

PAGOSA AREA WATER AND SANITATION DISTRICT)
)
ARCHULETA COUNTY) SS
)
STATE OF COLORADO)

NOTICE OF SPECIAL MEETING

NOTICE IS HEREBY GIVEN that a Special Meeting of the Board of Directors of the Pagosa Area Water and Sanitation District has been scheduled for Monday, January 25, 2010, at 5:00 p.m. The Board of Directors will immediately enter into executive session for the purpose of discussion of personnel matters pursuant to Section 24-6-402(4)(f), C.R.S. The meeting will be held at the District's administrative offices located at 100 Lyn Avenue, Pagosa Springs, Colorado. Proposed Agenda is as follows:

1. Call to Order
2. Executive Session (pursuant to Section 24-6-402(4)(f), C.R.S. as described above)
3. Return to Open Session
4. Consideration of Employment Benefits and Salary Comparison Study - August, 2009 and Merit Adjustments
5. Any Other Business Brought Before the Board Will Be Duly Considered.

PAGOSA AREA WATER AND SANITATION DISTRICT

By /s/ Carrie S. Weiss
For the Board of Directors

SEAL

**RECORD OF PROCEEDINGS
PAGOSA AREA WATER AND SANITATION DISTRICT
JANUARY 25, 2010 SPECIAL MEETING**

Attendance

The following Directors were present: Chairman Karen Wessels, Bob Huff, Windsor Chacey, Steve Hartvigsen, and Harold Slavinski. District Manager Carrie Weiss was also present. No members from the public were in attendance.

Call to Order

The Special Meeting of the Pagosa Area Water and Sanitation District was called to order by Chairman Karen Wessels at 5:23 p.m. on Monday, January 25, 2010.

Disclosure of Potential Conflicts of Interest

Chairman Karen Wessels is owner of Alpha Engineering and a member of the Board of Directors of the San Juan Water Conservancy District ("SJWCD"). Harold Slavinski and Windsor Chacey are also members of the Board of Directors of the SJWCD. Carrie Weiss is also a member of the Board of Directors of the SJWCD, and as Manager of the Pagosa Area Water and Sanitation District contracts with the SJWCD for administrative services. Disclosures of Conflict of Interest Statements have been properly and previously filed, and the Board noted, for the record, that these disclosures are restated at this time with the intent of fully complying with laws pertaining to potential conflicts.

Executive Session

Harold Slavinski moved to enter into executive session at 5:24 p.m. for the purposes of discussion of personnel matters subject to Section 24-6-402(4)(f), C.R.S. The motion was seconded by Windsor Chacey and carried.

Reconvene to Special Meeting

Directors returned to regular session at 8:28 p.m.

Manager's Evaluation

Directors commended Carrie Weiss on her job performance during 2009. Harold Slavinski moved to approve a 3% merit pay increase in accordance with her evaluation. The motion was seconded by Bob Huff and carried. Direction was given for revisions to certain Individual Performance Objectives specific to the Manager and supervisory staff to be incorporated in 2010, and a Core Competency revision for staff performing evaluations. Mrs. Weiss thanked the Board and stated that the significant accomplishments of the District would be not possible without skilled and dedicated staff as well as the Board of Directors.

Employment Benefits and Salary Comparison Study and Merit Adjustments

Carrie Weiss requested acceptance of the *Employment Benefits and Salary Comparison Study – August, 2009*. Discussion ensued with regard to the detail and previous meetings held by the personnel committee (consisting of two Board and four staff members) which led to further consideration by the entire Board in August, 2009. In reviewing the record, Mrs. Weiss realized that the Study had not been accepted by the Board, but noted that certain aspects had been implemented or were implied. She requested formal action to accept the Study and with the addition of numbers 5 and 6, Specific Conclusions, as indicated on the attached Executive

Summary of the Study. A motion was made by Harold Slavinski and seconded by Bob Huff to accept the Study with the stated additions.

Mrs. Weiss requested Board approval for merit and bonus pay adjustments for certain employees. Windsor Chacey moved to approve those recommendations as adjusted by the Board of Directors. The motion was seconded by Bob Huff. The motion carried with three ayes and two nays.

Other Business

Directors discussed a request from the Archuleta County Board of County Commissioners (BoCC). The Commissioners had responded to the District Board's invitation to a meeting between both Boards; however, the BoCC wants the meeting to be held at a larger facility and invite public comment. It was determined that this approach would defeat the purpose of the meeting and would accomplish nothing. It is hopeful the BoCC will concur that a Board to Board meeting is the most productive manner. It was noted that all District Regular Meetings provide for public comment. Seldom is there comment, not to mention minimal public attendance.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Windsor Chacey
Secretary