



PUEBLO WEST METROPOLITAN DISTRICT

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**EMERGENCY SPECIAL MEETING
7 E. SPAULDING
THURSDAY, MARCH 14, 2019 – 10:30 A.M.**

MINUTES

A. CALL TO ORDER

President Zupan called the meeting to order at 10:32 a.m.

B. ROLL CALL

Directors Matt Smith, Mike French, Judy Leonard, Doug Proal, and Terry Zupan were present.

Also present was Brian Caserta, Fire Chief; Tammy Nordyke, Director of Finance; Nina Vetter, District Manager; Laura Savage, Assistant to the District Manager; and Jay-Michael Baker, Communications and Engagement Manager; Dave Cosby, Director of Procurement and Risk Management.

C. UPDATE TO THE BOARD REGARDING DAMAGE TO DISTRICT OWNED FACILITIES

President Zupan indicated that we are still trying to determine all of the facilities that may be damaged. Obviously, the worst damage was at the 109 location. Nina Vetter and Brian Caserta discussed the appraisal.

PRESENTER: CHIEF BRIAN CASERTA

A call was received about 3:20 p.m. that there was a gas leak at 109, and subsequent further information indicated that the roof came off of the 109 building and was lying in the middle of Industrial Blvd. Due to the fact that Ms. Vetter had already indicated that due to the weather conditions, all nonessential staff could be released early that day and most of the building staff had already gone home at 3:00 p.m., which only left four employees in the building at the time that this incident occurred around approximately 3:15 p.m. to 3:20 p.m. It literally did take off the entire membrane roofing piece of the building, which included all of the HVAC systems. It disrupted several water lines so we had water leaks, electrical system disruptions as well as gas leaks. Our crews arrived and appropriately mitigated the electrical hazards, shut the gas and water off to the building, and managed other things accordingly. All of that was mitigated and we then began to do damage assessments around the area and basically there was a lot of debris. There was a lot of debris still flying for the following hour coming off the roof including some smaller pieces. We had damage to a vehicle and I have been told now that there may even be potentially several more that were parked at the building across the street. We know of one vehicle that was on the North side of the building across the street that suffered significant damage, so I believe it had a piece of an air conditioning unit sitting on top of it. So the damage was pretty significant. Fortunately, like I said, there was no employees that were injured. Mr. Gifford was on site at the time and appropriately evacuated the building immediately. Then once our crews arrived, we began our initial assessments, and again mitigating all of the utility issues and things like that which we encountered. We recorded and documented the area. The appropriate directors were notified. Then we started putting a plan into place to secure the area, keeping the road closure with detours and things like that in place. With regard to damage inside the building, we are going to do a further assessment today. Everything that was done yesterday afternoon and early evening was just an initial assessment. Again, without knowing the infrastructure we do not know how much further damage there was, but all indications are at this point is that the water damage was minimized. We were able to tarp file cabinets and other significant areas of the building that were identified, and it really appears that the significant damage again is to the roof structure itself and then, of course, all of the utility issues. There is a lot of exposed wiring from the electrical systems with the gas line again disrupted and things like that. There is a lot of work ahead as far as further damage assessment today.

PRESIDENT ZUPAN: I did attend their meeting this morning and Brian noted that he is instituting The National Incident Management Service Program and there is a hierarchy to go through on that and what they will address. Our insurance agent is HUB through the CSD Pool and they have been contacted. There were some signs, trees, and what not that Roads have addressed that were blown over and utilities hence have damage. The other entities are still determining what kind of damage they have because I know Carol said they had somebody on the roof but things were a little risqué or risky, so they do not know everything as far as the pool and all. The one thing that we did state was not to blame the roofer that replaced the roof last year because we do not want anything public going out as such. With the discussion, it was noted that Dave Cosby needs to have all documentation of staff time and names on what they are taking care of addressing the other assessment of the other locations. There is not to be any further work done on 109 until approved by the insurance carrier. The next steps will be that they have planned to meet on a daily basis at 10:00 a.m. and 3:00 p.m. each day at Fire Station #3, and that is going to be the heads of departments so that they can keep everybody apprised of what is going on. Security is going to contact someone to add temporary fencing around the building and a security company might be addressed, and obviously we had a bid that we had approved for electrical and we are withdrawing that bid now for obvious reasons. The contacts are in place for all of the directors to contact so that we can get all communications done well. Jay-Michael will be taking care of the website and letting people know. The one thing they addressed is that nobody is to go over to that building because it is unsafe. It is all in place on how the employees who work there can go about get their stuff because the roof is not stable. So they want to make sure that they do not have a bunch of people going there. They are determining right now the location of where all of those individuals who work at that office will be located, or if we need to address another empty building or something to that effect on how long it will take, how long the process will be, and go from there. So I am going to turn the meeting over to Nina now for her to kind of give us a heads up

accordingly.

NINA VETTER: With regard to the accident, we can deal with the building as we have people to handle that. The great thing is that we have some really great staff who are super responsive. I think Fire was first on the scene but Public Works came out pretty quickly thereafter. Dave was out there and IT was out there last night with everyone kind of examining what the issues were. We also had our streets correctly stay overnight to secure the building as well. So our staff has done a tremendous job just making sure that the site was secure and keeping people out of there because there really was significant danger out there when it was still windy. Things were still blowing off as Brian said. First and foremost I want to say is that everyone did a fabulous job. What we are now trying to work on now, as President Zupan said, is coming up with plans to move forward. It is really important for us to be tracking what we are doing obviously for the insurance process and Dave making sure that we are going through that systematically. We will be trying to figure out a plan for those employees. Everyone that works at 109, other than our directors, did not report in today. So Water Billing and Community Development did not report today. They will also not be reporting tomorrow but they still will be paid, but they will not be reporting to the office. It is not safe for anyone to work in that building. We will be giving them a time to come retrieve their items, but we really are focused on further securing the site, making sure we have security around it, following our insurance protocols, and then coming up with a plan of action of resuming the services that we have had to temporarily stop due to this incident. So really our primary focus is staff. This is an effort of these people in the room, but really all of our department heads and managers. We are doing a fabulous job of dealing with an incident of this size and scope because it is a lot of work. But we are taking care of it and that is what is important. It is going to take us a little bit of time. We will have updates for you as we work through the process. It is just going to take us some time. Like I said, today and tomorrow is about securing everything and making sure that we are moving forward. We will have more information probably next week about what the plans are moving forward.

CHIEF CASERTA: The weather precipitation is looking pretty good. It was reviewed last night trying to anticipate today's weather and so far upon looking through the weekend, we do not have any real chances of any precipitation. The winds are still going to be fairly moderate, still in the 15-25 mph range for the next couple of days before they kind of teeter off. That is what we focused on when we tarped and covered everything up. Today, when we go to do our further assessment, we are going to make further determinations as far as what other areas of the building that would not lend itself to be open to where you can see the sky currently and to move those cabinets and stuff over there. So that is again part of the secondary assessment that is going to happen today. No utilities are on at all; they were all turned off as of last night. It is anticipated that we may get some rain later next week so that is why it is important that we are focusing and that is what we have discussed in our meeting. We have to really focus the next couple of days really hard on not only staff relocations but securing the building even further.

DAVE COSBY: I just left 109 and the roofing contractor was on site. They are going to make every attempt possible to get the roof sealed as best they can. However, they cannot do it with the wind blowing. This is the same roofing contractor that did the roof last summer – Colorado Front Range. I am unable to recall the principal of that company at this time. Doug ask the question of whether they had anything to do with the roof damage. Dave responded by saying that we have to be very careful about that and I was cautioned by the insurance company not to place blame on anybody. The insurance company will decide that. Our insurance carriers are primary because they determine if they need to subrogate against the roofing company. We have nothing to do with that. We should not even be assessing that roof. The Pueblo West community has assumed that it has been them. Let's talk about the insurance process here since we are on that subject. I have spoken to them. As a matter of fact, Terry, I have approval to start moving forward to have an emergency contractor on site to basically take over the project if that is what we need to do. Do we need, and I had mentioned this earlier since you have talked to them, do they need a sample of the roofing? Doug answered that no they do not. All they want is photos and they will handle it from there.

PRESIDENT ZUPAN: The one thing that I would really like to reiterate is that if media or the public contacts you, please defer them to Jay-Michael for a response. Please do not put in any comment. A question was posed about how Facebook would know that and how people would know that and it was discussed that it is all over and we have a social committee to protect that. There are certain people for whom it is all that they do. Jay knows who they are.

CHIEF CASERTA: By implementing the NIMS System, it gives us the structure to identify all key positions so we had to basically identify who those key people are and a line of authority to get it done. It also provides us with all of the framework for the documentation. I started logs yesterday and we are going to continue that and building on that. So everything that we do from times, dates, and time stamped to the person who was assigned to it to the costing of that personnel, etc., will all be documented. A question was posed: So you are doing the NIMS internally and we are not bringing in anyone externally? Yes, it is being done internally. So in other words, we are not bringing it out. Again, we will scale it down. Now it is kind of broad. Like Brad Curtis said this morning, it is not just the 109 building. There are other little pieces out in the community that we have to pull in as well under this storm system that we got wrapped up under. But then we will start scaling it down to what is more appropriate as we move forward. But right now, this gives us the framework to have the correct documentation with a recognized system and identify people that are handling them. Dave interjected that he wanted to verify that we are doing this internally and it is even though it is called "National." President Zupan interjected that this will also help Dave in retaining reports and all of that for insurance purposes. Dave mentioned that this is why the Board needs to be trained on that. We have done that several times. I went through a lot of it. It is a good system and I am glad you are doing that. That is an excellent idea. Director Smith inquired if we have an emergency contractor there to repair stuff, is there a point where we put too much back into this building? And at what point will we decide that?

NINA VETTER: That is one of the pieces of the puzzle that we will be discussing is how much would it take to repair

what was done. We already have identified some significant electrical issues that were in the budget this year, several hundred thousand dollars, so what is the cost of repairing this building and is it worth it. So once we get some numbers, we need to have that conversation about whether or not it is worth it absolutely. We do not quite know enough yet – it probably will not be. We want to make sure we have the right numbers and estimates in place before we make a call on whether or not it is worth it, and then obviously we need to discuss what other options we have if it is not worth it to repair it and how can we move forward. President Zupan interjected that we need to know how much insurance is going to pay for it too. Nina reiterated that definitely we need a little bit more information before we make that decision. Director Smith said that this is why I wondered if we are going to start spending that now fixing it permanently or just temporarily fixing it. Dave and Nina stated that all repairs are temporary to minimize further damage. Dave stated that the big factor there is that we are waiting for regional to come out and tell us whether they are going to condemn the place or not. Nina mentioned that one thing that would be helpful though as we need to expend funds for security in the building, the fencing, etc., is we do have an emergency purchasing procedure and our purchasing policy but we will need the Board to declare that we do have an emergency and our request to enact our emergency purchasing policy which essentially allows us to make purchases that were not necessarily budgeted for but that literally can come up any minute and we need to spend some money for example a dumpster, things like that, so I would be interested in a Board emergency declaration if that is something that you are all comfortable with. President Zupan inquired whether Nina needs a dollar amount on it and Nina said no. It is just basically enacting our current policy by stating that we do have a strict emergency and our policy is in place. Director French inquired if we should have a Motion for a declaration of an emergency? The answer to this question was yes. Well then I make a Motion that we declare an emergency based on facility damage at 109 and other district facilities and that we authorize the District Manager to follow the emergency expenditure procedures. Director Proal seconded the Motion. President Zupan takes the 5-0 vote to authorize the Motion and the Motion carries. It is a necessity.

DAVE COSBY: In terms of storage of property, do we want to leave it in the building? Do we want to rent a couple of the big storage pods? It will be dependent upon what the roofing contractor can get done in the immediate time frame, as quickly as possible. Looking at that and looking farther down the road in terms of repairs and stuff, then we would probably want to get some of that stuff out anyway? Do we want to get a couple of those storage pods, the Conex pods and set them out there? If we are going to fence around the building, we could just set them outside and put them in there and secure them in there. President Zupan suggested that they could probably be put in the garage. Dave indicated that this will be up to the contractor if they go in to fix it because we do not want to put stuff in there. But again, we have to wait for the assessment and then if we need a box then the contractor can move all of that stuff. We do not need to be doing that. President Zupan then redirected the meeting to Director Smith for any questions he might have that have not been answered.

DIRECTOR SMITH: This may be off topic but on topic, are there any other catastrophes in our community besides us? Did anything else crazy happen yesterday and last night in Pueblo West? Brian answered that question. He stated that we had a number of other incidents during the same time frame, i.e., trees down which mostly happens in the mobile home area. There was one tree on top of one building. Then we had a tree that just barely missed the building but took out the gas meter that just blew the gas line out of the ground and things like that. Then we had a couple power poles snap and power lines down in a couple other areas. Those were the weather-related things. No rain damage or flood damage. What happened to our facility was major but the impact that we could have had I think we escaped pretty well community wise. Director Smith stated he will defer discussing District operations and locations at this time. Director Leonard agreed that we will have to wait until we receive the assessments because we really have a lot of questions because we just do not know.

PRESIDENT ZUPAN: They are trying to determine where all of those people will be placed and each department head is to report to Ken Roberts with Facilities or Todd Hutchens on what they have available so that it can be determined where the employees can be taken to with whatever equipment they might need such as cash handling, computers, and all of that type of stuff. So they are trying to determine that right now as we speak. And I think that will probably be reported back at 3:00 p.m. when they have the meeting today. Nina interjected that it will be discussed at 3:00 p.m. but they may not have all of the answers. Obviously, our goal is to have a plan to communicate to our employees who have right now been told to not come in to work which is an unsettling thing to hear. We want to have a plan basically by Monday morning. So today and tomorrow is when we are working that out. Chief Caserta said, the one thing that was decided, President Zupan, after you left was that all COA meetings and all the future Board Meetings for the next several months will be posted as being at Fire Station 3. So those meeting at tonight's COA meeting, which President Zupan thought was cancelled, he indicated that it was requested to still have the meeting. Director French indicated that he thought it was a good idea if we could pull it off as it shows good faith that we are trying to move things ahead. Chief Caserta agreed and mentioned that as Ms. Vetter said, our goal is to not let this linger. We are going to push very hard, and I've told everybody we need to push very hard for the next two days to have a plan in place for the staff and the community knowing where to go to pay their water bill, or whatever it is, by Monday morning. So there is going to be a lot of hard work for a lot of District staff to get that done, but I think it is important. Laura noted that she and Todd had to chase a few people off when they let me run in to get my recorders and my laptop because people are still trying to pay water bills. So I do not know if it is possible to block off part of the alley because that is how they are coming in. It is just hard to get the word out. President Zupan stated that once everything has been determined such as where to pay their bills, it is important to get the word out for the community via the website obviously, and on Facebook especially to avoid any turn offs of water. Director Leonard also asked about signage right now as right now there is no signage up, but that was discussed this morning and we are going to be creating some signage once we know where that location will be. We will post some signs up there. President Zupan indicated that more than likely, but not definitely, it will probably be at Utilities, but they are still determining if there is enough space.

DAVE COSBY: I know that this is a tough question for both of you because you still have to do assessments, and maybe Doug you can help me out on this with a timeline on adjustments and repairs and everything. Doug answered that until we know what it entails it's difficult to tell. Dave stated that he got into the building yesterday and just looking at it, and we have the two avenues – repairing it or we go somewhere else. With regard to repairs, we are talking a couple of months probably by the time the insurance does its assessment. It is noted that Insurance will act a lot quicker on something like this that was one is used to and President Zupan also mentioned that we also have Regional. Dave continued that with all of the repairs, I'm thinking at least 60 days wouldn't you think? Dave said part of the problem is that they had discussed earlier that there is not HVAC system whatsoever but it is more than just no HVAC system. Chief Caserta stated that to be very honest, and let's keep this in mind especially with the comment that Ms. Vetter may in moving forward is we are talking about a building that was built in 1970-ish and as time has gone along, building codes have changed, and this building is far from being compliant with current building codes. In order to occupy that building, it will have to be brought up to current standard codes 100%. Dave said that this is what he is talking about, that the timeline is not weeks, and are we going to repair or look for another place.

PRESIDENT ZUPAN: Here was a thought that I had at the meeting this morning, is that we might contact San Isabel to lease space from them temporarily in their new building. Jay Michael said he reached out to Doris Morgan who is on the Board and Paris Elliot who is the PIO to kind of bring that up. Discussions were had of other options including placing employees at different facilities and this will be discussed again at the 3:00 p.m. meeting which is one of our agenda items to figure out our relocation efforts. We may be looking at different locations. The other thing is the old Timme Honda building across the highway is for sale. It might even be something that we could remodel. It has the opportunity for expansion. So do we have any other discussion that we need to go over?

CHIEF CASERTA: I am just going to put my two cents in here and I like the comment that the Board is making as far as being proactive. As much as us internally as department heads, we will be working to work through this situation we have currently. If you guys can be proactive as far as when we are ready to say we cannot do this with this building then tell us okay, here is our plan B. President Zupan stated that what has been researched as far as what might be available or the possibility of building is being addressed accordingly.

LAURA SAVAGE: Lastly, I know that we are having internal team meetings at 8:00 a.m. and 3:00 p.m. daily as the scope narrows as far as the 109 building and other facilities, how do you want to be updated from here on out? Is just a daily update to the Boards sufficient through email? President Zupan indicated that she would like Nina to apprise us of what is going on. Do you foresee a need to have any other special meetings between now and the 26th? That is going to have to be determined. So if that is the case, then we will moving forward to post those appropriately. Or it was suggested to use emails or texts. We can do whatever the Board agrees to. I will always do District emails first and foremost because that is what the policy says that what the Board has adopted is District email rules. If you need us to cc your personal email addresses, that is really something that we frown upon but we are more than happy to follow up with a phone call to say please check your district email. President Zupan liked that suggestion. So those meetings from here on out will be held at Fire Station 3 and Brian has blocked off the next three months. Nina Vetter indicated that they will be working out of Fire Station 3 so if you want to find us in person, we will be a Fire Station 3 for the foreseeable future. Laura indicated that she is not sure what will be on the Agenda for the 26th. She notes that Tammy has a budget amendment for the 2018 budget. There are several agenda items and we were supposed to be an agenda setting meeting which obviously did not happen, so with Harley out for Spring Break, we will make it work. The Audiovisual subject was discussed.

PRESIDENT ZUPAN: Is there any other conversation we need here? All participants and staffed were thanked unanimously. Special recognition was given to Harley for the handling of the 109 incident.

ADJOURN

There being no further business to come before the Board, President Zupan adjourned the meeting at 11:08 am. The next regular meeting is scheduled for March 26, 2019 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 3/26/2019