



# CHEROKEE METROPOLITAN DISTRICT

6250 Palmer Park Blvd., Colorado Springs, CO 80915-2842

Telephone: (719) 597-5080 Fax: (719) 597-5145

Our mission is to exceed our customer's needs by providing safe and uninterrupted water and sewer services, high quality water supply, well-maintained parks & open spaces, and well-lit streets. We are committed to continually strive to attain the highest quality services at the lowest reasonable costs; and to prepare for the anticipated needs and requirements of current and future customers through the allocation of technical, financial, operational, planning, and managerial resources necessary to ensure that our service goals and expectations are met in a safe, responsible, and professional manner.

## Regular Meeting of the Board of Directors

### AGENDA

#### Board of Directors

#### Term Expires

Steve Hasbrouck, President	May 2022
Larry Keleher, Vice President	May 2020
Rene Sintas, Secretary	May 2022
Lawson Garrison, Director	May 2022
Dave Mattes, Director	May 2020

**DATE:** June 12, 2018

**TIME:** 5:30 p.m.

**LOCATION:** Cherokee Metropolitan District - Board Room  
6250 Palmer Park Boulevard  
Colorado Springs, CO 80915

1. Call to Order
  - A. Roll Call of the Board of Directors / Declaration of a Quorum
  - B. Director Qualifications and Disclosures
  - C. Pledge of Allegiance
  
2. Review and Approval of the Agenda

3. Consent Agenda: The Consent Agenda consists of matters that occur in the normal course of business. The following items are summarized and are approved and enacted at this time by the Board of Directors in one (1) motion.
  - A. Ratification of Purchase Agreement with R&R Ditching for Sampling Station Equipment.
  - B. Ratification of Purchase Agreement with Pollard Water for Water Hydrant Flushing Equipment.
  - C. Ratification of Purchase Agreement with Applied Products Group, LLC for chemicals.
  - D. Ratification of District Payables for the month of April, 2018.

4. Correspondence

5. Public Comment

The Board and District staff truly value the public's input. Please respect the following when making formal comments to the Board of Directors:

- Please sign in when you arrive prior to making public comment, or at the time of making your comments.
- Please keep comments restricted to the topics of the District and its business, and time limited to a maximum of three (3) minutes.
- Please keep comments respectful of others and organized for understanding. We further request that civility is maintained when addressing the Board, District staff, news media, law enforcement, and the public.

**Action Items:**

6. Consideration of repealing current Board By-Laws.
7. Consideration of appointing Interim General Manager and temporary pay increase.
8. Review and Consideration of an Amendment to the 2018 rate and fee schedule for large connection rate payers and bulk water sales.
  - a. Conduct a public hearing re: Amended Rate Schedule.
9. Discuss sewer back up policy.
10. Consideration of revising Landlord/Tenant account policy.
11. Review and Consideration of accepting cash in office for payments.
12. Review and Consideration of eliminating \$3 dollar credit card fee for customers who pay in office or set up auto-pay.
13. Consideration of changing the following in the employee manual.
  - a. Section 5.01, Section 5.02 and Section 5.03 (Holiday, Vacation and Sick Leave.)  
Change the minimum increments from 2 hours to 30 minutes.
  - b. Section 4.03 (Overtime/Work Period)  
Change policy so that employees are paid overtime for time worked after normal working hours. Overtime will not to be effected by holiday, vacation, personal, jury duty, witness duty, military and bereavement leaves, to include voting time, compensation time or any leave of absence.
  - c. Section 6.05 (Employee of the Quarter).  
Remove this section from the Manual completely.

14. Review and Consideration of tuition reimbursement promised by previous General Manager to Employee.
15. Consideration of implementing hiring “freeze” until Board and future General Manager can determine if more staff is needed.
16. Consideration of revising purchasing approval requirement from the Board of Directors for Capital Project and Operating expenditures exceeding \$50,000 provided they have been approved in the Annual Budget.
17. Consideration of contracting outside company to record and write board minutes.
18. Consideration of re-posting General Manager’s position.

**Executive Session:**

19. Per Colo. Rev. Stat. § 24-6-402(4)(b), for a conference with the District’s General Counsel for the purpose of receiving legal advice and pursuant to C.R.S. § 24-6-402(4)(e), for determining positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators concerning easement agreement.

**Legal, Engineering, and Consultant’s Reports:**

20. Engineering Reports

- A. GMS, Inc. – Mr. Sams  
Utility Infrastructure and Management System Activity Update
  - i. Consideration of approval of close-out change order for contract with Layne Christiansen Co. and approval of final payment, No.2-FINAL from Layne Christiansen Co.

21. Finance and Accounting – Ms. Fromm

- A. Review of Financial Statements for the Period Ending May 31, 2018
- B. District Credit Card Statements – May 31, 2018

22. Operations, WRF, Safety, and Golf Course

- A. Water Operations & Wastewater Collections – Mr. Smith
- B. Water Reclamation Facility (WRF) Operations Report – Mr. Poeckes
- C. Safety & Technical Services Division – Mr. Beaudette
- D. Human Resources and Information Technology Report – Mr. Ortega
- E. Golf Course Business Report – Mr. Laxson
- F. Golf Course Maintenance Report – Mr. Miller

**Manager's Report:**

**Other Business:**

23. Public Comment

24. Directors Items / Comments

25. **Next Regular Meeting: Tuesday – July 10, 2018 @ 5:30 p.m.**

26. Other Meetings of Importance to the Cherokee Metropolitan District:

- A. Upper Black Squirrel Creek (UBSC) Groundwater Management District – Board Meeting; Tuesday – July 3, 2018
- B. Cherokee Metropolitan District Parks Committee Meeting – To be determined.
- C. Engineering and Contractor Workshop for Cherokee Metro board members – June 19<sup>th</sup> 1:00 p.m.

27. Adjournment