



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, JUNE 12, 2018 – 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 12, 2018; 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 Matt Smith, Director Mike French, Director Judy Leonard, and President Terry Zupan were present. Director Doug Proal was absent and excused.

Also present was District Manager Darrin Tangeman; Harley Gifford, Legal Counsel; Laura Savage, Assistant to the District Manager; Brian Caserta, Fire Chief; Jay-Michael Baker, Community Engagement Manager; Shawn Winters, Assistant Engineer; Kim Swearingen, Deputy Utilities Director; Scott Eilert, Utilities Director; Tammy Nordyke, Finance Director; Joshua Johnson, Procurement Coordinator; Jim Blasing, Streets and Roads Manager; and 14 audience members.

E. APPROVAL OF AGENDA

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

F. INTRODUCTION OF NEW EMPLOYEES

1. ALVIN CHAVEZ, LIGHT EQUIPMENT OPERATOR, STREETS AND ROADS

Jim Blasing introduced Alvin Chavez, who had been brought on as a full time employee after working through Express Personnel.

G. SPECIAL PRESENTATIONS

1. NEW MOTOR GRADER

Jim Blasing thanked the Board for the approval and purchase of the new motor grader, then noted it was available for viewing in the parking lot. The Board took a 5 minute recess for the audience to view the machinery.

2. INDEPENDENCE DAY CELEBRATION UPDATE

Jay-Michael baker provided the Board with a press packet. The festivities begin at 7:30 am with the United Way Liberty Point 5k. Jay Pechek, with the Pueblo West Rotary Club, invited all to attend the Red White and Brew tent opening at 8:00 am in Civic Center Park, providing breakfast burritos and adult beverages. It will remain open until 11:00 pm and offer live music, kid's activities and food trucks throughout the day. The Rotary Club is providing security along the parade route to increase safety. The District Attorney will be onsite to handle issues as they arise. The District will increase social media exposure and share do's and do not's to the community. Mr. Pechek reiterated it is a family friendly event. Perpendicular parking was stressed to increase safety and provide space for all in attendance. Event communications will be pushed through Pueblo West Rotary, United Way, and District channels. A kick-off ceremony will occur at noon at Civic Center Park. Lastly, Chief Caserta plans to move forward with fireworks at this point, but may be cancelled if drought conditions continue. The Board thanked all entities for supporting the success of the festivities.

H. CITIZEN'S COMMENTS

Barbara Bernard has been the District's representative for the Pueblo Conservancy District for four years and expressed her desire to continue as the Pueblo West Metro's appointee. She requested the Board consider reappointing her as the Pueblo West Metro representative, and verified that if appointed she would continue with reporting measures and make decisions with Pueblo West Metro's best interest in mind.

Bob Hamilton has been a resident for 17 years and has a background with utility districts. Speaking on behalf of the Pueblo West Save Our Streets (SOS) committee, he implored the Board to move forward with putting a sales tax question on the November 2018 ballot.

Tim Kiley echoed Mr. Hamilton's sentiments, and asked what the Board's stance is on a road sales tax. The SOS committee does not have a proposed percentage, yet understands the need to improve infrastructure. Mr. Tangeman stated a recommendation is to hold a special meeting on June 19 to work with the Board on the issue.

I. COMMITTEE REPORTS

There were no committee reports.

J. DIRECTOR'S COMMENTS

Director Smith thanked the community for electing him. The board orientation was phenomenal, and he recognizes many staff members are passionate.

Director Leonard attended the IEMS course and learned a lot. Also, she attended a meeting with Commissioner Ortiz on waste and trash issues throughout the county.

Director French commended staff for their hard work, specifically in the hot weather. He thanked staff for the board orientation session at a previous session, and stated it was educational.

President Zupan also echoed the sentiments regarding the orientation, and enjoyed learning about the challenges and successes for each department.

K. APPROVAL OF CONSENT AGENDA

Director French motioned for the approval of the Consent Agenda, seconded by Director Leonard. Ayes: Leonard, French, Smith, Zupan. Nays: none. Abstained: none. Motion carried 4-0.

- 1. **FINANCIAL REPORTS**
- 2. **DISTRICT MANAGER REPORT**
- 3. **MINUTES OF APRIL 30, MAY 7, MAY 8, AND MAY 22, 2018**

L. OLD BUSINESS

- 1. **RESOLUTION NO. 2018-59 A RESOLUTION APPROVING A MUTUAL AID AGREEMENT FOR FIRE PROTECTION AND OTHER EMERGENCY SERVICES ASSISTANCE BETWEEN PUEBLO COUNTY SAFETY ENTITIES**

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

- 2. **RESOLUTION NO. 2018-60 A RESOLUTION ADOPTING AND ENTERING INTO THE TRUST AGREEMENT FOR THE COLORADO FIREFIGHTER HEART AND CANCER BENEFITS TRUST AND TAKING OTHER ACTIONS IN CONNECTION THEREWITH**

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

- 3. **RESOLUTION NO. 2018-61 A RESOLUTION UPDATING AUTHORIZED SIGNERS FOR ALL ACCOUNTS LISTED IN SCHEDULE A HELD IN THE NAME OF PUEBLO WEST METROPOLITAN DISTRICT**

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

- 4. **RESOLUTION NO. 2018-62 A RESOLUTION UPDATING AUTHORIZED SIGNERS FOR THE SAFE DEPOSIT BOX AT VECTRA BANK HELD IN THE NAME OF PUEBLO WEST METROPOLITAN DISTRICT**

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

- 5. **APPOINTMENTS TO BOARDS, COMMITTEES, TASK FORCES AND ORGANIZATIONS**

After discussion, the Board will rotate for the Committee of Architecture as needed; Darrin Tangeman on PEDCO with the possibility of Director Proal assuming a second seat; Director Leonard will continue with PACOG, Greater Pueblo Chamber, Southeast Colorado Water Conservancy District, Economic Development Committee, Personnel Policy Committee, JLUS Policy Committee, and the Sustainability Committee; Directors Proal and Zupan on the Road Task Force Committee; Shawn Winters on the Pueblo West Chamber; Matt Smith on the Latino Chamber; Scott Eilert on the Upper Arkansas Water Conservancy District; Dan Higgins on the Lower Arkansas Water Conservancy District; Darrin Tangeman on the JLUS Technical Committee; Director Proal on the Sustainability Committee; Director Zupan on the Personnel Policy Committee and the Incorporation Committee; Director French on the Incorporation Committee and the Economic Development Committee; Action 22 is to be decided; Barbara Bernard will be on the Pueblo Conservancy District. Director Leonard will seek information on the Fountain Creek Water Conservancy District meeting times and locations. Regarding the Desert Hawk Management Board, Director French will assume the 1 year term, Director Zupan will assume the 2 year term, and Jerry Martin will be reappointed to the 3 year term. Considering Director Proal was absent, the Board will finalize the selections at the next meeting.

M. NEW BUSINESS

- 1. **MOBILE DEVICE POLICY REVIEW AND APPROVAL**

The mobile device policy will be presented at the next meeting.

- 2. **2019 BUDGET TIMELINE AND GUIDANCE LETTER DISCUSSION**

Mr. Tangeman provided a draft letter, then discussed the potential decrease in the Residential Assessment Rate,

from 7.2% to 6.1%, which will decrease tax revenue. There may be future ballot initiatives to accommodate the change in revenue. It is anticipated that Public Works, Committee of Architecture, and the Fire Department will approach the Board and ask for fee increases in the future. Health insurance cost increases are anticipated below 5% at this time.

3. INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION RECOGNITION OF COUNCIL-MANAGER FORM OF GOVERNMENT DISCUSSION

Mr. Tangeman stated this is an opportunity to receive recognition from ICMA, then played a short video describing the difference between a mayor-council and manager-council form of government. The ICMA recognition would move the District forward and would be the only special district recognized in Colorado. Some bylaw modifications would need to occur in order to move forward. A resolution would be drafted by Legal Counsel and be provided at the June 26 meeting, including draft bylaw changes. The Board directed staff to move forward with the recommendations.

4. RESOLUTION NO. 2018-63 A RESOLUTION AWARDING THE 2018 CRACK SEALING PROJECT TO A-1 CHIPSEAL COMPANY

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

5. RESOLUTION NO. 2018-64 A RESOLUTION AWARDING THE PURCHASE OF ASSET MANAGEMENT SOFTWARE AND IMPLEMENTATION SERVICES FROM BEEHIVE INDUSTRIES, LLC.

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

6. RESOLUTION NO. 2018-65 A RESOLUTION ENTERING INTO A CONTRACT WITH RESOURCE BASED INTERNATIONAL (RBI) FOR REVEGETATION MANAGEMENT ON HILL RANCH

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

7. RESOLUTION NO. 2018-66 A RESOLUTION APPOINTING MEMBERS TO THE DESERT HAWK GOLF COURSE AT PUEBLO WEST MANAGEMENT BOARD

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

8. RESOLUTION NO. 2018-67 A RESOLUTION APPOINTING A REPRESENTATIVE OF THE PUEBLO WEST METROPOLITAN DISTRICT TO THE PUEBLO CONSERVANCY DISTRICT

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

9. ELECTRIC VEHICLE CHARGING STATION

Laura Getts spoke on behalf of Pueblo County as the Energy Coordinator and seeks a stronger presence in the community. A Level 3 DC charger for vehicles is proposed at the Pueblo West Library location, and it would be the only site in southern Colorado where electric vehicles would be charged in less than 1 hour. The library has been chosen because it is a LEED certified facility, is centrally located and surrounded by amenities. The Charge Ahead Colorado grant program awarded Pueblo County \$16,000 toward the project, therefore the county is seeking matching funds from the District in the amount of \$2,210. Charge Point is the selected vendor through the bid process. PC \$5k, PCCLD \$8k, SIEA is promoting the project and will own the meter, donate labor, and provide concrete pad. Trane Engineering sponsoring the project for \$8k. She requested the District donate the 5 year networking portion of the project for \$2,210. Data will be collected and compiled for reporting. There are 50 electric cars currently within Pueblo County. Electric car owners would be notified through an app indicating the charging station is in Pueblo West, as well as signage along Highway 50 and in front of the library. Users would be assessed a fee of \$1.06 per gallon equivalency, which would be given to SIEA and they would set the rates as needed. A grand opening ceremony is planned when the project is completed. Directors Smith and Leonard spoke in favor of the project. Previously the grant funds were for public entities, but has since expanded to private entities to add to the electrification of the corridor, which has a requirement for spacing of charging stations. The County would work with private entities to attain grant funds to install charging stations.

Ms. Getts Also discussed Pueblo County opportunities and services to assist businesses with energy savings through utility bill reviews and measures.

N. ANNOUNCEMENTS

See Agenda for list.

O. ADJOURN

There being no further business to come before the Board, President Zupan adjourned the meeting. The next regular meeting is scheduled for June 26 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 July 24, 2018