



PUEBLO WEST METROPOLITAN DISTRICT

POST OFFICE BOX 7005

"WHERE EAGLES SOAR"

PUEBLO WEST, COLORADO 81007

TELEPHONE: 547-2000

OFFICE:

109 E. INDUSTRIAL BOULEVARD
PUEBLO WEST, COLORADO

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

August 18, 2010

The Board of Directors of the Pueblo West Metropolitan District met in special session at 729 E Gold Drive, Pueblo West, Colorado, on August 18, 2010, at the hour of 8:00 o'clock a.m.

ROLL CALL: On roll call Board Members Chair French, Directors Chuck Green, Jerry Martin, Christine McCarthy, and John Lisi were present.

Also present were Interim District Manager Brian Caserta, Judy Leonard, Administrative Assistant; Tom Mullans, Attorney for the District; David Lawrence, Human Resource; Steve Harrison, Utilities; Jim McCaskell, Streets and Roads, Dave Cosby, Fleet; Laurie Cozzetto, Committee of Architecture; Greg Saweikis, Purchasing; Tim Mitchell, Fire Department; Carol Cosby, Parks and Recreation; Tammy Jameson, Finance; Rick Morgan, Engineering; and 5 citizens.

NEW BUSINESS: Interim District Manager Brian Caserta started the meeting with information on the salary study. Finance Director Jameson explained how the study was going as to salaries matching job descriptions and the issues that were found. The completion of the study is to be done within the next two weeks. The study did find that approximately 80% of the employees are under the salary level for their positions. The Pueblo West Board Directors met with the department heads to go over their capital project requests. Discussions took place as to why their capital projects were requested and costs for these projects, vehicles, and equipment. The Board emphasized that the capital projects in Utilities Department be prioritized due to the costs of some of the projects listed. The projects requested in the departments will be looked at and discussed with the budget committee as to what is within the department budgets. Legal Counsel commented that some of the requests are required by State and Federal mandates which the district will have to comply. Those included storm drainage and water issues. A road priority list was requested for 2011 on road projects. Discussions took place on how important this will be for the Revenue Tax Authority implementation should the voters decide to support this. Personnel requests were made in Utilities, Administration, Streets and Roads, and Fire Department. All of the departments were asked to list any seasonal positions they would require for the 2011 budget. Questions were asked of the Street and Road department as to what the new employees requested would be doing. The staff has been at eight for the last 20 years and more help is needed to keep up with the road maintenance issues.

The cost for the SDS project and involvement of Pueblo West as a partner in the project was extensively discussed for pros and cons. The total project cost for the district has not been determined as mitigations are still taking place. Legal Counsel thinks this is the best way to go for quality of water and water needs of the district for the future. Utilities Director Harrison feels the same and why it is important to stay with this project. He also, explained the 1041 permit and process. The board had many questions on the SDS project cost. Mr. Harrison feels the SDS project will benefit Pueblo West and the district and the importance of obtaining more water rights. Due to the high dollar items for capital projects in the Utilities Department the budget committee will review them and look at what can be funded in the budget for these projects.

There is a need to upgrade the computers and update Windows to Window 7 due to phasing out Window XP support. Questions were asked as to security concerns with the districts computers. The IT department is requesting a new truck and Director Martin inquired what the cost is paying mileage verses a new vehicle.

Director French feels there is other costs involved when using a personal vehicle plus adds mileage so a district vehicle should be used.

Further discussions took place for completion of the storm drainage study cut from the 2010 budget and why it needs to be completed to be in compliance with state and federal regulations. The Administration budget issues for upgrades on programs and personnel were discussed. Fire Department requests were made for updating breathing apparatus, bottles and harness for safety compliance issues. The Fire Department would also like to hire administrative help to keep up with the daily paperwork requirements.

A timeline has been set for the department directors to meet with the budget committee to discuss their O&M needs in September. A budget will be presented to the board in October for review with a work session planned for the next board meeting in October. The deadline to adopt the 2011 budget is December 14, 2010.

Chair French made a motion to recess the meeting, vote unanimous.

The meeting was continued for a presentation from Mary Gunn, who works with nonprofit organizations and Packard Foundation, on helping with strategic planning. She was asked to make a presentation on how to help the district with strategic planning.

Ms. Gunn introduced herself and background. The meeting started out with Ms. Gunn presenting participants with cards asking to choose two cards as to what they would like for the meeting to accomplish and vision or dream for Pueblo West. The participant's thoughts were put on the board for discussion. Involvement of participant's ideas, thoughts, and visions were discussed in length as a starting structure for a strategic plan for Pueblo West. Ms. Gunn stated that this planning should be from community leaders, community, and use everyone's ideas, suggestion, and thoughts as a starting point for developing a strategic plan for Pueblo West.

Chair French would like to have a strategic plan to use as a road map for future years to add to, review as things change, and achievements for development. Other board members discussed the issues of being a service district with no planning authority, incentives for large industries, and other community issues. Legal Counsel explained incorporation had been researched and was not affordable for Pueblo West and why. Suggestions, ideas, and how Pueblo West could accomplish a strategic plan was discussed from all participants. Discussions took place on the economy, starting with what is available, to focus on one area, what Pueblo West has to offer, funding sources, and community involvement.

The participants in the presentation were given an exercise and asked to list resources (strengths & assets), challenges & threats, opportunities, activities and vision. They teamed up in groups and put down their thoughts under each title. When this task was completed everyone discussed their answers and why. Ms. Gunn feels this is the way to start a strategic plan and how to accomplish the needs and visions of the community with involvement from others. Interim District Manager Caserta had researched other communities and school districts for strategic plans and shared them with the group. After further discussion on visions and future development for Pueblo West the presentation was summarized and everyone was thanked for their feedback.

ADJOURNMENT: There being no further business to come before the Board, on motion by Director Martin, the special meeting was adjourned. The next regular meeting is scheduled for August 24, 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.