



PUEBLO WEST METROPOLITAN DISTRICT

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**REGULAR BOARD MEETING
729 E. GOLD DRIVE
TUESDAY, MARCH 10, 2020 – 6:00 P.M.**

MINUTES

The Board of Directors of The Pueblo West Metropolitan District met at 729 E. Gold Drive, Pueblo West, Colorado, on March 10, 2020 at the hour of 6:00 P.M. President Proal called the Regular Meeting to order.

- A. CALL TO ORDER**, President Doug Proal
- B. INVOCATION**, Ron McPheeters, Amazing Grace Fellowship
- C. PLEDGE OF ALLEGIANCE**

D. ROLL CALL

President Proal called the roll: Director Mike French, Director Judy Leonard, Director Smith and President Doug Proal were present. Director Terry Zupan was noted as an excused absence.

Also present was Nina Vetter, District Manager; Harley Gifford, General Counsel; Brandi Blankenship, Administrative Assistant; Sabrina Cotta, Administrative and Internal Services Director; Travis Purvis, Economic Development Specialist; Sara Vaas, Community and Neighborhood Development Director; Jennifer Pearson, Human Resources Manager; Jim Blasing, Director of Utilities; Jeffery Deherrera, Deputy Director of Utilities and 8 audience members.

E. APPROVAL OF AGENDA

President Proal motioned for the approval of agenda. Motion was moved by Director Leonard with the addition of items

F1)-New Team Members

I3)-Discussion of Amending the Pueblo West Metropolitan ByLaws, Rules and Regulations

I4)-Community and Neighborhood Development Update

I5)-The Space at Spaulding Update

K1)-Regular Board of Directors Meeting, Tuesday March 24, 2020

K2)-Committee of Architecture Meetings March 12 and 26, 2020

K3)-Board of Directors Visit to the Capital Thursday March 19, 2020

K4)-Annual Tom Sawyer Fishing Derby April 18, 2020

Motion was seconded by Director Smith. Motion passed 4-0.

F. NEW TEAM MEMBERS

Jennifer Pearson, Human Resources Manager, and Rusty Ethredge, Collection and Distribution Manager introduced Chad DeVore, Lance Anderson and Eric Martinez to the board members as the newest additions to the Utilities Department and Engineering Department. Adam Ybarra- Utility Technician Trainee, was unable to attend the introduction.

G. CITIZEN'S COMMENTS

Tim Kiley, Watermelon, suggested to the board members that a new job position "Central Resolutions Director" should be created. This person would then be the point of contact for all items such as driveways, solar, storage sheds, etc. upon initial applications being accepted. He suggested each person get a reference number and rather than each person being told they need to call different departments, the new Central Resolutions Director could field all those issues-give out the correct procedure and phone numbers - this would help alleviate the current frustrations with residents having to call or drive to different locations.

H. APPROVAL OF CONSENT AGENDA

President Proal motioned for the approval of the Consent Agenda; it was moved by Director Smith and seconded by Director Leonard. Motion was carried 4-0.

- a. APPROVAL OF AMENDED MINUTES FROM JANUARY 14,2020
- b. APPROVAL OF FEBRUARY 2020 REGULAR AND SPECIAL BOARD OF DIRECTORS MEETINGS
- c. MARCH DISTRICT MANAGER REPORT

I. BUSINESS

I 1. RESOLUTION 2020-018 – A RESOLUTION ACCEPTING CONSTRUCTION OF LIFT STATION #3 (STATES AVENUE)

Jeffrey Deherrera, Deputy Utilities Director, advised board members that construction of lift station #3 has been completed. Construction had begun one year ago and operations began in November of 2019. Notice of final settlement was posted for three weeks in January 2020. Final payment was made on March 6, 2020. A final resolution is needed from the board to fulfill the loan requirement. Cost of project did come in at budget – \$1.6 million. Director French made a motion to approve the resolution, it was seconded by Director Smith. Motion was carried 4-0.

I 2. CIVIC BUILDING UPDATE AND DISCUSSION

Ms. Nina Vetter, District Manager, as requested by the board, showed the board members two rough drafts of the new

Civic Building. The first being a one story building and the second being a two story building. The drafts showed potential layout of departments inside the building and locations of bathrooms, board room, breakrooms, stairs, front door, parking lot, elevator and exit doors. Square footage of the one level building is 17,000. The square footage of the two story building is closer to 18,000. The new facility is larger than the prior 109 E. Industrial building due to growth of departments and future planning. This initial design provided is to give a layout view as to how each department would operate inside the building. All PWMD team leaders are giving feed-back with any changes to SEH and the next step will be a more detailed version of each style with cost to present to board members.

I 3. DISCUSSION OF AMENDING THE PUEBLO WEST METROPOLITAN BYLAWS, RULES AND REGULATIONS

Mr. Harley Gifford, General Counsel, spoke to the board about cleaning up current ByLaws, Rules and Regulations by removing obsolete and redundant operations that no longer apply in 2020. Mr. Gifford explained that nothing new was being added instead, this process is a housekeeping procedure intended to clean up the ByLaws, Rules and Regulations. The changes have been marked for the board members and will be sent to each member for their review and comments.

I 4. COMMUNITY AND NEIGHBORHOOD DEVELOPMENT UPDATE

Ms. Sara Vaas, Director of Community and Neighborhood Development, updated the board members on the resident Round Table that had been held on Monday March 9, 2020. About 20- 25 residents attended and the main topic was communication and how residents are getting their information. There are twenty-two current ways in which PWMD gets information out to the public, not including special events. Residents were asked what platforms they are currently using to get information from PWMD. The top three results were Facebook, word of mouth, and PWMD website. Ms. Vaas stated that the results were interesting and helpful to know and that a larger focus can be made on those communication avenues. It was a small sample group and larger surveys are being planned. The least used platforms were NextDoor App, District Manager Report, and ClearGov.Com. Ideas and suggestions from residents include a Welcome Packet being given to new community members, billboards, banners and color categorized calendar to be added to our website. The Facebook page I LOVE PUEBLO WEST should be utilized more and partnered with local vendors and business establishments to give out information. Customer service and follow up with residents is a focus for PWMD senior leadership. April 6th, 2020 is the next scheduled Round Table Meeting.

I 5. THE SPACE AT SPAULDING UPDATE

Mr. Tyler Purvis, Economic Development Specialist, updated the board members on the opportunities for economic development up and down the Front Range and our ability to capitalize on the growth and property tax revenue. Urban Land Institute recognized seven vacant parcels in the report submitted to the board members in December 2019 as opportunities of economic development. Mr. Purvis stated that since the report, PWMD has put extra focus on those parcels internally – east of Empress and on the South side of Spaulding – which will be a total of 32 acres available for development. A developer has approached PWMD and would like to partner with the District and take the lead on this entire development opportunity. A cohesive plan of branding and design is being developed in coordination with the ascetics of the Aquatic Center so the Spaces at Spaulding have a distinct recognition. Mr. Purvis advised the board that further information will be forthcoming in the next 15-20 business days on the developer and the branding recommendations.

J. DIRECTORS COMMENTS AND COMMITTEE REPORTS

Director French asked Ms. Sara Vaas for an update on how many Committee of Architecture Board applications have been received to date and if a date can be scheduled for review of those applications by the Board of Directors for the selection process. Ms. Vaas stated that the deadline for application submittal had been extended to February 13, 2020 and that there were two submitted applications. There is one open position and Ms. Vaas stated that she will work on setting up those interviews to take place in the next two weeks. Director French asked District Manager, Nina Vetter, for the emergency contingency plan in place for COVID-19, specifically the Water Department. Mr. Jim Blasing-Utilities Director, responded to the board members and advised that an emergency plan and internal standard operating procedure is in place and ready should the COVID-19 virus infect employees of the district. Personal hygiene procedures have been increased for all employees and should high absenteeism result, the district would look to contract out to nearby operators (Pueblo, Colorado Springs). Increased supplies have been ordered for two months of operations. Director French asked about first responders – specifically the Fire Department/First Responders and if an emergency protocol is available if necessary. Ms. Vetter advised that Brian Caserta, Fire Chief, is currently in progress of developing that plan.

K. ANNOUNCEMENTS AND EVENTS

K.1. REGULAR BOARD MEETINGS TUESDAY MARCH 24, 2020 6:00PM AT FIRE STATION #3

K.2. COMMITTEE OF ARCHITECTURE MEETINGS THURSDAY, MARCH 12 AND 26, 2020 - 5:30PM FIRE STATION 3

K.3. BOARD OF DIRECTORS VISIT TO THE CAPITAL TO MEET WITH COLORADO LEGISLATORS-THURSDAY MARCH 19, 2020

K.4. ANNUAL TOM SAWYER FISHING DERBY – SATURDAY APRIL 18, 2020

L. EXECUTIVE SESSION

Director French motioned to move into executive session, then cited item as indicated below. The motion was seconded by Director Smith. Motion unanimously passed.

1. **§24-6-402(4)(a), C.R.S., DETERMINING POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATIONS, DEVELOPING STRATEGY FOR NEGOTIATIONS, AND INSTRUCTING NEGOTIATORS; SALE OF DISTRICT OWNED PROPERTY**

M. ADJOURN

There being no further business to come before the Board, President Proal called for motion to adjourn the meeting. Motion moved by Director French and seconded by Director Smith. Motion passed 4-0. The next regular meeting is scheduled for March 24, 2020 at the hour of 6:00 P.M., presently set for the meeting room of the Board of Directors, 729 E. Gold Drive, Pueblo West, Colorado.

Secretary

Approved 04/14/2020