

# RECORD OF PROCEEDINGS

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

**Held:** August 6, 2025, 10:00 a.m., at the Meridian Ranch Recreation Center, 10301 Angeles Road, Peyton, Colorado 80831

**Attendance:** The following Directors were in attendance:

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

Also present were:

Jennette Coe; Meridian Service Metro District  
Roberta Bolton; Meridian Service Metro District (via audio conference)  
Beth Aldrich; Meridian Service Metro District  
Carrie Billingsly; Meridian Service Metro District  
Amy Emerson; Meridian Service Metro District (via audio conference)  
Russel Mills; Meridian Service Metro District  
Ryan Kozlowski; Meridian Service Metro District  
Aleks Myszkowski; Meridian Service Metro District  
Ron Fano; Spencer Fane  
Raul Guzman; Tech Builders (via audio conference)  
Cal Grahem; Tech Builders (via audio conference)  
Tom Kerby; Tech Builders

**Call to Order** A quorum of the Board was present, and the Directors confirmed their qualifications to serve. The meeting was called to order at 10:02 a.m.

Director Gabrielski shared the sad news that Director Fenton had passed away. He spoke of Director Fenton's many years of dedicated service to the District, noting his willingness to step in, contribute, and make a difference whenever needed. Director Gabrielski described him as a valued colleague and friend who will be deeply missed. The meeting was dedicated to Director Fenton's memory, and a moment of silence was observed in his honor.

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

**Approve Agenda** The Board reviewed the Agenda. A motion was made to amend the agenda to move Item III. C to III D. and add a new item to III.C. (Discussion regarding formation of a Capital Projects/Construction Committee). The motion was seconded and approved by unanimous vote of Directors present.

**Visitor Comments** There were none.

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**Approve Minutes** The Board reviewed the July 9, 2025, Board Minutes and a motion was made, and seconded to approve the minutes. The motion was approved by unanimous vote of Directors present.

**Financial Items** Cash Position Summary and Financial Statements: Ms. Billingsly reviewed the cash position summary and monthly financial reports for June 2025. A motion was made and seconded to accept the cash position summary and financial statements as presented. The motion was approved by unanimous vote of Directors present.

Review 2025 Tap Fee Report: Ms. Billingsly reviewed the July 2025 Tap Fee Report with the Board for information only.

Receive Finance Committee Report: Ms. Billingsly noted that the Finance Committee met on July 17, 2025, and gave a summary of the Finance Committee Report on page 11 of the packet. The July interim payments were reviewed and approved for payment by Director Gabrielski and Director Sauer.

Approval of Payment of Claims: Ms. Billingsly reviewed the updated claims presented for ratification and approval at this meeting:

Ratify: Interim Payments totaling \$267,299.09

Approval: Current Payments totaling \$1,116,592.22

A motion was made and seconded to ratify and approve the MSMD payment of claims. The motion was approved by unanimous vote of Directors present.

Staff Presentation of Proposed 2025 MSMD Amended Capital Budget: Ms. Coe provided a presentation to the Board on the status of the proposed 2025 Amended Capital Budget. The Board discussed the presentation and determined to do the amended budget at the same time as the 2026 budget is reviewed and approved. No action was taken.

## **Operations & Engineering Items**

### Information Items:

#### MSMD Operations Reports:

- Mr. Mills presented the water, sewer, and drainage operation reports which included information from page 14 of the Board Packet.
- Mr. Myszkowski presented the parks and grounds report which included information from page 15 of the Board Packet.
  - There was a conversation regarding the installation of a monument sign at Rex and Meridian, which will be revisited at a later date.
- Mr. Kozlowski presented the Recreation Center Report to the Board which included information from pages 16 and 17 of the Board Packet. Mr. Kozlowski also noted:
  - The indoor pool will be drained and cleaned at the end of August.

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- The outdoor pool will remain open until the weather necessitates its closure.

MSMD Capital Project Reports: Mr. Kozlowski presented the Fieldhouse update which included information on page 18 of the Board Packet.

Managers Verbal Report: Ms. Coe provided status report on the following matters:

- The Ranch board approved the transfer of the remaining balance of the IGA budgeted funds for 2025.
- CRS is progressing on the Audit, and we plan to have the draft to present to the board at a Special Meeting in September.
- Budget season is beginning; we will start our meetings with the department managers this month. We need to have a preliminary budget for the General Fund to the Ranch district per the IGA by September 15<sup>th</sup>. We plan to present the board with the full preliminary budget at the October Board meeting.
- We are currently 37% complete on the meter replacement project and have installed 900 cellular meters to date. The meter replacement team is doing a fantastic job coordinating all the different aspects to make this streamlined and successful. We have two ladies in the office that are calling all residents that have not scheduled and successfully getting people scheduled. Our rating on google has gone up from 1.5 to 4.2 in just two to three months. The staff we have installing meters are getting very high compliments about their professionalism and efficiency.
- Regarding Latigo Wells #2 and #3, last month I reported that we were considering having a different engineering firm take over the project and get it out to bid. After reviewing the timeline for bringing the wells online by May 1, 2026, it became clear that we need to move more quickly. We have asked RESPEC to revise the plans per our Value Engineering and put them back out to bid. Our goal is to release the bid and hold a bid opening on October 6, so that we can award the contract at the October 8 meeting.
- We will have our company picnic which is scheduled for September the 6<sup>th</sup> at Fox Run Regional Park. The employees are excited about it. We are planning on serving barbecue and having a cornhole tournament.

### Action Items:

Consider and Approve the location of the Maintenance Shop on the Filter Plant site: A Motion was made and seconded to approve the Filter Plant site as the location for the Maintenance Shop. The motion was approved by unanimous vote of Directors present.

Appoint two Directors to a Capitol Projects Construction Committee: After a brief discussion a motion was made and seconded to approve the Construction Committee consisting of Directors Gessner and Sauer. The motion was approved by unanimous vote of Directors present.

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Review and Approve the Site Development Plan from LKA for the Addition of a Maintenance Shop and yard on the Filter Plant Site Subject to Review and Approval by the Construction Committee: A motion was made and seconded to approve the site development plan from LKA subject to review and approval of the Construction Committee. The motion was approved by unanimous vote of Directors present.

### Developer Items

Verbal Report from the Construction Manager: Mr. Guzman provided a verbal report to the Board on the status of Meridian Ranch development activities:

- Mr. Guzman expressed his condolences to Director Fenton's family. He stated that he had known Director Fenton for 20 years and that he would be deeply missed.
- Frazee is making progress in Rolling Hills Ranch filing 1 with paving, curb and gutters.
- Landscape Endeavors will be doing the landscaping along the Rex Road extension early next year.

### Director Items

There were none.

### Legal Items

Enter into Executive Session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice regarding filter plant annex lease issues: A motion was made, seconded and approved by unanimous vote of Directors present to open an executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice regarding the filter plant annex lease issues. At the conclusion of the discussion in the executive session a motion was made, seconded and approved by unanimous vote of Directors present to close the executive session. No action was taken coming out of executive session. At the direction of legal counsel, the executive session was not recorded.

Enter into Executive Session pursuant to C.R.S. 24-6-402(4)(e) to develop negotiating positions with respect to amended Guthrie Water Lease: A motion was made, seconded and approved by unanimous vote of Directors present to open an executive session pursuant to C.R.S. 24-6-402(4)(e) to develop negotiating positions with respect to amend Guthrie Water Lease. At the conclusion of the discussion in the executive session a motion was made, seconded and approved by the unanimous vote of Directors present to close the executive session. No action was taken coming out of executive session. The executive session was recorded.

Enter into Executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss hiring committee recommendations regarding selection of finalists for General Manager Position: A motion was made, seconded and approved by unanimous vote of Directors present to open an executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss hiring recommendations for the General Manger position. At the conclusion of the discussion in the executive session a motion was made seconded and approved by unanimous vote of Directors present to close the executive

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session. The executive session was recorded. Coming out of executive a motion was made, seconded and approved by unanimous vote of Directors present to identify Jennette Coe as the finalist for the General Manager position and to direct staff to publish the required public notice at least 14 days prior to the September Board meeting in accordance with applicable law.

Enter into Executive Session pursuant to C.R.S. 24-6-402-4(b) to receive legal advice regarding letter of termination of IGA received from MRMD: A motion was made, seconded and approved by unanimous vote of Directors present to open an executive session pursuant to C.R.S. 24-6-402-4(b) to receive legal advice regarding letter of termination of IGA received from MRMD. At the conclusion of the discussion in the executive session a motion was made, seconded and approved by the unanimous vote of Directors present to close the executive session. No action was taken coming out of the executive session. At the direction of legal counsel, the executive session was not recorded.

### **Adjournment**

There being no further business to come before the Board, the President adjourned the meeting at 12:57 p.m.

The next regular meeting of the Board is scheduled for September 3, 2025, at 10:00 a.m. at the Meridian Ranch Recreation Center, 10301 Angeles Road, Peyton, Colorado 80831.

Respectfully submitted,



Secretary for the Meeting