited to:

- 6.2.4. Verbal: Epithets, derogatory statements, jokes or slurs.
- 6.2.5. Non-Verbal: Displaying offensive posters, cartoons or drawings or making derogatory gestures.
- 6.2.6. Physical: Assault or inappropriate physical touch or contact.
- 6.2.7. Textual/Electronic: The use of offensive or derogatory language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line posting, blogs instant messages and social network websites like Facebook and X (formerly Twitter)).

### 6.3. Reporting Harassment

Any employee who believes they have been subjected to, or witnesses, harassing conduct is encouraged to notify their supervisor, the District Manager or the Board of Directors. The District will promptly and thoroughly investigate all claims of harassment and take prompt corrective action, if appropriate.

Supervisors have an obligation to report allegations of harassment from subordinate employees and any incidents of harassing conduct that they witness so that an investigation can be made and appropriate corrective action can be taken.

### 6.4. Investigations

The District Manager, or designee, will promptly, thoroughly, and impartially investigate any allegations of harassment or retaliation. The identity of any individual who submits a complaint, a witness who provides information regarding a complaint and the target of the complaint will be kept confidential to the extent possible, consistent with a thorough and impartial investigation. Further, any information gathered as part of an investigation will be kept confidential to the extent possible, consistent with a thorough and impartial investigation.

Employees who are found to have violated any provision of this policy will be subject to appropriate corrective and/or disciplinary measures, up to and including termination of employment.

#### 6.5. Prohibition on Retaliation

The District strictly prohibits retaliation against any employee or applicant who, in good faith, reports harassment, provides information related to such complaints or cooperates in related investigations. Employees found to have engaged in retaliatory conduct or behavior will be subject to timely and appropriate corrective and/or disciplinary action, up to and including termination of employment.

If an employee believes that they or someone else has been subjected to conduct that violates the District's retaliation policy, they should report it immediately to their supervisor or the District Manager.

### 7. Harassment Training

The District is committed to maintaining a work environment that is free from harassment and discrimination. As part of this commitment, the District requires all employees to participate in regular harassment prevention training. This policy outlines the training requirements and expectations for all employees and supervisors.

This policy applies to all employees, including full-time, part-time, seasonal and temporary employees as well as interns.

The District requires all new employees to undergo harassment training, which includes training on discrimination and sexual harassment, within the first ninety (90) days of their employment with the District and at least once every year thereafter.

Harassment training may be delivered in person, by a live webinar or through an interactive online course. All training must be documented and completed using approved materials that meet applicable legal standards. Upon completion of training, employees may be required to acknowledge their understanding and receipt of the training. Training completion records will be maintained by the District Manager.

Any employee who fails to comply with this policy may be subject to disciplinary action, up to and including termination of employment.

## 8. Pay Practices and Working Hours

### 8.1. Attendance and Punctuality

Absenteeism and tardiness place a burden on both the District and staff. The District expects that every employee will be regular and punctual in attendance. This means employees must be in at work and prepared to fulfill their duties at their designated start time each day.

The District recognizes that illness or other circumstances beyond an employee's control may cause the employee to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action. Excessive absenteeism or frequent tardiness puts an unnecessary strain on co-workers and can have a negative impact on the success of the District.

Employees who are unable to work due to illness or an accident must promptly notify their immediate supervisor. Whenever an employee knows in advance that they are going to be absent, the employee should notify their immediate supervisor as far in advance of the absence as possible. If the employee's absence is unexpected, the employee should contact their immediate supervisor as soon as possible, but in no event later than one hour before the employee is due at work. In the event the employee's immediate supervisor is unavailable, the employee must contact the District Manager. Leaving a message with another staff member or on voicemail does not constitute an acceptable notification of absence under this policy. If an employee does not report to work and the District is not notified of the employee's status, it will be assumed after two consecutive days of absence that the employee has abandoned their employment and voluntarily resigned.

When an employee must be absent during the workday, the employee must schedule their absence to have the smallest impact possible on the District's operations. If an employee becomes ill at work or must leave work for some other reason before the end of the workday, the employee must inform their immediate supervisor of the situation before leaving.

The District may apply unused paid time off or sick time for an unauthorized absence when permitted under applicable federal, state, or local law.

### 8.2. Direct Deposit

All employees will be paid by direct deposit, where their paycheck will be deposited directly into their bank account. Employees must provide their banking information to the District to enroll in direct deposit within thirty (30) days of employment and must report all changes to accounts at a financial institution that may impact the District's ability to deposit the employee's paycheck to the District within thirty (30) days.

### 8.3. Discussion of Wages

In compliance with state law and labor regulations, the District does not prohibit employees from inquiring about, disclosing, comparing or otherwise discussing their wages. Additionally, the District will not discharge, discipline, discriminate against, coerce, intimidate, threaten or interfere with any employee because the employee inquired about, disclosed, compared or otherwise discussed their wages.

### 8.4. Holiday Pay

All employees are entitled to the following paid holidays:

New Year's Eve, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas.

If a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If a holiday falls on a Sunday, the holiday will be observed on the following Monday. Employees wishing to take religious holidays that do not coincide with the District's paid holidays may substitute a religious holiday for one of those listed above, with advance approval from their immediate supervisor.

For the purposes of ensuring the regular business of the District is undertaken, employees will be assigned weekend duty to correspond with each holiday. The employee assigned weekend duty to correspond with the holiday shall adhere to the provisions of this Handbook as they relate to weekend duty and shall be paid for weekend duty in addition regular pay as if they had worked scheduled hours on the holiday.

### 8.5. Hours of Work

The normal work week shall begin at 12:01 am on Mondays and end on the following Sunday at 11:59 pm. The work week shall consist of forty (40) hours; either as five (5) consecutive eight (8) hour days or four (4) consecutive ten (10) hour days, as determined by the employee's supervisor. Except in cases of emergency, employees shall be scheduled to work with regular starting and quitting times. Work schedules shall provide for rest periods and lunch breaks.

Except for emergency situations, work schedules shall not be changed unless employees are informed at least five (5) calendar days in advance of the change.

With the exception of the on-call employee, a minimum of four (4) hours compensation shall be guaranteed any time an employee is called upon to work on a non-working day.

#### 8.6. Weekend Duty

All employees will be assigned on a rotating basis to weekend duty, which shall consist of checking the operation of the treatment plant and lift stations and completing daily regulatory reports. The employee then must remain on call, able to respond to the emergency following notification.

The employee on weekend duty shall receive seventy-five dollars (\$75) per day for each day on duty. During weekend duty, the employee must maintain access to their cell phone and answer all calls from the District.

In the event of an emergency or based on the needs of the District, a weekend duty shift may be converted to an overtime shift. This will often be the case if the emergency work lasts more than four (3) hours.

Daily monitoring is required regardless of holiday. On District holidays, an employee will be assigned to conduct daily monitoring and provide on-call availability in the same manner as any weekend.

Employees in seasonal or part-time positions shall be scheduled in accordance with the needs of the District, not to exceed the annual budgeted amount for the employee. Employees less than eighteen (18) years of age, unless they are a high school graduate or possess a high school equivalent degree, may not work more than eight (8) hours per day or forty (40) hours per week, unless there is an emergency.

#### 8.7. Meal and Rest Breaks

The District provides employees who work shifts exceeding five (5) consecutive hours with at least an uninterrupted thirty (30) minute meal period at least one hour after the start and one hour before the end of the shift (to the extent practical). Employees will be relieved of all duties and will be free to leave the employment premises while on break. Employees will not be paid for uninterrupted, thirty (30) minute breaks. However, shorter breaks provided by the District will be compensated.

When business activity or other circumstances make an uninterrupted meal period impractical, employees may consume an on-duty meal while performing duties and will be fully compensated for the on-duty meal period without any loss of time.

The District shall provide employees with at least one (1) uninterrupted ten (10) minute paid rest period for each four (4) hours of work (or major fraction thereof). Employees will be relieved of all duties while on break.

#### 8.8. Inclement Weather

The District is open for business during normal business hours unless there is a government-declared state of emergency or unless employees are advised

otherwise by their supervisor. There may be times when the District will delay opening, and on rare occasions, the District may have to close early or unexpectedly. Please use common sense and best judgment when traveling to work in inclement weather.

In the event that the District's facilities are closed by the District or the government, employees will be paid for the day. If the District's facilities are open and employees are delayed getting to work or cannot get to work at all because of inclement weather, the employee will be paid for the time that they would have otherwise been at work but were delayed by no fault of their own. Employees should always use their judgment about their safety when traveling to work.

When severe weather develops or is anticipated to develop during the day and a decision is made by the District to close before the scheduled end of the business day, employees will be compensated as if they had worked to the end of their regularly scheduled hours for that day. If an employee elects to leave before the time the District closes, the employee will be required to use accrued paid time off in an amount equal to the number of hours between the time the employee left and the time the District closed.

#### 8.9. Overtime Pay

The District may periodically require employees to work overtime. If the District requires that an employee work overtime, the District will give the employee as much advance notice as possible. However, no employees are authorized to work overtime hours without prior written approval from their immediate supervisor. Failure to work overtime when requested or working unauthorized overtime may result in discipline.

The District compensates employees at one and one-half (1 ½) times their regular rate of pay for any overtime hours worked. The District will use whichever overtime calculation method below results in the greatest payment of wages. Overtime hours are hours worked in excess of Forty (40) hours in a workweek, twelve (12) hours in a workday, or twelve (12) consecutive hours, regardless of the starting and ending time of the workday.

In calculating when twelve (12) consecutive hours are worked for purposes of overtime hours, legally compliant meal periods may be subtracted.

An employee's regular rate of pay is the hourly rate they actually receive for a standard, non-overtime workweek. This number may vary from week to week and may be different from the employee's regular rate of pay.

To calculate the regular rate for a specific workweek, the District will divide the entire compensation for the workweek by the number of hours actually worked during that period. If any discrepancies exist among federal, state, and local

laws, the District will comply with the provisions that are most favorable to employees.

#### 8.10. Payroll Practices

Employees are paid Bi-weekly. Employees will be paid every other Friday. When a payroll date falls on a holiday, employees will be paid on the last business day before the holiday. Each pay period shall start on a Monday and conclude on the second Sunday following the start of the pay period, such that two working weeks are included in each pay period.

Employees should review their paychecks for accuracy. If an employee discovers an issue, report it to accounting immediately.

#### 8.11. Salary Deductions and Withholding

The District is required to make certain deductions from employees' pay each pay period. The District will withhold the following from an employee's paycheck:

##### 8.11.1. Taxes

Federal, state and local taxes, as required by law, as well as the required FICA (Social Security and Medicare) payments.

##### 8.11.2. Insurance

Employee contribution to health insurance or other insurance premiums for any eligible family members or to other contributory benefit programs.

##### 8.11.3. Other Deductions

Deductions required under law or by court order for wage garnishments.

Additionally, the District may make deductions for employees for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. Employees may also authorize certain voluntary deductions from their paychecks where permissible under applicable law.

All pay deductions are itemized and presented to employees with their paychecks. The District will not make deductions or withholdings from employee wages that are prohibited by federal, state or local law.

Employees should review their paychecks regularly for potential errors and immediately report any discrepancies to the District Manager. If employees have any questions about deductions or withholdings from their paycheck, they should contact the District Manager.

#### 8.12. Telecommuting

The District offers employees the opportunity to work from home or at another location (Telecommuting). Telecommuting is a voluntary work alternative that

may be appropriate for some employees and some jobs. Not all jobs are suitable for telecommuting. Eligibility and suitability will be determined by the employee's supervisor.

The District may discontinue the availability of telecommuting as a flexible work arrangement for employees at any time. The District will make every effort to provide employees with thirty (30) days' notice of such a change to accommodate commuting, childcare and other issues that may arise from such a change. However, there may be instances where the District cannot provide such notice.

While telecommuting, employees must maintain their designated work schedule. Employees are also expected to establish an appropriate work environment within their home for work purposes, including maintaining a reliable internet connection. Employees must remain accessible and available for communication with others while telecommuting and maintain expected levels of productivity. Additionally, employees must ensure the integrity of the District's intellectual property, including using approved hardware and software to connect to the District's network and working in an environment that maintains confidentiality when necessary.

Injuries an employee sustains while working at their telecommuting location and in conjunction with their regular work duties are generally covered by the District's workers' compensation policy. Telecommuting employees are responsible for notifying the District of such injuries in accordance with the District's workers' compensation procedures.

#### 8.13. Tracking Time

The District requires all employees to track their time by maintaining a timesheet with their hours of work. Timesheets are made contemporaneously with the work completed and must honestly and accurately report time worked by an employee. Timesheets are to be completed on paper or electronically in a form and format determined by the District. Supervisors must approve all timesheets prior to submission to accounting. Timesheets must be submitted to accounting on the Monday following the Sunday that concludes a pay period.

Falsifying time records is grounds for immediate disciplinary action, up to and including termination. Clocking out and continuing to work is considered a false time record, resulting in disciplinary action. Additionally, repeated errors, requesting time record edits that do not accurately represent hours worked, and working beyond approved overtime limits is not actually being performed and may result in disciplinary action.

Employees should notify the District Manager of any pay discrepancies, unrecorded or inaccurately recorded work hours.

#### 8.14. Cost of Living Adjustment

Employees are entitled to an annual cost-of-living adjustment in their hourly pay rate. Such adjustment may be made only once (1) each year and will take effect on the first day of each new year.

The cost-of-living adjustment shall be a uniform percentage applied equally to all employees and shall be calculated based on the greater of: (i) three percent (3%); or (ii) by the percentage amount of annual change in the Consumer Price Index for All Urban Consumers for Denver, Boulder, and Greeley, Colorado, as published in February of each calendar year by the U.S. Department of Labor Bureau of Labor Statistics, Washington D.C., or a comparable successor index agreed to by the Parties; provided however, the compensation shall not exceed a maximum of five percent (5%) in any year.

### 9. Employee Benefits

#### 9.1. Workers' Compensation Insurance

The District provides workers' compensation insurance, a type injury insurance that compensates an employee for lost wages, medical expenses and permanent impairment that results from an injury arising out of or in the course of work. This insurance is governed by state law and regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of the employee's injury or illness. All medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law.

Employees must report any work-related injury or disease immediately (or as soon as practicable) to their supervisor and the District Manager. This ensures that the District can help the employee obtain appropriate medical treatment and that the necessary paperwork can be completed in a timely manner. Please note that under state laws, employees who fail to report work-related injuries in a timely manner may see a reduction or denial of their workers' compensation benefits.

If an employee can return to work after an injury or illness for which they were receiving workers' compensation benefits, the employee must provide documentation from their medical provider that either outlines any work-related restrictions or verifies that the employee is able to complete all job-related tasks. If an employee can return to work under restrictions, the District will make every reasonable effort to accommodate the employee's work ability and job responsibilities. When the medical provider removes all work restrictions, the employee is expected to perform their regular duties and will no longer receive workers' compensation benefits.

If an employee's workplace injury or illness qualifies as a serious health condition under the federal Family and Medical Leave Act (FMLA), the employee may take workers' compensation and FMLA leave concurrently.

Employees should direct any questions regarding workers' compensation insurance to the District Manager.

## 9.2. Health Insurance

The District offers group health insurance benefits to all full-time employees, at no cost to the employee, and at a reduced rate to employees' eligible spouse and dependents. Details regarding the health insurance benefits offered by the District are contained in the Summary Plan Description (SPD). Employees may obtain a copy of the SPD from the District Manager. Full-time employees are eligible for benefits after thirty (30) days of service to the District.

Full-time employees (those working at least forty (40) hours per week) may participate in the various insurance programs offered by the District. Employees who elect coverage offered by the District must complete all necessary enrollment forms.

Employees have the option of waiving these benefits. If an employee declines to participate in these benefit programs on their initial eligibility date, the employee may request entry into the plan during the Open Enrollment or Special Enrollment period. However, an employee may not have to wait until the Open Enrollment or Special Enrollment period if there is a change in the election event for an applicable benefit. Some common changes in election events include changes in employment status, divorce, and marriage. In these circumstances, the election change must be on account of and consistent with the change in election event, as described in the SPD.

As a result of termination, a reduction in work hours or if an employee goes on military leave or takes another extended leave of absence, the employee may be eligible to continue their health benefits under federal or state law. In such an event, the District will provide the employee with information about their rights to continue their benefits coverage.

Employees are urged to consult the SPD for details of the plan benefits. The plan document controls the payment of any benefits.

Enrollment in group insurance is voluntary. There will be no increase in wages if an employee waives coverage. Employees should contact the District Manager for more information.

### 9.3. Dental Insurance

The District offers a dental plan to full-time employees at no cost to the employee. Please refer to the SPD for an explanation of the dental plan benefits and limitations.

### 9.4. Vision Insurance

The District offers a vision plan to full-time employees at no cost to the employee. Please refer to the SPD for an explanation of the vision plan benefits and limitations.

### 9.5. Health Care Flexible Spending Account

The District offers a health care Flexible Spending Account (FSA) that eligible employees can use to pay for certain out-of-pocket health care costs. Please refer to the health care FSA SPD for an explanation of benefits and limitations.

### 9.6. Life Insurance

The District provides basic life insurance benefits to all employees after the plan's required waiting period. Eligible employees are automatically enrolled in a group term life insurance plan after thirty (30) days of employment. The District pays the premiums for this plan.

Employees must designate a beneficiary or beneficiaries when enrolling in the life insurance plan. Employees may designate or change the beneficiary for this policy at any time. Beneficiaries can be updated at any time by submitting a new beneficiary designation form to the District's insurance provider.

Upon separation from employment, employees may have the option to convert their group life insurance coverage to an individual policy or continue coverage through a portability option, subject to the terms of the insurance provider. Employees are responsible for initiating this process and paying any associated costs.

For details about these benefits, please refer to the plan's SPD.

### 9.7. Employee Assistance Program

The District supports the social and emotional health of its employees. All employees (regardless of classification) are eligible for participation in the District's Employer Assistance Program (EAP). The EAP can help you reduce stress, improve mental health, and make life easier by connecting you to the right information, resources, and referrals. All services are free, confidential, and available to employees and their family members. This includes access to short-term counseling and a wide range of services, such as:

- 9.7.1. Mental Health Sessions - Manage stress, anxiety, and depression, resolve conflict, improve relationships, and address any personal issues. Choose from in-person sessions, video counseling, or telephonic counseling.

- 9.7.2. Life Coaching - Reach personal and professional goals, manage life transitions, overcome obstacles, strengthen relationships, and build balance.
- 9.7.3. Financial Consultation - Build financial wellness related to budgeting, buying a home, paying off debt, managing taxes, preventing identity theft, and saving for retirement or tuition.
- 9.7.4. Legal Consultation - Receive referrals for personal legal matters, including estate planning, wills, real estate, divorce, custody and more.
- 9.7.5. Work-Life Resources and Referrals - Obtain information and referrals when seeking childcare, adoption, special needs support, eldercare, housing, transportation, education, and pet care.
- 9.7.6. Personal Assistant - Save time with referrals for travel and entertainment, seeking professional services, cleaning services, home food delivery, and managing everyday tasks.

## 10. Time Off and Leave

### 10.1. Bereavement Leave

Employees will receive up to five (5) days of paid time off in the event of the death of a member of their immediate family. Immediate family includes spouses, domestic partners, children, parents, parents-in-law, grandparents, brothers or sisters, and brothers-in-law or sisters-in-law. Employees are allowed five (5) days of paid leave in the event of the death of an extended family member. The extended family includes aunts, uncles, nieces, nephews, and other more distant relatives.

Employees should notify their supervisor of the need to use bereavement leave. Within a reasonable period, an employee taking leave under this policy may be required to provide verification of the need for leave, such as an obituary.

### 10.2. Break Time for Nursing Mothers

The District accommodates mothers who wish to express breast milk during the workday when separated from their newborn child. For up to one year after the child's birth, nursing employees will be provided with unpaid, reasonable break time to express breast milk as needed during the workday. Nursing mothers returning from maternity leave should speak with their managers regarding their needs. Managers will work with employees to develop a reasonable break schedule that accounts for the employee's needs, which may vary from day to day, and creates the least amount of disruption to the

District's operations. In addition to breaks provided under this policy to express breast milk, nursing employees may use normal break and lunch periods to accommodate additional nursing needs.

The District will provide a place for nursing employees to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public.

Employees will not be discharged or in any other manner discriminated against for exercising their rights under this policy. Employees should contact the District Manager if they have any questions or concerns regarding this policy.

### 10.3. Jury Duty

The District encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury if summoned. The District asks that employees provide a copy of the summons notice when they receive it, so the District may plan for absences.

Colorado law permits small employers to obtain a postponement of state and local jury duty for their employees in certain circumstances. Employees who have received a jury duty summons should contact the District Manager for information about whether a postponement applies.

All employees will receive their regular compensation from the District during jury duty leave. Jury duty can last from a portion of a single day to several months or more. The District asks that while serving on jury duty, employees keep their supervisors apprised of their status.

### 10.4. Witness Leave

The District allows employees who are called to appear as witnesses in response to a subpoena, including at a deposition or hearing, or attend court as prospective witnesses to take paid leave from work. Employees must notify the District by the end of the first business day after receiving a subpoena. Employees will be paid for their time appearing as witnesses. The District will not discharge, threaten or coerce any employee for receiving or responding to a witness summons, serving as a witness or attending court as a prospective witness.

### 10.5. Voting

The District encourages all employees to vote. To that end, the District complies with all state election laws with respect to providing employees time off to vote. The District will allow employees time off to vote. Time off to vote is paid and does not count against an employee's accrued paid time off or sick time. Employees must coordinate their time off to vote with their supervisor.

#### 10.6. Civil Air Patrol Leave

The District provides all employees with up to fifteen (15) days per calendar year of unpaid, job-protected leave to respond to emergency operational missions of the Colorado Wing of the Civil Air Patrol. Employees must provide notice of leave to the District as far in advance as possible of the intended dates upon which their Civil Air Patrol leave will begin and end.

The District will not require an employee to exhaust all accrued vacation leave, personal leave, compensatory leave, sick leave, disability leave or any other leave that is available to the employee in order to take Civil Air Patrol leave. Requesting or taking Civil Air Patrol leave will not affect the employee's rights to vacation, sick leave, bonus, advancement, or other employment benefits or advantages relating to the employee's employment with the District.

Employees are required to return to work as soon as practicable after being relieved from service for the civil air patrol mission. At the conclusion of an employee's authorized Civil Air Patrol leave, the District will restore the employee to the position held when the leave began or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

#### 10.7. Military Service Leave

The District provides unpaid military service leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), to enable them to fulfill their obligations as service members. Questions regarding the District's military service leave policy should be directed to the District Manager.

##### 10.7.1. Leave for Military Service

An employee who performs service in the uniformed services may be granted leaves of absence for the purpose of participating in military service. Under USERRA, "uniformed services" consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U.S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

Eligible employees will be granted leave as required to complete the military service, for up to five (5) years of cumulative uniformed service-related absences. Some special categories of military service are exempt from this five (5) year limit.

#### 10.7.2. Leave for Annual Training

Employees who are members of the U.S. Army, Navy, Air Force, Marines, Coast Guard Reserves or the National Guard may be granted leaves of absence to participate in Reserve or National Guard training programs. Eligible employees will be granted the minimum amount of leave needed to meet their unit's minimum training requirements. Employees will not be required to use vacation time for military duty but may elect to do so.

#### 10.7.3. Notice

Service members or an authorized military service officer must provide advance written or verbal notice to the District for all military duty unless giving notice is impossible, unreasonable, or precluded by military necessity. Employees should provide notice as far in advance as is reasonable under the circumstances. In addition, employees may, but are not required to, use accrued time off (paid or unpaid) while performing military duty.

#### 10.7.4. Benefits During Leave

During a period of military service, employees will be treated as if they were on a furlough or leave of absence. Consequently, they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence. If an employee's health plan coverage would terminate because of an absence due to military service, they may elect to continue the health plan coverage for up to twenty-four (24) months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter. Employees choosing to do so may be required to pay up to one hundred two percent (102%) of the full premium for the coverage. However, if the military service is for thirty (30) or fewer days, employees cannot be required to pay more than the normal employee share of any premium.

#### 10.7.5. Reemployment After Leave

Employees may be eligible for reemployment after their military service leave. An employee desiring to return to work must report to work or apply for reemployment as follows:

- 10.7.5.1. If the employee's military service was for less than thirty-one (31) days, they must report to work on the first regularly scheduled workday, which is at least eight (8) hours after they return home from military service.
- 10.7.5.2. If the employee's military service was for thirty-one (31) to one hundred eighty (180) days, they must apply for reemployment within fourteen (14) days following completion of military service.

10.7.5.3. If the employee's military service was for more than one hundred eighty (180) days, they must apply for reemployment within ninety (90) days following completion of military service.

10.7.5.4. If the employee suffered a service-connected injury or illness and they are hospitalized or convalescing, they have up to two (2) years following completion of military service to return to their jobs or apply for reemployment, depending on the length of recovery time required.

If a returning employee is unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need an accommodation for specific circumstances beyond their control, they should contact the District Manager as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to the District's rules about unexcused absences.

The District is not required to reemploy individuals who are not eligible for reemployment under applicable federal, state or local law.

The District will make reasonable efforts, such as training or retraining, to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. However, certain exceptions apply and service members may be placed in an alternative reemployment position if they cannot qualify for the escalator position.

#### 10.7.6. Seniority Rights After Reemployment

Employees eligible for reemployment will be reemployed with the same seniority that they would have attained if they had not taken military service leave. This includes pay and benefits that accrue or are determined based on length of service.

#### 10.8. Vacation

The District provides vacation time off to give employees greater flexibility to meet their personal needs. Full-time employees will accrue vacation days each year to use however they want. The amount of vacation earned will depend on the employee's length of service with the District. The District may require employees to use any accrued vacation during unpaid family and medical leave, or any other leave of absence, subject to applicable laws and regulations.

Please note that this policy does not replace the District's holiday schedule and employees will continue to have designated paid holidays each year in accordance with this section.

### 10.8.1. Eligibility & Accrual

Full-time employees begin accruing vacation when they first begin work for the District. Employees may use their vacation at any time after their first day of employment.

Full-time employees earn vacation time off as follows:

<u>Time of Service</u>	<u>Hours accrued per pay period</u>
0 - 2 Years	3.077 hours (80 hours per year)
2 - 4 Years	4.615 hours (120 hours per year)
4 - 6 Years	6.154 hours (160 hours per year)
6+ Years	8 hours per year for each additional year of service

Part-time, seasonal, and temporary employees are not eligible for vacation time off.

### 10.8.2. Accrued Vacation Carryover and Cashout

Employees may generally carry over vacation from one year to the next. No less than once each year, an employee may cash out their accrued vacation up to one hundred twenty (120) hours. The employee will be paid at their normal hourly rate for each hour of vacation cashed out. Cashed-out vacation is reportable income subject to wage withholding.

### 10.8.3. Payout on Separation

Any accrued unused vacation time shall be paid to the employee upon their separation from employment.

## 10.9. Paid Sick Leave

The District provides all employees with paid sick leave pursuant to the Colorado Healthy Families and Workplaces Act (HFWA). To the extent the District's policies pertaining to other types of paid leave differ from this policy, the policy providing the greater benefit to employees will govern.

### 10.9.1. Eligibility

All employees performing labor or services for the District are eligible for leave, including part-time and temporary employees.

### 10.9.2. Accrual

Beginning at the start of employment, employees will accrue one hour of paid sick leave for every thirty (30) hours worked. Employees whose normal workweek is less than forty (40) hours will accrue leave based on their normal workweek. There is no maximum sick leave accrual.

### 10.9.3. Leave Usage

Employees may use paid sick leave as it is accrued. Paid sick leave can be used for the following reasons:

- 10.9.3.1. The employee's own mental or physical illness, injury, or health condition that prevents them from working.
- 10.9.3.2. To obtain either preventive medical care (including a vaccination), or medical diagnosis, care or treatment of any mental or physical illness, injury or health condition.
- 10.9.3.3. To obtain medical attention, mental health care or other counseling, legal or other victim services, or relocation when the employee or their family members are the victims of domestic abuse, sexual assault or criminal harassment.
- 10.9.3.4. To care for a family member who has a mental or physical illness, injury or health condition, or who needs to obtain preventive medical care or medical diagnosis, care or treatment of any mental or physical illness, injury or health condition.
- 10.9.3.5. To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of an employee's family member.
- 10.9.3.6. Due to inclement weather, loss of power, heating or water, or other unexpected occurrence or event, where an employee must either evacuate their residence or care for a family member whose school or place of care was closed.
- 10.9.3.7. Due to a public health emergency, where a public official has ordered closure of the employee's place of business, or the school or place of care of the employee's child (and the employee needs to be absent from work to care for the child). In the event a public health emergency is declared, the District will supplement employees' accrued paid sick leave in accordance with state law.

Employees must generally use leave in hourly increments. Employees are not required to search for or find a replacement worker as a condition of using the paid leave available to them.

### 10.9.4. Notice

The District will provide paid sick leave upon the oral, written or electronic request of an employee. When possible, the request must include the expected duration of the sick leave absence.

When the use of paid sick leave is foreseeable, employees must make a good faith effort to provide advance notice of the need for paid sick leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the District's operations.

#### 10.9.5. Compensation and Benefits

The District will compensate employees for paid sick leave at the same hourly rate or salary (excluding overtime, bonuses, or holiday pay) and with the same benefits, including health care benefits, that they normally earn during regular work hours.

#### 10.9.6. Payout on Separation

Employees will not be paid for their accrued, unused paid sick leave upon separation of employment. Employees who separate from employment and get rehired by the District within six (6) months will be able to reinstate their previously accrued and unused sick leave.

#### 10.9.7. Employee Protections

The District will not take retaliatory action or discriminate against an employee or former employee for exercising or attempting to exercise their paid sick leave rights, nor will it count use of sick leave in a way that will lead to discipline, discharge, demotion, suspension or any other retaliatory action.

#### 10.10. Adoptive Parents Leave

The District allows employees who are adoptive parents to take leave for the adoption of a child under the same terms as leave provided to biological parents following the birth of a child. Any other benefits provided by the District will be available to both adoptive and biological parents on an equal basis. The District will not penalize an employee for exercising the rights provided under this policy.

Requests for additional leave due to the adoption of an ill child or a child with a disability will be considered on the same basis as comparable cases of complications accompanying the birth of such a child to an employee or employee's spouse.

This policy does not apply to an adoption by the spouse of a custodial parent or to a second-parent adoption.

#### 10.11. Volunteer Firefighter Leave

Employees who are volunteer firefighters may take time off to respond to an emergency summons when the employee provided advanced written verification of their volunteer firefighter status from their fire chief, the emergency is within the response area of the employee's fire department, and The employee certifies their leave by providing a written statement from their

fire chief verifying the time, date and duration of the employee's response to the emergency.

For purposes of this policy, "volunteer firefighter" means a firefighter who provides services to a fire department in a municipality, county or district, does not receive compensation, and is not classified as an employee for purposes of the federal Fair Labor Standards Act.

Leave under this policy is unpaid and may not exceed fifteen (15) days per calendar year.

If an eligible employee who serves as a volunteer firefighter is called to respond to a disaster, the District's Volunteer Service in a Disaster Leave policy will apply to the employee's leave of absence.

#### 10.12. Volunteer Service in a Disaster Leave

The District provides eligible employees with up to fifteen (15) days of unpaid leave per calendar year who are qualified volunteers called into service by volunteer organizations for a disaster. Employees are eligible for leave under this policy if the employee is a qualified volunteer, the employee is called into service by a volunteer organization for a disaster, the employee provides the District with proof of being a qualified volunteer, the employee is a non-temporary employee.

An employee will be considered a volunteer if the employee is a member of a volunteer organization that enters into a memorandum of understanding with a county sheriff, local government, local emergency planning committee or state agency, the volunteer organization is included on the qualified volunteer list created and maintained by the Colorado Department of Local Affairs, the employee is called to service through the volunteer organization under the authority of the county sheriff, local government, local emergency planning committee or state agency to volunteer in a disaster, and the employee receives the appropriate verification from the Colorado Department of Local Affairs that indicates the employee was called to service by a volunteer organization for the purpose of assisting in a disaster, verifies the employee reported for service and performed the activities required by the volunteer organization and includes the number of days of service that the employee provided.

Leave under this policy will be construed as a leave of absence and will not affect eligible employees' rights to vacation, sick leave, bonus, advancement or other employment benefits or advantages relating to and normally to be expected for the employee's employment.

After being relieved from emergency volunteer status, eligible employees must return to their employment with the District as soon as practicable. The District will restore the returning employee to the position they held prior to the leave of absence or to a similar position. The District is not required to provide leave to an otherwise eligible employee whose duties include assisting the District with its disaster recovery efforts.

## 11. Workplace Safety

### 11.1. Alcohol Consumption

The District is committed to providing a safe, productive and professional workplace for all employees. Consequently, the District maintains an alcohol-free workplace. While on the District's premises and conducting business-related activities, employees are prohibited from using, possessing, distributing, selling or being under the influence of alcohol. The District does not tolerate employees being under the influence of alcohol while at work. To that end, alcoholic beverages are not to be served in offices or work areas. Additionally, employees must refrain from consuming alcohol during their lunch hour, unless they attend a event preapproved by the District.

At times, the District may sponsor business or social events where alcohol may be served, including District outings, networking or industry events, business-related receptions and happy hours. Alcohol may only be served at District functions or events with the express permission of the District Manager. During such events, the District encourages all employees to maintain a level of professionalism when in the presence of alcohol and to avoid excessive alcohol consumption. If an employee chooses to consume alcohol at these events, the employee must do so responsibly and in moderation. Generally, employees should limit their intake to two alcoholic beverages at such events. All other District policies regarding acceptable conduct remain applicable to events on-site or off-site where alcohol may be present.

Violations of this policy may result in disciplinary action, up to and including termination. The District reserves the right to conduct alcohol testing if an employee is suspected of being under the influence of alcohol during working hours or if there is an incident involving safety.

Employees who may be struggling with alcohol dependency are encouraged to seek help. The District may offer support through the Employee Assistance Program (EAP) and referrals to counseling or rehabilitation services. The District will keep all requests for assistance confidential.

### 11.2. Drug-free Workspace

Substance misuse of any kind is inconsistent with the behavior expected of the District's employees, subjects all employees and visitors to the District's

facilities to unacceptable safety risks and undermines the District's ability to operate effectively and efficiently.

The District is committed to providing a safe, productive and professional workplace for all employees. Consequently, the District maintains a drug-free workplace. While on the District's premises and conducting business-related activities, employees are prohibited from using, possessing, distributing, selling or being under the influence of illegal drugs or other intoxicating substances. The District does not tolerate employees being under the influence of illegal drugs or other intoxicating substances while at work.

Employees are prohibited from, when reporting to work, while on the job, on District or customer premises or surrounding areas, or in any vehicle used for District business the unlawful use, possession, transportation, manufacture, sale, dispensation, or other distribution of an illegal or controlled substance or drug paraphernalia, or being under the influence of drugs or an intoxicating substance or having a detectable amount of illegal or controlled substance in blood or urine. Violations of this policy may result in disciplinary action, up to and including termination.

Employees convicted under any criminal drug statute for a violation occurring while on the job, on District or customer premises, or in any vehicle used for District business must notify the District no later than five (5) days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty. Disciplinary action will be taken for drug-related crimes, regardless of whether they happen during working hours or on an employee's own time, in accordance with applicable laws.

The District reserves the right to conduct drug testing if an employee is suspected of being under the influence of illegal drugs or other intoxicating substances during working hours or if there is an incident involving safety. Drug testing will be carried out in accordance with any applicable federal, state or local laws and regulations.

Employees who may be struggling with drug dependency are encouraged to seek help. The District offers support through its employee assistance program and referrals to counseling or rehabilitation services. The District will keep all requests for assistance confidential.

### 11.3. Drug and Alcohol Testing

The District is committed to protecting the safety and well-being of all employees in the workplace. The District recognizes that alcohol abuse and drug abuse pose a significant threat to the District's goals. The District has established a drug-free workplace policy that balances the District's respect for individuals with the need to maintain an alcohol- and drug-free environment.

Any individual who conducts business for the District or applies for a position with the District is covered by the District's drug-free workplace policy. The District's policy includes, but is not limited to, full-time employees, part-time employees, volunteers, contractors, interns, and applicants. The District's drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the District. Therefore, this policy applies during all working hours, whenever an individual is conducting business or representing the District, and while an individual is on call, on company property, operating District-provided vehicles and at company-sponsored events.

It is a violation of this policy to use, sell, possess, trade and/or offer to sell alcohol, illegal drugs or intoxicants. In accordance with the federal Drug-Free Workplace Act, individuals convicted of a criminal drug violation, including misdemeanors, occurring on company property or company time must notify the District within five calendar days of the conviction. This includes any findings of guilt, pleas of "no contest" and impositions of fines, jail sentences or other penalties. The District will take appropriate action within thirty (30) days of notification. Federal contracting agencies will be notified when appropriate. While the use of marijuana has been legalized under various state laws for medical and, in some instances, recreational use, it remains illegal under federal law, and its use in the workplace is strictly prohibited by this policy. However, the District will not take adverse actions or otherwise discriminate against an employee or applicant who is an authorized medical marijuana user based solely on that status.

#### 11.3.1. Disciplinary Actions

Employees who test positive for drugs and/or alcohol, or who refuse to submit to testing, will be subject to disciplinary action(s), up to and including termination. Any employee who tests positive will be immediately removed from duty. No employee who tests positive for drugs and/or alcohol will be allowed to return to work until they have done the following:

- 11.3.1.1. Signed the Rehabilitation Agreement.
- 11.3.1.2. Successfully completed an assessment and/or treatment for drug and/or alcohol misuse.
- 11.3.1.3. Received certification from a qualified medical professional that they are free from drug and/or alcohol use.
- 11.3.1.4. Taken a drug and/or alcohol test, received negative test results, and consented to follow-up testing.

### 11.3.2. Testing

Employees are subject to drug and alcohol testing at any time, with or without notice. If there is suspicion that an employee is under the influence of drugs and/or alcohol while on District property or time, the employee will be required to take a drug and/or alcohol test. Employees will not be allowed to drive themselves to the testing facility. A member of management will escort the employee and make arrangements for the employee to be transported home. Reasonable suspicion will be based on observable instances or actions.

Every employee who is directly involved in, or whose actions contributed to, an incident resulting in injury or which could have resulted in injury on the job must submit to a drug and/or alcohol test as soon as possible after the incident occurs. Incidents include all Occupational Health and Safety Administration recordable incidents, actions, or omissions that result in near-miss incidents and accidents involving injury requiring first aid or off-site medical attention. Incidents also include property damage caused by human error.

Employees who have tested positive for drugs and/or alcohol, and employees who have attended drug and/or alcohol-related counseling, may not return to work until they have been evaluated by a medical professional in a substance abuse treatment facility and have successfully passed a drug and/or alcohol test. Employees who return to work will be subject to follow-up tests, all of which will be unannounced.

Each of the following actions constitutes a refusal to submit to testing:

- 11.3.2.1. Failure to provide an adequate urine, blood, breath or saliva specimen for a drug and/or alcohol test without a valid medical explanation.
- 11.3.2.2. Failure to be escorted to a testing facility.
- 11.3.2.3. Tampering with, adulterating, or diluting a specimen.
- 11.3.2.4. Refusing to complete any type of documentation or consent form at the testing facility.

The District will obtain an employee's written consent prior to testing and will pay for the costs of the test. Employees will be compensated at their regular rate of pay for the time spent submitting to a District-required drug or alcohol test. Employees do have the option to refuse to submit to drug and/or alcohol tests; however, doing so will constitute a violation of this policy, which subjects the employee to disciplinary action, up to and including termination.

### 11.3.3. Use of Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medication as legally prescribed by a licensed healthcare provider with prescriptive authority. If an employee is taking prescription medication with potential side effects that may infringe on the safety of the employee or others, the employee must notify the District. Failure to do so may result in disciplinary action, up to and including termination.

The District may contact the employee's healthcare provider to investigate whether it is necessary to impose restrictions on job duties as a result of the employee's use of prescription medication. If the District and the healthcare provider determine that the employee should be removed from performing their job duties, the District will notify the employee immediately.

### 11.3.4. Confidentiality

Results of all drug and alcohol tests will be kept separate from employee personnel files and treated as confidential information. No results, whether positive or negative, will be shared with anyone other than the employee's immediate supervisory and the District Manager, except when necessary for treatment or confirmation.

However, the District may disclose the results of a drug or alcohol test to decision-makers in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee.

### 11.4. Employee Assistance Program

The District knows that substance misuse problems affecting individual employees may also affect their job performance and personal lives. Although employees can usually resolve issues on their own, at times, they may benefit from additional assistance. The District offers a free and confidential counseling service to employees and their family members. This Employee Assistance Program (EAP) includes short-term counseling as well as referral services. This service is staffed by specialists qualified to assist with alcohol, drug, medical, marital, financial, legal, family and emotional problems.

The EAP is available to all employees but is not required except when job performance, attendance or job responsibilities are negatively affected. All employees are welcome to make use of these services to better their personal lives.

### 11.5. Reporting Injuries and Illnesses

The District is committed to establishing and maintaining a comfortable and safe working environment for all employees. Safety is often taken for granted in an office environment. Though generally, we may not be exposed to the same degree of risk as employees of a manufacturing firm or health care

facility, we must still recognize that safety risks are present and take steps to reduce the risk of injury or illness. Safety is everyone's responsibility. All work-related injuries and illnesses must be reported immediately to the District Manager, even if you are not sure whether they are truly work-related. Small, seemingly minor injuries left untreated can result in severe conditions. Report injuries and illnesses immediately so that we can investigate and incorporate corrective action to prevent more injuries. If you see any potential hazards that need attention, notify your supervisor immediately and take action to resolve the hazardous condition.

#### 11.6. Smoking

The District is committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. Therefore, to provide a safe and healthy working environment for all employees, smoking or tobacco use is strictly prohibited in all areas of the District's premises, including public areas, conference rooms, cafeterias, break areas, patios, stairwells and restrooms, District vehicles or within twenty (20) feet of any building entrance, window or ventilation system. For purposes of this policy, smoking is defined as the use of cigarettes, electronic cigarettes, cigars or pipes of any kind.

Smoking is permitted only in designated outdoor areas. Employees must dispose of any waste in the trash receptacles provided by the District. Employees smoking in designated outdoor areas should be considerate of their colleagues and members of the public. Additionally, employees who smoke or use tobacco must observe the same guidelines as non-smokers for the frequency and length of break periods.

#### 11.7. Workplace Safety and Incident Rules

The District wants to ensure that all employees remain safe and injury-free at all times. The District complies with all applicable safety laws and regulations. To ensure that incidents are avoided whenever possible, the District expects employees to refrain from horseplay, careless behavior and negligent actions in the workplace. It is the District's policy to maintain a safe and secure working environment for all employees and the public.

While working, employees must observe safety precautions to ensure their own safety and the safety of others. All work areas must be kept clean and free of clutter and debris. Employees should only use equipment, machinery and tools if they are authorized and properly trained. Where applicable, employees must wear required personal protective equipment, such as gloves, helmets, safety glasses and masks. Any hazards, potentially dangerous conditions and equipment malfunctions must be corrected immediately or reported to a supervisor and the District Manager. All employees are responsible for participating in safety training, following safety instructions, correcting or reporting unsafe behavior and encouraging others to work safely.

If an employee is involved in an incident that threatens health or safety, the employee must report the incident to their supervisor and the District Manager immediately, obtain any necessary medical treatment, complete an Incident Report, regardless of the severity of the injury, within twenty-four (24) hours of the incident, and if the employee must seek additional medical treatment, obtain their supervisor's consent before leaving the premises.

If the incident results in a serious injury, employees should also call 911. Additionally, if there are any internal or external investigations related to the incident, employees are required to assist in the investigation. Employees who fail to comply with this procedure may be subject to disciplinary action, up to and including termination.

To help ensure the safety of all employees, first aid kits are available at designated locations. Emergency exits, fire extinguishers and alarm pull stations must be kept clear and accessible at all times. Employees should familiarize themselves with the building's evacuation routes and emergency protocols.

To ensure the health and safety of employees and the security of the District's equipment and facilities, the District prohibits the possession, use of illegal drugs or dangerous weapons, or unsponsored use of alcohol on District property. A license to carry a dangerous weapon on District property does not supersede District policy. Any employee who violates this policy will be subject to prompt disciplinary action, up to and including termination.

The District reserves the right at any time and at its discretion to search all District-owned, rented or leased vehicles and all vehicles, packages, containers, briefcases, laptop bags, purses, lockers, desks, enclosures and persons entering District property, to determine whether any weapon has been brought onto the District's property in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Employees are strictly prohibited from willfully disregarding the District's safety rules, tampering with safety devices or equipment, failing to report incidents or injuries, working under the influence of illegal drugs or alcohol and engaging in violent or threatening behavior. Engaging in these behaviors may result in disciplinary action, up to and including termination.

Any violation of this policy may lead to disciplinary action, up to and including termination of employment.

#### 11.8. Workplace Violence Prevention

The District is committed to preventing workplace violence and ensuring a safe workplace for all employees. The District will not tolerate violence or threats of

violence of any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to District employees, clients, customers, guests, vendors, and persons doing business with the District.

It is a violation of this policy to engage in any conduct, verbal or physical, that intimidates, endangers or creates the perception of intimidation or intent to harm persons or property. Examples include, but are not limited to, the following:

- 11.8.1. Physical assaults or threats of physical assault, whether made in person or by other means (e.g., in writing or by phone, fax or email).
- 11.8.2. Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of another individual.
- 11.8.3. Brandishing or using firearms, explosives or weapons for an unjustified purpose.
- 11.8.4. Violating a restraining order, order of protection or other court order.
- 11.8.5. Intentionally damaging the District's property or the property of another employee.
- 11.8.6. Any other conduct or acts that the District believes represent an imminent or potential danger to safety or security.

Employees should immediately report any potentially dangerous situations to their manager or the District Manager. The District will protect the identity of the individual making a report to the maximum extent possible, except where there is a legitimate need to know. The District will promptly and thoroughly investigate any reported occurrences or threats of violence. To maintain workplace safety and the integrity of its investigation, the District may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Violations of this policy will result in disciplinary action, up to and including immediate termination. When such actions involve non-employees, the District will take action appropriate for the circumstances. When appropriate, the District will also take any legal actions available and necessary to stop the conduct and protect the District, its employees, and property.

The District will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities.

If employees have questions about this policy or behaviors that fall under this policy, they should discuss them with their supervisor or the District Manager.

### 11.9. Physical Examinations

The District reserves the right to require physical or psychological examinations of any District employee, at the District's expense, as follows:

- 11.9.1. To determine the ability of an applicant who has been offered employment to perform job-related functions required by business necessity.
- 11.9.2. When there is a need to determine whether an employee is able to perform the essential functions of their job.
- 11.9.3. As may be required to determine the necessity or feasibility of reasonable accommodations for a disability.
- 11.9.4. Periodically, as may be necessary to comply with fitness for duty or monitoring requirements imposed by law.

Results of all physical or psychiatric examinations shall be treated as confidential records by the District.

### 11.10. Workplace Attire

As employees of the District, both the way employees act and the way employees dress convey messages to the citizens as well as visitors to our community. Therefore, in order to provide a positive image to the community, appropriate work clothes are to be worn by all employees.

However, by way of example, the following should not be worn: torn, ripped or extremely dirty clothing, or clothing that conveys inappropriate, offensive, or vulgar writing, or otherwise may offend individuals or groups.

Employees must dress in a manner that enables safe and productive work. For some employees, this may require conformance to certain OSHA requirements and personal protective equipment.

### 11.11. Safety Program

Employees are required to comply with all safety rules. Each employee shall familiarize themselves with all District safety rules and shall comply with the same. Employees shall utilize safety equipment provided by the District.

As stated herein, safety is of the utmost importance to the District. As such, the District has adopted various safety protocols, procedures and standards which are memorialized in various policies, standard operating procedures,

operating manuals and other documents. All employees are expected to know, understand and comply with all safety instructions at all times. Disobeying a safety rule or failure to use all safety equipment provided may result in disciplinary action.

If an employee ever feels unsafe, they should speak up. Any employee who expresses a safety concern has the power and authority to stop work until corrections to the work conditions are made to provide for the safe completion of the work. No employee shall be disciplined, retaliated against, harassed, or otherwise harmed by the District or any other employee on account of their having voiced a safety concern. An employee who is being retaliated against or harassed for expressing a safety concern should report such retaliation or harassment to the District Manager for investigation.

## 12. Performance Evaluation

The purposes of a performance evaluation are to: (1) help employees develop their potential; (2) to provide information on which to base pay for performance decisions; and (3) improve employee performance in areas where performance needs improvement or is unacceptable.

It shall be the responsibility of the employee's supervisor to formally evaluate the performance of their employees and provide feedback to them in writing at least annually.

It shall be the responsibility of the supervisor to ensure that employees under their direction receive evaluations at the appropriate intervals, covering the appropriate time periods.

Evaluations will be done on forms provided by the District. The appraisal is to be based on observation of the employee on the job and the results of the employee's efforts. The ratings are to be based on a careful, objective, and impartial analysis.

All employees shall undergo a performance evaluation after the first three (3) months on the job and at least yearly thereafter.

It shall be the responsibility of the supervisor to determine if and when additional evaluations are necessary due to below-standard performance of any employee. Employees who are unable to perform the necessary duties and responsibilities of their position at a standard level may be subject to discipline up to and including termination.

### 12.1. Merit Bonuses

The District, at its discretion, approves a merit bonus to reward employees who often go above and beyond the call of duty, work long hours, or perform at a level that is exemplary.

If approved, and providing that monies are available, the District may authorize a merit bonus (as appropriate) for employees. Such a bonus is a reward for employees whose performance meets or exceeds standards. The merit bonus is in no way automatically earned.

## 13. Employee Conduct

Employees are expected to perform their duties and comply with management's lawful instructions. Employees are expected to conduct themselves in a professional manner at all times. Unacceptable conduct will not be tolerated. Conduct that violates the terms and provisions of this Handbook or any other policy or procedure of the District is grounds for discipline. An employee may bring any matter of concern to the Board of Directors without fear of reprisal, retaliation, or discipline for reporting the concern.

### 13.1. General Rules of Conduct

The District expects all employees to act in the best interests of the District and the members of the public served by the District. It is the responsibility of all employees to observe all the rules, policies, operating procedures, and directives of the District. The District further expects that each of its employees will behave with courtesy and respect toward other employees and members of the public. Specific rules of conduct adopted by the District or described in this Handbook are not meant to be all-inclusive. In addition to any other conduct described in this Handbook, the following conduct will not be tolerated:

- 13.1.1. Inadequate job performance, incompetence, or inefficiency.
- 13.1.2. Violation of any lawful rule, regulation, policy, or order, or failure to obey any proper directive made and given by an employee's supervisor.
- 13.1.3. Taking a fee, gift, or other valuable thing in the course of or in connection with work for personal use from any person, when such gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.
- 13.1.4. Conviction of, a plea of guilty to, or failure to contest a crime that involves or that affects the employee's ability to perform a job function.

- 13.1.5. Falsification of or material omission from an employment application, payroll records, time reports, or other District documents.
- 13.1.6. Negligent or willful damage, destruction, waste, or carelessness, negligence, theft or misuse of District or public property.
- 13.1.7. Use of or attempting to use political influence in securing promotion, leave of absence, transfer, change of grade, pay, or character of work.
- 13.1.8. Improper use of Town vehicles or equipment, including communications equipment.
- 13.1.9. Violation of safety rules or practices.
- 13.1.10. Inducing or encouraging any employee of the District to violate any ordinance, rule, regulation, policy, or directive.
- 13.1.11. Engaging in any unauthorized interruption of work.
- 13.1.12. Loss of any license, certificate, or other credential required for the performance of a job responsibility.
- 13.1.13. Conduct unbecoming of the District.

### 13.2. Inspections

To ensure the safety and protection of our employees and citizens, as well as protect the interests of the District and its representatives, the District may conduct searches after notice is given and with the employee's consent of employees' personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the District. Copies of those keys are kept by the District.

### 13.3. Progressive Discipline

Disciplinary action may be taken for any reason serious enough in nature to warrant such action. The District strives to follow the concepts of progressive discipline, including oral warnings, written reprimand, suspension, and dismissal. Disciplinary action will be ordered based on the severity of the

offence and the District may forgo lesser levels of discipline based on the unique circumstances of each case.

As a public employer, the District will provide all employees with appropriate due process when assessing employee disciplinary matters. Disciplinary action may consist of any one or a combination of the following actions, depending on the seriousness of the violation. Prior to imposing discipline, the District shall conduct a full investigation, determine the facts, and make appropriate conclusions relevant to a particular circumstance.

Supervisors exercise decision-making authority, but in no case should the fact finder and decision maker be the same person. To this end, the District shall assign a fact finder to investigate any circumstance necessitating employee discipline. The fact finder may be another employee of the District or a third-party retained to conduct an investigation.

When investigating, the fact finder shall take care to obtain the perspective of all parties involved in a given situation, including the employee who is the subject of the investigation.

Employees shall be notified when an investigation by a fact finder has been initiated. At the conclusion of the investigation, the fact finder shall make a report detailing their findings and conclusions. The employee's supervisor shall then make a decision with respect to the discipline to be imposed. Employees are to be provided a copy of the fact-finder's findings and conclusions.

Any discipline imposed must be based on the fact-finder's findings and conclusions. After evaluating the findings and conclusions, the supervisor acting as the decision maker may impose any of the following:

- 13.3.1. Verbal Coaching. Whenever grounds for disciplinary action exist, and the employee's supervisor determines that more severe action is not immediately necessary, the supervisor should orally communicate to the employee the deficiency and indicate that failure to remedy the deficiency will result in additional disciplinary action. The supervisor shall document the verbal coaching in the employee's file. Notwithstanding any provision of this Handbook to the contrary, there need not be any investigation to impose verbal coaching.
- 13.3.2. Written Reprimand. In situations where verbal coaching has not resulted in the required improvement or where stronger initial action is warranted, a written reprimand should be addressed to the employee.

A written reprimand shall identify: (a) the offense; (b) the necessary corrective actions to be undertaken by the employee; (c) the time period in which the employee must accomplish the corrective action (if applicable); and (d) the consequences of future undesirable behavior. A copy of the written reprimand will be placed in the employee's file. Both the employee and the supervisor should sign the reprimand. The employee's signature does not constitute concurrence, only receipt of notification. The employee's refusal to sign the written reprimand should be documented.

13.3.3. Suspension Without Pay. An employee may be suspended without pay for a maximum of ten (10) days. In these instances, the employee shall be given written notice that must include the reason(s) for suspension. No PTO or sick leave shall be accrued during a suspension. All applicable benefits shall continue during suspension.

13.3.4. Termination. An employee may be terminated for cause. In all cases of termination, the employee shall be given written notice, which shall include reasons justifying the termination.

13.3.5. Administrative Leave. During some investigations or during the grievance process, it may be necessary to place distance between the employee and the District. For this purpose, an employee may be placed on paid administrative leave during the pendency of a given proceeding. While on administrative leave, the employee is relieved of all duties but retains their benefits and regular pay. The employee must cooperate with all investigative actions while on administrative leave as a condition of continued pay. If an employee fails to cooperate, the paid administrative leave may be converted to an indefinite unpaid leave of absence. Administrative leave is not considered discipline.

#### 13.4. Grievance Procedure

Although we seek to provide a workplace in which all employees feel that they are an important part of the District, and where employees feel fairly treated, there may be times when an employee may have a dispute with a supervisor or the District, which can best be resolved through a formal procedure for dispute resolution. Any dispute between two employees, an employee and their supervisor, or an employee and the District shall be resolved using this grievance procedure.

A grievance is a complaint by an employee concerning any matter related to the employee's employment with the District (including the imposition of

employee discipline). All grievances must be in writing. The employee must state clearly and concisely all the known facts related to their grievance and clearly explain why they disagree with an act or omission that forms the basis for the grievance. The employee should also explain the remedy sought.

The grievance procedure shall be as follows:

- 13.4.1. The employee must first address the grievance with their immediate supervisor. This may be done orally in an informal discussion. If the informal attempts to resolve the matter are not successful, the employee may implement the formal grievance process.
- 13.4.2. The employees shall submit their grievance in writing to their immediate supervisor. Grievances must be submitted within thirty (30) calendar days following the date the employee first knew or should have known of the grievance. An employee who fails to submit the grievance within thirty (30) days waives the right to assert it.

The supervisor shall respond in writing to the employee within ten (10) days following receipt of the grievance. All grievances and replies must be in writing.

- 13.4.3. Within ten (10) days following the employee's receipt of the written answer to their grievance, the employee may appeal the disposition of the grievance to the District Manager. Within ten (10) days of receipt of the employee's grievance, the District Manager will meet with the employee. The District Manager will then provide a written response to the grievance within fourteen (14) days. Where the District Manager is the subject of the grievance, the process will proceed immediately to the next step.
- 13.4.4. If the employee is unsatisfied with the District Manager's response, the employee may appeal the grievance to the District's Board of Directors. Such appeal must be made within ten (10) days of the employee's receipt of the District Manager's answer to the grievance. The Board of Directors will then consider the grievance at its next regular meeting. The decision of the Board of Directors is final.
- 13.4.5. If the employee is grieving their suspension or termination, they shall be placed on paid administrative leave status during the pendency of the proceedings and shall retain all applicable benefits.

## 14. Recruitment

All classified and project-designated position vacancies shall be announced to the public for purposes of recruitment. Job announcements shall be based upon the established positions classification and shall include, but not be limited to,

instructions for application, location, salary, work schedule and application deadline.

If, after the recruiting process has been followed, no qualified applicant is available to fill the vacancy, the District may re-announce the vacancy.

#### 14.1. Previous Employee Eligibility

Previous employees who voluntarily separated from the District shall be eligible for rehire after twelve (12) months. Employees involuntarily terminated are not eligible for rehire.

#### 14.2. Application

Application for position vacancies must be made on or before the close of business on the announced deadline date. Application shall be made on forms provided by the District except as specifically noted on the vacancy announcement. The applicant for each position's vacancy announcement must complete a separate application.

A falsification or significant omission of information provided by an applicant on an application may result in refusal of employment or, if hired, immediate discharge from employment.

All job announcements shall be posted on the District's website with instructions on how to apply. The District may advertise the job announcement as it sees fit, and all advertisements shall direct applicants to the District's website to complete the application.

#### 14.3. Application Screening

Applicants shall be evaluated as to their qualifications for district position vacancies based upon criteria that are directly related to the position for which they are applying. The person who will be supervising the position that is being hired for shall be the hiring official. The hiring official shall be responsible for completing assessments of the applications to determine qualifications. The hiring official, after assessing qualifications shall invite applicants to interview with at a minimum the hiring official and any other District official the hiring official sees necessary. The hiring official may conduct oral, written, and performance assessments of the applicant and conduct reference verifications. Once the hiring official has selected an applicant for hire they shall collaborate with the District Manager to make an offer of employment and if accepted completed all onboarding.

#### 14.4. Hiring of Relatives

A hiring official shall not hire an applicant who would, upon hire, supervise or be supervised, directly or indirectly, by a spouse, child, parent, sibling, sibling-in-law(s), step-parent(s) or stepchild. These limitations apply to the employee's relatives only, not to those of the employee's spouse.

#### 14.5. Pre-employment Physical/Drug Screening

All applicants as a condition of an offer of employment with the District, shall furnish to the District documentation from the applicant's healthcare provider that they meet the physical and psychological requirements of the position they are being offered.

Every person to whom an offer of employment is made shall as a condition of that offer, be required to take and pass a drug and/or alcohol test before they may officially be hired by the District.

#### 15. Political Activity

During working hours, no employee shall engage in any political activity. No employee shall attempt to gain unfair political advantage on behalf of themselves or any person by virtue of their position with the District.

#### 16. Outside Employment

Employees may engage in employment outside the District, provided that such employment will not interfere with the proper and efficient performance of the employee's duties to the District. In any outside employment, the employee shall ensure that no conflict exists and refrain from any outside employment where a perceived conflict may arise.

Requirements of employment with the District shall have priority over any requirements of outside employment. Employees may not engage in outside employment or business activities during their District working hours.

#### 17. Gifts, Gratuities & Endorsements of Products

Employees shall not, in their official capacity, assist in the sale of any goods or services by permitting their endorsement of said goods or services to be used for advertising purposes.

An employee shall not, in their official or private capacity, offer for sale or sell goods or services to the District. Employees in direct contact with the public shall guard against any relationship that creates a conflict of interest or which might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

#### 18. Separation From Employment

An employee may be separated from employment with the District by resignation, retirement, or involuntary termination.

Separating employees shall return all District property (documents, supplies, materials, tools, and keys) to their supervisor or District Manager. Employees not

returning district property assigned to them shall be responsible for compensating the District for the replacement costs of said property.

The final paycheck for a separating employee shall be prepared for normal distribution in accordance with the regular payroll cycle. Except in cases of involuntary termination, payment of final wages shall be made on the day of termination. Any monies owed the District by a separating employee shall be deducted from the final paycheck.

Included in the final paycheck will be any accrued paid time off hours in accordance with state law.

## 19. Electronic Communication

### 19.1. Communication Systems

The communication systems are the property of the District and intended for business use. Therefore, the District maintains the ability to access any computer files, use software, use the internet, use email, and use voicemail. Although employees may select individual passwords, such files are not private, and employees should not assume that such files are confidential. However, other than management employees acting on behalf of the District, employees should not attempt to gain access to another employee's computer, internet files, email, or voicemail without the latter's permission.

All information regarding access to the District's computer resources, such as user identities, modem phone numbers, access codes, and passwords, is confidential information and may not be disclosed to non-District personnel.

### 19.2. Unauthorized Use

Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other District guidelines. The District reserves the right to determine when an employee is using the District communication systems inappropriately.

The District licenses and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements.

### 19.3. Email

Because the District provides an email system to employees to help them with the performance of their job, it should be used for official District business only. In addition, emails that were deleted are stored elsewhere in the system. Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to others face-to-face. Emails

sent using District emails, regardless of purpose, are public records subject to public inspection and copying pursuant to the Colorado Open Records Act.

#### 19.4. Phones

Employees are responsible for making certain their voicemail messages are reviewed in a timely fashion. In the interest of good business practice, personal telephone calls, including those made with cell phones, must not interfere with an employee's performance of their job. Personal use of the District telephones for long-distance calls that will result in additional charges to the District is not permitted. For safety reasons, employees should avoid the use of cell phones while driving.

#### 19.5. Personal Use of Social Media Guidelines

While every individual has a right to speak out on the issues facing the community, state, and nation, employees must take great care to make it clear that their personal opinions are their own and do not represent the official policy position of the District. Public employees should be aware that speech made pursuant to their official duties is not protected by the First Amendment.

Employees shall not post information, images, or use District logos or icons obtained in their official capacity with the District on their personal social media pages or accounts.

As a public employee, certain types of oral, written, and electronic speech related to job duties or employment with the District are subject to restriction, including:

- 19.5.1. Sensitive, confidential, or non-public District information of any kind, including items involved, or could be involved, in litigation.
- 19.5.2. Combative exchanges, name-calling, personal attacks, or disparaging comments.
- 19.5.3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation, gender identity and expression, or any other legally protected group status.
- 19.5.4. Other items are in conflict with existing policies.

Personal use of social media is never permitted during working time.

**KREMMLING SANITATION DISTRICT****RESOLUTION 2026-03-02****RESOLUTION ADOPTING POLICY**

**WHEREAS**, the Kremmling Sanitation District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, located in the County of Grand, Colorado, and is a duly organized and existing special district pursuant to C.R.S. § 32-1-101 *et seq.*

**WHEREAS**, the Board of Directors (the “Board”) has the management, control, and supervision of all the business and affairs of the District, pursuant to C.R.S. § 32-1-1001(1)(h).

**WHEREAS**, the Board may appoint, hire, and retain agents, employees, engineers, and attorneys pursuant to C.R.S. § 32-1-100(1)(j).

**WHEREAS**, the Board may appoint, exercise all rights and powers necessary or incidental to or implied from the specific powers granted to special districts pursuant to C.R.S. § 32-1-1001(1)(n).

**WHEREAS**, the District desires to clarify its general operating policies and consolidate the same into easy-to-understand policy documents.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Kremmling Sanitation District as follows:

1. Governance. Exhibit A, attached hereto and incorporated by this reference, is adopted as the District’s Governance Retention.
2. Conflict of Interest. Exhibit B, attached hereto and incorporated by this reference, is adopted as the District’s Policy on Conflict of Interest.
3. Investments. Exhibit C, attached hereto and incorporated by this reference, is adopted as the District’s Policy on Investments.
4. Open Records. Exhibit D, attached hereto and incorporated by this reference, is adopted as the District’s Policy on Open Records.
5. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.
6. Effective Date. This Resolution shall take effect immediately upon adoption.

ADOPTED by the Board this 9th day of March 2026.

**KREMMLING SANITATION DISTRICT**

By: \_\_\_\_\_  
Noble Underbrink  
President

ATTEST:

\_\_\_\_\_  
Alan N. Hassler  
Secretary

**Exhibit A**  
**Policy on Governance**

## KREMMLING SANITATION DISTRICT

### Policy on Governance

Adopted: March 9, 2026

1. Purpose. This Governance Policy (the “Policy”) establishes the respective roles, responsibilities, and authority of the Board of Directors (the “Board”) and the District Manager of the Kremmling Sanitation District (“District”) in accordance with generally accepted principles of Policy Governance. This Policy is intended to ensure lawful, ethical, transparent, and effective governance while clearly separating governance from management.
2. Authority. This Policy is adopted pursuant to, and shall be interpreted consistently with the:
  - a. Colorado Special District Act, C.R.S. §§ 32-1-101 *et seq.*
  - b. Colorado Local Government Budget Law, C.R.S. §§ 29-1-101 *et seq.*
  - c. Colorado Open Records Act (“CORA”), C.R.S. §§ 24-72-201 *et seq.*
  - d. Ethics, conflicts of interest, and disclosures, C.R.S. §§ 24-18-101 *et seq.* and C.R.S. § 32-1-902
  - e. Elections and director qualifications, C.R.S. §§ 1-1-101 *et seq.* and C.R.S. § 32-1-801 *et seq.*
3. Governance Philosophy. The District operates under a policy governance model, under which the Board governs through policy and strategic direction, and the District Manager administers operations and staff within the boundaries set by Board policy and the law. Authority is delegated to management consistent with C.R.S. § 32-1-1001(1)(h) and (i).
4. Role and Authority of The Board of Directors. The Board derives its authority from C.R.S. § 32-1-1001, which vests the board of directors with all powers necessary to manage and conduct the business and affairs of the district.

Acting collectively, the Board shall:

- a. Adopt Policy and Strategy.
  - i. Establish governance, financial, and operational policies.
  - ii. Set the District’s mission, long-range goals, and strategic priorities.

Kremmling Sanitation District  
Policy on Governance

- b. Fiscal Oversight.
  - i. Adopt the annual budget and appropriations.
  - ii. Certify mill levies and fix rates and fees.
  - iii. Ensure independent audits and financial reporting as required by law.
- c. Employment of the District Manager. Employ, evaluate, and compensate the District Manager.
- d. Employment of the Superintendent. Employ, evaluate, and compensate the Superintendent.

The Board shall not:

- e. Direct or supervise District employees other than the District Manager and Superintendent.
  - f. Engage in day-to-day operational decision-making.
  - g. Exercise individual authority outside of a duly noticed public meeting.
  - h. Take action inconsistent with adopted budgetary appropriations.
5. Role and Responsibility of the District Manager. The District Manager shall be the District's chief executive and administrative officer and shall administer the daily business and affairs of the District. The District Manager is an employee of the Board, pursuant to C.R.S. § 32-1-1001(1)(i).

Within the scope of Board policy and law, the District Manager shall:

- a. Monitor and evaluate the revenues and expenditures of the District and notify the Board when expenditures exceed revenues.
- b. Keep or cause to have kept accurate and timely books, papers, records, and accounts of the District's activities, finances, and operations.
- c. Execute contracts and approve expenditures within limits established by the Board.
- d. Prepare and recommend the annual budget and capital plans.

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Policy on Governance

- e. Evaluate, discipline, and compensate, within budgetary constraints, District employees.
  - f. Prepare bid specifications and obtain bids from contractors pursuant to the District's Procurement Policy.
  - g. Ensure compliance with all laws, regulations, and policies lawfully enacted.
  - h. Act in the name of and on behalf of the District in all correspondence, meetings, and communications with the public and other governmental agencies.
  - i. Represent the District before all courts of law, regulatory panels, and other governmental agencies.
6. Role and Responsibility of the Superintendent. The Superintendent shall be the District's chief of operations and shall oversee the operation of all District facilities and services. The Superintendent is an employee of the Board, pursuant to C.R.S. § 32-1-1001(1)(i).

Within the scope of Board policy and law, the Superintendent shall:

- a. Administer all District operations and services.
  - b. Oversee the operation, maintenance, repair, and replacement of all District facilities and the implementation of all District programs and services.
  - c. Administer and oversee contracts between the District and any contractors and ensure that contracted services are performed in a satisfactory manner.
  - d. Ensure the sound operation of the District's facilities and programs
  - e. Supervise, hire, and train District employees.
7. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of any law of the State of Colorado.
8. Amendment. The Board may amend this Policy from time to time, only in writing following a duly called meeting.

**Exhibit B**  
**Policy on Conflict of Interest**

## KREMMLING SANITATION DISTRICT

### Policy on Conflicts of Interest

Adopted: March 9, 2026

1. Purpose. This Policy on Conflicts of Interest (“Policy”) is adopted by the Board of Directors (the “Board”) of the Kremmling Sanitation District (the “District”) to protect the public trust and ensure District decisions are made solely in the District’s best interests, consistent with Colorado’s ethics and conflict-of-interest laws applicable to local government officials. Holding office as a director is a public trust, and directors must carry out their duties for the benefit of the people, not for private advantage. The Board adopts this policy as an exercise of the District’s powers and as a governance measure to guide Board and staff conduct.
2. Authority. This Policy is adopted pursuant to, and shall be interpreted consistently with the:
  - a. Article XXIX of the Colorado Constitution
  - b. Colorado Special District Act, C.R.S. §§ 32-1-101 *et seq.*
  - c. Colorado Local Government Officials Code of Ethics, C.R.S. §§ 24-18-103, 24-18-109, and 24-18-110.
  - d. Criminal Conflict-of-Interest provisions, C.R.S. §18-8-308
3. Definitions.
  - a. “Covered Person” means a director, officer, employee, and any member of a District committee or advisory body when acting for or on behalf of the District.
  - b. “Conflict of Interest” means a situation when a Covered Person’s private Financial Interest, or the private Financial Interest of an immediate family member or associated business, could reasonably be perceived to influence the covered person’s judgment, vote, recommendation, or action on a District matter.
  - c. “Financial Interest” means any interest that may result in a direct or indirect economic benefit or detriment that is distinguishable from the effects on the public generally.
4. Scope. This Policy applies to all District decisions and actions, including but not limited to contracts, procurements, change orders, claims, development-related

Kremmling Sanitation District  
Policy on Conflicts of Interest

decisions, personnel actions, and any matter that may confer an economic benefit on a covered person or a related party.

5. Governing Standards. Covered Persons must avoid conflicts of interest and the appearance of impropriety and must comply with the rules of conduct for local government officials and employees in Colorado law. Covered persons must not perform official acts that directly and substantially affect, to their economic benefit, a business or undertaking in which they have a substantial financial interest, except as permitted by law and after complying with disclosure and recusal requirements described in this Policy.
6. Duty to Disclose Promptly and Before Action. Any Covered Person who knows or reasonably should know of a potential Conflict of Interest related to a District matter shall disclose it as soon as the Conflict of Interest becomes known and, in all events, before participating in discussion, advocacy, negotiation, recommendation, or a vote on the matter. For Board actions, the director must disclose the Conflict of Interest on the record at a public meeting and ensure the disclosure is reflected in the minutes. Where written disclosure is required or advisable, the Covered Person must prepare a written disclosure describing the nature of the Conflict of Interest sufficiently to inform the Board and the public.

Colorado law provides a mechanism for written voluntary disclosure to the Secretary of State describing the Conflict of Interest, and it provides that such disclosure can operate as an affirmative defense to certain civil, criminal, or other sanctions relating to Conflict of Interest when properly made. In addition, Colorado criminal law separately requires advance written notice (at least seventy-two (72) hours) to the Secretary of State and to the governing body before exercising substantial discretionary functions in connection with a government pecuniary transaction when the director has a known potential Conflict of Interest.

7. Recusal, Abstention, and Non-Participation. A director with a disclosed Conflict of Interest shall recuse themselves from the matter, except where the conflict is of a de minimis value. Recusal under this Policy means the director will not debate, advocate, negotiate, attempt to influence other directors (formally or informally), or vote on the matter, and will not direct staff regarding the matter except to facilitate administrative handling of the recusal. When practical, and especially when the matter is quasi-judicial, competitive procurement, or a contested contract decision, the recused director should also leave the dais during deliberation and vote to avoid any appearance of influence, and the minutes should reflect the director's recusal and whether the director was present during deliberations.
8. Contracting and Procurement Safeguards. No Covered Person may use their position to secure unwarranted privileges, contracts, purchase orders, payments,

Kremmling Sanitation District  
Policy on Conflicts of Interest

or other pecuniary benefits for themselves, an immediate family member, or an associated business. Covered Persons must not participate in the specification, selection, evaluation, negotiation, administration, approval, or change-order process for any vendor or contractor where the covered person has a Conflict of Interest. The District will use procurement practices designed to reduce risk, including clear scopes, competitive processes where feasible, documentation of selection rationale, and segregation of duties in invoice approval when a potential Conflict of Interest exists, consistent with the overarching duties imposed by Colorado ethics law on local officials and employees.

9. Gifts, Gratuities, and Things of Value. Covered Persons must comply with Article XXIX of the Colorado Constitution and applicable statutes and rules governing gifts and things of value, including restrictions that may apply to local government officials and employees. The District prohibits any Covered Person from soliciting or accepting any gift, favor, service, or other thing of value that could reasonably be construed as intended to influence a District decision or reward official action, whether offered directly or indirectly through an intermediary.
10. Disclosure Records. The District's records custodian shall maintain a Conflict of Interest file containing written disclosures submitted under this Policy and any related correspondence. For Board matters, the minutes will reflect the disclosure, the nature of the Conflict of Interest stated on the record, and the director's recusal/nonparticipation. If a director makes a written disclosure to the Secretary of State under Colorado's voluntary disclosure statute, the director should also provide a copy to the District for its records.
11. Training and Advice. The District may provide periodic ethics and conflict-of-interest training for directors and key staff. When a Covered Person is uncertain whether a conflict exists or how to handle it, the Covered Person should seek advice from the District's legal counsel before participating.
12. Violations and Enforcement. Violations of this Policy may result in remedial actions deemed appropriate by the Board and consistent with law, which may include censure, reassignment of duties, contract safeguards, referral to legal counsel for further evaluation, or other corrective measures. Covered Persons are also reminded that failure to disclose a conflict of interest may carry criminal consequences under Colorado law in certain circumstances. Nothing in this Policy limits the authority of any enforcement body or the applicability of any civil or criminal statute.
13. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of any law of the State of Colorado.
14. Amendment. The Board may amend this Policy from time to time, only in writing following a duly called meeting.

**Exhibit C**  
**Policy on Investments**

# KREMMLING SANITATION DISTRICT

## Policy on Investments

Adopted: March 9, 2026

1. Purpose. This Policy on Investments (“Policy”) is adopted by the Board of Directors (the “Board”) of the Kremmling Sanitation District (the “District”) to establish prudent, lawful, and consistent standards for the investment of District public funds. The purpose of this Policy is to safeguard public monies, ensure sufficient liquidity to meet operational and capital obligations, and obtain a reasonable rate of return consistent with statutory authority and the fiduciary responsibilities of local government officials.
2. Authority. This Policy is adopted pursuant to, and shall be interpreted consistently with the following:
  - a. Legal Investments statutes, C.R.S. §§ 24-75-601.1 and 24-75-603
  - b. Local Government Public Deposit Protection Act, C.R.S. § 11-10.5-101 *et seq.*
  - c. Local Government Investment Pools, C.R.S. § 24-75-701 *et seq.*
3. Definitions.
  - a. “Public Funds” means all moneys of the District, from whatever source derived, that are in the custody or control of the District and subject to investment under Colorado law.
  - b. “Investment Officer” means the District Manager or such other person as the Board may designate to execute investment transactions on behalf of the District.
  - c. “Authorized Investments” means those investments permitted under C.R.S. § 24-75-601.1 and other applicable Colorado statutes.
  - d. “PDPA” means the Public Deposit Protection Act, C.R.S. § 11-10.5-101 *et seq.*
4. Scope. This Policy applies to all District Public Funds, including operating funds, reserve funds, capital project funds, enterprise funds, and any other funds under the control of the District, except where a bond resolution, trust indenture, or grant agreement imposes more restrictive investment requirements. In the event

Kremmling Sanitation District  
Policy on Investments

of a conflict between this Policy and applicable law or bond covenants, the more restrictive requirement shall govern.

5. Investment Objectives. The District's investment objectives, in priority order, are as follows:
  - a. Safety of Principal. Preservation of capital is the foremost objective. Investments shall be undertaken in a manner that seeks to ensure the safety of principal consistent with statutory authority.
  - b. Liquidity. The District's portfolio shall be structured to meet anticipated cash flow requirements for operations, debt service, and capital expenditures.
  - c. Yield. The District shall seek to attain a market rate of return throughout budgetary and economic cycles, consistent with safety and liquidity needs.
6. Standard of Care. The Investment Officer and any person involved in the investment of Public Funds shall exercise the care that a prudent person in a like position would exercise under similar circumstances, consistent with C.R.S. § 24-75-601.4, which provides protections for officials acting in good faith compliance with statutory investment standards. Investment decisions shall be made in the best interests of the District and not for personal gain.
7. Authorized Investments. The District may invest Public Funds only in Authorized Investments permitted under Colorado law, including but not limited to:
  - a. Obligations of the United States or securities fully guaranteed by the United States.
  - b. Obligations of U.S. government agencies or instrumentalities as permitted by statute.
  - c. Certificates of deposit, savings accounts, money market deposit accounts, or other deposit instruments in eligible public depositories as authorized by C.R.S. § 24-75-603.
  - d. Eligible bankers' acceptances, commercial paper, and corporate bonds to the extent permitted under C.R.S. § 24-75-601.1 and subject to applicable credit quality requirements.
  - e. Shares of any local government investment pool authorized under C.R.S. § 24-75-701 *et seq.*

Kremmling Sanitation District  
Policy on Investments

- f. Any other investment expressly permitted by Colorado statute for local governments.
  - g. The District shall not engage in speculative trading, leverage, derivatives (unless expressly authorized by statute), short sales, or any investment not specifically authorized by Colorado law.
8. Depositories and Collateralization. All deposits of Public Funds shall be made only in eligible public depositories as defined by Colorado law. Deposits exceeding federal insurance limits shall be secured in accordance with the PDPA and applicable rules of the Colorado Banking Board. The District shall not maintain uninsured and uncollateralized deposits.
9. Diversification and Maturity. The District shall diversify investments to the extent practical to reduce exposure to credit and interest rate risk. Investment maturities shall be aligned with projected cash flow needs. Unless otherwise authorized by the Board, no investment shall have a final maturity exceeding five (5) years from the date of purchase.
10. Delegation of Authority. The Board retains ultimate authority over the investment of Public Funds. The Board delegates to the Investment Officer the authority to implement this Policy and execute transactions within its limits. The Investment Officer may utilize qualified financial institutions, brokers, advisors, or custodians, provided all investments remain within statutory authority and this Policy.
11. Safekeeping and Internal Controls. The District shall maintain written internal controls governing the investment process, including separation of duties where feasible, written authorization for transactions, documentation of trades, and periodic reconciliation of investment accounts. Securities shall be held in the District's name by a third-party custodian when practical.
12. Reporting. The Investment Officer shall provide the Board with periodic reports, no less than quarterly, summarizing investment holdings, maturity dates, market values (where applicable), and compliance with this Policy. Investment records shall be maintained in accordance with Colorado public records and audit requirements.
13. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of any law of the State of Colorado.
14. Amendment. The Board may amend this Policy from time to time, only in writing following a duly called meeting.

**Exhibit D**  
**Policy on Open Records**

# KREMMLING SANITATION DISTRICT

## Policy on Open Records

Adopted: March 9, 2026

1. Purpose. This Policy on Open Records (“Policy”) is adopted by the Board of Directors (the “Board”) of the Kremmling Sanitation District (the “District”) to adopt a public records request policy pursuant to C.R.S. § 24-72-203(1); provide access to and the protect the integrity of Public Records in the custody of the District; to prevent unnecessary interference with the regular discharge of the duties of the District and its manager in compliance with the CORA; to establish reasonable and standardized fees for producing copies of and information from records maintained by the District as authorized by CORA; and set forth a general procedure for providing consistent, prompt and equitable service to those requesting access to Public Records.
2. Authority. This Policy is adopted pursuant to, and shall be interpreted consistently with the following:
  - a. Colorado Open Records Act, C.R.S. § 24-72-201 *et seq.* (“CORA”)
  - b. Colorado Special District Act, C.R.S. § 32-1-101 *et seq.*
3. Definitions.
  - a. “Custodian” means the official designated by the Board to serve as custodian for the maintenance, care, and keeping of all Public Records of the District, in accordance with C.R.S. § 24-72-202, and to oversee the collection, retention, and retrieval of Public Records of the District.
  - b. “Public Records” has the same meaning as C.R.S. § 24-72-202(6).
4. Scope. This Policy applies to requests submitted to the District for the inspection of Public Records pursuant to CORA and shall supersede any previously adopted CORA policies of the District.
5. Submission of Requests.
  - a. Requests for inspection of Public Records are to be submitted in writing on an official request form to the Custodian, and must be sufficiently specific as to enable the Custodian to locate the information requested with reasonable effort. The Custodian shall produce an official request

Kremmling Sanitation District  
Policy on Open Records

form to facilitate the submission of requests in a form and format of their choosing.

- b. Requests may be submitted by mail, fax, email, web form, or be hand-delivered.
- c. A request shall be considered made when the request is actually received by the Custodian:
  - i. A letter is received when it is opened in the usual course of business by the recipient or a person authorized to open the recipient's mail.
  - ii. A fax is received when it is printed during regular business hours, or, if received after hours, at 8:30 AM on the following business day.
  - iii. An email is received when it is received and opened during regular business hours, or, if received after hours, at 8:30 AM on the following business day.
- d. If a deposit is required, the request is not considered received until the deposit is paid.

6. Inspection.

- a. The Custodian or the Custodian's designee shall make the requested Public Records available for inspection during regular business hours, deemed to be from 8:00 AM to 5:00 PM, Monday through Friday, except for times the Custodian's office is closed. During the inspection of Public Records, the Custodian may ask that the requester follow certain procedures to protect the integrity of the Public Records.
- b. If a Public Record is not immediately or readily available for inspection, the Custodian or the Custodian's designee shall make an appointment or other arrangements with the applicant concerning the time at which the requested record will be available. The Public Record shall be made available for inspection within a reasonable time, which is presumed to be three (3) working days or less from the date of receipt of the request. Such three (3) day period may be extended by an additional seven (7) working

Kremmling Sanitation District  
Policy on Open Records

days if extenuating circumstances, as described in C.R.S. § 24-72-203 (3)(b), exist. Responding to applications for inspection of Public Records need not take priority over the previously scheduled work activities of the Custodian or the Custodian's designee.

- c. No one shall remove a Public Record from the Custodian's offices without the permission of the Custodian. Public Records may be removed from file folders or places of storage for photocopying by the Custodian or the Custodian's designee. The Custodian may allow a person to use their own portable electronic equipment to make copies of Public Records.
- d. As a general practice, in response to a Public Records request:
  - i. Public Records will be made available for inspection in the format in which they are stored. If the Custodian is unable to produce the Public Record in its stored format for any reason set forth in C.R.S. § 24-72-203(3.5)(b), an alternative format may be produced or a denial issued under C.R.S. § 24-72-204.
  - ii. The person making the request shall not be allowed access to the Custodian's computer or for any other purpose, to inspect any Public Record.
  - iii. Any portion of a Public Record containing non-public information that is not subject to inspection may be redacted by the Custodian prior to making the record available for inspection. The Custodian is not required to redact information from a writing that is not a Public record in order to make the writing available for inspection.
  - iv. The Custodian, in consultation with the District's legal counsel, will determine which information is no longer considered "work-in-progress" subject to the deliberative process or work product privilege and therefore eligible for release.
  - v. Altering an existing Public Record, or excising fields of information that the Custodian is either required or permitted to withhold, does not constitute the creation of a new Public Record.

Kremmling Sanitation District  
Policy on Open Records

- e. Where a request seeks in excess of twenty-five (25) electronically stored Public Records, the following procedure shall apply in responding to such a request:
  - i. The Custodian shall solicit the comments of the requester regarding any search terms to be used to locate and extract such records, and, in doing so, will seek to have the request refined so that it does not result in an inordinate number of irrelevant or duplicative documents, it being understood that the Custodian will make the final determination regarding search terms.
  - ii. The Custodian shall designate an employee or another person with experience in performing electronic searches to locate and extract responsive records.
  - iii. The person who is designated to perform the searches shall consult, as appropriate, with legal counsel to identify privileged records that should not be produced.
  - iv. Where appropriate, legal counsel shall conduct a final review to identify and withhold privileged records.
- f. The Custodian or the Custodian's designee shall deny the inspection of the records if such inspection would be contrary to federal or state law or regulation, or would violate a court order. In special circumstances, the Custodian shall deny inspection of the Public Record if such inspection would cause substantial injury to the public interest. Such a denial shall be made in writing by the Custodian to the person making the request and shall set forth with specificity the grounds of the denial. It is not necessary to state a ground for denial of access for each document if a specific ground is applicable to a group of documents.
- g. If the Public Records requested are not in the custody or control of the Custodian, the Custodian shall notify the requester of this fact in writing. In such a notification, the Custodian shall state in detail to the best of their knowledge and belief the reason for the absence of the Public Records, the location of the Public Records, and what person then has custody or control of the Public Records.

Kremmling Sanitation District  
Policy on Open Records

- h. All Public Records, regardless of storage format, will be administered in accordance with approved retention schedules.
7. Fees for All Record Requests.
    - a. Fees for Standard Reproductions. The Custodian or the Custodian's designee shall charge a fee not to exceed twenty-five cents (\$0.25 ) per page for any photocopies or printed copies of electronic records that are required to make a Public Record available. Other reproductions of Public Records shall be provided at a cost not to exceed the actual cost of the reproduction. Such fees shall be paid by the applicant prior to the receipt of copies of any Public Records. Requests expected to exceed a total charge of ten dollars (\$10.00) or more must be accompanied by a deposit equal to the reasonably-estimated reproduction costs. This deposit will be credited toward the total fee, and the total fee shall be paid prior to release of the requested records. In the event the deposit amount exceeds the actual costs, the balance will be refunded.
    - b. Transmission Fees. No fees related to transmission shall be charged for transmitting public records via electronic mail. Within the period specified in C.R.S. § 24-72-203 the Custodian shall notify the record requester that a copy of the record is available, but will only be sent to the requester once the custodian receives payment for postage if the copy is transmitted by United States mail, or payment for the cost of delivery if the copy is transmitted other than by United States mail, and payment for any other supplies used in the mailing, delivery, or transmission of the record and for all other costs associated with producing the record. Upon receiving such payment, the custodian shall send the record to the requester as soon as practicable, but no more than three business days after receipt of such payment.
  8. Fees for Search, Retrieval, and Legal Review.
    - a. In the case of any request requiring more than one (1) hour of time for search, retrieval, supervision of inspection, copying, manipulation, redaction or legal counsel review to identify and withhold privileged records, the Custodian or the Custodian's designee may charge an hourly fee not to exceed the maximum amount allowed under C.R.S. § 24-72-205 (6)(a) which can be found at <https://content.leg.colorado.gov/colorado->

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Policy on Open Records

open-records-act-maximum-hourly-research-and-retrieval-fee. Prior to performing any services necessary to respond to a request, the Custodian or the Custodian's designee shall require the applicant to pay a deposit equal to the reasonably estimated fees that will be charged by the Custodian for such staff time. Before receiving any records, the applicant shall also pay the amount by which the cost of any open records services exceeds the deposit. The District shall promptly refund the amount by which the deposit exceeds the cost of any open records services.

- b. To the extent possible, the Custodian shall utilize administrative or clerical staff for search and retrieval of Public Records who are ordinarily responsible for such duties to ensure that the fees charged for staff time in connection with the request represent costs incurred in the ordinary course of business and not extraordinary charges, but in any case, such charges shall be consistent with C.R.S. § 24-72-205(6).
9. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of any law of the State of Colorado.
  10. Amendment. The Board may amend this Policy from time to time, only in writing following a duly called meeting.

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**Kremmling Town Hall**  
***Kremmling, CO***



Report #: 58135-0  
Beginning: January 1, 2026  
Expires: December 31, 2026

**RESERVE STUDY**  
**"Full"**

February 17, 2026

# Welcome to your Reserve Study!

**A** Reserve Study is a valuable tool to help you budget responsibly for your property. This report contains all the information you need to avoid surprise expenses, make informed decisions, save money, and protect property values.

**R**egardless of the property type, it's a fact of life that the very moment construction is completed, every major building component begins a predictable process of physical deterioration. The operative word is "predictable" because planning for the inevitable is what a Reserve Study by **Association Reserves** is all about!

In this Report, you will find three key results:

- **Component List**

Unique to each property, the Component List serves as the foundation of the Reserve Study and details the scope and schedule of all necessary repairs & replacements.

- **Reserve Fund Strength**

A calculation that measures how well the Reserve Fund has kept pace with the property's physical deterioration.

- **Reserve Funding Plan**

A multi-year funding plan based on current Reserve Fund strength that allows for component repairs and replacements to be completed in a timely manner, with an emphasis on fairness and avoiding "catch-up" funding.

## Questions?

Please contact your Project Manager directly.



**ASSOCIATION  
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**Kremmling Town Hall**  
 Kremmling, CO  
 Level of Service: "Full"

Report #: **58135-0**  
 # of Units: 1

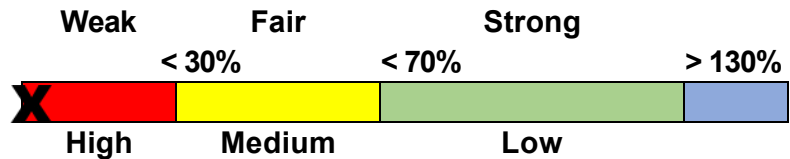
**January 1, 2026 through December 31, 2026**

**Findings & Recommendations**

**as of January 1, 2026**

Starting Reserve Balance	\$0
Fully Funded Reserve Balance	\$186,768
Annual Rate (Cost) of Deterioration	\$10,618
Percent Funded	0.0 %
Recommended 2026 Annual "Fully Funding" Reserve Transfers	\$13,200
Alternate/Baseline Annual Minimum Transfers to Keep Reserves Above \$0	\$11,800
Recommended 2026 Cash Infusion for Reserves	\$135,000
Most Recent Annual Reserve Transfer Rate	\$0

**Reserve Fund Strength: 0.0%**



**Economic Assumptions:**

Net Annual "After Tax" Interest Earnings Accruing to Reserves	3.00 %
Annual Inflation Rate	3.00 %

- This "Full", (original, created "from scratch"), is based on our site inspection on 12/15/2025.
- The Reserve Study was reviewed by a credentialed Reserve Specialist (RS).
- Your Reserve Fund is currently 0.0 % Funded.
- Based on this starting point and your anticipated future expenses, our recommendation is to budget the Annual Reserve transfers at \$13,200 with 2% annual increases, along with a one-time cash infusion of \$135,000 in order to be within the 70% to 130% level as noted above. 100% "Full" transfer rates are designed to achieve these funding objectives by the end of our 30-year report scope.
- The goal of the Reserve Study is to help the client offset the inevitable annual deterioration of the common area components. The Reserve Study will guide the client to establish an appropriate Reserve transfer rate that offsets the annual deterioration of the components and 'keeps pace' with the rate of ongoing deterioration. No assets appropriate for Reserve designation were excluded. See the appendix for component details; the basis of our assumptions.
- We recommend that this Reserve Study be updated annually, with a With-Site-Visit Reserve Study every three years. Clients that update their Reserve Study annually with a No-Site-Visit Reserve Study reduce their risk of special assessment by ~ 35%.
- Please watch this 5-minute video to understand the key results of a Reserve Study - <https://youtu.be/l5B24oNLTYy>

## Executive Summary Table

Report # 58135-0  
Full

# Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
<b>Sites &amp; Grounds</b>			
21630 Flag Pole - Replace	30	5	\$3,250
<b>Building Exteriors</b>			
23310 Wood Siding – Repair/Repaint	5	0	\$1,050
23320 Wood Siding - Replace	60	0	\$5,800
23330 Stucco - Seal/Paint	12	0	\$6,006
23430 Windows (All) - Replace	30	2	\$36,000
23470 Exterior Doors - Replace	40	0	\$3,600
23600 Roof: Metal - Replace	40	3	\$55,500
<b>Building Interiors</b>			
24010 Interior Surfaces - Repaint	10	0	\$1,452
24080 Carpeting - Replace	10	0	\$18,250
24130 Interior Doors - Replace	40	5	\$19,200
24280 Bathrooms - Remodel	20	0	\$24,000
24310 Offices - Refurbish	10	2	\$20,900
24320 Meeting/Social Room - Refurbish	10	3	\$5,750
<b>Mechanical</b>			
25280 Boiler Pump/Motor - Replace	15	13	\$5,000
25440 Boiler - Replace	25	23	\$9,400

**15 Total Funded Components**

## Introduction



A Reserve Study is the art and science of anticipating, and preparing for, an association's major common area repair and replacement expenses. Partially art, because in this field we are making projections about the future. Partially science, because our work is a combination of research and well-defined computations, following consistent National Reserve Study Standard principles.

The foundation of this and every Reserve Study is your Reserve Component List (what you are reserving for). This is because the Reserve Component List defines the *scope and schedule* of all your anticipated upcoming Reserve projects. Based on that List and your starting balance, we calculate the association's Reserve Fund Strength (reported in terms of "Percent Funded"). Then we compute a Reserve Funding Plan to provide for the Reserve needs of the association. These form the three results of your Reserve Study.



Reserve funding is not "for the future". Ongoing Reserve transfers are intended to offset the ongoing, daily deterioration of your Reserve assets. Done well, a stable, budgeted Reserve Funding Plan will collect sufficient funds from the owners who enjoyed the use of those assets, so the association is financially prepared for the irregular expenditures scattered through future years when those projects eventually require replacement.

## Methodology

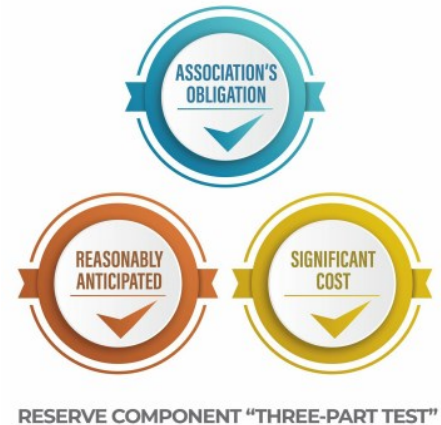


For this [Full Reserve Study](#), we started with a review of your Governing Documents, recent Reserve expenditures, an evaluation of how expenditures are handled (ongoing maintenance vs Reserves), and research into any well-established association precedents. We

performed an on-site inspection to quantify and evaluate your common areas, creating your Reserve Component List *from scratch*.

### *Which Physical Assets are Funded by Reserves?*

There is a national-standard three-part test to determine which projects should appear in a Reserve Component List. First, it must be a common area maintenance obligation. Second, both the need and schedule of a component's project can be reasonably anticipated. Third, the project's total cost is material to the client, can be reasonably anticipated, and includes all direct and related costs. A project cost is commonly considered *material* if it is more than 0.5% to 1% of the total annual budget. This limits Reserve components to major, predictable expenses. Within this framework, it is inappropriate to include *lifetime* components, unpredictable expenses (such as damage due to natural disasters and/or insurable events), and expenses more appropriately handled from the Operational budget.



### *How do we establish Useful Life and Remaining Useful Life estimates?*

- 1) Visual Inspection (observed wear and age)
- 2) Association Reserves database of experience
- 3) Client History (install dates & previous life cycle information)
- 4) Vendor Evaluation and Recommendation

### *How do we establish Current Repair/Replacement Cost Estimates?*

In this order...

- 1) Actual client cost history, or current proposals
- 2) Comparison to Association Reserves database of work done at similar associations
- 3) Vendor Recommendations
- 4) Reliable National Industry cost estimating guidebooks

## How much Reserves are enough?

Reserve adequacy is not measured in cash terms. Reserve adequacy is found when the *amount* of current Reserve cash is compared to Reserve component deterioration (the *needs of the association*). Having *enough* means the association can execute its projects in a timely manner with existing Reserve funds. Not having *enough* typically creates deferred maintenance or special assessments.

Adequacy is measured in a two-step process:

- 1) Calculate the *value of deterioration* at the association (called Fully Funded Balance, or FFB).
- 2) Compare that to the Reserve Fund Balance, and express as a percentage.



Each year, the *value of deterioration* at the association changes. When there is more deterioration (as components approach the time they need to be replaced), there should be more cash to offset that deterioration and prepare for the expenditure. Conversely, the *value of deterioration* shrinks after projects are accomplished. The *value of deterioration* (the FFB) changes each year, and is a moving but predictable target.

There is a high risk of special assessments and deferred maintenance when the Percent Funded is *weak*, below 30%. Approximately 30% of all associations are in this high risk range. While the 100% point is Ideal (indicating Reserve cash is equal to the *value of deterioration*), a Reserve Fund in the 70% - 130% range is considered strong (low risk of special assessment).

Measuring your Reserves by Percent Funded tells how well prepared your association is for upcoming Reserve expenses. New buyers should be very aware of this important disclosure!

## How much should we transfer to Reserves?



According to National Reserve Study Standards, there are four Funding Principles to balance in developing your Reserve Funding Plan. Our first objective is to design a plan that provides you with sufficient cash to perform your Reserve projects on time. Second, a stable rate of ongoing Reserve transfers is desirable because it keeps these naturally irregular expenses from unsettling the budget.

Reserve transfers that are evenly distributed over current and future owners enable each owner to pay their fair share of the association's Reserve expenses over the years. And finally, we develop a plan that is fiscally responsible and safe for Board members to recommend to their association. Remember, it is the Board's job to provide for the ongoing care of the common areas. Board members invite liability exposure when Reserve transfers are inadequate to offset ongoing common area deterioration.

### What is our Recommended Funding Goal?

Maintaining the Reserve Fund at a level equal to the *value* of deterioration is called "Full Funding" (100% Funded). As each asset ages and becomes "used up," the Reserve Fund grows proportionally. **This is simple, responsible, and our recommendation.** Evidence shows that associations in the 70 - 130% range *enjoy a low risk of special assessments or deferred maintenance.*



Allowing the Reserves to fall close to zero, but not below zero, is called Baseline Funding. Doing so allows the Reserve Fund to drop into the 0 - 30% range, where there is a high risk of special assessments & deferred maintenance. Since Baseline Funding still provides for the timely execution of all Reserve projects, and only the "margin of safety" is different, recommended Reserve transfers for Baseline Funding average only 10% to 15% less than Full Funding recommendations. Threshold Funding is the title of all other Cash or Percent Funded objectives *between* Baseline Funding and Full Funding.

## Site Inspection Notes

During our site visit on 12/15/2025 we visually inspected the common area assets and were able to see a majority of the common areas. Please see photo appendix for component details; the basis of our assumptions.



## Projected Expenses

While this Reserve Study looks forward 30 years, we have no expectation that all these expenses will all take place as anticipated. This Reserve Study needs to be updated annually because we expect the timing of these expenses to shift and the size of these expenses to change. We do feel more certain of the timing and cost of near-term expenses than expenses many years away. Please be aware of your near-term expenses, which we are able to project more accurately than the more distant projections. The figure below summarizes the projected future expenses as defined by your Reserve Component List. A summary of these expenses are shown in the 30-Year Reserve Plan Summary Table, while details of the projects that make up these expenses are shown in the 30-Year Income/Expense Detail.

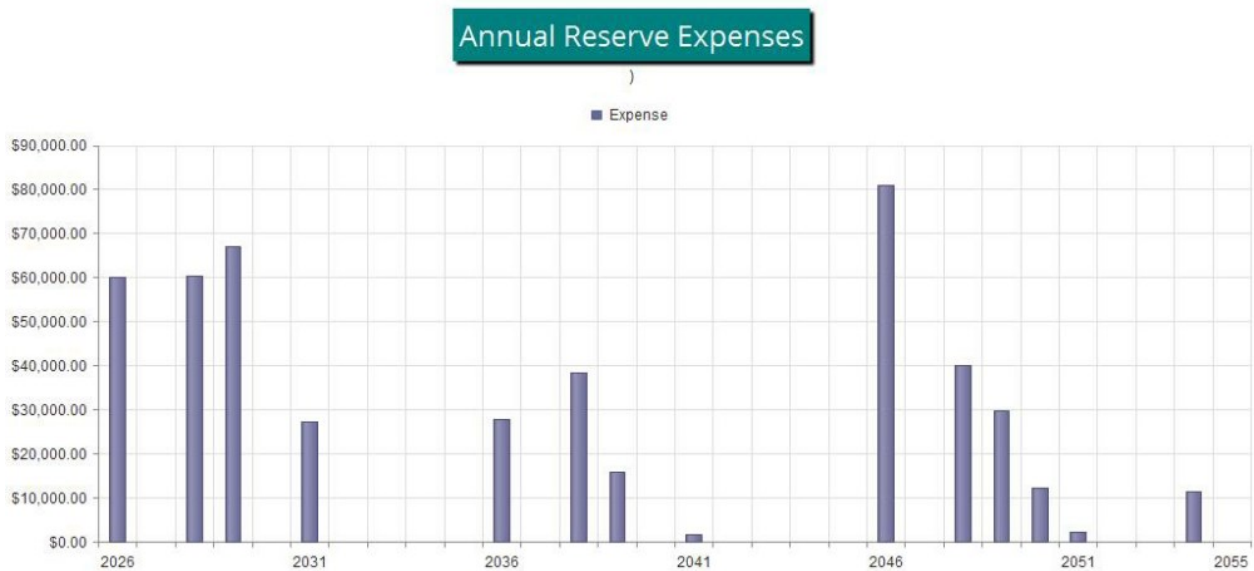


Figure 1

## Reserve Fund Status

As of 1/1/2026 your Reserve Fund balance is projected to be \$0 and your Fully Funded Balance is computed to be \$186,768 (see the Fully Funded Balance Table). The Fully Funded Balance represents the deteriorated value of your common area components. Comparing your Reserve Balance to your Fully Funded Balance indicates your Reserves are 0.0 % Funded.

## Recommended Funding Plan

Based on your current Percent Funded and your near-term and long-term Reserve needs, we are recommending Annual budgeted transfers of \$13,200, along with a one-time cash infusion of \$135,000. The overall 30-Year Plan, in perspective, is shown below in the Annual Reserve Funding (Fig. 2). This same information is shown numerically in both the 30-Year Reserve Plan Summary Table and the 30-Year Income/Expense Detail.

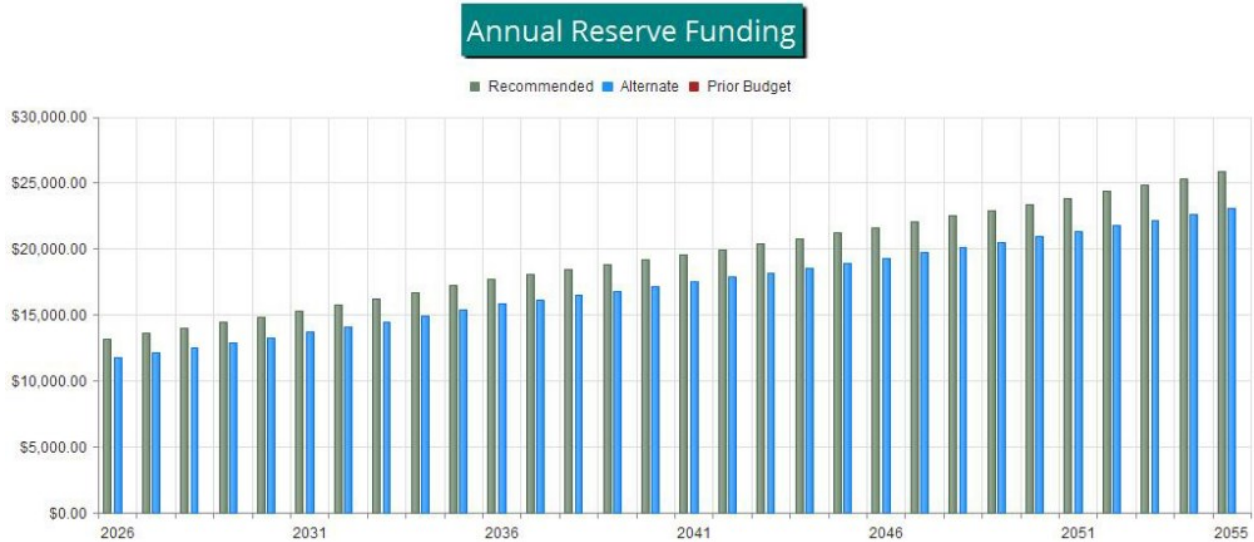


Figure 2

The reserve balance under our recommended Full Funding Plan, an alternate Baseline Funding Plan, and at your current budgeted transfer rate, compared to your always—changing Fully Funded Balance target is shown in the 30-Yr Cash Flow (Fig. 3).

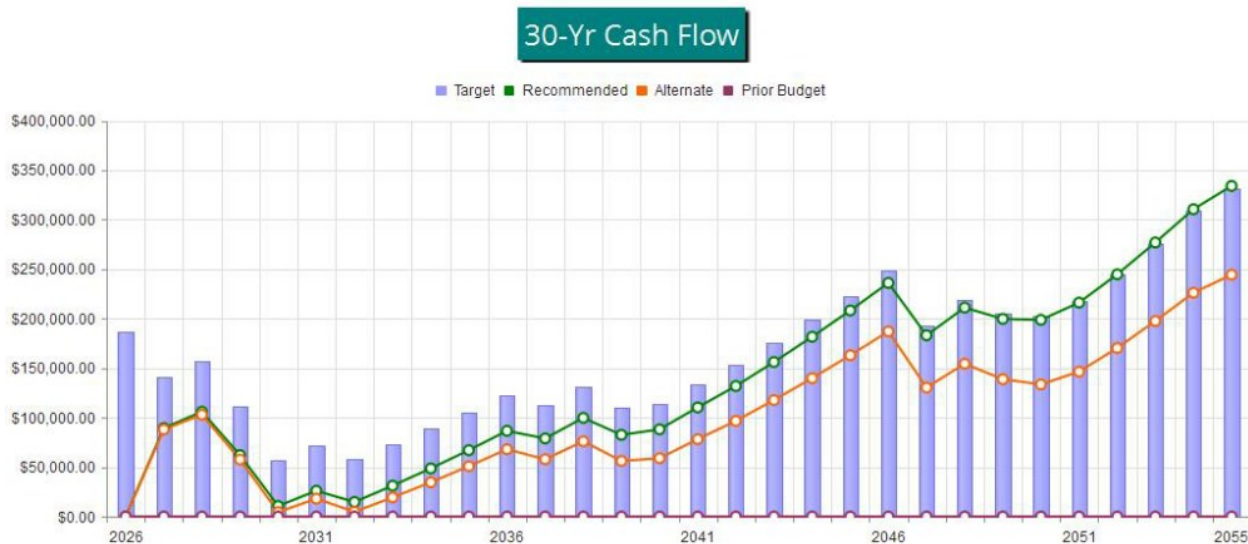


Figure 3

The information from Figure 3 is plotted on a Percent Funded scale in Figure 4. It is clear here to see how your Reserve Fund strength approaches the 100% Funded level under our recommended multi-yr Funding Plan. A client that has a percent funded level of <30% may experience an ~ 20%-60% chance risk of cash infusion. A client that is between 30% and 70% may experience an ~ 20%-5% chance risk of cash infusion. A client that has a percent funded of >70% may experience an ~ <1% chance risk of cash infusion.

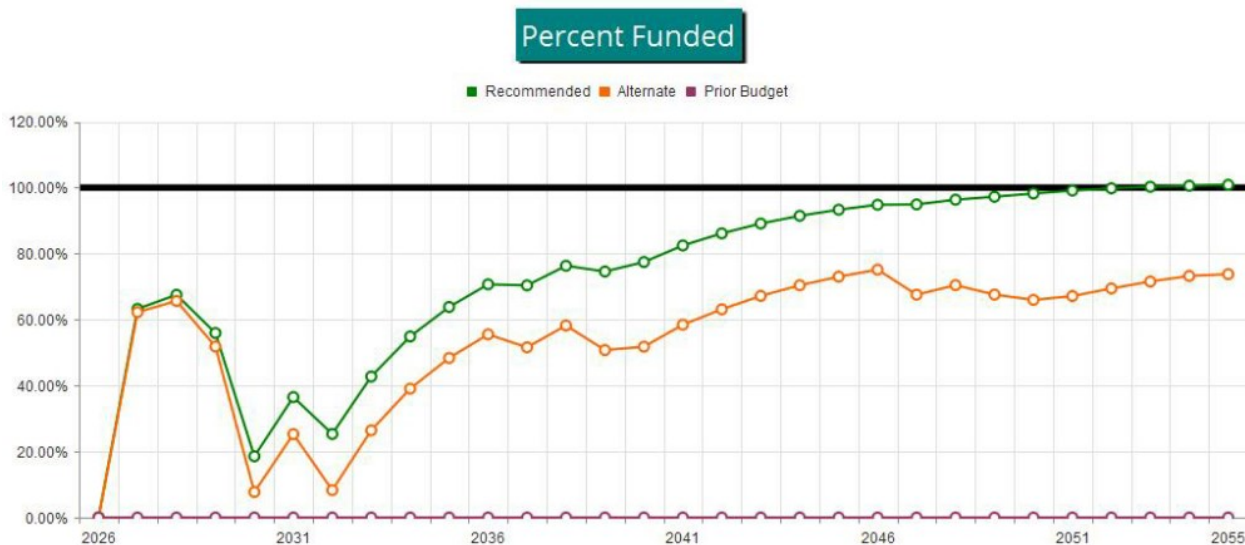


Figure 4



## Table Descriptions

Executive Summary is a summary of your Reserve Components

Reserve Component List Detail discloses key Component information, providing the foundation upon which the financial analysis is performed.

Fully Funded Balance shows the calculation of the Fully Funded Balance for each of your components, and their specific proportion related to the property total. For each component, the Fully Funded Balance is the fraction of life used up multiplied by its estimated Current Replacement Cost.

Component Significance shows the relative significance of each component to Reserve funding needs of the property, helping you see which components have more (or less) influence than others on your total Reserve funding requirements. The deterioration cost/yr of each component is calculated by dividing the estimated Current Replacement Cost by its Useful Life, then that component's percentage of the total is displayed.

30-Yr Reserve Plan Summary provides a one-page 30-year summary of the cash flowing into and out of the Reserve Fund, with a display of the Fully Funded Balance, Percent Funded, and special assessment risk at the beginning of each year.

30-Year Income/Expense Detail shows the detailed income and expenses for each of the next 30 years. This table makes it possible to see which components are projected to require repair or replacement in a particular year, and the size of those individual expenses.

## Reserve Component List Detail

Report # 58135-0

Full

# Component	Approx Quantity	Useful Life	Rem. Useful Life	Current Cost Estimate		
				Lower Estimate	Higher Estimate	
<b>Sites &amp; Grounds</b>						
21630	Flag Pole - Replace	1 Pole	30	5	\$2,920	\$3,580
<b>Building Exteriors</b>						
23310	Wood Siding – Repair/Repaint	210 GSF	5	0	\$945	\$1,160
23320	Wood Siding - Replace	210 GSF	60	0	\$5,220	\$6,380
23330	Stucco - Seal/Paint	1,400 GSF	12	0	\$5,410	\$6,610
23430	Windows (All) - Replace	12 Windows	30	2	\$32,400	\$39,600
23470	Exterior Doors - Replace	3 Doors	40	0	\$3,240	\$3,960
23600	Roof: Metal - Replace	2,500 GSF	40	3	\$50,000	\$61,000
<b>Building Interiors</b>						
24010	Interior Surfaces - Repaint	470 GSF	10	0	\$1,310	\$1,600
24080	Carpeting - Replace	190 GSY	10	0	\$16,400	\$20,100
24130	Interior Doors - Replace	16 Doors	40	5	\$17,300	\$21,100
24280	Bathrooms - Remodel	2 Bathrooms	20	0	\$21,600	\$26,400
24310	Offices - Refurbish	1 Office Area	10	2	\$18,800	\$23,000
24320	Meeting/Social Room - Refurbish	40 Pieces	10	3	\$5,180	\$6,320
<b>Mechanical</b>						
25280	Boiler Pump/Motor - Replace	1 Pump	15	13	\$4,500	\$5,500
25440	Boiler - Replace	1 Unit	25	23	\$8,460	\$10,300
15 Total Funded Components						

## Fully Funded Balance

Report # 58135-0  
Full

#	Component	Current Cost Estimate	X	Effective Age	/	Useful Life	=	Fully Funded Balance
<b>Sites &amp; Grounds</b>								
21630	Flag Pole - Replace	\$3,250	X	25	/	30	=	\$2,708
<b>Building Exteriors</b>								
23310	Wood Siding – Repair/Repaint	\$1,050	X	5	/	5	=	\$1,050
23320	Wood Siding - Replace	\$5,800	X	60	/	60	=	\$5,800
23330	Stucco - Seal/Paint	\$6,006	X	12	/	12	=	\$6,006
23430	Windows (All) - Replace	\$36,000	X	28	/	30	=	\$33,600
23470	Exterior Doors - Replace	\$3,600	X	40	/	40	=	\$3,600
23600	Roof: Metal - Replace	\$55,500	X	37	/	40	=	\$51,338
<b>Building Interiors</b>								
24010	Interior Surfaces - Repaint	\$1,452	X	10	/	10	=	\$1,452
24080	Carpeting - Replace	\$18,250	X	10	/	10	=	\$18,250
24130	Interior Doors - Replace	\$19,200	X	35	/	40	=	\$16,800
24280	Bathrooms - Remodel	\$24,000	X	20	/	20	=	\$24,000
24310	Offices - Refurbish	\$20,900	X	8	/	10	=	\$16,720
24320	Meeting/Social Room - Refurbish	\$5,750	X	7	/	10	=	\$4,025
<b>Mechanical</b>								
25280	Boiler Pump/Motor - Replace	\$5,000	X	2	/	15	=	\$667
25440	Boiler - Replace	\$9,400	X	2	/	25	=	\$752
								\$186,768


**Component Significance**
**Report # 58135-0**  
**Full**

#	Component	Useful Life (yrs)	Current Cost Estimate	Deterioration Cost/Yr	Deterioration Significance
<b>Sites &amp; Grounds</b>					
21630	Flag Pole - Replace	30	\$3,250	\$108	1.02 %
<b>Building Exteriors</b>					
23310	Wood Siding – Repair/Repaint	5	\$1,050	\$210	1.98 %
23320	Wood Siding - Replace	60	\$5,800	\$97	0.91 %
23330	Stucco - Seal/Paint	12	\$6,006	\$501	4.71 %
23430	Windows (All) - Replace	30	\$36,000	\$1,200	11.30 %
23470	Exterior Doors - Replace	40	\$3,600	\$90	0.85 %
23600	Roof: Metal - Replace	40	\$55,500	\$1,388	13.07 %
<b>Building Interiors</b>					
24010	Interior Surfaces - Repaint	10	\$1,452	\$145	1.37 %
24080	Carpeting - Replace	10	\$18,250	\$1,825	17.19 %
24130	Interior Doors - Replace	40	\$19,200	\$480	4.52 %
24280	Bathrooms - Remodel	20	\$24,000	\$1,200	11.30 %
24310	Offices - Refurbish	10	\$20,900	\$2,090	19.68 %
24320	Meeting/Social Room - Refurbish	10	\$5,750	\$575	5.42 %
<b>Mechanical</b>					
25280	Boiler Pump/Motor - Replace	15	\$5,000	\$333	3.14 %
25440	Boiler - Replace	25	\$9,400	\$376	3.54 %
15	Total Funded Components			\$10,618	100.00 %



**30-Year Reserve Plan Summary**

**Report # 58135-0  
Full**

Fiscal Year Start: 2026

Net After Tax Interest: 3.00 %

Avg 30-Yr Inflation: 3.00 %

Reserve Fund Strength (as-of Fiscal Year Start)	Projected Reserve Balance Changes
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Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	% Increase		Loan or Special Assmts	Interest Income	Reserve Expenses
					In Annual Reserve Funding	Reserve Funding			
2026	\$0	\$186,768	0.0 %	High	0.00 %	\$13,200	\$135,000	\$1,339	\$60,158
2027	\$89,381	\$141,344	63.2 %	Medium	3.00 %	\$13,596	\$0	\$2,925	\$0
2028	\$105,902	\$156,848	67.5 %	Medium	3.00 %	\$14,004	\$0	\$2,516	\$60,365
2029	\$62,057	\$110,980	55.9 %	Medium	3.00 %	\$14,424	\$0	\$1,089	\$66,930
2030	\$10,641	\$57,322	18.6 %	High	3.00 %	\$14,857	\$0	\$550	\$0
2031	\$26,047	\$71,350	36.5 %	Medium	3.00 %	\$15,302	\$0	\$611	\$27,243
2032	\$14,717	\$58,108	25.3 %	High	3.00 %	\$15,761	\$0	\$687	\$0
2033	\$31,166	\$72,910	42.7 %	Medium	3.00 %	\$16,234	\$0	\$1,195	\$0
2034	\$48,595	\$88,547	54.9 %	Medium	3.00 %	\$16,721	\$0	\$1,732	\$0
2035	\$67,049	\$105,057	63.8 %	Medium	3.00 %	\$17,223	\$0	\$2,301	\$0
2036	\$86,573	\$122,478	70.7 %	Low	3.00 %	\$17,740	\$0	\$2,479	\$27,889
2037	\$78,903	\$112,123	70.4 %	Low	2.00 %	\$18,094	\$0	\$2,675	\$0
2038	\$99,672	\$130,625	76.3 %	Low	2.00 %	\$18,456	\$0	\$2,729	\$38,362
2039	\$82,496	\$110,624	74.6 %	Low	2.00 %	\$18,826	\$0	\$2,555	\$15,787
2040	\$88,090	\$113,742	77.4 %	Low	2.00 %	\$19,202	\$0	\$2,971	\$0
2041	\$110,263	\$133,696	82.5 %	Low	2.00 %	\$19,586	\$0	\$3,627	\$1,636
2042	\$131,840	\$153,060	86.1 %	Low	2.00 %	\$19,978	\$0	\$4,314	\$0
2043	\$156,132	\$175,201	89.1 %	Low	2.00 %	\$20,377	\$0	\$5,059	\$0
2044	\$181,568	\$198,533	91.5 %	Low	2.00 %	\$20,785	\$0	\$5,839	\$0
2045	\$208,192	\$223,107	93.3 %	Low	2.00 %	\$21,201	\$0	\$6,655	\$0
2046	\$236,047	\$248,976	94.8 %	Low	2.00 %	\$21,625	\$0	\$6,279	\$80,827
2047	\$183,124	\$192,945	94.9 %	Low	2.00 %	\$22,057	\$0	\$5,905	\$0
2048	\$211,086	\$219,078	96.4 %	Low	2.00 %	\$22,498	\$0	\$6,154	\$40,047
2049	\$199,691	\$205,357	97.2 %	Low	2.00 %	\$22,948	\$0	\$5,968	\$29,900
2050	\$198,708	\$202,304	98.2 %	Low	2.00 %	\$23,407	\$0	\$6,214	\$12,209
2051	\$216,120	\$218,029	99.1 %	Low	2.00 %	\$23,875	\$0	\$6,903	\$2,198
2052	\$244,700	\$245,203	99.8 %	Low	2.00 %	\$24,353	\$0	\$7,813	\$0
2053	\$276,866	\$276,144	100.3 %	Low	2.00 %	\$24,840	\$0	\$8,799	\$0
2054	\$310,505	\$308,720	100.6 %	Low	2.00 %	\$25,337	\$0	\$9,656	\$11,440
2055	\$334,058	\$331,220	100.9 %	Low	2.00 %	\$25,843	\$0	\$10,554	\$0

## 30-Year Income/Expense Detail

Report # 58135-0

Full

Fiscal Year	2026	2027	2028	2029	2030
Starting Reserve Balance	\$0	\$89,381	\$105,902	\$62,057	\$10,641
Annual Reserve Funding	\$13,200	\$13,596	\$14,004	\$14,424	\$14,857
Recommended Special Assessments	\$135,000	\$0	\$0	\$0	\$0
Interest Earnings	\$1,339	\$2,925	\$2,516	\$1,089	\$550
Total Income	\$149,539	\$105,902	\$122,422	\$77,570	\$26,047
# Component					
<b>Sites &amp; Grounds</b>					
21630 Flag Pole - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Exteriors</b>					
23310 Wood Siding - Repair/Repaint	\$1,050	\$0	\$0	\$0	\$0
23320 Wood Siding - Replace	\$5,800	\$0	\$0	\$0	\$0
23330 Stucco - Seal/Paint	\$6,006	\$0	\$0	\$0	\$0
23430 Windows (All) - Replace	\$0	\$0	\$38,192	\$0	\$0
23470 Exterior Doors - Replace	\$3,600	\$0	\$0	\$0	\$0
23600 Roof: Metal - Replace	\$0	\$0	\$0	\$60,646	\$0
<b>Building Interiors</b>					
24010 Interior Surfaces - Repaint	\$1,452	\$0	\$0	\$0	\$0
24080 Carpeting - Replace	\$18,250	\$0	\$0	\$0	\$0
24130 Interior Doors - Replace	\$0	\$0	\$0	\$0	\$0
24280 Bathrooms - Remodel	\$24,000	\$0	\$0	\$0	\$0
24310 Offices - Refurbish	\$0	\$0	\$22,173	\$0	\$0
24320 Meeting/Social Room - Refurbish	\$0	\$0	\$0	\$6,283	\$0
<b>Mechanical</b>					
25280 Boiler Pump/Motor - Replace	\$0	\$0	\$0	\$0	\$0
25440 Boiler - Replace	\$0	\$0	\$0	\$0	\$0
Total Expenses	\$60,158	\$0	\$60,365	\$66,930	\$0
Ending Reserve Balance	\$89,381	\$105,902	\$62,057	\$10,641	\$26,047

<b>Fiscal Year</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>
Starting Reserve Balance	\$26,047	\$14,717	\$31,166	\$48,595	\$67,049
Annual Reserve Funding	\$15,302	\$15,761	\$16,234	\$16,721	\$17,223
Recommended Special Assessments	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$611	\$687	\$1,195	\$1,732	\$2,301
<b>Total Income</b>	<b>\$41,960</b>	<b>\$31,166</b>	<b>\$48,595</b>	<b>\$67,049</b>	<b>\$86,573</b>
<b># Component</b>					
<b>Sites &amp; Grounds</b>					
21630 Flag Pole - Replace	\$3,768	\$0	\$0	\$0	\$0
<b>Building Exteriors</b>					
23310 Wood Siding - Repair/Repaint	\$1,217	\$0	\$0	\$0	\$0
23320 Wood Siding - Replace	\$0	\$0	\$0	\$0	\$0
23330 Stucco - Seal/Paint	\$0	\$0	\$0	\$0	\$0
23430 Windows (All) - Replace	\$0	\$0	\$0	\$0	\$0
23470 Exterior Doors - Replace	\$0	\$0	\$0	\$0	\$0
23600 Roof: Metal - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Interiors</b>					
24010 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
24080 Carpeting - Replace	\$0	\$0	\$0	\$0	\$0
24130 Interior Doors - Replace	\$22,258	\$0	\$0	\$0	\$0
24280 Bathrooms - Remodel	\$0	\$0	\$0	\$0	\$0
24310 Offices - Refurbish	\$0	\$0	\$0	\$0	\$0
24320 Meeting/Social Room - Refurbish	\$0	\$0	\$0	\$0	\$0
<b>Mechanical</b>					
25280 Boiler Pump/Motor - Replace	\$0	\$0	\$0	\$0	\$0
25440 Boiler - Replace	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$27,243</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Ending Reserve Balance	\$14,717	\$31,166	\$48,595	\$67,049	\$86,573

<b>Fiscal Year</b>	<b>2036</b>	<b>2037</b>	<b>2038</b>	<b>2039</b>	<b>2040</b>
Starting Reserve Balance	\$86,573	\$78,903	\$99,672	\$82,496	\$88,090
Annual Reserve Funding	\$17,740	\$18,094	\$18,456	\$18,826	\$19,202
Recommended Special Assessments	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$2,479	\$2,675	\$2,729	\$2,555	\$2,971
<b>Total Income</b>	<b>\$106,791</b>	<b>\$99,672</b>	<b>\$120,857</b>	<b>\$103,877</b>	<b>\$110,263</b>
<b># Component</b>					
<b>Sites &amp; Grounds</b>					
21630 Flag Pole - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Exteriors</b>					
23310 Wood Siding - Repair/Repaint	\$1,411	\$0	\$0	\$0	\$0
23320 Wood Siding - Replace	\$0	\$0	\$0	\$0	\$0
23330 Stucco - Seal/Paint	\$0	\$0	\$8,563	\$0	\$0
23430 Windows (All) - Replace	\$0	\$0	\$0	\$0	\$0
23470 Exterior Doors - Replace	\$0	\$0	\$0	\$0	\$0
23600 Roof: Metal - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Interiors</b>					
24010 Interior Surfaces - Repaint	\$1,951	\$0	\$0	\$0	\$0
24080 Carpeting - Replace	\$24,526	\$0	\$0	\$0	\$0
24130 Interior Doors - Replace	\$0	\$0	\$0	\$0	\$0
24280 Bathrooms - Remodel	\$0	\$0	\$0	\$0	\$0
24310 Offices - Refurbish	\$0	\$0	\$29,798	\$0	\$0
24320 Meeting/Social Room - Refurbish	\$0	\$0	\$0	\$8,444	\$0
<b>Mechanical</b>					
25280 Boiler Pump/Motor - Replace	\$0	\$0	\$0	\$7,343	\$0
25440 Boiler - Replace	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$27,889</b>	<b>\$0</b>	<b>\$38,362</b>	<b>\$15,787</b>	<b>\$0</b>
Ending Reserve Balance	\$78,903	\$99,672	\$82,496	\$88,090	\$110,263

<b>Fiscal Year</b>	<b>2041</b>	<b>2042</b>	<b>2043</b>	<b>2044</b>	<b>2045</b>
Starting Reserve Balance	\$110,263	\$131,840	\$156,132	\$181,568	\$208,192
Annual Reserve Funding	\$19,586	\$19,978	\$20,377	\$20,785	\$21,201
Recommended Special Assessments	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$3,627	\$4,314	\$5,059	\$5,839	\$6,655
<b>Total Income</b>	<b>\$133,476</b>	<b>\$156,132</b>	<b>\$181,568</b>	<b>\$208,192</b>	<b>\$236,047</b>
<b># Component</b>					
<b>Sites &amp; Grounds</b>					
21630 Flag Pole - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Exteriors</b>					
23310 Wood Siding - Repair/Repaint	\$1,636	\$0	\$0	\$0	\$0
23320 Wood Siding - Replace	\$0	\$0	\$0	\$0	\$0
23330 Stucco - Seal/Paint	\$0	\$0	\$0	\$0	\$0
23430 Windows (All) - Replace	\$0	\$0	\$0	\$0	\$0
23470 Exterior Doors - Replace	\$0	\$0	\$0	\$0	\$0
23600 Roof: Metal - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Interiors</b>					
24010 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
24080 Carpeting - Replace	\$0	\$0	\$0	\$0	\$0
24130 Interior Doors - Replace	\$0	\$0	\$0	\$0	\$0
24280 Bathrooms - Remodel	\$0	\$0	\$0	\$0	\$0
24310 Offices - Refurbish	\$0	\$0	\$0	\$0	\$0
24320 Meeting/Social Room - Refurbish	\$0	\$0	\$0	\$0	\$0
<b>Mechanical</b>					
25280 Boiler Pump/Motor - Replace	\$0	\$0	\$0	\$0	\$0
25440 Boiler - Replace	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$1,636</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Ending Reserve Balance	\$131,840	\$156,132	\$181,568	\$208,192	\$236,047

<b>Fiscal Year</b>	<b>2046</b>	<b>2047</b>	<b>2048</b>	<b>2049</b>	<b>2050</b>
Starting Reserve Balance	\$236,047	\$183,124	\$211,086	\$199,691	\$198,708
Annual Reserve Funding	\$21,625	\$22,057	\$22,498	\$22,948	\$23,407
Recommended Special Assessments	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$6,279	\$5,905	\$6,154	\$5,968	\$6,214
<b>Total Income</b>	<b>\$263,951</b>	<b>\$211,086</b>	<b>\$239,738</b>	<b>\$228,608</b>	<b>\$228,329</b>
<b># Component</b>					
<b>Sites &amp; Grounds</b>					
21630 Flag Pole - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Exteriors</b>					
23310 Wood Siding - Repair/Repaint	\$1,896	\$0	\$0	\$0	\$0
23320 Wood Siding - Replace	\$0	\$0	\$0	\$0	\$0
23330 Stucco - Seal/Paint	\$0	\$0	\$0	\$0	\$12,209
23430 Windows (All) - Replace	\$0	\$0	\$0	\$0	\$0
23470 Exterior Doors - Replace	\$0	\$0	\$0	\$0	\$0
23600 Roof: Metal - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Interiors</b>					
24010 Interior Surfaces - Repaint	\$2,622	\$0	\$0	\$0	\$0
24080 Carpeting - Replace	\$32,962	\$0	\$0	\$0	\$0
24130 Interior Doors - Replace	\$0	\$0	\$0	\$0	\$0
24280 Bathrooms - Remodel	\$43,347	\$0	\$0	\$0	\$0
24310 Offices - Refurbish	\$0	\$0	\$40,047	\$0	\$0
24320 Meeting/Social Room - Refurbish	\$0	\$0	\$0	\$11,348	\$0
<b>Mechanical</b>					
25280 Boiler Pump/Motor - Replace	\$0	\$0	\$0	\$0	\$0
25440 Boiler - Replace	\$0	\$0	\$0	\$18,552	\$0
<b>Total Expenses</b>	<b>\$80,827</b>	<b>\$0</b>	<b>\$40,047</b>	<b>\$29,900</b>	<b>\$12,209</b>
Ending Reserve Balance	\$183,124	\$211,086	\$199,691	\$198,708	\$216,120

<b>Fiscal Year</b>	<b>2051</b>	<b>2052</b>	<b>2053</b>	<b>2054</b>	<b>2055</b>
Starting Reserve Balance	\$216,120	\$244,700	\$276,866	\$310,505	\$334,058
Annual Reserve Funding	\$23,875	\$24,353	\$24,840	\$25,337	\$25,843
Recommended Special Assessments	\$0	\$0	\$0	\$0	\$0
Interest Earnings	\$6,903	\$7,813	\$8,799	\$9,656	\$10,554
<b>Total Income</b>	<b>\$246,899</b>	<b>\$276,866</b>	<b>\$310,505</b>	<b>\$345,497</b>	<b>\$370,455</b>
<b># Component</b>					
<b>Sites &amp; Grounds</b>					
21630 Flag Pole - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Exteriors</b>					
23310 Wood Siding - Repair/Repaint	\$2,198	\$0	\$0	\$0	\$0
23320 Wood Siding - Replace	\$0	\$0	\$0	\$0	\$0
23330 Stucco - Seal/Paint	\$0	\$0	\$0	\$0	\$0
23430 Windows (All) - Replace	\$0	\$0	\$0	\$0	\$0
23470 Exterior Doors - Replace	\$0	\$0	\$0	\$0	\$0
23600 Roof: Metal - Replace	\$0	\$0	\$0	\$0	\$0
<b>Building Interiors</b>					
24010 Interior Surfaces - Repaint	\$0	\$0	\$0	\$0	\$0
24080 Carpeting - Replace	\$0	\$0	\$0	\$0	\$0
24130 Interior Doors - Replace	\$0	\$0	\$0	\$0	\$0
24280 Bathrooms - Remodel	\$0	\$0	\$0	\$0	\$0
24310 Offices - Refurbish	\$0	\$0	\$0	\$0	\$0
24320 Meeting/Social Room - Refurbish	\$0	\$0	\$0	\$0	\$0
<b>Mechanical</b>					
25280 Boiler Pump/Motor - Replace	\$0	\$0	\$0	\$11,440	\$0
25440 Boiler - Replace	\$0	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$2,198</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,440</b>	<b>\$0</b>
Ending Reserve Balance	\$244,700	\$276,866	\$310,505	\$334,058	\$370,455



## Accuracy, Limitations, and Disclosures

Association Reserves and its employees have no ownership, management, or other business relationships with the client other than this Reserve Study engagement. Bryan Farley, R.S., president of the Colorado LLC, is a credentialed Reserve Specialist (#260). All work done by Association Reserves is performed under his Responsible Charge and is performed in accordance with National Reserve Study Standards (NRSS). There are no material issues to our knowledge that have not been disclosed to the client that would cause a distortion of the client's situation. Per NRSS, information provided by official representative(s) of the client, vendors, and suppliers regarding financial details, component physical details and/or quantities, or historical issues/conditions will be deemed reliable, and is not intended to be used for the purpose of any type of audit, quality/forensic analysis, or background checks of historical records. As such, information provided to us has not been audited or independently verified. Estimates for interest and inflation have been included, because including such estimates are more accurate than ignoring them completely. When we are hired to prepare Update reports, the client is considered to have deemed those previously developed component quantities as accurate and reliable, whether established by our firm or other individuals/firms (unless specifically mentioned in our Site Inspection Notes). During inspections our company standard is to establish measurements within 5% accuracy, and our scope includes visual inspection of accessible areas and components and does not include any destructive or other testing. Our work is done only for budget purposes. Uses or expectations outside our expertise and scope of work include, but are not limited to, project audit, quality inspection, and the identification of construction defects, hazardous materials, or dangerous conditions. Identifying hidden issues such as but not limited to plumbing or electrical problems are also outside our scope of work. Our estimates assume proper original installation & construction, adherence to recommended preventive maintenance, a stable economic environment, and do not consider frequency or severity of natural disasters. Our opinions of component Useful Life, Remaining Useful Life, and current or future cost estimates are not a warranty or guarantee of actual costs or timing. Because the physical and financial status of the property, legislation, the economy, weather, owner expectations, and usage are all in a continual state of change over which we have no control, we do not expect that the events projected in this document will all occur exactly as planned. This Reserve Study is by nature a "one-year" document in need of being updated annually so that more accurate estimates can be incorporated. It is only because a long-term perspective improves the accuracy of near-term planning that this Report projects expenses into the future. We fully expect a number of adjustments will be necessary through the interim years to the cost and timing of expense projections and the funding necessary to prepare for those estimated expenses.



## Terms and Definitions

<b>BTU</b>	British Thermal Unit (a standard unit of energy)
<b>DIA</b>	Diameter
<b>GSF</b>	Gross Square Feet (area). Equivalent to Square Feet
<b>GSY</b>	Gross Square Yards (area). Equivalent to Square Yards
<b>HP</b>	Horsepower
<b>LF</b>	Linear Feet (length)
<b>UOM</b>	Unit of Measure
<b>Effective Age</b>	The difference between Useful Life and Remaining Useful Life. Note that this is not necessarily equivalent to the chronological age of the component.
<b>Fully Funded Balance (FFB)</b>	The value of the deterioration of the Reserve Components. This is the fraction of life "used up" of each component multiplied by its estimated Current Replacement. While calculated for each component, it is summed together for an association total.
<b>Inflation</b>	Cost factors are adjusted for inflation at the rate defined in the Executive Summary and compounded annually. These increasing costs can be seen as you follow the recurring cycles of a component on the "30-yr Income/Expense Detail" table.
<b>Interest</b>	Interest earnings on Reserve Funds are calculated using the average balance for the year (taking into account income and expenses through the year) and compounded monthly using the rate defined in the Executive Summary. Annual interest earning assumption appears in the Executive Summary.
<b>Percent Funded</b>	The ratio, at a particular point in time (the first day of the Fiscal Year), of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.
<b>Remaining Useful Life (RUL)</b>	The estimated time, in years, that a common area component can be expected to continue to serve its intended function.
<b>Useful Life (UL)</b>	The estimated time, in years, that a common area component can be expected to serve its intended function.

## Component Details

The primary purpose of the photographic appendix is to provide the reader with the basis of our funding assumptions resulting from our physical analysis and subsequent research. The photographs herein represent a wide range of elements that were observed and measured against National Reserve Study Standards to determine if they meet the criteria for reserve funding:

- Client's obligation to maintain/replace existing elements.
  
- Schedule/need for projects can be reasonably anticipated. A component must have a “reasonably anticipated” limited useful life (this includes a component with an estimated life of greater than 30 years). The useful life limit does not have to be due to physical deterioration but may reach the end of its useful life due to esthetics (out of style), economic obsolescence (no longer energy efficient), or other reasons.
  
- The total cost for the project is material to the association, can be reasonably estimated, and includes direct/related costs. The next occurrence of the expense must be above a minimum threshold, reasonably estimated, and include all related costs. Material to the association because typically an expense less than ~1%-.5% of the total annual budget is best categorized by expensing the cost to the operating account. Reasonable estimated because unsupported “guesses” are inappropriate (it is random or unknowable), estimating what the expense will be can be valid if the estimate is provided by a qualified outside expert, based on the association’s history (i.e., historical frequency or patterns of repairs), manufacture recommendations, etc.

Some components are recommended for reserve funding, while others are not. The components that meet these criteria in our judgment are shown with corresponding maintenance, repair or replacement cycles to the left of the photo (UL = Useful Life or how often the project is expected to occur, RUL = Remaining Useful Life or how many years from our reporting period) and a representative market cost range termed “Best Case” and “Worst Case” below the photo. Many factors can result in a wide variety of potential costs; we are attempting to represent a market average for budget purposes. Where there is no UL, the component is expected to be a one-time expense. Where no pricing, the component is deemed inappropriate for the Reserve Fund.

**Sites & Grounds**

**Comp #:** 21090 Concrete Walkways - Repair/Replace

**Approx Quantity:** 360 GSF

**Location:** Common Areas

**Funded?:** No. Repair as needed

**History:**

**Comments:** Repair any trip and fall hazards immediately to ensure safety. As routine maintenance inspect regularly pressure wash for appearance and repair promptly as needed to prevent water penetrating into the base and causing further damage. In our experience larger repair/replacement expenses emerge as the community ages especially as trees adjacent to sidewalks continue to grow. In general costs related to this component are expected to be included in the Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available at that time. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 21610 Sign/Lettering - Refurbish**

**Approx Quantity: 1 Sign**

**Location:** Common Areas

**Funded?:** No. Too small for Reserve designation.

**History:**

**Comments:** Inspect regularly clean/touch-up and repair as a routine maintenance expense. Timing and scope of refurbishing or replacement projects is very subjective but should always be scheduled in order to maintain good curb appeal. In our experience most clients choose to replace signage in order to maintain good appearance and aesthetics in keeping with local area often before signage is in poor physical condition. In general costs related to this component are expected to be included in the client's Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 21630 Flag Pole - Replace**

**Approx Quantity: 1 Pole**

**Location:** Common Areas

**Funded?:** Yes.

**History:**

**Comments:** Flag poles determined to be in fair condition typically exhibit some fading to their surface finish but are upright and stable. Appearance is acceptable. Generally believed to be aging normally. Flag poles should have a very long useful life with minimal maintenance required. Inspect and repair as needed as an Operating expense and plan to replace at the approximate interval shown below. Unless otherwise noted costs to replace are based on replacing with a comparable size and style.

**Useful Life:**  
30 years

**Remaining Life:**  
5 years



**Lower Estimate:**

\$ 2,930

**Higher Estimate:**

\$ 3,580

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 21700 Benches/Tables - Replace**

**Approx Quantity: 1 Piece**

**Location:** Common Areas

**Funded?:** No. Too small for Reserve designation.

**History:**

**Comments:** In general costs related to this component are expected to be included in the Client's Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available at that time. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 21720 Landscaping - Refurbish**

**Approx Quantity: 1 Property**

**Location:** Common Areas

**Funded?:** No.

**History:**

**Comments:** In general costs related to this component are expected to be included in the client's Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available at that time. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Building Exteriors**

**Comp #:** 23020 Ext. Light - Replace

**Approx Quantity:** 1 Light

**Location:** Building Exteriors

**Funded?:** No. Too small for Reserve designation.

**History:**

**Comments:** Observed during daylight hours but assumed to be in functional operating condition. As routine maintenance clean by wiping down with an appropriate cleaner change bulbs and repair as needed. In general costs related to this component are expected to be included in the client's Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available at that time. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 23310 Wood Siding – Repair/Repaint**

**Approx Quantity: 210 GSF**

**Location:** Building Exteriors

**Funded?:** Yes.

**History:**

**Comments:** Painted exterior surfaces determined to be in poor condition typically exhibit clearly noticeable aesthetic concerns such as staining fading inconsistent color and texture etc. Physically paint/coatings in poor condition may be peeling and cracking in many locations may no longer be adhering properly to the painted surface or otherwise are otherwise no longer providing effective protection to the structure. As routine maintenance inspect regularly (including sealants) repair locally and touch-up paint as needed. Typical paint cycles can vary greatly depending upon many factors including: type of material painted surface preparations quality of material application methods weather conditions during application moisture beneath paint and exposure to weather conditions. Proper sealant/caulking is critical to preventing water intrusion and resulting damage to the building structure. Incorrect installations of sealant are common and can greatly decrease its useful life. Inspect sealant more frequently as it ages to determine if it is failing. Typical sealant problems include failure of sealant to adhere to adjacent materials and tearing/splitting of the sealant itself. As sealants age and are exposure to ultra-violet sunlight they will dry out harden and lose their elastic ability. Remove and replace sealant as signs of failure begin to appear. Proper cleaning prep work and proper installation are critical for a long lasting sealant/caulking. Do not install sealant in locations that would block water drainage from behind the siding. Repair areas as needed prior to project. For best results the client may want to consult with a building envelope specialist or waterproofing contractor to specify types of materials to be used and define complete scope of work before bidding. Best practice is to coordinate this type of work with other projects whenever practical such as balcony sealing planter waterproofing etc.

**Useful Life:**  
5 years

**Remaining Life:**  
0 years



**Lower Estimate:**

\$ 945

**Higher Estimate:**

\$ 1,160

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 23320 Wood Siding - Replace**

**Approx Quantity: 210 GSF**

**Location:** Building Exteriors

**Funded?:** Yes.

**History:**

**Comments:** Wood siding determined to be in poor condition typically exhibits a poor appearance with advanced deterioration of any surface coatings. At this stage, painting/sealing is required in the near future in order to prevent further deterioration of the wood, which can lead to more costly repairs. Project costs can vary depending upon materials chosen and the condition of the underlying structural framing when exposed. We recommend the Board conduct research well in advance in order to define scope, timing and costs, including plan for some margin of contingency. Siding is XXX (horizontal clapboard OR shingle OR board and batten). Surface was painted. No view of the critical underlying waterproofing was available as part of our limited visual review. Replacement may ultimately be needed due to the failure of the underlying waterproofing degrading over the decades, and/or the end of the useful life of the siding materials from general aging. Many factors influence the useful life, including exposure to (or protection from) wind driven rain, and the quality of the waterproofing and flashing beneath the siding. Evaluate the siding and the critical underlying waterproofing (typically building paper or house-wrap) more frequently as the remaining useful life approaches zero years. Adjust remaining useful life as dictated by the evaluation. Align with window replacement for cost efficiencies and building envelope integrity when practical. Inspect annually and repair locally as needed using general maintenance funds. Keep the wood siding painted to protect the wood from decay caused by water. Another item that greatly influences useful life is the thoroughness of the original painting. Wood siding will last longer if each piece was painted on all six sides. Typically, wood siding is painted on the two sides that are exposed and not on the back, ends, or top. Since we perform only a visual review, we were unable to confirm the extents of the painting. It is reasonable to presume that not all six sides are painted. If the siding is not painted on all sides, water can infiltrate and be absorbed into the wood on the unpainted sides, which over time will lead to cupping, warping and decay, limiting its useful life.

**Useful Life:**

60 years

**Remaining Life:**

0 years



**Lower Estimate:**

\$ 5,220

**Higher Estimate:**

\$ 6,380

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 23330 Stucco - Seal/Paint**

**Approx Quantity: 1,400 GSF**

**Location:** Building Exteriors

**Funded?:** Yes.

**History:**

**Comments:** Painted exterior surfaces determined to be in poor condition typically exhibit clearly noticeable aesthetic concerns such as staining fading inconsistent color and texture etc. Physically paint/coatings in poor condition may be peeling and cracking in many locations may no longer be adhering properly to the painted surface or otherwise are otherwise no longer providing effective protection to the structure. Stucco had vertical and horizontal control joints. Minor hairline cracks in the stucco were noted. Minor cracking is expected in stucco. No large- scale cracking of stucco was observed. The sealant material is unknown. Stucco is a relatively low maintenance material although sealants require more maintenance. As annual maintenance inspect stucco and sealants for any visible problems. Replacing sealants is an important part of maintaining stucco's waterproofing. Sealants are typically located at the intersections of the stucco and other material such as windows door and vents. We have assumed the sealants are silicone which under good conditions may have a useful life of approximately 15 to 20 years. Urethane sealants would have a useful life of 8-12 years. At time of sealant replacement we recommend recoating the stucco to minimize water penetration and for appearance. Stucco can be recoated to help limited the amount of water penetrating into the stucco. There are three general options for recoating stucco. The least expensive option is applying a new acrylic topcoat the second option is coating with an elastomeric finish preferably permeable (~50% more expensive than acrylic) and a third option is a skim coat of stucco (about three times as expensive as acrylic). Generally the more expensive option has the longest useful life and the least expensive has the shortest useful life. Additional information on Stucco is available at the Portland Cement client's website <http://www.cement.org/stucco/index.asp> Stucco is not an impermeable material and allows moisture to penetrate the surface become captured by the water resistive barrier (WRB) beneath (typically Tyvek felt or similar material) and either evaporate back through to the exterior or drain down and out the base of the wall assembly through a weep screed. Typically north facing sides will typically retain more moisture which could cause a quicker rate of deterioration.

**Useful Life:**  
12 years

**Remaining Life:**  
0 years



**Lower Estimate:**

\$ 5,410

**Higher Estimate:**

\$ 6,610

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 23360 Brick Siding - Re-Point**

**Approx Quantity: 840 GSF**

**Location:** Building Exteriors

**Funded?:** No. Too indeterminate for Reserve designation - handle as an Operational Expense.

**History:**

**Comments:** Brick or other masonry siding is typically a low maintenance surface that requires minimal infrequent repair. However in some cases (usually after several decades or more) the original mortar between bricks may require repointing to restore appearance and adequately protect against water intrusion. Repointing involves raking out a portion of the existing mortar and installing new mortar and continuing on until all affected sections have been replaced. In our experience there is not a well-defined predictable timeline for repointing work usually making this project inappropriate for Reserve funding. If re-pointing is a concern we strongly recommend further inspection by a qualified engineer and/or masonry specialist to diagnose existing conditions and recommend a scope of work. If warranted the Reserve Study can be adjusted to include funding recommendations going forward.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 23430 Windows (All) - Replace**

**Approx Quantity: 12 Windows**

**Location:** Building Exteriors

**Funded?:** Yes.

**History:** 1998

**Comments:** Windows determined to be in fair condition typically exhibit normal signs of wear for their age including more surface wear to framework and hardware but no advanced corrosion or other concerns. At this stage windows and doors are believed to be functional and aging normally but more advanced technology may be available. Inspect regularly including sealant if any and repair as needed. Proper sealant/caulking is critical to keeping water out of the walls and preventing water damage. With ordinary care and maintenance useful life is long but difficult to predict. Many factors affect useful life including quality of window installed waterproofing flashing details exposure to wind driven rain. In many cases windows are replaced on an ongoing basis to select areas as-needed rather than to an entire building at one time. This component should be re-evaluated as the building ages and more problems develop and funding recommendations should be adjusted accordingly. An allowance for partial replacements may be warranted if certain windows are more deteriorated than others. Consult with vendors to ensure replacement windows are compliant with all applicable building codes. Note there are many types of windows available in today's market and costs can vary greatly.

**Useful Life:**  
30 years

**Remaining Life:**  
2 years



**Lower Estimate:**

\$ 32,400

**Higher Estimate:**

\$ 39,600

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 23470 Exterior Doors - Replace**

**Approx Quantity: 3 Doors**

**Location:** Building Exteriors

**Funded?:** Yes.

**History:**

**Comments:** Generally fair condition noted with no widespread damage or wear. No major cracking fading or weathering noted. Doors should have a very long useful life expectancy in most cases. However occasional replacements may be required especially for doors located in more exposed areas. Inspect periodically and repair as needed to maintain appearance security and operation with maintenance funds. Should be painted along with building exteriors or other painting/waterproofing projects to preserve appearance and prolong useful life. Based on our experience with comparable properties we recommend planning for ongoing partial replacements at the approximate interval shown here.

**Useful Life:**

40 years

**Remaining Life:**

0 years



**Lower Estimate:**

\$ 3,240

**Higher Estimate:**

\$ 3,960

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 23600 Roof: Metal - Replace**

**Approx Quantity: 2,500 GSF**

**Location:** Building Exteriors

**Funded?:** Yes.

**History:** 1989

**Comments:** Roofing consists of Standing Seam metal roof. Typically metal roofs are either Pro-Panel seamed roofs or Standing Seam roofs. Pro Panel roofs are installed with exposed metal screws and fasteners while Standing Seam will snap lock panels over the mechanical seam with no penetrations to the underlayment. Advantages of metal roofs include long life expectancies with relatively low need to repair. Metal roofing is typically a long-lived component assuming it was properly installed and is properly maintained. As routine maintenance many manufacturers recommend inspections at least twice annually (once in the fall before the rainy season and again in the spring) and after large storm events. Promptly replace any damaged/missing sections or conduct any other repair needed to ensure waterproof integrity of roof. We recommend having roof inspected in greater detail (including conditions of sub-surface materials) by an independent roofing consultant prior to replacement. There is a wealth of information available through organizations such as the Roof Consultant Institute <http://www.rci-online.org> and the National Roofing Contractors client (NRCA) <http://www.nrca.net/>. If the roof has a warranty be sure to review terms and conduct proper inspections/repairs as needed to keep warranty in force.

**Useful Life:**  
40 years

**Remaining Life:**  
3 years



**Lower Estimate:**

\$ 50,000

**Higher Estimate:**

\$ 61,100

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Building Interiors**

**Comp #:** 24010 Interior Surfaces - Repaint

**Approx Quantity:** 470 GSF

**Location:** Building Interiors

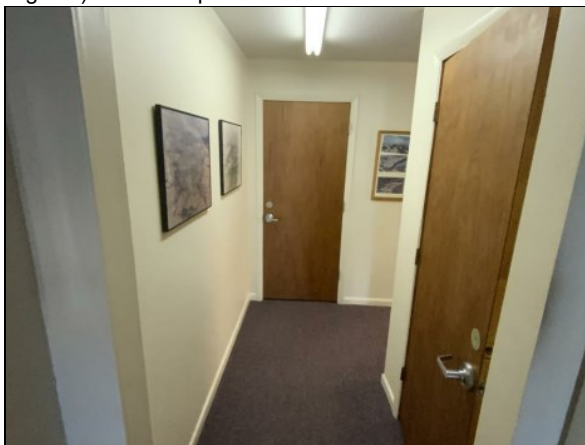
**Funded?:** Yes.

**History:**

**Comments:** Interior areas determined to be in fair condition typically exhibit some minor routine marks and scuffs small sections of peeling paint etc. Overall appearance is satisfactory. Regular cycles of professional painting are recommended to maintain appearance. Small touch-up projects can be conducted as needed as a maintenance expense but comprehensive painting of interior areas will restore a consistent look and quality to all areas. Best practice is to coordinate at same time as other interior projects (flooring furnishings lighting etc.) whenever possible to minimize downtime and maintain consistent quality standard.

**Useful Life:**  
10 years

**Remaining Life:**  
0 years



**Lower Estimate:**

\$ 1,310

**Higher Estimate:**

\$ 1,600

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #:** 24030 Interior Lights - Replace

**Approx Quantity:** 21 Lights

**Location:** Building Interiors

**Funded?:** No. Too indeterminate for Reserve designation - handle as an Operational Expense.

**History:**

**Comments:** (21) Fluorescent ceiling fixtures.

In general costs related to this component are expected to be included in the client's Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available at that time. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 24080 Carpeting - Replace**

**Approx Quantity: 190 GSY**

**Location:** Building Interiors

**Funded?:** Yes.

**History:**

**Comments:** Includes the Main Hall, Reception office, Office 1, Office 2, Office 4, Office 3, and Conference room . Carpeted surfaces were determined to be in poor condition. Evidence of staining matting and loose seams noted. Expect the need to replace the carpeting soon based upon the aesthetics of the building. As part of ongoing maintenance program vacuum regularly and professionally clean as needed. Best practice is to coordinate at same time as other interior projects whenever possible to minimize downtime and maintain consistent quality standard. Timing and interval is somewhat subjective but not as flexible as other flooring finishes (tile wood etc.). Estimates shown here are based on our experience with similar properties and general aesthetic qualities. Schedule can be updated/adjusted at the discretion of the client for planning purposes.

**Useful Life:**  
10 years

**Remaining Life:**  
0 years



**Lower Estimate:** \$ 16,400                      **Higher Estimate:** \$ 20,100

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 24130 Interior Doors - Replace**

**Approx Quantity: 16 Doors**

**Location:** Building Interiors

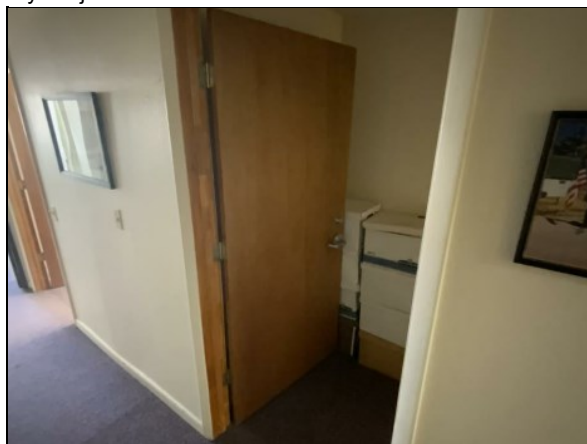
**Funded?:** Yes.

**History:**

**Comments:** Generally fair condition noted with no widespread damage or wear. No major cracking fading or weathering noted. Doors located inside protected interior areas can have very long life expectancies. In our experience it is prudent to expect replacement at the approximate interval shown below in order to maintain good appearance consistent with other interior areas. Timing of replacements is ultimately subjective.

**Useful Life:**  
40 years

**Remaining Life:**  
5 years



**Lower Estimate:** \$ 17,300                      **Higher Estimate:** \$ 21,100

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 24230 A/V Equipment – Update/Replace**

**Approx Quantity: 1 Pieces**

**Location:** Building Interiors

**Funded?:** No. Too small for Reserve designation.

**History:**

**Comments:** Includes (1) Conference room tv.

In general costs related to this component are expected to be included in the Client's Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available at that time. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 24250 Kitchenette Appliances - Replace**

**Approx Quantity: 2 Appliances**

**Location:** Building Interiors

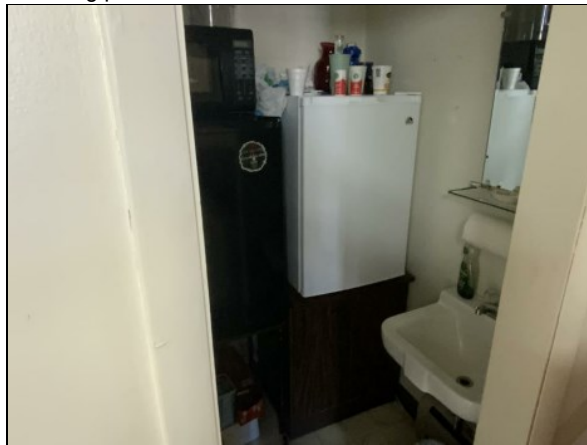
**Funded?:** No.

**History:**

**Comments:** Includes: (2) Mini fridge Refrigerator, (1) Microwave. In general costs related to this component are expected to be included in the client's Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available at that time. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 24280 Bathrooms - Remodel**

**Approx Quantity: 2 Bathrooms**

**Location:** Building Interiors

**Funded?:** Yes.

**History:**

**Comments:** Based on reported age client should be prepared remodel soon.

Bathrooms were determined to be in fair condition. Flooring did not exhibit any un-even or broken sections. Fixtures appeared to be in slightly outdated condition but no major issues observed. As routine maintenance inspect regularly and perform any needed repairs promptly utilizing general Operating funds. Typical remodeling project can include some or all of the following replacement of plumbing fixtures partitions countertops lighting flooring ventilation fans accessories decor etc. Best practice is to coordinate this type of project with other areas whenever possible. Schedule and cost estimates should be re-evaluated during future Reserve Study updates and adjusted as needed based on the client's good judgment.

**Useful Life:**

20 years

**Remaining Life:**

0 years



**Lower Estimate:**

\$ 21,600

**Higher Estimate:**

\$ 26,400

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 24310 Offices - Refurbish**

**Approx Quantity: 1 Office Area**

**Location:** Building Interiors

**Funded?:** Yes.

**History:**

**Comments:** Includes: (9) Desks, (7) Office chairs, (1) Ricoh IM C4500 printer, (8) Computers, (3) File cabinet.

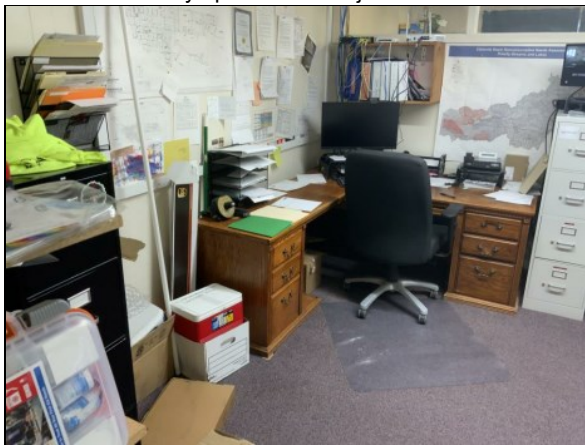
Offices observed to be in fair generally condition. Fixtures and equipment appeared to be in fair condition. Periodic office remodeling is prudent in order to maintain an attractive functional workspace for personnel. Typical projects often include replacement of room finishes and furnishings and may also include replacement of IT equipment phones office supplies storage units etc. Life estimates can vary greatly depending on level of use and preferences of client. If the office is used as a "public" area for hosting potential buyers and other important visitors remodeling should be a high priority. Schedule and cost estimates should be re-evaluated during future Reserve Study updates and adjusted as needed based on any new information obtained.

**Useful Life:**

10 years

**Remaining Life:**

2 years



**Lower Estimate:**

\$ 18,800

**Higher Estimate:**

\$ 23,000

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #: 24320 Meeting/Social Room - Refurbish**

**Approx Quantity: 40 Pieces**

**Location:** Building Interiors

**Funded?:** Yes.

**History:**

**Comments:** Includes: (5) Conference room tables, (7) Conference chairs, (1) Folding table, (24) Stacking chairs, (1) Whiteboard, (2) Cork boards.

Room was observed to be in fair condition. Furnishings appeared to be in fair condition. Common rooms should be considered a significant aesthetic priority even if use is minimal. Costs to remodel shown here may include replacement/restoration of flooring interior painting lighting furnishings decor etc. Costs can vary greatly depending on overall scope of work and types of finishes/furnishings selected. Comprehensive updating should be anticipated at longer intervals to maintain a current high-quality standard attractive to existing owners as well as potential buyers.

**Useful Life:**

10 years

**Remaining Life:**

3 years



**Lower Estimate:**

\$ 5,180

**Higher Estimate:**

\$ 6,330

**Cost Source:** ARI Cost Database: Similar Project Cost History

## Mechanical

**Comp #:** 25280 Boiler Pump/Motor - Replace

**Approx Quantity:** 1 Pump

**Location:** Mechanical Room

**Funded?:** Yes.

**History:** 2024

**Comments:** Includes: (1) Grundfos Boiler pump.

Minimal or no subjective/aesthetic value for this component. Useful life is based primarily on normal expectations for service/performance life in this location. Unless otherwise noted remaining useful life expectancy is based primarily on original installation or last replacement/purchase date our experience with similar systems/components and assuming normal amount of usage and good preventive maintenance.

**Useful Life:**  
15 years

**Remaining Life:**  
13 years



**Lower Estimate:**

\$ 4,500

**Higher Estimate:**

\$ 5,500

**Cost Source:** ARI Cost Database: Similar Project Cost History

**Comp #:** 25330 Surveillance System - Upgrade

**Approx Quantity:** 2 Cameras

**Location:** Common Areas

**Funded?:** No. Too small for Reserve designation.

**History:**

**Comments:** In general costs related to this component are expected to be included in the client's Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available at that time. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 25340 IT Equipment – Update**

**Approx Quantity: 1 Equipment**

**Location:** Mechanical Room

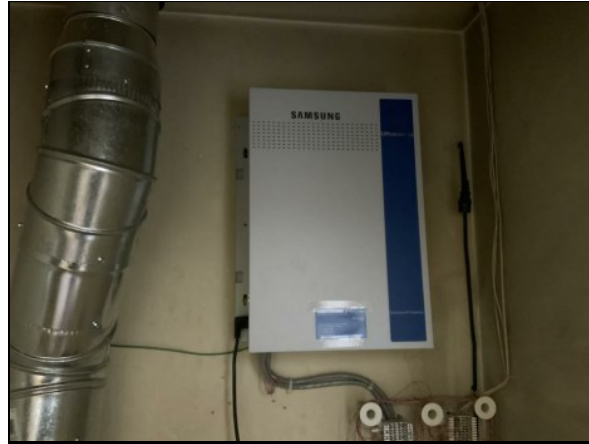
**Funded?:** No. Too small for Reserve designation.

**History:**

**Comments:** In general costs related to this component are expected to be included in the client's Operating budget. No recommendation for Reserve funding at this time. However any repair and maintenance or other related expenditures should be tracked and this component should be re-evaluated during future Reserve Study updates based on most recent information and data available at that time. If deemed appropriate for Reserve funding component can be included in the funding plan at that time.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 25360 Life Safety Systems - Replace**

**Approx Quantity: 1 System**

**Location:** Hallway

**Funded?:** No. Too indeterminate for Reserve designation - handle as an Operational Expense.

**History:**

**Comments:** Shore power units should be checked and tested regularly for functional problems and advanced weathering or damage. Costs for replacement are based on quantity size and capacity of existing units. If additional units are to be added or size/capacity upgraded costs may need to be re-evaluated during future updates. Minimal or no subjective/aesthetic value for this component. Useful life is based primarily on normal expectations for service/performance life in this location. Unless otherwise noted remaining useful life expectancy is based primarily on original installation or last replacement/purchase date our experience with similar systems/components and assuming normal amount of usage and good preventive maintenance.

**Useful Life:**

**Remaining Life:**



**Lower Estimate:**

**Higher Estimate:**

**Cost Source:**

**Comp #: 25440 Boiler - Replace**

**Approx Quantity: 1 Unit**

**Location:** Mechanical Room

**Funded?:** Yes.

**History:** 2024

**Comments:** (1) Laars Mini therm Jx 125,000BTU. Model: JX126NLXU1 Serial:V23321222

Minimal or no subjective/aesthetic value for this component. Useful life is based primarily on normal expectations for service/performance life in this location. Unless otherwise noted remaining useful life expectancy is based primarily on original installation or last replacement/purchase date our experience with similar systems/components and assuming normal amount of usage and good preventive maintenance. With routine inspection and maintenance the boiler burner should have an approximate useful life as shown below before replacement with future technology and efficiencies will be warranted. Life expectancy can vary based on level of use and location on the property.

**Useful Life:**  
25 years

**Remaining Life:**  
23 years



**Lower Estimate:**

\$ 8,460

**Higher Estimate:**

\$ 10,300

**Cost Source:** Client Cost History

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# What You Can Do with All-Encompassing Agenda and Meeting Management Software for Government



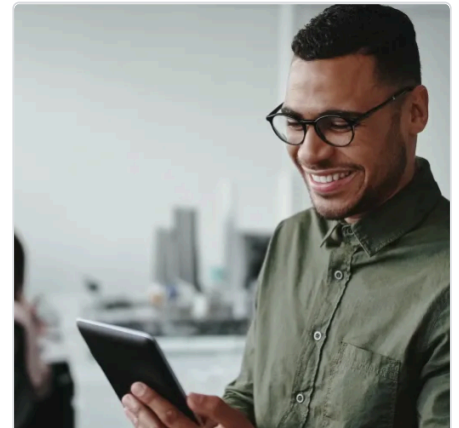
## Save Countless Hours

Automate manual tasks with full control and reduce the time spent creating agendas from days to minutes.



## Foster Engagement

Centralize experiences for residents while improving cross-departmental collaboration for staff.



## Build Resident Trust

Feel confident in serving your community with always-on software and award-winning support.

# Key Features to Make Your Agenda and Meeting Management System Effortless



## Agenda Creation and Collaboration

Save time with flexible agenda item entry options, changeable custom templates, attachment uploading, and automated workflows.



## Integrated Website and Codification

Connect your codification, agendas and meetings with your website processes. Experience the only end-to-end solution of its kind on the market.



## Enhanced Minute Taking and Management

Move from the agenda to the meeting manager feature with a single click. Quickly record roll calls, discussion, speakers, votes, and motions.



## Personal and Secure Board Portal

Give officials a personal, secure location to review and take notes on meeting content, and keep them in sync with in-meeting cues and electronic voting.



## Live Streaming and On-Demand Video

Share live and on-demand videos of meetings inside your public portal. Closed captioning available to ensure equitable access per ADA standards.



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## Hill Holdings Sewer Usage Calculation

2025 average monthly water usage: 49,000

Daily water usage based on monthly average: 1,633.4

$$\text{Formula: GPM} = \frac{\text{GPD}}{1440}$$

Conversion of gallons per day (GPD) to gallons per minute (GPM): 1.13430556

Table 1: Sanitary Sewer Design Flow

Residential			
Use	Units Per Acre	Occupancy	Average Day Wastewater Flows
Single Family Large Lots	3	3.1 persons	0.13 gpm/unit
Single Family Duplexes, Townhouses, Small Apartments	5	3.1 persons	0.13 gpm/unit
	10	2.7 persons	0.11 gpm/unit
Multi Family Housing	20	1.7 persons	0.07 gpm/unit

GPM / Multi Family Housing = Total Units

GPM = 1.13430556

Multi-Family Housing = 0.07

1.13430556/0.07 = 16.21

Taps purchased in 1957: 6

Additional taps required: 10

Prorated tap fee from 2020: \$5,000

Total tap fees due: \$50,000