



# PUEBLO WEST METROPOLITAN DISTRICT

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

**REGULAR BOARD MEETING  
109 E. INDUSTRIAL BOULEVARD  
TUESDAY, JANUARY 8, 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 8, 2019; at the hour of 6:00 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; Laura Savage, Assistant to the District Manager; Kim Swearingen, Director of Utilities; Todd Hutchens, Fleet Manager; Shawn Winters, Assistant Engineer; Jay-Michael Baker, Communications and Engagement Manager; Laurie Cozzetto, Community Development Director; Rich Fabbro, Wastewater Manager; and 11 audience members.

**E. APPROVAL OF AGENDA**

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

**F. INTRODUCTION OF NEW EMPLOYEES**

Nina Vetter was introduced as the new district manager.

**G. SPECIAL RECOGNITION**

Walter Mack, VLGFM Fellow – Fleet was not in attendance.

**H. SPECIAL PRESENTATION**

Jennifer Roberts provided information regarding the Colorado State 4-H Shooting Archery Competition and requested to use the open parcel along Assembly Drive for the event. After a brief discussion, the Board agreed to move forward with providing space for the event.

**I. CITIZEN'S COMMENTS**

Jerry Burns, 1286 S. Sweetwater, signed up but had no comment.

Gary Whitten, 1691 E. Silverwood Dr, expressed concern regarding the condition of his road and requested the Public Works Department fix the washboard issues.

**J. COMMITTEE REPORTS**

Barbara Bernard, the District's appointed representative for the Pueblo Conservancy District, reported on the new election of board positions and Ms. Bernard will serve as Vice President. She noted they are in the process of encouraging a rotation of the officers. Second, Ms. Bernard discussed in depth the approved financing for the final construction of the levee and Phase 5 of the project, which is underway. Swerdfeger Construction is the general contractor. New amenities, including a park, will be constructed along the new levee way. Phase 6 may be completed within Q1 of 2021. A celebration of the reconstruction may be held in 2021 and honor the devastating flooding event of 1921.

Director Leonard reported on the December 13, 2018 Committee of Architecture approvals and hearings. A controversial tower application on the Ottino property was approved and will move forward with the Pueblo County process.

**K. DIRECTOR'S COMMENTS**

Director Smith welcomed Nina Vetter to the District, as did the other Directors. Director French commended Carol Cosby for another successful Holiday Food and Gift Basket drive, and encouraged the audience to assist next year. Director Zupan noted a celebration is planned for the District's 50<sup>th</sup> Celebration. Director Leonard attended a meeting with the Pueblo County Board of County Commissioners and Commissioner Wiseman's swearing in ceremony.

**L. APPROVAL OF CONSENT 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. **DISTRICT MANAGER REPORT**
3. **MINUTES OF OCTOBER 2, NOVEMBER 27, DECEMBER 11, AND DECEMBER 14, 2018**
4. **RESOLUTION NO. 2019-001 A RESOLUTION DESIGNATING THE PUBLIC AREAS FOR POSTING OF MEETING NOTICES FOR CALENDAR YEAR 2019**
5. **RESOLUTION NO. 2019-002 A RESOLUTION UPDATING AUTHORIZED SIGNERS FOR ALL ACCOUNTS LISTED IN SCHEDULE A HELD IN THE NAME OF PUEBLO WEST METROPOLITAN DISTRICT**
6. **RESOLUTION NO. 2019-003 A RESOLUTION UPDATING AUTHORIZED SIGNERS FOR THE SAFE DEPOSIT BOX AT VECTRA BANK HELD IN THE NAME OF PUEBLO WEST METROPOLITAN DISTRICT**

**M. OLD BUSINESS**

**1. DISCUSSION ON GATE FROM PMI TO GROUSE**

Steven Meier, the Director of Parks and Recreation and the Planning Department for the City of Pueblo, manages an open space area that borders Pueblo West Metro called the Honor Farm property where many items are dumped, and wear and tear on the roadway to the racetrack. An access point to the City's property comes off Grouse Drive, which is in front of the wastewater treatment plant. Mr. Meier requested the Board write a letter of support and assist with issues by closing Grouse Drive and allowing access via a locked gate in the event a major accident occurs on Highway 50 and a temporary thoroughfare is needed. After discussion, it was the consensus of the Board to partner with the City on a two-gated solution to assist with dumping.

**2. RESOLUTION NO. 2019-004 A RESOLUTION TO REVISE THE SPECIAL PROVISIONS, PUEBLO WEST ROADWAY DESIGN AND CONSTRUCTION STANDARDS**

Director Leonard 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.

**3. RESOLUTION NO. 2019-005 A RESOLUTION TO REMOVE APPENDIX E-1, ACCESS PERMIT APPLICATION, OF THE PUEBLO WEST METROPOLITAN DISTRICT'S BYLAWS, RULES AND REGULATIONS**

Director Proal 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.

**4. LAND SALE RESOLUTIONS**

**PHASE 1:**

**RESOLUTION NO. 2019-006 A RESOLUTION APPROVING A CONTRACT FOR SALE OF DISTRICT PROPERTY TO THOMAS F. FEOLA**

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

**PHASE 2:**

**RESOLUTION NO. 2019-007 A RESOLUTION APPROVING A CONTRACT FOR SALE OF DISTRICT PROPERTY TO EDEN K. BACHMEIER**

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

**PHASE 3:**

**RESOLUTION NO. 2019-008 A RESOLUTION APPROVING A CONTRACT SALE OF DISTRICT PROPERTY TO THOMAS F. FEOLA**

Director Proal 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.

**5. EXCISE TAX REVENUE DESIGNATION DISCUSSION**

Ms. Vetter recommended the discussion be moved to a later date pending the outcome of goal setting and priorities discussed during the proposed Board retreat.

**6. DISCUSSION/RESOLUTION FOR COMPREHENSIVE FISCAL AND SUSTAINABILITY ANALYSIS/INCORPORATION STUDY**

Ms. Vetter stated that a contract with Ehlers will be pursued, and the contract and corresponding resolution would be brought before the Board during the January 22 meeting. The total cost is approximately \$75,000 and a \$25,000 DOLA grant has been received. Considering Utilities is a large piece of the study, a portion of the funds will come from the water and wastewater enterprise budget. If a budget gap remains, it was the consensus of the Board to utilize excise tax revenue, especially if the \$20,000 grant is not awarded.

**7. DISCUSSION AND DIRECTION ON ECONOMIC DEVELOPMENT COMMITTEE RESIDENT MEMBER TERM**

**EXPIRING APRIL 2019**

Mr. Gifford noted one of the committee members' terms expires in April and sought direction from the Board. It was the consensus of the Board to postpone advertising the position until after the Board retreat.

**N. NEW BUSINESS**

**1. PROPERTY PURCHASE OFFER FOR LOT TRACT 234**

Ms. Cozzetto presented the offer to the Board and recommended approval of moving forward with the process to sell district owned property. The Board was in consensus to move forward and asked staff to present a resolution at the next meeting.

**2. UTILITIES TREATMENT OPERATIONS 4-10 SCHEDULE PROPOSAL DISCUSSION**

Ms. Swearingen provided a mock schedule to the Board, and after discussion of several challenges with the current 7 on/7 off schedule, requested that Ms. Vetter approve a six month trial of a 4-10 schedule. The Board was in consensus of the trial schedule.

**3. CREATION OF AD HOC COMMITTEES FOR PUEBLO COUNTY 1A FUNDS; AQUATIC CENTER; PUEBLO WEST/PUEBLO COUNTY ROAD IGA**

Director Smith proposed several committees be created to address the above items and projects with the intent to move forward. The committees would be small and consist of two board members and staff. After discussion, the Board was in consensus to review the committees after the outcome of the Board retreat.

**4. DISCUSSION REGARDING PROPOSED BOARD RETREAT**

Ms. Vetter announced the proposed date will be January 28 and would begin at 10:00 am at the Pueblo West Library. A facilitator will be planned for the day and Ms. Vetter reviewed tentative agenda items including a review of the 1972 service plan and a goal setting session.

**5. DISCUSSION REGARDING OFFICIAL MEETING MINUTES**

Mr. Gifford noted that official meeting minutes must remain in the paper form, and there is an opportunity to store recorded board meetings to remain transparent. After discussion, it was the consensus of the Board to move forward with action minutes. Mr. Baker will present a technology update regarding recording and digital records.

**O. CITIZEN'S COMMENTS**

Barbara Bernard noted that regarding financing of water related projects, the process of the revolving loan fund through the State was a phenomenal process. She highly recommends the Board consider the loan for any future projects.

Joe Mahaney, 159 Mangrum Ct., inquired if the Board retreat will be a public meeting, to which the answer was yes. The notice will be published as required by law.

**P. ANNOUNCEMENTS**

See Agenda for list.

**Q. EXECUTIVE SESSION**

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

**1. §24-6-402(4)(b) C.R.S., CONFERENCES WITH AN ATTORNEY FOR THE LOCAL PUBLIC BODY FOR THE PURPOSES OF RECEIVING LEGAL ADVICE ON SPECIFIC QUESTIONS**

**2. §24-6-402(4)(E) C.R.S., DEVELOPING STRATEGY FOR NEGOTIATIONS, INSTRUCTING NEGOTIATORS AND DETERMINING POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATIONS; TRACT 267**

**3. §24-6-402(4)(E) C.R.S., DEVELOPING STRATEGY FOR NEGOTIATIONS, INSTRUCTING NEGOTIATORS AND DETERMINING POSITIONS RELATIVE TO MATTERS THAT MAY BE SUBJECT TO NEGOTIATIONS; SOCCERHAUSE**

**R. ADJOURN**

There being no further business to come before the Board, President Zupan adjourned the meeting. The next regular meeting is scheduled for January 22, 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.

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Secretary

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Approved 2/26/2019