



# PUEBLO WEST METROPOLITAN DISTRICT

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**REGULAR BOARD MEETING  
729 E. GOLD DRIVE  
TUESDAY, JUNE 11, 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 June 11, 2019; 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**, Bryan Kelsen, Christ Church
- C. PLEDGE OF ALLEGIANCE**

### **D. ROLL CALL**

President Proal 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; Laura Savage, Assistant to the District Manager; Jay-Michael Baker, Communications and Engagement Manager; Kim Swearingen, Utilities Director; Roni Kimbrel, Budget and Accounting Manager; Jennifer Pearson, HR Manager; Terri O'Donnell, Administrative Assistant; and 21 audience members.

### **E. APPROVAL OF AGENDA**

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

### **F. SPECIAL RECOGNITION**

#### **1. EMPLOYEE PROMOTION**

The Board recognized Jennifer Pearson as the District's new Human Resources Manager. Since 2015, Jennifer has worked as an Accounting Tech, HR Analyst, and is now the HR Manager.

#### **2. EMPLOYEE OF THE SECOND QUARTER**

The Board recognized Terri O'Donnell as the Employee of the Second Quarter. Terri began working for the Committee of Architecture in 2015 and assists many departments throughout the District.

### **G. COMMITTEE REPORTS**

There were no Committee Reports.

### **H. APPROVAL OF CONSENT AGENDA**

President Proal motioned for the approval of the Consent Agenda. Director Leonard requested removal of Item H-1 Financial Reports. Director French motioned for the approval of Item H-2 and removal of Item 1; it was seconded by Director Zupan. Ayes: French, Leonard, Proal, Smith, Zupan. Nays: none. Abstained: none. Motion carried 5-0.

#### **1. FINANCIAL REPORTS**

Director Leonard brought attention to an expense for the Sangre de Cristo Gala where Director Proal and guest, Ms. Vetter and guest, and Ms. Cozzetto and guest attended, yet was expensed against the Board's meal line item. Also, she inquired why the rest of the Board was not invited, and noted that it is policy that costs for guests are not covered by the District. Director Zupan noted the Gala was not specifically budgeted in 2019. President Proal clarified that Ms. Vetter is a member of the Sangre de Cristo Board of Directors, and he supported Ms. Vetter and Ms. Cozzetto, and their guests, to attend and share a table with himself and others. It was noted that the expense would be reallocated to the appropriate departments.

#### **2. DISTRICT MANAGERS REPORT**

### **I. OLD BUSINESS**

#### **1. RESOLUTION 2019-057 A RESOLUTION APPROVING A CABLE TELEVISION LICENSE AGREEMENT BETWEEN THE PUEBLO WEST METROPOLITAN DISTRICT AND COMCAST OF COLORADO IX, LLC**

Director Zupan motioned for the approval of the resolution, seconded by Director French. Ayes: French, Leonard, Proal, Smith, Zupan. Nays: none. Abstained: none. Motion carried 5-0.

#### **2. APPOINTMENT OF 2019-2020 COMMITTEE MEMBERS**

President Proal reviewed the list of committees. After discussion, it was determined that the item would be revisited at the next meeting to finalize committee member selections.

#### **3. HILL RANCH UPDATE**

Ms. Swearingen stated the Hill Ranch website is up and running and provided the page for the Board to review. She and Deputy Director Jeffrey DeHerrera travelled to the Ranch on June 3rd to check on progress. Seeding has begun in the test plots. There was extra seed after the initial plots were completed so more plots are being planned, and the seed is beginning to germinate. Weed mowing and spraying will likely happen within 3-4 weeks, depending on weather. The Ranch Manager has been hired and has started maintenance on the ditches and water conveyance. He is also managing the gates and diversions. A Ranch Hand has also been hired and starts the week of June 10th. With his help they will begin to move pipe around for irrigation. Relationships with landowners is improving with the hiring of the Ranch Manager and reports indicate they are making friends every day. Most of the equipment has been purchased or is on order. Remaining items include small tool purchases and odds and ends. Ms. Swearingen thanked Purchasing, Fleet, and Facilities departments with their help on getting their "headquarters" up and running. Issues with a landowner outside of the Ranch caused some problems with moving water around on the Ranch. Mr. Krassa and Mr. Leak were consulted about legal aspects to ditches and rights. It was determined that a reroute and modification to some ditches was easier than provoking the land owner.

Lastly, President Proal addressed the audience and informing them that the Black Hills Energy public hearing is delayed in order to give the organization additional time for a future presentation and discussion.

#### **J. NEW BUSINESS**

##### **1. RESOLUTION 2019-058 A RESOLUTION AWARDING THE DESIGN SERVICES FOR RFP-2019-WW-001-FORCE MAIN REPLACEMENT PUEBLO WEST METROPOLITAN DISTRICT**

Director Zupan motioned for the approval of the resolution, seconded by Director Smith. Ayes: French, Leonard, Proal, Smith, Zupan. Nays: none. Abstained: none. Motion carried 5-0.

##### **2. RESOLUTION 2019-059 A RESOLUTION AWARDING THE NORTH TANK FARM IMPROVEMENT PROJECT TO STANEK CONSTRUCTORS**

Director Zupan motioned for the approval of the resolution, seconded by Director Smith. Ayes: French, Leonard, Proal, Smith, Zupan. Nays: none. Abstained: none. Motion carried 5-0.

#### **K. CITIZEN'S COMMENTS**

Pam Kuhrt, 1237 N Parkridge Drive, spoke in opposition to Black Hills Energy's proposal to purchase District owned property and usage of the Wildhorse Creek easement to install powerlines that will run to Canon City. Ms. Kuhrt requested the Board keep industrial developments in the industrial park and keep the north side free from additional power lines.

Melvin Manrose, 228 E Parkridge Drive, spoke in opposition to Black Hills Energy proposal to purchase District owned property, and asked the Board to consider future land uses that would not be realized and determine if this is the best use of the property. Mr. Manrose requested the Board await a 1041 permit approval before moving forward with the land sale.

Bruce Kola, 371 E Fredonia Drive, inquired if the Board is making decisions based upon a master plan, and if not, he asked what is guiding the Board's current decisions.

#### **L. DIRECTORS COMMENTS**

Director Leonard noted Black Hills Energy is promoting a community meeting via postcard. She praised the Pueblo West High School baseball team for winning the state championship tournament. Commissioner Ortiz will be at PJ's coffee shop for a community meeting. Lastly, Mr. Swerdfeger will donate 13 large barriers and asked about roadwork on Skyline Drive.

#### **M. AGENDA SETTING MEETINGS**

President Proal recommended discontinuance of the bi-weekly agenda setting meetings consisting of the Board President and rotating board members. Instead, the District Manager and staff would prepare a draft agenda to review with the President and Vice President. Also, any board member wishing to place an item on the agenda could do so by communicating with the President or the District Manager. After a short discussion, it was the consensus of the Board to move forward with the new agenda setting process.

#### **N. ANNOUNCEMENTS AND EVENTS**

See Agenda for list.

#### **O. EXECUTIVE SESSION**

President Proal motioned to move into executive session and cited item as indicated below. The motion was moved by Director French and second by Director Smith. Motion unanimously passed.

##### **1. §24-6-402(4)(F) C.R.S. "PERSONNEL MATTER"; DISTRICT MANAGER PERFORMANCE REVIEW**

#### **P. ADJOURN**

There being no further business to come before the Board, President Proal adjourned the meeting. The next regular meeting is scheduled for June 25, 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.

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**Secretary**

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Approved 06/25/2019