



Perry Park Water and Sanitation District  
5676 West Red Rock Drive  
Larkspur, Colorado 80118  
[www.ppwsd.org](http://www.ppwsd.org)

## Special Meeting – February 1, 2023

### Board Members Present

Brian Arthurs  
Tony Lucas  
Jim Maras  
Jim Matchett  
Gary Peterson

### Visitors

### Staff / Consultants in Attendance

Diana Miller – District Manager  
Will Parker – Semocor, Inc.

### 1.0 Call to Order

The Special Meeting began at 10:00am.

### 2.0 Accounting Procedures

Director Arthurs who is a Certified Public Accountant, did a presentation on accrual accounting.

The following questions were answered:

Can the monthly revenue and expense reports include all general ledger accounts with budgets even if there are no transactions in the current year? Yes.

Can year end journal entries be made earlier in the next year? No.

The Board discussed the need for more information about the depreciation of physical assets to have a better idea of when expensive assets might need to be replaced. The District Manager advised that she had compiled asset data from historical records and new purchases but she was unable to value the bulk of the District's aged assets. The District Manager added that valuation of assets to get an understanding of replacement costs for insurance purposes is essential. The Board agreed that the District should engage an engineering firm to obtain estimates for a capital asset plan.

### 3.0 Staffing and Compensation Committee Recommendations

Director Arthurs advised the Board that he had met with the District Manager to discuss compensation recommendations made to the Staffing and Compensation

Committee. Director Arthurs and Director Matchett noted that they had done diligence, related to salary ranges for similar roles in Colorado.

The Board reviewed and discussed the Staffing and Compensation Committee recommendations.

At the conclusion of discussion, a motion was made and seconded; (RESOLUTION 23-02-01) TO ACCEPT THE STAFFING AND COMPENSATION COMMITTEE'S RECOMMENDATION OF A 3% SALARY INCREASE FOR DISTRICT STAFF EFFECTIVE JANUARY 1, 2023 AND TO GRANT THE DISTRICT MANAGER A 2022 YEAREND BONUS OF \$2,000 AND TO GRANT THE DISTRICT'S ADMINISTRATIVE ASSISTANT A 2022 YEAREND BONUS OF \$1,200 IN RECOGNITION OF THEIR EFFORTS AND COMMITMENT TO THE DISTRICT. The motion passed unanimously.

#### **4.0 Adjournment**

The Special Meeting adjourned at 11:56pm.

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Secretary, James Maras