



# PUEBLO WEST METROPOLITAN DISTRICT

109 E. Industrial Blvd • PO Box 7005 • Pueblo West, Colorado 81007  
Administrative Offices (719) 547-2000 • Fax (719) 547-2833

**WORK SESSION**  
**109 E. INDUSTRIAL BOULEVARD**  
**TUESDAY, FEBRUARY 14, 2017 – 4:30 P.M.**

## MINUTES

The Board of Directors of The Pueblo West Metropolitan District met at 109 East Industrial Boulevard, Pueblo West, Colorado, on February 14, 2017; at the hour of 4:00 P.M. President Leonard called the Regular Meeting to order.

### A. CALL TO ORDER

### B. ROLL CALL

President Leonard called the roll: Director Barbara Bernard, Director Mark Carmel, Director Mike French, Director Terry Zupan, and President Judy Leonard were present.

Also present was District Manager Darrin Tangeman; Harley Gifford, Legal Counsel; Laura Savage, Administrative Clerk;

### C. BOARD OF COUNTY COMMISSIONERS JOINT MEETING DISCUSSION

#### 1. FISCAL HISTORY OF PUEBLO COUNTY/PUEBLO WEST AND IMPACT ON ROAD MAINTENANCE (30 MINUTES) – DARRIN TANGEMAN AND TAMMY NORDYKE

Darrin Tangeman recommended to keep in mind that commodity and personnel costs have increased, and prioritization of roads across the country and funding has been a struggle. Pueblo West roads cannot be maintained at current funding levels. He highlighted assessed values and how Pueblo West residents' property tax is parsed to Pueblo County funds.

#### 2. CURRENT ROAD MAINTENANCE STATUS/BUDGET, HISTORY OF IGA, AND LEGAL IMPLICATIONS OF ROAD IGA (30 MINUTES) - DAN CENTA AND HARLEY GIFFORD

Harley Gifford provided the history of the road IGA between Pueblo and Pueblo West, noting that it has existed in some form since the 1970's. Dan Centa then provided a presentation regarding the status of road maintenance in Pueblo West, highlighting road statistics, budgets, highway user tax funds, and the potential effects of the termination of the road IGA between the city of Pueblo and Pueblo West.

#### 3. DISCUSSION ON RENEGOTIATING ROAD IGA (30 MINUTES) – BOARD OF DIRECTORS

Darrin Tangeman presented to the board three possibilities concerning the road IGA; to keep it as it is, renegotiate, or terminate. Amending the IGA is also possible, but Mr. Gifford warned the board that the County can simply refuse any proposed amendments. The board then discussed what information to bring to the County.

### D. ADJOURN

There being no further business to come before the Board, President Leonard adjourned the meeting at 5:35 P.M. The next regular meeting is scheduled for February 14, 2017, 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.

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Secretary

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**REGULAR BOARD MEETING  
109 E. INDUSTRIAL BOULEVARD  
TUESDAY, FEBRUARY 14, 2017 – 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 February 14, 2017; at the hour of 6:00 P.M. President Leonard called the Regular Meeting to order.

**A. CALL TO ORDER**

**B. INVOCATION**

**RON MCPHEETERS**

**C. PLEDGE OF ALLEGIANCE**

**D. ROLL CALL**

President Leonard called the roll: Director Barbara Bernard, Director Mike French, Director Terry Zupan, and President Judy Leonard were present. Director Carmel was excused.

Also present was District Manager Darrin Tangeman; Harley Gifford, Legal Counsel; Laura Savage, Administrative Clerk; Jay-Michael Baker, Community Engagement Manager; Tammy Nordyke, Finance Director; Scott Eilert, Utilities Director; Amy Horton, Information Systems Administrator; and 8 residents.

**E. APPROVAL OF AGENDA**

Director Zupan motioned for the approval of the agenda with the removal of item L1. Motion unanimously passed.

**F. SPECIAL PRESENTATION**

**PUEBLO COUNTY SHERIFF COMMUNITY UPDATE**

Sheriff Taylor provided a presentation which detailed the makeup of the Pueblo County Sheriff Department and its activities in Pueblo West. The report also detailed pot grows in Pueblo West, stating that on the north end of Pueblo West there were 16 total marijuana grows, 7 of which were illegal, while on the southern end of the community there were 38 total grows, with 13 being illegal. Other statistics were also provided, which included the fact that there were 29,099 calls for service in 2016; 13,114 of which were from Pueblo West. The most common type of calls were for suspicious activity and medical emergencies. In addition to this, retail theft was down in 2016 when compared to 2015, while thefts from autos were higher in 2016 than 2015. 2016 Also saw a higher number of auto accidents and traffic citations compared to 2015. Overall, statistics show a steady decline of crime in the community, which is the safest community of our size in the state.

**G. CITIZEN'S COMMENTS**

Emily Price suggested a crosswalk be implemented in front of the Pueblo West Library for students who leave Swallows Charter Academy. However, they will not use the crosswalk at the corner. There should be a feasible way to install a crosswalk across Joe Martinez Blvd.

**H. COMMITTEE REPORTS**

Director Bernard stated the Conservancy District discussed long-term funding for levee repairs. Director Bernard inquired of community knowledge of COA, and stated each member should complete site reviews and the BOD should recognize their expertise. Also, she noted the Fireman's Ball is this Saturday on February 18<sup>th</sup>.

Director French toured the Woodland Park aquatic center with Director Leonard and staff. The phasing of construction by the well-known company is in tune with the weather. The city manager discussed fund raising and processes. Director French's concept has now been changed after discussion with the firm.

Director Leonard had kickoff meeting for transit with Mr. Gomez from PACOG who will tour the community to propose stops and will provide details the end of March. The planning commission meeting is on a reprieve.

**I. DIRECTOR'S COMMENTS**

Director Bernard inquired about the bylaw in the board packet may not have been the most updated version. Mr. Gifford will provide the correct copy.

**J. APPROVAL OF CONSENT AGENDA**

Director Bernard motioned for the approval of the consent agenda as presented. Motion seconded by Director Zupan. Motion passed 4-0.

**1. FINANCIAL REPORTS AS PRESENTED**

**2. DISTRICT MANAGER REPORT AS PRESENTED**

**3. MINUTES OF JANUARY 10, 2017 AS PRESENTED**

**K. OLD BUSINESS:**

**1. COMMITTEE OF ARCHITECTURE NEW MEMBERS DISCUSSION**

Ms. Cozzetto recommends scheduling a joint meeting with the COA to review applications and to meet new members. A COA board member training manual will be completed and available in March. The communication and education of covenant enforcement will be discussed, and requests options to enforcing covenants in tracts that have exceeded 90% buildout. Many calls are received regarding complaints in tracts where COA has no standing. The COA board has directed staff to focus on ground cover and weeds, in addition to junk yards. Mr. Gifford described a prior effort to modify covenants in such areas, but very little success occurred; knocking on doors may be best option with extensive community meetings and social media outreach.

**2. WATER TAP PURCHASE POLICY**

Mr. Eilert stated there are no physical nor accounting issues involved; however he does not support irrigation of empty lots due to conservation efforts. Director French noted that was not his intent and did not advocate irrigating lots, but if a resident wanted to water trees regardless if a house was built or not, what was the difference. Ms. Nordyke discussed proposed language in the bylaws regarding COA approval for landscaping and denying tap purchases where infrastructure is not in place. Zones A-3 and R-1 are recommended as the only zones allowed for tap fees. After 12 months of nonpayment the account would be deemed uncollectible. Other areas of the recommended changes were discussed. Directors Zupan and Bernard recommended a resolution be presented at the next meeting. After discussion regarding Committee of Architecture landscape plan approval, Director French motioned to remove section 4.10.1 regarding the Committee of Architecture approval of pre-approved landscaping. It was seconded by Director Zupan. Motion passed 4-0.

**3. RESOLUTION NO. 2017-05 A RESOLUTION APPROVING A MASTER SERVICES AGREEMENT TO PERFORM CONSULTING SERVICES BETWEEN PUEBLO WEST METROPOLITAN DISTRICT AND RAND COMMUNICATIONS, LLC.**

Director Zupan motioned for the approval of the above resolution, seconded by Director Bernard, Ayes: Leonard, Bernard, Zupan, French. Nays: None. Abstained: None. Motion carried 4-0.

**4. CAPITAL IMPROVEMENT PLAN UPDATE**

Mr. Tangeman iterated upon the highlights of the capital improvement plan. He stated the budget for 2016 and corresponding expenditures will close at the end of the month. For 2017, Mr. Tangeman discussed cost projections, noteworthy projects and their status. The Fleet Department will begin purchase process of the Water Department's SUV and Facilities have started the RFP process for Building 109 Roof Project.

**L. NEW BUSINESS:**

**1. RESOLUTION NO. 2017-\_\_ A RESOLUTION APPROVING A FIRE PROTECTION SERVICE AGREEMENT BETWEEN GALLERY AUTO AUCTION, LLC AND THE PUEBLO WEST METROPOLITAN DISTRICT.**

The above item was removed from the agenda.

**2. REBRANDING PUEBLO WEST DISCUSSION**

Ms. Price attends hundreds of meetings and reminded the Board to remember unintended consequences. Various communities have noted Pueblo West has a common philosophy that the initial developer swindled prospective buyers. It is important for District employees to put up a consistent positive image of Pueblo West. In addition, marijuana has tarnished the perceived image of the community. Social media magnifies incorrect information and hinders economic development. A spearheaded campaign promoting the positives of the community should begin. Negative aspects in a public meeting can be recorded and blown out of proportion and becomes a black mark on Pueblo West. Ms. Price recommends everyone speak positively about the community.

**M. ANNOUNCEMENTS:**

See agenda for list.

**N. ADJOURN**

There being no further business to come before the Board, President Leonard adjourned the meeting at 7:48 P.M. The next regular meeting is scheduled for February 28, 2017, 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.

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Secretary

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## REGULAR BOARD MEETING PUEBLO COUNTY COMMISSIONERS' CHAMBERS TUESDAY, FEBRUARY 15, 2017 – 2:00 P.M. – 4:00 P.M.

### MINUTES

The Board of Directors of The Pueblo West Metropolitan District met at the Pueblo County Commissioners' Chambers in Pueblo, Colorado, on February 15, 2017; at the hour of 2:00 P.M. Commissioner Terry Hart called the joint meeting to order.

#### A. CALL TO ORDER

#### B. ROLL CALL

President Leonard called the roll: Director Barbara Bernard, Director Mark Carmel, Director Mike French, Director Terry Zupan, and President Judy Leonard were present. Commissioner Terry Hart, Commissioner Garrison Ortiz, and Commissioner Sal Pace were present.

Also present was District Manager Darrin Tangeman; Harley Gifford, Legal Counsel; Laura Savage, Administrative Clerk; Jay-Michael Baker, Community Engagement Manager; Dan Centa, Public Works Director; Greg Styduhar; Pueblo County Attorney; Aimee Tihonovich, Pueblo County Finance Director; Paris Carmichael; Pueblo County PIO; and 8 residents.

#### C. NEW BUSINESS:

##### 1. AMENDING ROAD IGA DISCUSSION

Director Leonard stated the need to discuss the possibility of amending the current IGA, which was last reviewed in 2002. Director Carmel stated the Metro Board would like to possibly negotiate the Road IGA, and is in support of majority of BOD. Commissioner Hart stated the BOCC is open to negotiations and suggestions. Director Zupan stated a 200% increase of construction commodities have occurred, yet percentage of PC funds to Pueblo West has not increased. Discussion between Commissioner Hart and Director Zupan included PC's current funding priority policy and needs, pooling processes, grant funded items and balancing needs of the entire county. It was noted that friction has occurred between both governments four years ago, and major efforts have been made to improve relations. Director French requested a more formalized agreement is desired to alleviate annual proposals, much like what occurred with the Road Task Force. It was the consensus of both boards to utilize the Task Road Force to hammer out the details of amending the Road IGA as well as set a regular schedule; a meeting will be scheduled and a quarterly schedule was recommended. Discussion ensued regarding the County's 1% sales tax.

##### 2. PUEBLO COUNTY MARIJUANA SALES TAX DISCUSSION

Ms. Tihonovich noted 45% of the RMJ sales tax received is from Pueblo West. Commissioner Pace discussed an IGA regarding sales tax collected being utilized in the Pueblo West community. Discussion included share back fund designation consistent with the City of Pueblo, and funding recommendations. Current expenditures include Pueblo West's \$200,000 for chipseal and capital improvements at the county jail. Director French recommended directing staff to draft an IGA. Commissioner Pace recommended a percentage of revenue collected be designated to Pueblo West. Staff was directed to begin drafting an IGA immediately.

##### 3. 1A FUNDS FOR PUEBLO WEST RECREATIONAL IMPROVEMENTS

Commissioner Pace stated a consultant has begun work on the financing piece for 1A to see quick projects all though funds will not begin to roll in for four years. Pueblo West should recommend how funds should be spent in the community. TABOR issues should be kept in mind. A global approach should be taken, yet teams should help with planning. Commissioner Ortiz noted financing is the largest hurdle at this time. Financial institutions are more apt to help with smaller projects compared to an entire project in order to keep costs low. A partnership will be necessary between both entities. Discussion ensued regarding projects above and beyond as funds are available, Joe Martinez Blvd extension planning through Honor Farm property, and future commercial and recreational opportunities.

##### 4. AQUATIC CENTER AND POOL FUNDING

Director French inquired if the commissioners were still committed to providing funds to the future community aquatic center. The commissioners discussed recreational opportunities county-wide and with financing could potentially match future Pueblo West grants. A center would draw from all over the county as well as outside the community.

##### 5. INTERGOVERNMENTAL COOPERATION

Commissioner Ortiz discussed the need to improve intergovernmental cooperation, such as purchasing, and recommended more frequent joint meetings, perhaps twice a year, to foster improved relations. Director Zupan stated it would assist with reducing duplication of efforts. Commissioner Hart agreed, and recommended scheduling meetings throughout the year. Meeting locations can be rotated. Commissioner Pace discussed

adding another Pueblo West seat to the PACOG board and subcommittees; Director Zupan expressed interest in filling the seat.

**6. OTHER BUSINESS**

Commissioner Hart discussed the importance of evolving economic development countywide, and is concerned with joint interests in mind to grow business and industrial environments in Pueblo West. Revenues would be available for Pueblo West to incorporate in the future. Director Carmel discussed energy and electrical rates in the Pueblo West community. Director Zupan shared the need of Pueblo West to overcome the perceived stigma of the community known as the marijuana capital of Colorado, yet Sheriff Taylor reported in a previous presentation that crime has decreased in Pueblo West.

**D. ADJOURNMENT**

There being no further business to come before the Board, President Leonard adjourned the meeting at 7:48 P.M. The next regular meeting is scheduled for February 28, 2017, at the hour of 6:00 P.M., presently set for the boardroom of the Board of Directors, 109 East Industrial Boulevard, Pueblo West, Colorado.

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**Secretary**

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**WORK SESSION**  
**109 E. INDUSTRIAL BOULEVARD**  
**TUESDAY, FEBRUARY 28, 2017 – 3:30 P.M.**

## MINUTES

The Board of Directors of The Pueblo West Metropolitan District met at 109 East Industrial Boulevard, Pueblo West, Colorado, on February 28, 2017; at the hour of 3:30 P.M. President Leonard called the Special Meeting to order.

### A. CALL TO ORDER

### B. ROLL CALL

President Leonard called the roll: Director Barbara Bernard, Director Mark Carmel, Director Mike French, and President Judy Leonard were present. Director Terry Zupan was absent.

Also present was District Manager Darrin Tangeman; Harley Gifford, Legal Counsel; Laura Savage, Administrative Clerk; Scott Eilert, Utilities Director; Kim Swearingen, Deputy Utilities Director; Tammy Nordyke, Finance Director; Jim Quam, Utilities Manager.

Director Carmel excused himself from the meeting at 3:41 pm.

### C. RAFTELIS 2017 FINANCIAL PLAN PRESENTATION

Andrew Rheem, consultant with Raftelis, provided an overview for the rate study and financial plan, financial plan objectives and criteria, projection assumptions affecting both water and wastewater, water financial plan and scenarios, wastewater financial plan and scenarios, residential bill comparisons, and the next steps going forward. Financial plan deliverables include Water and Wastewater Master Plans completed by JVA in addition to Raftelis' Water and Wastewater Financial Plan and Rate Study which includes financial plan and requirements through 2027, cost of service, plant investment fees, and rate structure and alternatives for 2017 through 2021. Financial plan objectives include fund operating needs to maintain quality service, fund capital requirements to maintain service levels and meet regulations, provide stable revenues, and maintain lowest possible rates while meeting service expectations and regulatory requirements.

It is important to plan for revenue sufficient to maintain the financial stability of the water and wastewater funds by exceeding annual debt service coverage ratio targets, operating and capital reserve targets with adequate revenues. Debt service and adopted cash reserve policies have affected the plan. A certain amount of working capital is needed because water is treated and used up to 60 days prior to payment received, which is why a minimum of 90 days is recommended for cash reserves. The growth rate projected for water is 1.5% annually and wastewater is 0.8% annually. O&M increases for personnel is 5% annually until 2020, then 2.5%; benefits is 4.2% annually until 2020, then 2.5%; and other expense increases 2.5% annually. Capital costs will increase 2.7% annually. Debt terms will have a 20 year repayment term; 4% interest rate until 2019, then 5% interest rate; 2% issuance costs; and debt service reserve of 1 annual debt service payment.

Statistics regarding the growth rate of water and sewer taps since 2007 were discussed, and the speaker also highlighted the Denver-Boulder-Greeley CPI utilized as the inflation measure (compounded annual average of 2.5%) were discussed and how it affects capital project materials (compounded annual average of 2.7%). Current water and wastewater rate structures were reviewed in addition to historical rates from 2013 to present. Future capital improvement projects were factored into several scenarios. This influencing debt was discussed and how components increase water and wastewater rates in order to accomplish infrastructure and facility improvement projects. After additional research, the proposed 2017 increase for a typical monthly water bill for one single-family residential customer using 11,000 gallons of water and 6,000 gallons of wastewater would be \$1.00 for water (from \$48 to \$49) and \$4.00 for wastewater (from \$39 to \$43). The proposed increases indicates Pueblo West would remain the third highest in the region, behind Monument, CO and Fountain, CO. After a brief Q&A session, Raftelis was directed return with 5-10 years terms, debt service opportunities and grant options.

### D. ADJOURN

There being no further business to come before the Board, President Leonard adjourned the meeting at 5:35 P.M. The next regular meeting is scheduled for February 28, 2017, 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.

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Secretary

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**REGULAR BOARD MEETING  
109 E. INDUSTRIAL BOULEVARD  
TUESDAY, FEBRUARY 28, 2017 – 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 February 28, 2017; at the hour of 6:00 P.M. President Leonard called the Regular Meeting to order.

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

### **D. ROLL CALL**

President Leonard called the roll: Director Barbara Bernard, Director Mike French, Director Terry Zupan, and President Judy Leonard were present. Director Carmel was excused.

Also present was District Manager Darrin Tangeman; Harley Gifford, Legal Counsel; Laura Savage, Administrative Clerk; Jay-Michael Baker, Community Engagement Manager; Tammy Nordyke, Finance Director; Scott Eilert, Utilities Director;

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

Director Zupan motioned for the approval of the agenda. Motion unanimously passed.

### **F. SPECIAL PRESENTATION**

Ron Kimsey was recognized as the employee of the 1<sup>st</sup> quarter. Jim Blazing commended Ron on his work and noted that he is an outstanding employee.

Laura Savage introduced Heather Geyer of Colorado Women Leading Government and Denise Taylor of the Colorado City & County Management Association, who awarded District Manager Darrin Tangeman the 2017 Trailblazer Award for building diversity and inclusiveness in local government, particularly due to his role in the Veterans Local Management Fellowship Program.

### **G. CITIZEN'S COMMENTS**

Emily Price complimented the Public Works department on the fantastic job of completing the crack sealing project on Hahns Peak Avenue. In addition, Ms. Price noted she has toured the jail, which is deplorable. In regards to the marijuana IGA on the agenda, Ms. Price spoke with the County and after some calculations, the taxes collected from Pueblo West facilities which does not make up for staff costs.

### **H. COMMITTEE REPORTS**

Director Bernard notified the Board that Mr. Ault of the Conservancy District recently passed, and therefore a slot is open on the Conservancy board to be appointed by the Pueblo County Commissioners. As the COA liaison, Director Bernard reported on the number of new builds and solar projects, then highlighted the new chicken resolution. Alta Fuel is expanding their facility and will add jobs to the community.

Director Leonard attended a PACOG meeting where subcommittees were discussed for transportation and for water. If lobbyists were hired, costs would be shared by entities involved in the committees. HB 17-153 regarding the Southwest Chief was introduced.

### **I. DIRECTOR'S COMMENTS**

Director French requested an update on the fire department's 48/96 shift change, to which Mr. Tangeman will place on the March 14 agenda.

Director Bernard commended the road crews for their crack sealing efforts along Hahns Peak, and asked to pass along her gratitude.

Director Zupan echoed Director Bernard's sentiments.

Director Leonard addressed information being sent to the Pueblo West View. The newspaper has no policy on how letters and articles are submitted and signed; has no issue with transparency and sharing information with the public. Mr. Tangeman noted he provides facts to be transparent and approves final drafts. Director Leonard requested an advance notice prior to publication. Director Zupan highlighted the many positive comments she has received in response to the publications. Director Bernard echoed the sentiment and added that administration has greatly improved communication efforts. SRDA does not serve the west side of the community due to temperature issues, and she recently met with the entity to utilize Fire Station 2 in the future.

**J. APPROVAL OF CONSENT AGENDA**

Director Bernard motioned for the approval of the consent agenda as presented. Motion seconded by Director Zupan. Motion passed 4-0.

- 1. FINANCIAL REPORTS AS PRESENTED**
- 2. DISTRICT MANAGER REPORT AS PRESENTED**

**K. OLD BUSINESS:**

**1. WATER LEAK DETECTION UPDATE**

Mr. Eilert reported that 10 major leaks have been discovered. Unknowing how long the leak has occurred, the data on gallons lost are calculated from the date of leak discovery to date of fix. To date, 480,685 gallons have been lost. The largest leak of 150,000 gallons was discovered on a dead-end water line in an unimproved area that was unknown on the surface, but was discovered by having water in the sewer collection system. Mr. Eilert commended his leak detection crew members.

**2. RESOLUTION NO. 2017-06 A RESOLUTION AMENDING THE PWMD BYLAWS AND RULES AND REGULATIONS REGARDING WATER TAP PURCHASES**

Director French motioned for the approval of the above resolution, seconded by Director Zupan. Ayes: Leonard, Bernard, Zupan, French. Nays: None. Abstained: None. Motion carried 4-0.

**3. RESOLUTION. 2017-07 A RESOLUTION APPROVING A FARM LEASE AGREEMENT BETWEEN THE PUEBLO WEST METROPOLITAN DISTRICT AND MATTHEW D. HEIMRICH**

Director Bernard motioned for the approval of the above resolution, seconded by Director French. Ayes: Leonard, Bernard, Zupan, French. Nays: None. Abstained: None. Motion carried 4-0.

**4. RESOLUTION NO. 2017-08 A RESOLUTION TO EXECUTE AND SUBMIT PUEBLO COUNTY'S CONSERVATION TRUST FUND FUNDING ASSISTANCE AGREEMENT FOR APPROVAL**

Director Zupan motioned for the approval of the above resolution, seconded by Director French. Ayes: Leonard, Bernard, Zupan, French. Nays: None. Abstained: None. Motion carried 4-0.

**5. RESOLUTION NO. 2017-09 A RESOLUTION TO EXECUTE AND SUBMIT PUEBLO COUNTY'S AID TO OTHER ENTITIES FUNDING ASSISTANCE AGREEMENT FOR APPROVAL**

Director Zupan motioned for the approval of the above resolution, seconded by Director French. Ayes: Leonard, Bernard, Zupan, French. Nays: None. Abstained: None. Motion carried 4-0.

**6. INCORPORATION STUDY UPDATE**

District Manager Darrin Tangeman stated that Administrative Assistant Laura Savage, Intern Matthew Hawkins, and Dan Centa are all working on finishing the grant paperwork required for funding for the incorporation study. The application will be submitted within the next week and a funding request letter will be submitted to DOLA.

**L. NEW BUSINESS:**

**1. CDOT UPDATE**

Shawn Winters provided an update on the main McCulloch North trail, stating that the figure of \$352,527.16 has been passed to Martin Marietta, and approval from CDOT is awaited.

**2. CALLE DE CAMILIA DRIVE AND SPAULDING AVE PARCEL REZONING DISCUSSION**

Mr. Winters showed a map of the parcel and indicated the desire to rezone the area from R-5 to B-4, and consists of 15-20 acres in size. Current lot sizes in the subdivision do not meet current B-4 zone standards. Subdivision vacations are not common, therefore the County attorney must review the process and determine the best course of action; the zoning may revert back to the original zoning and plat, or a secondary process may require additional steps.

**3. 2016 PUEBLO WEST ANNUAL REPORT**

Jay-Michael Baker provided the 2016 Annual Report after a short introduction by Darrin Tangeman. The report itself focused on transparency and accountability, economic development, the welcoming environment of Pueblo West, and the quality of life within. Mr. Baker noted that the report is focused on both audience and overall content and design; the former is aimed towards different entities and those with a stake in economic development within Pueblo West, whereas the latter is focused on Pueblo West as a gateway to recreation.

**4. RECOMMENDED PERSONNEL POLICY CHANGES**

District Manager Darrin Tangeman presented five proposed personnel policy changes. These changes include an education assistance policy, training for firefighters, certification programs and processes, and changes to paid-time off policies for employees, and Mr. Tangeman also stated that the policy changes express a desire to force part-time employees to adhere to the policies that full-time employees do. After a lengthy discussion, it was determined to strike the hospitalization section from the draft policy, but adopt the education assistance policy, training and certification policy, changes to Special Reserve Leave policy, part-time PTO policy, and to return with a resolution at the next meeting.

**5. PUEBLO COUNTY RECREATIONAL MARIJUANA IGA DISCUSSION**

Mr. Tangeman provided an update regarding HB 17-1203 which will not be heard in committee and is delayed.

**6. ETHICS VIOLATION COMPLAINT**

Mr. Gifford reported a charge of an ethics violation was submitted to Director Leonard by Director Bernard against Director Carmel. The process as outlined in the ethics policy will be followed, which includes formation of a committee to validate the complaint. Mr. Gifford recommends staff has zero involvement. Director Leonard and Director Zupan volunteered to comprise the committee along with Mr. Gifford.

**M. ANNOUNCEMENTS:**

See agenda for list.

**N. EXECUTIVE SESSION**

Director Zupan motioned to move into executive session and cited items as indicated below. It was unanimously passed to go into executive session.

1. §24-6-402(4)(E) C.R.S. "DETERMINING POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATIONS, DEVELOPING STRATEGY FOR NEGOTIATIONS, AND INSTRUCTING NEGOTIATORS"  
PUEBLO COUNTY RECREATIONAL MARIJUANA SALES TAX REVENUE IGA
2. §24-6-402(4)(A) C.R.S. "CONCERNING THE PURCHASE, ACQUISITION, LEASE, TRANSFER, OR SALE OF ANY REAL, PERSONAL, OR OTHER PROPERTY INTEREST"  
SALE OF DISTRICT OWNED PROPERTY

President Leonard adjourned the executive session at 9:01 P.M.

**O. ADJOURN**

There being no further business to come before the Board, President Leonard adjourned the meeting at 7:48 P.M. The next regular meeting is scheduled for March 14, 2017, 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.

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Secretary

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