

BEEBE DRAW FARMS AUTHORITY

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**A copy of the agenda/meeting packet is available at the Beebe Draw Farms website at
www.colorado.gov/beebedrawfarms**

NOTICE OF SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term Expires:</u>
Paul “Joe” Knopinski	President	June 2023
VACANT	Vice President	June 2024
Sharon Dillon	Treasurer	June 2023
William Caldwell	Asst. Secretary	June 2024
Lisa A. Johnson	Secretary	

DATE: September 19, 2022
TIME: 6:00 P.M.
PLACE: Hybrid Meeting:
Pelican Lake Ranch Community Info and Sales Center
16502 Beebe Draw Farms Parkway
Platteville, CO 80641

Or Microsoft Teams via link or telephonic:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDNIODE4YzUtMjk0Ni00ODM5LWI1YTAtMWI3ZjgzNmRINWEy%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d

Dial In: 720-547-5281, Conference ID: 429 469 552#

1. ADMINISTRATIVE MATTERS
 - A. Present Disclosures and Potential Conflicts of Interest.
 - B. Approve Agenda and confirm posting of meeting notices.
 - C. Acknowledge the resignation of Christine Hethcock from the Board of Directors and acknowledge appointment of Diane Mead (Beebe Draw Farms MD No. 2) to the Authority Board.
 - D. Consider Appointment of Officers

E. FIRST READING:

1. Discuss Authority meeting protocol.

F. SECOND READING:

- 1.

G. EMERGENCY READING:

- 1.

2. CONSENT AGENDA

These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

1. Review and approve Minutes of the August 17, 2022 Special Meeting (enclosed - 001).
2. Ratify approval of payment of claims through the period ending August 31, 2022, as follows (enclosed - 002).
Total Claims: \$86,833.63
3. Consider acceptance of July 31, 2022 and September 2022 Cash Position Schedule (to be distributed under separate cover).

3. PUBLIC COMMENT

A.

4. FINANCIAL MATTERS

A. Status of 2021 Audit.

B. FIRST READING:

- 1.

C. SECOND READING:

D. EMERGENCY READING

- 1.

5. OPERATIONS & MAINTENANCE

- A. Status of repairs to Gate House.
 - B. Status of reserve analysis.
 - C. FIRST READING
 - 1. Consider allowing use of facilities for Community Trunk or Treat (enclosed – 003).
 - 2. Update on committee to draft Rules and Regulations.
 - 3. Update on request to reduce speed to 25 MPH along Beebe Draw Farms Parkway.
 - D. SECOND READING:
 - 1. Continued discussion on fiber optics research, cost and community interest.
 - E. EMERGENCY READING:
6. CAPITAL AMENITIES
- A. FIRST READING:
 - 1.
 - B. SECOND READING:
 - 1. Update on path project along Beebe Draw Farms Parkway and consider establishing a committee to review the bids when received.
 - C. EMERGENCY READING:
 - 1.
7. INFRASTRUCTURE MATTERS
- A. Filing No. 2:
 - 1.
 - B. FIRST READING:
 - 1.
 - C. SECOND READING:

1.

D. EMERGENCY READING:

1.

8. LEGAL MATTERS

A. FIRST READING:

1. Discuss new FAMLI program (enclosure – 004).

B. SECOND READING:

1.

C. EMERGENCY READING:

1.

9. OTHER BUSINESS

A.

10. ADJOURNMENT:

**THE NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 12,
2022.**

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
BEEBE DRAW FARMS AUTHORITY
HELD
AUGUST 17, 2022**

A special meeting of the Board of Directors (referred to hereafter as the “Board”) of the Beebe Draw Farms Authority (referred to hereafter as the “Authority”) was convened on Wednesday, the 17th day of August 2022, at 6:00 P.M. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Christine Hethcock
William Caldwell
Sharon Dillon

The Directors in attendance confirmed their qualifications to serve. President Knopinski was absent and excused.

Also In Attendance Were:

Lisa Johnson and Shauna D’Amato; CliftonLarsonAllen LLP
Alan Pogue; Icenogle Seaver Pogue, P.C.
Eric Wernsman, Brenda Lewis and Catrena Rosentreader (Beebe Draw Farms MD No. 1)
Diane Mead (Beebe Draw Farms MD No. 2)

Tina Wernsman, Crystal Clark, Ed & Mary Jo Farrell, Kent Lewis, Melanie Briggs, Carol Satersmoen, Judi Tunis, Kim Coleman, Jim McNally with Telos, Linda Cox and other members of the public

**ADMINISTRATIVE
MATTERS**

Disclosures of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board and to the Secretary of State.

Ms. Johnson noted that a quorum was present and requested members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that Directors Caldwell, Dillon, Hethcock, and Knopinski’s Disclosure Statements have been filed.

Agenda, Confirmation of Notice Posting: Ms. Johnson distributed for the Board’s review and approval a proposed agenda for the Authority’s special meeting.

Following discussion, upon motion duly made by Director Caldwell, seconded by Director Hethcock and, upon vote, unanimously carried, the agenda was approved as submitted. The Board acknowledged Diane Mead serving as the District No. 2 alternate for Mr. Knopinski. Ms. Johnson noted meeting notices were posted as required.

FIRST READING: None.

SECOND READING: None.

EMERGENCY READING: None.

CONSENT AGENDA

The Board considered the following items and actions:

- Minutes of the July 13, 2022 Regular Meeting.

Following discussion, upon motion duly made by Director Caldwell, seconded by Director Mead and, upon vote, unanimously carried, the Board approved and/or ratified approval of the Consent Agenda as presented.

PUBLIC COMMENT

None.

FINANCIAL MATTERS

FIRST READING: None.

SECOND READING: None.

EMERGENCY READING: None.

OPERATIONS AND MAINTENANCE

Ms. Clark gave a brief report to the Board and stated she would like to close the pool on September 11, 2022. She presented the agenda for end of the season festivities planned with the POA. She noted she would like to have the doggie day swim on September 11th. She informed the Board that CEM will winterize the pool on Friday, September 23rd.

Following discussion, upon a motion duly made by Director Caldwell, seconded by Director Mead and, upon vote, unanimously carried, the Board approved the closing of the pool on September 11th for the doggie day swim and the winterizing of the pool on September 23rd.

Continued discussion on fiber optics research, cost and community interest: Attorney Pogue presented an update on the tasks performed by staff since the last meeting. He confirmed that District 1 and District 2 would need to hold an election to authorize the power to provide these services pursuant to State law.

Director Caldwell is supportive of moving this along.

Mr. Farrell reported that he has 61 committed residents to the fiber optics service to-date. He feels that the Authority Board should communicate its interest in moving this along.

Director Dillon communicated that she has made contact with the POA and asked if it would be interested in participating.

FIRST READING: None.

SECOND READING: None.

EMERGENCY READING: None.

CAPITAL AMENITIES

FIRST READING: None.

SECOND READING: None.

EMERGENCY READING: None.

INFRASTRUCTURE MATTERS

Filing No. 2:

1. **Presentation from REI regarding new partnership:** Director Hethcock reported that FRICO has created a new partnership with REI and FRICO has a majority interest in REI now.

The public asked if Director Hethcock will remain as the manager of the development and how this partnership will affect the membership of the District No. 2 Board. Director Hethcock stated she will remain the manager for the time being and she has no information at this time if the District No. 2 Board membership will change in any way.

FIRST READING: None.

SECOND READING:

1. **Consider Adoption of Resolution No. 2022-08-01, Beebe Draw Farms Authority Resolution to Increase Water Tap Fees:** Ms. Johnson presented the resolution to the Board and Director Caldwell noted that the amount paid for the tap fees does not constitute a profit for the developer. It was noted that the Authority pays for the water shares and imposes and collects the water tap fee (not the developer).

Following discussion, upon a motion duly made by Director Hethcock, seconded by Director Mead and, upon vote, unanimously carried, and Directors Caldwell and Dillon supporting, the Board adopted Resolution No. 2022-08-01, Beebe Draw Farms Authority Resolution to

Increase Water Tap Fees as presented.

EMERGENCY READING: None.

LEGAL MATTERS

FIRST READING: None

SECOND READING: None.

EMERGENCY READING: None.

OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Caldwell, seconded by Director Mead and, upon vote, unanimously carried, the Board adjourned the meeting at 6:44 p.m.

Respectfully submitted,

By _____
Secretary for the Meeting

Beebe Draw Farms Authority
Interim Claims
June 22, 2022 - September 15, 2022

Process Date	Vendor	Payment Method	Amount
6/23/2022	United Power	Autopay	\$ 14.30
6/27/2022	Xcel Energy	Autopay	320.64
7/11/2022	Prairie Mountain Media, LLC	Vendor Direct Virtual Card	63.84
7/14/2022	Bill Caldwell	Bill.com Check	92.35
7/14/2022	Broomfield Sheet Metal Inc	Bill.com Check	250.00
7/14/2022	CliftonLarsonAllen	Bill.com EFT	10,541.03
7/14/2022	Diversified Underground, Inc	Bill.com EFT	225.00
7/14/2022	Icenogle Seaver Pogue, PC	Bill.com EFT	2,518.00
7/14/2022	Ireland Stapleton	Bill.com Check	235.00
7/14/2022	Maidpro	Bill.com Check	376.00
7/14/2022	Simmons & Wheeler, P.C.	Bill.com EFT	456.00
8/4/2022	Engineering Analytics, Inc.	Bill.com Check	1,121.01
8/4/2022	Kenneth L Rose	Bill.com Check	1,685.44
8/5/2022	Special District Association of Colorado	Bill.com EFT	1,125.00
8/16/2022	Air X-Treme LLC	Bill.com Check	125.63
8/16/2022	American Turf & Tree Care	Bill.com Check	1,618.00
8/16/2022	Association Reserves	Bill.com Check	1,800.00
8/16/2022	Bill Caldwell	Bill.com Check	550.00
8/16/2022	CliftonLarsonAllen	Bill.com EFT	9,242.21
8/16/2022	Ireland Stapleton	Bill.com Check	563.50
8/16/2022	Maidpro	Bill.com Check	94.00
8/16/2022	Special District Association of Colorado	Bill.com EFT	100.56
8/16/2022	Weld Clerk/Recorder	Bill.com Check	104.72
8/16/2022	Wiss Janney, Elstner Associates, Inc	Bill.com Check	2,256.25
8/30/2022	CenturyLink	Autopay	131.03
8/30/2022	Space Exploration Technologies Corp	Autopay	110.00
8/30/2022	United Power	Autopay	22.86
8/30/2022	Xcel Energy	Autopay	1,190.91
9/1/2022	CliftonLarsonAllen	Bill.com EFT	23,305.44
9/1/2022	Diversified Underground, Inc	Bill.com EFT	75.00
9/1/2022	Icenogle Seaver Pogue, PC	Bill.com EFT	10,164.50
9/1/2022	Ireland Stapleton	Bill.com Check	715.00
9/1/2022	Norton & Smith, P.C	Bill.com Check	1,583.12
9/1/2022	United Site Services	Bill.com Check	381.29
9/7/2022	Red Willow Constructions, LLC	Bill.com Check	13,676.00
			\$ 86,833.63

Brandenburger, Sandy

From: Johnson, Lisa
Sent: Tuesday, September 6, 2022 3:53 PM
To: Brandenburger, Sandy
Subject: FW: [External] Fwd: Pelican Lake Ranch – Community Trunk or Treat - BBDRAW

Sandy – please add this to the next BBDRAW agenda under O&M and include the email chain below.

Thanks,
 Lisa



Lisa A. Johnson
 (she/her/hers)
 Public Manager, Business
 Operations (BizOps)
Direct 303-439-6029
 CLA (CliftonLarsonAllen
 LLP)
lisa.johnson@CLAconnect.com

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 Advisors](#)

[Send me your files with secure
 file transfer.](#)

From: Sally Webb <sally61webb@gmail.com>
Sent: Tuesday, September 6, 2022 2:55 PM
To: Johnson, Lisa <Lisa.Johnson@claconnect.com>; Isaiah Vigil <ivigil@bluehawkmgmt.net>
Subject: [External] Fwd: Pelican Lake Ranch – Community Trunk or Treat

You don't often get email from sally61webb@gmail.com. [Learn why this is important](#)

Think Security – This email originated from an external source. Be cautious with any links or attachments.

Hi Lisa, apparently I'm to ask you to add this to the Agenda for the next meeting or ask the authority board members to approve via email.

See email below to Isaiah.

----- Forwarded message -----

From: Sally Webb <sally61webb@gmail.com>
Date: Tue, Aug 23, 2022 at 2:00 PM
Subject: Pelican Lake Ranch – Community Trunk or Treat
To: <ivigil@bluehawkmgmt.net>, <t.tunis@comcast.net>

Hello, Isaiah.

Pelican Lake Ranch community members, Judi Tunis and I would like to use the PLR club house for a Community Trunk or Treat event. Can you please let us know what we need to do to secure the club house and hold the event?

Pelican Lake Ranch – Community Trunk or Treat

October 29, 2022, from 4- 7pm

Location – PLR Club House to include garage, restroom access, parking lot, pavilion area

Plans for:

- Kids Halloween crafts
- Face Painting
- Clowns
- Hayrides
- Games
- Music
- Food – Nachos and cheese
- Drinks – Capri Sun, Coffee
- LaSalle Firetruck
- 1st, 2nd, 3rd place prizes for best decorated trunk

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Sally Webb

sally61webb@gmail.com

(440) 225-0312

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Sally Webb

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Special Districts Practice Group:

Michelle B. Ferguson, Esq.
 Dino A. Ross, Esq.
 Kelley B. Duke, Esq.
 Emily J. Powell, Esq.
 Sarah H. Abbott, Esq.
 Tanya Mundy, Paralegal
 Robin McReynolds, Legal Assistant

Family and Medical Leave Insurance (“FAMLI”) Program
(Proposition 118)

1. Overview

- a. FAMLI is a state-run paid leave program into which employees and employers will contribute a percentage of the employee’s income to the program.
- b. FAMLI program funding/premium contributions will begin on **January 1, 2023**.
- c. FAMLI will commence paying benefits to eligible employees on **January 1, 2024**.
- d. FAMLI is run and administered by a separate Division within the Colorado Department of Labor & Employment (CDLE). <https://famli.colorado.gov/>
- e. FAMLI applies to all employees and employers, as defined by FAMLI.
- f. Certain employers and employees may decline coverage, i.e. opt out (see below).
- g. “Employer” is defined as any person engaged in commerce or an industry or activity affecting commerce that:
 - i. Employs at least one person for each working day during each of 20 or more calendar workweeks in the current or immediately preceding calendar year; or
 - ii. Paid wages of \$1500 or more during any calendar quarter in the preceding calendar year.

Definition of “Employer” includes:

- iii. A person who acts, directly or indirectly, in the interest of an employer with regard to any of the employees of the employer;
- iv. A successor in interest of an employer that acquires all of the organization, trade, or business or substantially all of the assets of one or more employers; and
- v. The state or a political subdivision of the state, which includes special districts and authorities.

Definition of “Employer” does not include the federal government.

- h. “Employee” means any individual, including a migratory laborer, performing labor or services for the benefit of another, irrespective of whether the common-law relationship of master and servant exists. This does not include independent

contractors or employees subject to the federal Railroad Unemployment Insurance Act.

- i. **Special rules exist for a “Local Government”**, which is defined as any county, city and county, city, or town, whether home rule or statutory, or any school district, **special district, authority**, or other political subdivision of the state, which would include special districts and authorities.
- j. The interplay of FAMLI and the federal Family and Medical Leave Act (FMLA) will be addressed by the CDLE in future rulemaking.

2. Contributions/Premiums:

- a. The premium is 0.9% of the employee’s gross wages through December 31, 2024. On January 1, 2025, the premium amount will be adjusted to an amount that the CDLE Director establishes.
- b. The 0.9% premium is made up of contributions from the employer and employee as follow: 0.45% is contributed by the employer and 0.45% is contributed by the employee.
- c. Employers may voluntarily elect to pay the full amount. Employees will never be required to pay more than 50% of the total premium.
- d. **Special rules exist for Local Government employers (see below).**
- e. Premiums are not required for wages above the contribution and benefit base limit established annually.
- f. Premiums are considered fees, not taxes.
- g. Premiums are due no later than the last day of the month immediately following the end of the calendar quarter for which the premiums have accrued.
 - 1. E.g., assuming premiums accrue on a regular quarterly schedule (March, June, September, December), the payments are due by April 30, July 31, October 31, and January 30.
 - 2. Due dates and guidance on remitting payment will be available on the FAMLI website and will remain publicly available.
- h. Employers with 9 or fewer employees do not have to contribute to the program, but must remit the employees’ share (.45%) to the program.
 - i. Rules for counting employees under FAMLI are the same as those applicable to FMLA: the employer must employ the requisite number of employees “for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year”, including those on paid/unpaid leave, as long as the employer has a reasonable expectation that the employee will later return to active employment.
- i. Employers may submit private plans that are comparable to FAMLI for approval from the State. If an employer’s plan is approved, that employer does not need to contribute to the FAMLI premium.
- j. If the employer fails to deduct the maximum allowable premium, the employer is deemed to have elected to pay the remaining portion of the employee’s share.
- k. Self-employed individuals may opt out of the program.

3. Local Governments

- a. Local Governments are considered “employers” under FAMLI, but are entitled to exceptions which are not available to private employers.
- b. Local Government employers may decline participation (i.e. “opt out”) of FAMLI coverage.
- c. Even where the Local Government has declined participation in FAMLI, employees of a Local Government employee may elect to participate, but the employee must elect coverage for at least three (3) years.
- d. A Local Government employee who elects coverage shall pay only 50% of the 0.9% premium on that employee's income.
- e. A Local Government is not required to pay or collect premiums from employees who elect coverage. However, Local Governments can deduct the premiums from employees without contributing to the program themselves.
- f. Local Governments that have declined participation in the FAMLI program, but which have agreed to withhold and remit the employee share of premiums for employees who elect coverage, will be provided a quarterly list of employees who have elected coverage.
- g. Local Governments that have declined participation in the FAMLI program and have declined to withhold and remit the employee share of premiums for employees who elect coverage, will not receive information from the Division regarding any employees who have voluntarily elected coverage.

4. When are employees entitled to FAMLI leave?

- a. Definition of a “covered individual” is:
 - i. An employee who earned at least \$2,500 in wages is subject to premiums under the Act during the **base period** (first four of the last five completed calendar quarters immediately preceding the first day of the employee's benefit year) or **alternative base period** (last four completed calendar quarters immediately preceding the benefit year); **OR**, an employee who elects coverage and agrees to supply information concerning income that the CDLE deems necessary;
 - ii. An employee who meets the administrative requirements of the Act; and
 - iii. An employee who submits an application with a claim for benefits as required under the Act.
- b. “Covered conditions” means an employee who:
 - i. Because of birth, adoption or placement through foster care, is caring for a new child during the first year after birth, adoption, or placement of that child;
 - ii. Is caring for a family member with a serious health condition;
 - iii. Has a serious health condition;
 - iv. Has a qualifying exigency leave (i.e., military leave); or
 - v. Has a need for “safe leave” (i.e., leave related to domestic violence).

5. Duration of leave

- a. Maximum duration per application year is **12 weeks** (the same as that provided by the FMLA)
 - i. Benefits are payable up to an **additional four weeks** to a covered individual with a serious health condition related to pregnancy complications or childbirth complications:
 - 1. Any condition that requires inpatient care in a hospital or medical care facility or continuing treatment by a health care provider is a “serious health condition” related to pregnancy complications or childbirth complications.
 - 2. Note, this does not include “normal” side effects of pregnancy or childbirth, e.g., nausea, swelling, mild cramping, Braxton-hicks contractions, etc. but would include effects of preeclampsia, gestational diabetes, post-partum depression/anxiety, etc.
- b. Intermittent leave
 - i. Allowed in increments of either one hour or shorter periods if consistent with increments typically used by employer.
 - ii. Benefits not payable until employee accumulates at least eight hours FAMLI benefits.
- c. Employee obligations
 - i. The employee shall make reasonable effort to schedule leave so as to not unduly disrupt employer’s operations.
 - ii. Where need for leave is foreseeable, the employee shall provide notice at least 30 days before the date leave is to begin. Otherwise, notice provided as soon as practicable.

6. Amount of benefits and payment

- a. First payment shall be made within two weeks after claim is filed, and subsequent payments must be made once every two weeks.
- b. Weekly benefit
 - i. The portion of the employee’s average weekly wage that is equal to or less than 50% of the state average weekly wage shall be replaced at a rate of 90%.
- c. The portion of the employee’s average weekly wage that is more than 50% of the state average weekly wage shall be replaced at a rate of 50%. This information is typically available [here](#).
- d. Maximum weekly benefit.
 - i. 90% of the state average weekly wage, except for FAMLI leave before January 1, 2025, the maximum benefit is \$1,100.

7. Job-protected leave

- a. Employees employed for at least 180 days prior to commencement of FAMLI leave shall be entitled to restoration to prior position or to an equivalent position with equivalent benefits, pay, and other terms and conditions.
- b. Restored employees are not entitled to:
 - i. Accrual of seniority or benefits during leave; or
 - ii. Any right, benefit, or position of employment other than that to which the employee would have been entitled had they not taken leave.
- c. The employer must maintain healthcare benefits the employee had prior to taking leave for the duration of the leave as if the employee had not taken the leave at all.
- d. Unlawful to interfere with, restrain, or deny exercise of, or attempt to exercise, any right protected by Act.
- e. Anti-retaliation for employee's use or application of FAMLI leave.
- f. Job protection benefits do not apply to employees of Local Governments who elect coverage, where the Local Government employer has declined participation.

8. Unions

- a. Nothing in FAMLI is intended to diminish or interfere with rights of union employees as contained in a collective bargaining agreement.
- b. Employers must comply with any collective bargaining agreement so long as it provides greater leave than that provided by FAMLI.

9. Division obligations to employers/employees

- a. Division shall notify employers within 5 business days of a claim being filed.
- b. Division shall facilitate disclosure of relevant information or records as long as employee consents to disclosure.
- c. Information is confidential, however the employee may review records or receive specific information, or may authorize another to do so.

10. Local Government procedure to decline participation, i.e. "opt out"

- a. Local Governments must follow established rules for declining participation.
- b. Decision by Local Government to decline coverage must be done through formal vote of the governing Board.**
- c. Deadline for providing notice to Division in the initial year is January 1, 2023.**
- d. Local Governments must give employees prior notice of the meeting where such determination will be made and be given an opportunity to submit comments through a public process to the Board.
- e. Declination is not permanent and must be renewed every eight years through a formal vote. In the absence of a vote, the Local Government will automatically be deemed a covered employer.**
- f. Declination must be submitted to the Division in writing and include the date of the vote.

- g. Declination vote will not take effect with resulting change in coverage until 180 days after the vote, which period allows individuals to opt into the program and/or prepare for change in coverage.
- h. Public notice must be given in the same manner as any other business, and the Board must take/hear testimony prior to the vote, pursuant to the Board's procedural rules.
- i. Within 30 days of declination vote, Local Government must provide its employees with written individual notice of vote and the impact on FAMLI or other paid leave coverage. The written notice must:
 - i. explain the differences between FAMLI benefits and any private plan offered
 - ii. state which employees, if any, are eligible for job protection under the FMLA or other local provisions
 - iii. contain information regarding employee's rights to opt into FAMLI and the contact information for the Division
 - iv. be displayed in a conspicuous and accessible place in each establishment where employees work
 - 1. where a physical workplace not maintained or where the employee teleworks, notification must be sent through email or conspicuous posting in web-based platform
 - 2. notice poster must be in English and any language spoken by at least 5% of the employees
 - 3. Division will create notices and posters to be provided to employers
 - a. Must request printed information from Division and may be responsible for printing/mailing costs
 - b. Must provide written notification of interpretation needs for languages other than English or Spanish