



PUEBLO WEST METROPOLITAN DISTRICT

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**SPECIAL BOARD MEETING
109 E. INDUSTRIAL BLVD.
FRIDAY, AUGUST 3, 2018 – 2:00 P.M.**

MINUTES

A. CALL TO ORDER

President Zupan called the meeting to order at 2:03 p.m.

B. ROLL CALL

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

Also present was Darrin Tangeman, District Manager; Harley Gifford, General Counsel; Laura Savage, Assistant to the District Manager; Aric Ward, Human Resources Manager; and Eddie Ruiz, Management Analyst Intern.

C. ESTABLISH DISTRICT MANAGER JOB SEARCH GOALS, JOB DESCRIPTION, DEADLINES FOR APPLICATIONS, REQUIREMENT FOR APPLICANTS, SELECTION PROCEDURES, AND THE TIME FRAME FOR APPOINTING OR EMPLOYING A DISTRICT MANAGER

Aric Ward provided a proposed recruitment timeline and presented an updated job description. Mr. Tangeman recommended changing to Chief Administrative Officer. He then discussed the need to add economic development duties, and management of strategies related to public communications and community engagement. A discussion was held on the coordination and deconfliction of economic development activities with Pueblo Economic Development Corporation, and it was determined it will remain a duty of the district manager. Mr. Tangeman addressed the need to include conflict management to resolve interpersonal conflict. For special requirements, he proposed stating Pueblo West residency is "highly encouraged" due to Colorado Revised Statute 8-2-120 allowing home rule municipalities the leeway to require residency. However, as a special district it cannot be required. Mr. Gifford proposed a pay incentive to live within the District's boundary. It is acceptable to place a reasonable distance requirement from the District; President Zupan recommended 50 miles. It was the consensus of the Board to require six months in order to accommodate the reasonable distance requirement. Mr. Tangeman inquired what the Board's objective is, to which the Board stated the person should be an active member of the community. A discussion was held on a possible housing allowance to incentivize an individual to relocate within the boundary and using a secondary home as a residence.

In terms of current salary range, the majority of positions are advertised as a minimum to mid-range. Mr. Tangeman recommended leaving room for negotiation by advertising the minimum to maximum salary range, then discussed other negotiations such as health care and vehicle allowance. Mr. Gifford clarified the new district manager could be removed from the compensation plan in order to offer a higher pay. A discussion was held regarding the approved compensation plan. It was the consensus of the Board to move forward with advertising the full salary range.

Mr. Ward returned to the recruitment timeline. It was the consensus of the Board to open the recruitment on Wednesday, August 8. A discussion was held on minimum education, experience and certification requirements. The Board recommended adding "must be able obtain" a valid Colorado driver's license "within 30 days". Mr. Ward discussed applicant selection and recommended using automatic knock-outs. Those whom meet minimum qualifications will be reviewed by the Board. The Board agreed to keep the application window "open until filled" and then the first review of applications would be on September 7. Discussion ensued regarding dates for the announcement of finalists, future meeting dates, and announcing finalists on October 9.

D. ADJOURN

There being no further business to come before the Board, President Zupan adjourned the meeting at 3:25 P.M. The next regular meeting is scheduled for August 14, 2018, 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 10/9/2018