

## RECORD OF PROCEEDINGS

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**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
STONEGATE VILLAGE METROPOLITAN DISTRICT  
HELD  
December 15, 2016 – 9:00 AM**

A regular meeting of the Board of Directors of the Stonegate Village Metropolitan District was held on Wednesday, December 15, 2016, at the Stonegate Community Center, 10252 Stonegate Parkway in Parker, Colorado at 9:00 p.m.

**ATTENDANCE:**

Present were Directors:

Lisa Hyvonen  
Greg Sanford  
Roger Husbands  
Steve Olson  
Marry Sanner

Also in attendance were:

Sean Chambers, SVMD General Manager  
Steve Williams, iSpark Communications

**CALL TO  
ORDER:**

The meeting was called to order at 9:02 a.m. by President Hyvonen

**DISCLOSURE OF  
POTENTIAL  
CONFLICTS OF  
INTEREST:**

Directors Hyvonen Sanford, Husbands, Sanner and Olson declared that they have no conflicts of interest

**APPROVAL OF  
AGENDA:**

Director Hyvonen discussed the scope of the special meeting to discuss the possible conversion of some part time employment positions to full time status, and the review of employee benefits for full time hourly employees. **Upon motion duly made by Director Olson, seconded by Director Husbands, and unanimously carried, the agenda was approved.**

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### **PUBLIC COMMENT:**

District resident and web consultant Mr. Williams was in attendance and made the following comments: He noted the progress made by the District over the past six months, the accomplishments of the staff team absent any opportunity to transition train with CRS staff following the early termination of the CRS contract. And he said that he appreciated the Directors working to do what's best for the District and the community.

### **DISCUSSION OF STAFFING AND POSITION STATUS AND BENEFITS**

Dir. Hyvonen commenced the meetings core discussion on employee and benefit status. The Directors discussed the CEBT Insurance enrollment period and the ripeness of consideration and possible action on converting some positions scoped as part time last May into full time hourly positions based upon a review of the hours, duty and performance in those positions.

Mr. Chambers said that while the hourly administrative team was getting up to speed quickly and efficiencies in all areas of the business operations were being realized, there was yet more tasks and operational work that needs to be done. So when efficiencies are realized, the extra time has been spent tracking down delinquent accounts, zero consumption meter reads, follow up on customer service issues, coordination with title companies on final bills and ownership changes, vendor accounts payable process, public communications and other operational tasks. Chambers said that the admin staff generally work 26 hrs. – 36 hrs. per week depending upon the given week and time in the billing and business cycle.

Discussion among the Directors followed regarding the value of the employees and their work to efficient operation of the District. A review of budgetary constraints was discussed; and there was discussion about the downstream or associated expenses related to providing part time hourly or full time hourly employees with healthcare premium allowance or other benefits.

The Directors discussed Dir. Olson's conclusion that modifying the employee classification from part time to full time was not something that must happen within the CEBT insurance open enrollment period. It was noted that the deadline for open enrollment was approaching, but a change in employee classification or status would allow for enrollment by employees in such a position after the close of open enrollment.

Directors Hyvonen, Sanner, Husbands, Olson and Sanford each provided input, perspective and advocated for business focused outcomes. There was not consensus on the path forward, and while motions were discussed, none was made.

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Instead, by consensus the Board directed Mr. Chambers to set a follow up special meeting and continue work with Spencer Fane's employment law legal counsel on a draft employee manual containing benefits policy and options for employment classifications.

The Directs discussed efficient work flow, coordination with management and communication and direction to staff; and through the Board president requested that Mr. Chambers coordinate communication with existing staff.

Director Hyvone asked if there was any other business before the Board, and upon hearing none offered to entertain a motion for adjournment

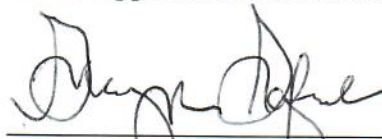
**ADJOURNMENT:** There being no further business for the Board's consideration, Director Sanner moved that the Board adjourn the meeting at 11:31 AM. Upon second by Director Husbands, a vote was taken and motion carried unanimously.

Respectfully submitted,



Sean Chambers, Secretary to the Board

Board Approval Action of the Board



By: Director

