



PUEBLO WEST METROPOLITAN DISTRICT

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**REGULAR BOARD MEETING
109 E. INDUSTRIAL BOULEVARD
TUESDAY, JANUARY 22, 2019 – 6:00 P.M.**

MINUTES

The Board of Directors of The Pueblo West Metropolitan District met at 109 East Industrial Boulevard, Pueblo West, Colorado, on January 22, 2019; at the hour of 6:05 P.M. President Zupan called the Regular Meeting to order.

- A. CALL TO ORDER**
- B. INVOCATION**
- C. PLEDGE OF ALLEGIANCE**

D. ROLL CALL

President Zupan called the roll: Director Mike French, Director Judy Leonard, Director Doug Proal, and Director Matt Smith, and President Terry Zupan were present.

Also present was Nina Vetter, District Manager; Harley Gifford, Legal Counsel; Jay-Michael Baker, Communications and Engagement Manager; Kim Swearingen, Director of Utilities; Tammy Nordyke, Finance Director, Aric Ward, Human Resources Manager; and 2 audience members.

E. APPROVAL OF AGENDA

President Zupan motioned for the approval of the agenda. Motion was moved by Director French and seconded by Director Smith. Motion unanimously passed.

F. SPECIAL RECOGNITION

Walter Mack, Veterans Local Government Management Fellowship – Fleet, was not unavailable. Vicky Murray, Veterans Local Government Management Fellowship – Administration/HR.

Nina Vetter did the presentation for Vicky Murry. She thanked Vicky for her service for both the government and her fellowship. Her work for the District was appreciated. Ms. Vetter congratulated Vicky on her new position and stated that Vicky has been a great asset to the District and are excited for what is next for her in her career. A certificate was presented and a picture taken. Vicky addressed the Board stating that she learned much during her internship and thanked everyone that supported the program and allowed her to work for the District. Vicky explained what her internship program consisted of which is for local government to assist with the transition of veterans into civilian life. It provides government with a free employee for up to four months and to provide a civilian experience. Vicky stated she was very impressed with how this special District operates and that what the District is able to do with the budget is very impressive. Vicky expressed gratefulness for her ability to be of service and appreciates that the District has many people who care about the community. She stated that she is thankful for the experience she attained and attributes the internship experience to helping her move forward into her new position. President Zupan added that Vicky has been a joy to be with the District.

G. CITIZEN'S COMMENTS

There were no comments.

H. COMMITTEE REPORTS

Director Proal had no reports. Director Leonard attended the COA meeting and 10 houses were approved. With respect to the legal update, from 19 cases nine were filed for violations. There was also a Northside resident who came to the meeting and he wants to change the covenants in A(3) to allow farm animals such as pigs, cows, and goats. The Committee explained to him how one changes the covenants and he said that he would go tract to tract and try to get 51% of the property owners' signatures. Director Leonard directed the question to Harley Gifford who stated that he offered to assist that individual in any way that we could with no further contact with him. Mr. Gifford advised that this individual lives in a tract with approximately 22 lots, several of which are owned by the same land owner, so it was suggested that if he wanted to attempt to do something with his tract first, then that might be a good model for him. Then Mr. Gifford suggested that the individual let the District work with him so that the District does not just eliminate the covenants all together and then there is no architectural review, especially on a tract that is only 30% built out. Director Leonard thanked Harley for the information because she was not aware that he had talked to the resident at all. She continued by addressing the fact that they are out on rotations. She indicated that she attended the Greater Chamber as she is on the board and indicated that the Chamber did the first of the year elections, and added an update that there will be a Chamber breakfast on February 2, 2019, at the Convention Center and that hopefully some attendees will be Senators and House of Representatives from the Pueblo area. She also announced that there will be an annual dinner for Citizen of the Year who is Jane Rawlings. Then Director Leonard added that she attended the Pueblo Planning Commission meeting which did have a recession for a special use permit on 36 North Dynamics, and then the individual applied for approval of a different special permit to allow motor vehicle retail in an I-2 light zone district, and that was passed by the Planning Board. Director Leonard attended the Southeast Conservancy. She stated that Mr. White from the Arkansas Headwaters Recreation Area who does the commercial use season, reported on how low the river was and

how bad the rafting was. However, the Southeast Concurrency and Colorado Springs Wildlife added water which made the raft season a success. At that point, Director Leonard had to excuse herself from the meeting so the Bureau Of Reclamation figures were not obtained. This ended Director Leonard's Committee Reports. The other Directors had nothing to add to the Committee Reports.

I. DIRECTOR'S COMMENTS

President Zupan announced that meetings have been underway for the 50th celebration and it looks as though a date has been set in September 2019. There is a date set but it is unavailable at the time of this meeting. Director Proal had no comments. Director Leonard announced that she has attended a community energy strategic plan and was given the stats on the EV stations at the library. They had 29 sessions in December, 19 sessions in January thus far, nine unique drivers in December and four unique drivers in January, meaning there were people from out of town or out of state. It has been used 22 days in the past 30 days multiple times, so it is a success. Directors French and Smith had no comments.

President Zupan read a letter received from the Government Finance Officers Association, and wanted to give Tammy Nordyke congratulations because she is responsible for this. It reads: "This Certificate of Achievement for excellence in financial reporting has been awarded to Pueblo West Metropolitan District by the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report. This Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting and is attainment represents a significant accomplishment by a government and its management. An award of financial reporting achievement has been awarded to the individual or department designated by the government who is primarily responsible for preparing the award winning CAFR. The CAFR has been judged by an impartial panel to meet the high standards of the program which includes demonstrating a constructive spirit of full disclosure. Please note, full disclosure, to clearly communicate its financial story and motivate potential users and user groups to read the CAFR." President Zupan addressed Tammy by telling her that it has been recognized that the District has received this Certificate of Achievement for many years and it comes down to Tammy as she is the one who has to prepare the documents and the District extends its thanks.

President Zupan also indicated receipt of a letter from our Senator, LeRoy Garcia, and he has encouraged the District to just be in contact with him if there are any concerns or needs. President Zupan added that all representatives in our area have been wonderful to deal with. At this time, President Zupan indicated this concludes all she has to communicate.

J. APPROVAL OF CONSENT AGENDA

President Zupan inquired whether there is a consent of the Agenda. Director French motioned for the approval of the Consent Agenda, seconded by Director Smith. Ayes: French, Leonard, Proal, Smith, Zupan. Nays: none. Abstained: none. Motion carried 5-0.

- 1. FINANCIAL REPORTS**
- 2. RESOLUTION 2019-009 A RESOLUTION AWARDING THE WASTEWATER LABORATORY SERVICES TO COLORADO ANALYTIC LABS INC. (CAL)**
- 3. RESOLUTION 2019-010 A RESOLUTION AWARDING THE ANNUAL NEW SERVICE MATERIAL PURCHASES TO CORE & MAIN, LP**
- 4. RESOLUTION 2019-011 A RESOLUTION AWARDING THE ANNUAL CHEMICAL PURCHASES TO EVOQUA WATER TECHNOLOGIES, LLC (EVOQUA)**
- 5. RESOLUTION 2019-012 A RESOLUTION AWARDING THE ENGINEERING SERVICES FOR WWTP EFFLUENT REUSE SYSTEM INSTALLATION AND BIOSOLIDS CONTROL PROCESS UPGRADES TO JVA ENGINEERS, INC. (JVA)**
- 6. RESOLUTION 2019-013 A RESOLUTION AWARDING THE ANNUAL CHEMICAL PURCHASES TO NALCO WATER – AN ECOLAB COMPANY (71307 POLYMER CHEMICAL)**
- 7. RESOLUTION 2019-014 A RESOLUTION AWARDING THE ANNUAL CHEMICAL PURCHASES TO NALCO WATER – AN ECOLAB COMPANY (WATER TREATMENT POLYMERS)**
- 8. RESOLUTION 2019-015 A RESOLUTION AWARDING THE ANNUAL LABORATORY SERVICES TO TRE ENVIRONMENTAL STRATEGIES, LLC (TRE)**
- 9. RESOLUTION 2019-016 A RESOLUTION AWARDING THE ANNUAL WASTEWATER BIOSOLIDS HAULING SERVICES TO VERIS ENVIRONMENTAL, LLC.**
- 10. RESOLUTION 2019-017 A RESOLUTION AWARDING CATHODIC PROTECTION DESIGN, MATERIALS, TESTING, INSTALLATION, AND REPORTING SERVICES FOR TANK #3 AT TREATMENT PLANT #1 TO QUALCORR ENGINEERING**
- 11. RESOLUTION 2019-018 A RESOLUTION AWARDING A YEAR 2 CONTRACT RENEWAL TO CARNATION BUILDING SERVICES FOR THE OUTSOURCING OF JANITORIAL SERVICES**
- 12. RESOLUTION 2019-019 A RESOLUTION AWARDING A RENEWAL OF THE CONTRACT FOR PROFESSIONAL SERVICES FOR HRRR GRANT ROADWAY PROJECTS TO SHORT ELLIOT HENDRICKSON INC (SEH)**

13. **RESOLUTION 2019-020 A RESOLUTION AWARDING A YEAR 2 CONTRACT RENEWAL FOR PROFESSIONAL SERVICES FOR ROADWAY INVENTORY, ANALYSIS AND MANAGEMENT TO IMS-INFRASTRUCTURE MANAGEMENT SERVICES**
14. **RESOLUTION 2019-021 A RESOLUTION AUTHORIZING THE ANNUAL DEBT PAYMENT TO UMB BANK COLORADO FOR THE WATER AND WASTE WATER REVENUE REFUNDING SERIES 2016**
15. **RESOLUTION 2019-022 A RESOLUTION AUTHORIZING THE ANNUAL DEBT PAYMENT TO US BANK NA FOR THE COLORADO WATER RESOURCES AND POWER DEVELOPMENT AUTHORITY WATER POLLUTION CONTROL REVOLVING FUND (WPCRF) LEVERAGED LOAN PROGRAM (W18A291)**
16. **RESOLUTION 2019-023 A RESOLUTION AUTHORIZING THE ANNUAL DEBT PAYMENT TO US BANK NA FOR THE COLORADO WATER RESOURCES AND POWER DEVELOPMENT AUTHORITY WATER POLLUTION CONTROL REVOLVING FUND (WPCRF) LEVERAGED LOAN PROGRAM (W11A291)**
17. **RESOLUTION 2019-024 A RESOLUTION AUTHORIZING THE ANNUAL DESERT HAWK DEBT PAYMENT TO PUEBLO COUNTY**
18. **RESOLUTION 2019-025 A RESOLUTION AUTHORIZING THE MONTHLY PAYMENTS TO US BANCORP FOR LEASE PURCHASE OF ONE FIRE APPARATUS**

K. OLD BUSINESS

1. **RESOLUTION 2019-026 A RESOLUTION APPROVING AN AGREEMENT FOR CONSULTANT SERVICES BETWEEN PUEBLO WEST METROPOLITAN DISTRICT AND EHLERS AND ASSOCIATES, INC., FOR A COMPREHENSIVE FISCAL AND SUSTAINABILITY ANALYSIS REGARDING INCORPORATION.** Presented by Ms. Vetter who indicated that this item is a follow-up from what was discussed at the last Board Meeting. Ms. Vetter provided a breakdown of the funding sources. If funds are not received from the Siemens grant funds, the funds will be used from the excise tax funds. Director French motioned for the approval of this Resolution to Ehlers and Associates, Inc., with the caveat if the \$25,000.00 Siemens grant is not awarded then \$20,000.00 be taken from the excise tax fund. Ayes by French, Leonard, Proal, Smith, Zupan. Nays: none. Motion carried 5-0.

L. NEW BUSINESS

1. DISCUSSION ON PROPOSED PERSONNEL POLICY CHANGES

Mr. Aric Ward presented. Discussed modifications needed to employee handbooks rendering an organization of a personnel policy planning committee consisting of two Board members, three department directors, general counsel, and two members of the senior management group. Mr. Ward presented a document of the existing policy annotated with the recommended changes for the Board's approval and elaborated on some of the changes explaining three areas that require the Board's approval which were discussed. President Zupan explained that this is a proposed policy and encouraged the Board members to review it to make sure all have an understanding of it. The members of the personnel policy planning committee include President Zupan, Director Leonard, Aric Ward, Bradley Curtis, Kim Swearingen, Carol Cosby, Laura Savage, Harley Gifford, and Tammy Nordyke. This subject will be on the agenda for the retreat or the next meeting.

2. DISCUSSION ON AUDIO / VISUAL BOARD ROOM EQUIPMENT AND LIVE-STREAMING TECHNOLOGY

Mr. Jay-Michael Baker presented primarily discussing live-streaming technology and social media. Facebook live is the main live-streaming modality to reach out to our residents. The simplest method is with an iPhone and a tripod. Mr. Baker further explained the disadvantages of using an iPhone. Mr. Baker got an estimate for state-of-the-art audio/visual equipment which he presented. Mr. Baker also discussed the Board's inquiry of having the videos on the website and he explained available options. Mr. Baker requested the Board consider the options and allow him a budget to proceed. Mr. Baker would like to focus on the District's website as opposed to Facebook or YouTube but he will do further research on this and present it at a later time. The Board will take this under advisement.

M. CITIZEN'S COMMENTS

There were none.

N. ANNOUNCEMENTS AND EVENTS

See Agenda for list.

O. ADJOURN

There being no further business to come before the Board, President Zupan adjourned the meeting at 6:57 pm. The next regular meeting is scheduled for February 12, 2019 at the hour of 6:00 P.M., presently set for the meeting room of the Board of Directors, 109 East Industrial Boulevard, Pueblo West, Colorado.

Secretary

Approved X/X/2019