



PUEBLO WEST METROPOLITAN DISTRICT

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**REGULAR BOARD MEETING
729 E. GOLD DRIVE
TUESDAY, JULY 23, 2019 – 6:00 P.M.**

MINUTES

The Board of Directors of The Pueblo West Metropolitan District met at 729 E Gold Drive, Pueblo West, Colorado, on July 23, 2019; at the hour of 6:00 P.M. President Proal called the Regular Meeting to order.

- A. CALL TO ORDER**, President Doug Proal
- B. INVOCATION**, Carrie West, Sunrise Church
- C. PLEDGE OF ALLEGIANCE**

D. ROLL CALL

President Proal called the roll: Director Mike French, Director Judy Leonard, Director Matt Smith, Director Terry Zupan, and President Doug Proal were present.

Also present was Nina Vetter, District Manager; Harley Gifford, General Counsel; Laura Savage, Assistant to the District Manager; Jay-Michael Baker, Communications and Engagement Manager; Roni Kimbrel, Budget and Accounting Manager; Shawn Winters, Interim Public Works Director; Kim Swearingen, Utilities Director; Laurie Cozzetto, Community Development Director; Katherine Kallenbach, Utility Program Director; and 11 audience members.

E. APPROVAL OF AGENDA

President Proal motioned for the approval of the agenda and requested removal of Item H-3. Motion was moved by Director Zupan and seconded by Director French. Motion unanimously passed.

F. SPECIAL PRESENTATIONS

1. CERTIFICATE OF APPRECIATION FOR REPRESENTATIVE BRI BUENTELLO

Mr. Gifford introduced House Representative Bri Buentello and highlighted her sponsorship, involvement and assistance for the ability of special districts to levy a voter approved sales tax for fire protection. Representative Buentello expressed gratitude for the Board's Certificate of Appreciation and support, and shared her experience with passing the legislation and her first bill.

2. SENIOR RESOURCE DEVELOPMENT AGENCY (SRDA)

Al Shonk, Nutrition Director, provided a brief overview of the SRDA Meals on Wheels program, expressed a need for volunteers, and announced that the hot meals program will begin August 1 in the Pueblo West community.

3. PRESENTATION OF THE COMPREHENSIVE ANNUAL FINANCIAL STATEMENTS (CAFR)

Bryan Andrews, CPA reviewed the governance letter and noted that there were no difficulties in completing the audit. Regarding the management letter, Mr. Andrews drew attention to accounts payable deficiency where \$115,906 was not recorded at the end of the year and recommended management establish appropriate procedures to ensure expenditures are recorded appropriately. Overall, the audit report was successful. Mr. Andrews reviewed the governmental and enterprise fund total assets, total liabilities, cash flows, fund balances, and revenues and expenditures.

G. APPROVAL OF CONSENT AGENDA

Director Zupan motioned for the approval of the Consent Agenda; it was seconded by Director French. Ayes: French, Leonard, Proal, Smith, Zupan. Nays: none. Abstained: none. Motion carried 5-0.

- 1. FINANCE REPORTS**
- 2. MINUTES OF APRIL 9, SPECIAL AND REGULAR MEETINGS OF APRIL 23, AND JULY 1, 2019**

H. OLD BUSINESS

1. DISCUSSION OF BACKFLOW PREVENTION CROSS CONTROL PROGRAM

Katherine Kallenbach noted that per the Colorado Department of Public Health and Environment, the District must have a written backflow prevention program. A brief review of the proposed program was given. Ms. Kallenbach noted approval will be sought at a future meeting.

2. SCHEDULING OF BOD AND COA MEETING

Ms. Vetter expressed the Committee of Architecture's desire to schedule a joint meeting. After a brief discussion, the Board determined the co-meeting would be held Thursday, August 22 at 4:30 pm.

3. RESOLUTION 2019-___ A RESOLUTION APPOINTING A MEMBER TO THE PUEBLO AREA COUNCIL OF GOVERNMENTS

This item was removed.

I. NEW BUSINESS

1. EASEMENTS FOR COMMUNITY SIGNS

Laurie Cozzetto presented a proposal for two community monument-style signs to be located on District-owned property near Civic Center Park and on a parcel along Highway 50 within the industrial park. Community feedback indicates there is a need to advertise community events and businesses. Ms. Cozzetto reviewed the benefits and financial aspects of the signs. She explained the financial impact to the District would be zero as a third-party would provide for the design, construction and maintenance of the signs with revenue collected from advertising fees. Once initial costs are recouped, the District would receive revenue. Also, the company has discussed placing triangular kiosks and signage with benches in key trail locations throughout the community. Ms. Cozzetto requested Board consensus to move forward with the site selection and draft an easement agreement. A discussion was held regarding sign locations and right-of-way implications. It was the consensus of the Board to move forward with the proposal.

2. RESOLUTION 2019-062 A RESOLUTION AWARDING THE RIVER PUMP STATION IMPROVEMENTS PROJECT TO STANEK CONSTRUCTORS

Director Zupan motioned for the approval of the resolution, seconded by Director Smith. Ayes: French, Leonard, Proal, Smith, Zupan. Nays: none. Abstained: none. Motion carried 5-0.

3. RESOLUTION 2019-063 A RESOLUTION AWARDING THE 2019 S. SKYLINE LANE PAVING PROJECT TO MARTIN MARIETTA MATERIALS, INC.

Director Zupan motioned for the approval of the resolution, seconded by Director Smith. Ayes: French, Leonard, Proal, Smith, Zupan. Nays: none. Abstained: none. Motion carried 5-0.

4. RESOLUTION 2019-064 A RESOLUTION AWARDING THE 2019 STATES AVENUE ASPHALT PAVING PROJECT TO MARTIN MARIETTA MATERIALS, INC.

Director Leonard motioned for the approval of the resolution, seconded by Director Zupan. Ayes: French, Leonard, Proal, Smith, Zupan. Nays: none. Abstained: none. Motion carried 5-0.

J. CITIZEN’S COMMENTS

John Stroude, 1461 N. Will Rogers Dr., commented on the recent developments with the City of Pueblo of Pueblo and Black Hills Energy. He inquired about the possibility of Black Hill Energy leaving the Pueblo West community. Ms. Vetter responded that she is appointed to serve on the Electric Utility Commission, whom is currently researching the issue. Mr. Gifford added that the District’s maintaining of a presence has been longstanding.

Dennis Capetto, 1371 N. Will Rogers Dr., also expressed concern about Black Hills Energy and recommended the Board await the City’s decision prior to making a decision for the Pueblo West community.

K. DIRECTOR’S COMMENTS AND COMMITTEE REPORTS

Director Leonard attended the Planning Commission meeting and reported on the Xcel station in Tract 253. Also, PuebloPlex submitted a document to establish their own zoning district. At a recent Conservancy District meeting, it was reported that Pueblo Reservoir is at 241,354 acre feet, which is 129% above average. Also, Director Leonard commented that barriers were in place along the trail near Pueblo West High School in an effort to stop vehicular use.

Director Zupan commented the next Civic Building Committee is hosting an open house the next day at Fire Station 3 and again on July 25 at the Pueblo West Library. She encouraged the community to participate in the engagement opportunity. Also, the insurance company has offered a payment of \$300,000 for 109 E. Industrial Blvd., and the District is in negotiations.

Director French commented on the condition of the District’s railroad tie fence and would like a future discussion regarding their fate. Director Proal echoed concern, and provided insight into the construction of the fence. However, he acknowledges the fence has outlived its expectancy and would like a future discussion or public hearing regarding maintenance or replacement of the fence.

L. ANNOUNCEMENTS AND EVENTS

See agenda for list.

M. ADJOURN

There being no further business to come before the Board, President Proal adjourned the meeting at 6:55 P.M. The next regular meeting is scheduled for August 13, 2019 at the hour of 6:00 P.M., presently set for the meeting room of the Board of Directors, 729 E. Gold Drive, Pueblo West, Colorado.

Secretary

Approved xx/xx/2019