

**BUFFALO CREEK WATER DISTRICT**  
**Board of Directors Regular Business Meeting**

**Minutes**

**October 13, 2014**

**In attendance**

**Directors In Attendance:**

President – Page Whitesides

Treasurer – Tom Benton

Director– Sharon Chamberlin  
1212

**Directors Excused Absence:**

Bill Miller

Frank Weed (Departed)

**Staff:**

Water Manager - Jim Green

Bookkeeper - Pam Werdene

**Citizens:**

Marsha Petry

**Call to Order**

Page Whitesides called the meeting to order at 7:00 PM at the Buffalo Creek Community Center in Buffalo Creek CO.

**Filling of Board Vacancy**

Marsha Petry was introduced as a proposed Director to replace Frank Weed who passed away in September 2014. Page Whitesides moved to accept Marsha Petry for the position of Director of the BCWD to replace Frank Weed. Sharon Chamberlin seconded and the motion was adopted. Page Whitesides read and Marsha Petry accepted the Oath of Office. Page Whitesides completed and signed the Notice of Appointment.

**Correspondence**

Correspondence submitted to the Board included:

- Demand For Possession regarding Collins Property
- Finish Lines Systems letter regarding Tax License

### **Secretary's Report**

Page Whitesides presented the minutes of the July 14, 2014 Regular Board meeting. Page Whitesides moved to accept as written. Sharon Chamberlin seconded and the motion was adopted with Marsha Petry abstaining.

### **Treasurer's Report**

Pam Werdene presented the 3<sup>rd</sup> QTR 2014 Financial Reports consisting of the Balance Sheet, Profit & Loss Budget Performance, Profit & Loss YTD Comparison, A/R Aging Summary, and the Check Detail. Tom Benton moved accept the 3<sup>rd</sup> QTR Financial Reports. Sharon Chamberlin seconded and the motion was adopted.

Pam Werdene presented water usage and billing reports showing July and August water usage by tap, non-metered invoicing and water sales by item (metered water, surcharge, flat rate, etc.) and the Customer Billing Worksheet. This provided Board members with household water usage information and in-sight into how the District's revenues are derived.

Pam Werdene brought to the Boards attention a chronic late payment issue regarding Tap 114 (Warren Blundell). Page Whitesides took action to send a letter to Warren Blundell expressing the Board's concern.

### **Water Manager's Report**

Jim Green reported:

- We are under budget on testing with all testing being completed for 2014.
- We are over budget on filter replacement due to the heavy rains that tend to increase turbidity levels causing more frequent filter replacement.

## Continuing Business

### 1. Delinquent Payments on Collins Property.

Page Whitesides reported that a search of the Jefferson County Property website listed Fannie Mae as the current owner of the Collins property. The Board directed Pam Werdene to send an invoice and past due statement, by registered mail, to the Fannie Mae Dallas TX address shown on the Jeffco website.

## New Business

### 1. 2015 Budget.

Page Whitesides advised the Board that the proposed budget had been posted and a Notice of 2015 Budget Hearing had been placed in the High Timber Times in accordance with Special District rules.

Tom Benton presented the proposed budget for 2015, which was put together by Board Members Tom Benton and Page Whitesides and Water System Manager Jim Green. Pam Werdene provided the Budget Committee with a Profit & Loss Budget Performance report that greatly aided the committee in deriving a proposed budget.

Sharon Chamberlin moved to adopt the proposed 2015 budget. Page Whitesides seconded and motion was adopted.

### 2. High Speed Internet.

Page Whitesides advised that the Internet service used by Pam Werdene to conduct BCWD business was a dial-up line, which limited the size, and speed at which documents could be transmitted. Page Whitesides proposed that the BCWD pay for an Excede high-speed satellite connection at estimated cost of \$60/month. If Pam's business expands where the line is used for other clients the monthly cost would be prorated.

Page Whitesides moved to install an Excede Internet service at Pam Werdene's residence. Marsha Petry seconded and the motion was adopted.

Total reserve: 100,000 gal  
Ready to drink: 70,000 gal  
There's about 10 days. We <sup>3</sup> run less than 10,000 gal / ~~day~~ day. So wine good on reserve

### 3. Employee Job Descriptions.

Page Whitesides presented Job Descriptions he had developed for the BCWD Water System Manager and Bookkeeper positions. These descriptions were developed with input from Jim Green and Pam Werdene. The Board Members, Jim Green and Pam Werdene agreed that these descriptions were an accurate reflection of the work performed by the Water System Manager and the Bookkeeper.

#### **Executive Session**

The Board went into Executive Session at 9:45 PM for the purpose Water System Manager and Bookkeeper performance and salary discussions.

Both the Water System Manager (Jim Green) and Bookkeeper (Pam Werdene) performance were rated as outstanding by the Board Members in attendance.

It was agreed to increase hourly rate for the Bookkeepers position to \$19/hour. This change from \$17/hour was based in part to cost of living, merit and adjustment to reflect what the Board felt current rates for the Bookkeeper position to be.

It was agreed to increase the Water Systems Manager salary to \$1000/month and retain the current mileage reimbursement of \$0.50/mile. This change from \$900/month was based in part to approximate a \$30 hourly rate, cost of living and merit.

Contract documents for both positions were reviewed and agreed to by the Board Members in attendance.

#### **Adjournment**

The Executive Session adjourned at 10:44 PM. With no other in attendance after the Executive Session, the Regular Board Meeting adjourned at t 10:45 PM