



## PUEBLO WEST METROPOLITAN DISTRICT

TELEPHONE: 547-2000  
OFFICE:  
109 E. INDUSTRIAL BOULEVARD  
PUEBLO WEST, COLORADO

POST OFFICE BOX 7005

"WHERE EAGLES SOAR"

PUEBLO WEST, COLORADO 81007

### MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF PUEBLO WEST METROPOLITAN DISTRICT

May 3, 2010

The Board of Directors of the Pueblo West Metropolitan District met in special session at 109 East Industrial Boulevard, Pueblo West, Colorado, on May 3, 2010, at the hour of 6:30 o'clock p.m.

**ROLL CALL:** On roll call Board Members Chair John Van Auken, Director's Mike French, Chuck Green, Jerry Martin, Corynne Hyatt was present.

Also present were Interim District Manager Brian Caserta; Judy Leonard, Administrative Assistant; Tom Mullans, Attorney for the District, David Lawrence, Human Resources, and twelve citizens.

Chair Van Auken explained the purpose of the meeting and items that will be discussed and to jump start the advertising process on hiring a new District Manager. He talked about the new candidates and included them for comments on the job description and process. No public comments were taken.

**SALARY ADJUSTMENT:** The first item to be discussed was salary adjustment for Brian Caserta as Interim District Manager. Chair Van Auken updated the board on the previous process of additional pay for an Interim District Manager of \$15.00 additional pay. He explained what base salary was without benefits and agreement made with the former District Manager. Chair Van Auken referred to the personnel policies and what is stated when someone takes a higher promotion that an increase is warranted. Chair Van Auken said based on the adjustment it should be \$16.44. Director Hyatt does not feel this is a promotion but only until another District Manager can be found and would go with the \$15.00 as set as a precedence. Director Green thinks they should follow the district's policies and pay \$16.44 for the Interim District Manager. Director Hyatt asked for an employee benefit sheet to see the costs of insurance. Director Martin gave his opinion and gave his reasons of what he thought would be appropriate by splitting the difference for \$15.72. Director French feels the policy should be followed but the discussion is a decision on how much should be paid. Legal Counsel thinks because of the position plus doing two jobs, more hours, and more responsibility that should be considered. Director Hyatt took the base pay of District Manager and Interim and subtracted out the insurance, which she came up with a smaller amount but agrees with the \$15.00 more an hour.

Director Hyatt made a motion that the salary premium for Brian Caserta as Interim District Manager be \$15.00 for the extra time over his normal rate. Director Hyatt voted aye, Director Green, Director Martin, Director French, and Chair Van Auken voted nay.

Director Green made a motion that the salary premium for Brian Caserta as Interim District Manager be \$16.00. Director Green, Director Martin, Director French, and Chair Van Auken voted aye, Director Hyatt voted nay.

**JOB DESCRIPTION:** Chair Van Auken talked about the changes from 8 years experience and Master Degree to 4 years experience and Bachelor Degree from the past board and would like the job description to go back to the original one of 8 years experience and Master Degree. Chair Van Auken explained why and gave his reasons for the changes. He asked for the opinion and discussion from the board and from the new candidates for the board. Director Green is in favor of going back to the old standards and why. Director Green commended Chair Van Auken for getting this started and how long the previous process took. Director Hyatt inquired if the job description was the same for the former District Manager having 8 years experience and agreed with raising the bar to that and a Master Degree. Director French agrees but asked for clarification verses twenty years experience and not having a Master Degree but a Bachelor Degree. Director Martin feels there is a consensus from the board for the changes. Director Hyatt asked about the budget insert and suggestions for rewording which was done and changed. Consensus of the board agreed with the changes made in the job description.

Director Martin made a motion to accept the revised proposed job description with the addendum, vote unanimous.

**DISTRICT MANAGER SEARCH:** Chair Van Auken informed the board the first step for a search committee is to appoint one and gave options. Legal Counsel said the committee must set goals but is not stated in the statutes as to who that should be. Concerns were made for appointing the board and discussed as to why and the search committee has to approve the job description, ad, timeline and the process. Comments from the new candidates were made. Mr. Maggard thinks the ad should go out and then get a search committee. Legal Counsel said the statute is sketchy but does state certain things but is flexible and why. After further discussion, it was decided the board be named as the search committee but can be changed in the future. Mr. Lisi is in full support of the board being the search committee and should be started right away. Mrs. McCarthy is in full agreement the board be the search committee.

Director Martin made a motion the Pueblo West Board of Directors comprise the search committee for the new District Manager, vote unanimous.

Chair Van Auken talked about the advertisement from the Human Resource Department and read what it said. Discussions took place as to where it should be posted and agreement is to post it in the Chieftain, Colorado Springs Gazette, Pueblo West Metro web site, Special District Association web site, Colorado County, Inc., and Colorado Municipal League. The deadline for the applications will be Friday, June 4, 2010 at end of business. The consensus of the board is to have the 10 finalists by June 15, 2010 which has to be posted fourteen days before hire. Then they would like to hire a District Manager by July 1, 2010. Legal Counsel said you cannot put out an ad and straw poll. The direction was given to post the ad in the local paper and web sites.

Chair Van Auken made a motion to advertise through Special District Association, Colorado Municipal League, Pueblo West Metro web site, Colorado County, Inc., Pueblo Chieftain and Gazette weekend ads, vote unanimous.

Chair Van Auken made a motion to began advertising immediately, deadline for applications would be Friday, June 4<sup>th</sup>, end of business 5:00 p.m., vote unanimous.

James Maggard thanked the board for including them.

**ADJOURNMENT:** There being no further business to come before the Board, on motion by Director Martin, the meeting was adjourned. The next regular meeting is scheduled for May 11, 2010, at the hour of 6:30 p.m., presently set for the meeting room of the Board of Directors, 109 East Industrial Boulevard, Pueblo West, Colorado.