



Resolution 2026-15

PINEWOOD SPRINGS WATER DISTRICT
RESOLUTION NO. 2026-15
To Remain Posted Until December 31, 2026

**A RESOLUTION ADOPTING STANDARD TERMS AND CONDITIONS OF
EMPLOYMENT MATRIX**

WHEREAS, the Pinewood Springs Water District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado organized pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, pursuant to C.R.S. § 32-1-1001(1)(n), the District is authorized to employ personnel and fix compensation necessary to carry out its statutory purposes; and

WHEREAS, the Board of Directors (the “Board”) finds it necessary and appropriate to establish formal written employment terms governing District employee positions; and

WHEREAS, the Board has reviewed the proposed Exhibit A – Standard Terms and Conditions of Employment Matrix, which outlines current and proposed employment terms including leave benefits, standby compensation, holiday compensation, overtime provisions, severance provisions, and related employment terms; and

WHEREAS, the Board finds that adoption of the Standard Terms and Conditions of Employment Matrix promotes transparency, fiscal responsibility, operational continuity, and compliance with applicable Colorado employment laws, including the Colorado Wage Act (C.R.S. § 8-4-101 et seq.), the Healthy Families and Workplaces Act (C.R.S. § 8-13.3-401 et seq.), and applicable Colorado COMPS Orders.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PINEWOOD SPRINGS WATER DISTRICT:

Section 1. Approval of Standard Terms and Conditions of Employment Matrix.

The Standard Terms and Conditions of Employment Matrix governing District employee positions is hereby approved and incorporated herein by reference.

Section 2. Adoption of Standard Terms and Conditions of Employment Matrix.

The Standard Terms and Conditions of Employment Matrix attached hereto as Exhibit A is hereby adopted as the official employment structure for District employee positions and shall govern overtime, standby compensation, holiday compensation, leave benefits, severance provisions, and related employment terms unless amended by subsequent formal action of the Board.



Resolution 2026-15

Section 3. Authorization and Implementation.

The President of the Board is authorized to execute the Standard Terms and Conditions of Employment Matrix on behalf of the District. The Treasurer and appropriate District personnel are authorized to implement payroll, accounting, and administrative procedures necessary to carry out this Resolution.

Section 4. Supersession of Prior Arrangements.

Any prior employment understandings or inconsistent compensation practices relating to District employee positions are hereby superseded upon adoption of this Resolution.

Section 5. No Waiver of Governmental Immunity.

Nothing in this Resolution or Exhibit A – Standard Terms and Conditions of Employment Matrix – shall be construed as a waiver of the District’s governmental immunity under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 et seq.

Section 6. Effective Date.

This Resolution shall take effect immediately upon adoption.

ADOPTED AND APPROVED this 25th day of February, 2026.

PINEWOOD SPRINGS WATER DISTRICT

By: *Jim Easter*
Jim Easter (Feb 26, 2026 15:39:29 MST)

Jim Easter, Board President

By: *[Signature]*
[Signature] (Feb 25, 2026 22:49:38 MST)

Martijn Bolster, Board Treasurer

ATTEST:

[SEAL]

Patty Peritz
Patty Peritz (Feb 25, 2026 22:54:15 MST)

Patty Peritz, Board Secretary





Exhibit A

Resolution 2026-15

Standard Terms and Conditions of Employment Matrix

Item	Description	Current	Proposed	Notes
1	At-will contract	OK	OK	
2	Trial Period (days)	60	60	
3	Paid vacation days	10 days (80 hours)	Start 10; 15 at 2 yrs; 20 at 5 yrs	Rollover 10 days; payout beyond 10;
4	Vacation accrual	Accrual; max 80 carryover	Lump sum after trial; accrue	
5	Paid holidays	6	11	
6	Holidays	Standard six	Expanded Colorado schedule	Floating allowed; PT adjustment
7	Sick days	4	6	48 hour HFWA minimum
8	Vehicle provided	Operations staff	Operations staff	District vehicle policy
9	COLA & Annual raise	Board discretion	Annual review	Based on tenure
10	Training	Fully paid, stipend	Fully paid	Travel time at GSA rate
11	Incentive training	Yes	Stipend or full pay	Board decision
12	Board meetings	Monthly	Monthly + 4 special	Paid time
13	Standby rate	Respond 60 min	1 hr/night	
14	Standby pay	Regular	Min 1 hr rounded	
15	Bereavement	Use sick leave	3 immediate; 1 extended	
16	Jury Duty	Not paid	Full pay first 3 days	
17	Holiday standby	Not paid	Regular standby rate	
18	Notice termination		14 day notice	
19	Severance		2 weeks pay	
20	Dispute resolution		Board review	
21	Overtime		150%	
22	Holiday pay		200%	
23	Sign off hours	Clerk	Treasurer	QuickBooks
24	Retirement	None	Future consideration	PERA review
25	Health benefits	None	Future consideration	
26	HSA	\$500/mo	Future consideration	
27	Phone		District phone or \$30/mo	
28	Uniform allowance		\$150/year	