



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

May 18, 2011

The Board of Directors of the Pueblo West Metropolitan District met in special meeting in the Board room at 109 Industrial Blvd, Pueblo West at 3:00 p.m.

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

Also present were Jack Johnston, District Manager, Judy Leonard, Administrative Assistant; Tom Mullans, Attorney for the District; and Matrix Design Group Team; Ray Perez, Melanie Jollett, Tim Dresse, Greg Severance, Denise Denslow, Carrie Bartow, and Bill Cunningham.

This special meeting was for the board members and District Manager to discuss concerns, understandings, and ask any questions on the Comprehensive Community Plan - Phase 1 Draft. Team members were introduced and present to answer questions on the plan starting with streets and roads. Director Green stated being a skeptic at the beginning is now very pleased with the thoroughness of the report and very impressed. Director French, Director Lisi, and Director Martin also are impressed and ready to proceed forward with the second phase.

Mr. Perez explained how the roads were assessed, method used, and outcome. The maps on the assessments were based on condition of the roads, deficiencies, drivable, density, paved or gravel roads. Part of the team went out and drove all the roads in Pueblo West to assess them, took photos of the roads, then color coded them to identify their quality. Capital improvements for future projects will be needed and prioritized related to chip seal, overlay, and maintenance for the roads. Areas of roads were discussed as to their condition and how they would be prioritized, educate the staff on what has been found, how to go forward, the need for more staff and equipment, and how aggressive the department can be for improvements with the finances available. Director Martin would like an assessment on priority of roads, as to what needs to be done now, cost of projects and what the district can do with the H.U.T.F. funds, general fund, if there was sales tax collection for roads and drainage, and charts showing the cost of the different scenarios depending on various amounts on possible percentages should the voters vote for a sales tax. Director Martin would also like to know what the County plans for road maintenance and thinks the road department will only handle maintenance on the roads and outsource any large projects. Director Green would like the worst roads done first and see a five year plan for fixing the roads which would be available on the District's website for residents to see when their road would be listed for repair. Mr. Severance explained how the team would like to proceed with the assessment on roads for the next phase and why. Discussion took place on how some of the issues could be fixed. Drainage was not assessed because the district has an ongoing drainage study with Northstar who are assessing all drainage issues in the district. The Matrix Group will access the drainage on roads in the next phase from information gathered by Northstar. Timeline for next phase could be six to eight weeks to gather the information needed. District Manager Johnston asked about the financial aspect needed for the budget and possible projections should there be sales tax. After further discussion on the roads, major projects, and now looking to spread the projects to more maintenance, scheduling more maintenance on gravel roads, and costs the team has a better idea where to begin in the next phase of the plan.

The next topic discussed was the water/wastewater department. Mr. Perez said the department is running extremely well and is one of the best operating facilities in the districts. Ms. Jollett updated the board on what was determined. She found no EPA violations, little water loss, and looked at the overall operation of the plant. Taps and clay pipes were not looked at. Director Lisi would like to consistently see where the district should be for water rates. Because of the different make up of boards the rates were not always increased. Rates were discussed and numbers needed for build out for usage and tap fees. Ms. Jollett suggested the need for replacing pipes and updating some of the equipment. Mr. Perez said the only negative found in the assessment of the department was the increase in rates not being what they should be to support the infrastructure issues. He said the department is operating exceptionally well. Matrix Design Group will look at the Capital projects and upcoming projects if they make sense and priority. Staffing is adequate and discussion took place if projects should be done in house or contracted out for large projects to justify staff. The assessment of staffing for the operations of the department needed is adequate. Comparisons in size of plant was not done due to the differences in geographical sizes with other District's. Discussion on outsourcing verses staff doing the work and the issues with both. Director French voiced his concern on the wastewater design system and not working efficiently but in the process of a new design and if assessed as adequate. Ms. Jollett explained how the team assessed the wastewater from a working percentage to future needs.

Mr. Dreese explained the demographic trends, how growth is projected, impacts on revenues, look 20 years out, non residential, retail, land uses, and overall development of a district. Public input will be needed for what type of retail, needs, and suggestions. Looking at voids in the market and what will fit, real estate products to accommodate the area, identifying a trade area, and growth will also be needed for input. Director Green would like more franchise restaurants and why. Mr. Dreese said redevelopment issues should be discussed to accommodate new Uses. Director Lisi talked about the makeup of the community and get more stakeholder interest. Mr. Dreese mentioned most communities are the same and figure out a way or opportunities to get young people with small children to meetings or participation by focus groups, high school students, to get their input. The next step would be a swat analysis, strengths/weaknesses, stakeholders, advisory groups, know what the principles are, community mission, with community input. An advisory board would be made up of two board members and District Manager. It is suggested to have goals and objectives, concepts, a priority action plan, funding sources, and timeline for plans of different ways Pueblo West can grow. This would be in the next phase for the planning process and educating the public. Legal Counsel explained what the District is allowed to do which is providing a service to the community. Capital improvements are a major part of what a special district does. Projects need to be listed and prioritized, put more importance on focus groups, inform the public what the comprehensive plan is, and have internal workshops, and call it a strategic plan. The team will get together and have steps for the next plan to get the process moving in the right direction. The board discussed other departments and addressed concerns in the past and if the community needs are the same.

ADJOURNMENT: There being no further business to come before the board, on motion by Director French, the meeting was adjourned. The next regular meeting is scheduled for May 24, 2011, 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.