

Regular Meeting – November 18, 2008

Board Members

Mike Hayes
Craig Johnston
Tony Lucas
Jim Matchett
Gary Peterson

Visitors

Nancy Aitken
John Aitken
Beverly Carson
Carolyn Hayes
Judy LaCrosse
Trish Peterson

Staff / Consultants

Alan Hill – Tienken & Hill, LLP
Sue Byrnes – District Staff
Diana Miller – District Manager
Scott Monroe – Semocor, Inc.

1.0 Call To Order

The meeting was called to order at 16:30.

2.0 Executive Session

A motion was made and seconded; (RESOLUTION 08-109): TO ENTER EXECUTIVE SESSION FOR THE PURPOSE OF DETERMINING POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATION; DEVELOPING STRATEGY FOR NEGOTIATIONS; AND INSTRUCTING NEGOTIATORS, AS AUTHORIZED BY §24-6-402(4)(e) C.R.S. AND FOR THE PURPOSE OF RECEIVING LEGAL ADVICE ON SPECIFIC LEGAL QUESTIONS AS AUTHORIZED BY §24-6-402(4)(b) C.R.S. Passed unanimously.

No other topics were discussed in the Executive Session.

3.0 New Business and Open Items

3.1 Meeting Minutes - A motion was made and seconded; (RESOLUTION 08-110): TO APPROVE THE MINUTES OF THE NOVEMBER 4, 2008 REGULAR BOARD MEETING OF THE PERRY PARK WATER AND SANITATION DISTRICT AS PRESENTED. Passed unanimously.

3.2 Water/Sewer Permits – No new permits were issued.

Nineteen (19) permits have been issued year to date.

- 3.3 Disbursements – A motion was made and seconded; (RESOLUTION 08-111): TO APPROVE CHECKS 19309 thru 19333 IN THE AMOUNT OF \$64,970.25 FROM WELLS FARGO BANK WEST. Passed unanimously.

A motion was made and seconded; (RESOLUTION 08-112): TO RATIFY CONSENT AGENDA ITEMS DATED NOVEMBER 14, 2008 IN THE AMOUNT OF \$4,623.08 WHICH WERE PREVIOUSLY DISBURSED FROM WELLS FARGO BANK WEST. Passed unanimously.

Director Hayes requested additional information on check number 19315 issued to Dana Kepner Company, Inc. The description listed on the check register was Pressure Reducing Valves and Tandem Setters. The check register from the last Board Meeting had included pressure reducing valves as well. The District Manager produced the current and previous Dana Kepner Company, Inc. invoices. The major portion of the cost on the previous invoice was pressure reducing valves. The major portion of the cost on the current invoice was water meters. Going forward the check description will be entered with the major portion of the cost listed first.

4.0 Staff and Consultant Reports

- 4.1 Perry Park Water and Sanitation District Systems Report – The members of the Board reviewed the monthly operations report which had been submitted by Semocor, Inc.
- 4.2 Monthly Staff Report – The members of the Board reviewed the Monthly Staff Report which had been submitted by the District Manager.

The report highlighted the completion of the Feasibility Study Report for Reservoir #4. Director Hayes noted that the report is public information and available for review at the District Office.

The members of the Board reviewed the monthly Project Status Report which had been submitted by the District Manager.

The members of the Board reviewed the monthly Service Improvement Project Status Report which had been submitted by the District Manager.

5.0 Old Business/Immediate Issues

2009 Budget – The Board reviewed the latest version of the budget. Director Hayes suggested that the budget amount for Consulting be increased and noted a spelling error in the Budget Message. No other changes were requested.

As a result of discussions in the Executive Session, Director Hayes established a Strategic Planning Committee with the purpose of evaluating and protecting the District's resources and infrastructure. Director Peterson and Director Lucas as well as the District Manager were appointed to the committee.

On behalf of the Staffing Committee, Director Peterson recommended that the District use a merit increase only when calculating a salary increase as opposed to the combined cost of living plus merit that had been utilized in the past. The Board concurred.

The Staffing Committee requested that when engaging an independent contractor to perform specific tasks at the District Office, that the District Manager consults the Staffing Committee in advance with compensation information.

Based on the performance of Ms. Sue Byrnes over the past year Director Peterson proposed a 5% merit increase that would become effective on January 1, 2009, increasing her salary to \$37,215.36. A motion was made and seconded; (RESOLUTION 08-113): TO INCREASE THE SALARY OF MS. SUE BYRNES BY 5%, EFFECTIVE JANUARY 1, 2009. Passed unanimously.

Based on the performance of Ms. Diana Miller over the past year and her attainment of higher levels of licensing, Director Peterson proposed a 5.5% merit increase that would become effective on January 1, 2009, increasing her salary to \$77,524.56 and a bonus of \$2,500.00 payable in the month of December. A motion was made and seconded; (RESOLUTION 08-114): TO INCREASE THE SALARY OF MS. DIANA MILLER BY 5.5%, EFFECTIVE JANUARY 1, 2009 AND ISSUE HER A BONUS IN THE AMOUNT OF \$2,500.00, PAYABLE IN DECEMBER 2008. Passed unanimously.

6.0 Audience Participation

None.

7.0 Adjournment - A motion was made and seconded; (RESOLUTION 08-115): TO ADJOURN THE REGULAR MEETING AND BEGIN THE PUBLIC INFORMATION SESSION REGARDING PROPOSED RATE INCREASES. Passed unanimously. The meeting adjourned at 19:00.

ATTEST:

Secretary