



# 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 and open spaces, and well-lit streets. We are committed in continually striving 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 our service goals and expectations are met in a safe, responsible, and professional manner.

## SPECIAL 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
Phil Garrison, Director	May 2022
Dave Mattes, Director	May 2020

**DATE:** August 26, 2019

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

**LOCATION:** Cherokee Metropolitan District – Board Room  
6250 Palmer Park Blvd., Colorado Springs, Colorado 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

- A. Addendums
- B. Amendments
- C. Approval Motion

**3. Public Comments on items NOT on the agenda**

The Board and District staff 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 limit time to a maximum of three (3) minutes.
- Please keep comments respectful of others and organized for understanding. It is further requested that civility is maintained when addressing the Board, District staff, news media, law enforcement, and the public.

**4. Action Items**

- |    |  |                    |
|----|--|--------------------|
| A. | Executive Summary of RFP Process and Conclusions |                    |
| B. | Staff Recommendation of TDS Engineering Firm     | Approval Requested |
| C. | Employee Handbook Mid-Year Changes               | Approval Requested |

**5. Directors Items/Comments**

**6. Adjournment**

**CHEROKEE METROPOLITAN DISTRICT**  
**SPECIAL MEETING OF THE BOARD OF DIRECTORS**

August 26, 2019

MINUTES

The Special Meeting of the Board of Directors of the Cherokee Metropolitan District was held on Monday, August 26, 2019 at 5:30 p.m. at 6250 Palmer Park Blvd., Colorado Springs, Colorado.

BOARD OF DIRECTORS PRESENT

Steve Hasbrouck	Dave Mattes
Larry Keleher	Phil Garrison
Amy Lathen	Jeff Munger
Shane Jeff	Sara Howard
Kent Hoadley	Cathy Fromm
Tyler Drennan	

OTHERS IN ATTENDANCE

Roger Stolz	Assunta Manning
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ITEM 1:

⇒ Call to Order

The meeting was called to order by President Steve Hasbrouck at 5:30 p.m. All Directors were present except for Director Sintas.

**\*\*\*MOTION\*\*\***

**MR. KELEHER MOVED, SECONDED BY MR. GARRISON, TO EXCUSE DIRECTOR SINTAS FROM THE EVENING'S MEETING AS SHE WAS ADDRESSING A MEDICAL CONCERN. MR. KELEHER-YES. MR. MATTES-YES. MR. GARRISON-YES. MR. HASBROUCK-YES. MOTION CARRIED (4-0).**

A quorum was declared. There were no Director qualifications and disclosures. All those present were asked to stand and recite the Pledge of Allegiance.

ITEM 2:⇒ Review and Approval of the Agenda

Mr. Hasbrouck asked if there were changes or amendments that needed to be made to the Agenda. There were none.

**\*\*\*MOTION\*\*\***

**MR. KELEHER MOVED, SECONDED BY MR. GARRISON, TO APPROVE THE AGENDA. MR. KELEHER-YES. MR. MATTES-YES. MR. GARRISON-YES. MR. HASBROUCK-YES. MOTION CARRIED (4-0).**

ITEM 3:⇒ Public Comments on Items NOT on the Agenda

Amy introduced Shane Jeff, the District's newly hired Superintendent. He's originally from Idaho but moved to Colorado from California. Jeff has been in the utility industry for 29 years and is very excited to be a part of the Cherokee team.

The Board was given a copy of the most recent audit for their records. Any questions concerning the audit will be addressed in the September 10<sup>th</sup> meeting.

Kevin Holbrook, a resident in the District, had a complaint about the office's autopay function and has had difficulty receiving satisfactory responses regarding his credit card payment options and expiration dates. He did state customer service staff was able to resolve the issue with him this date. He was advised his concern would be addressed, and staff would revisit the autopay process to determine viable options on how to notify customers of upcoming credit card expiration dates.

ITEM 4:⇒ Action Items

Jeff Munger provided an extensive presentation and discussion regarding the RFP process based specifically on a design-build approach. Thereafter, Amy Lathen made a recommendation to the Board to hire Burns and McDonnell who was determined by CMD staff to be the best suited, qualified, and experienced to become the District's engineering firm to design and build the RO Plant with an additional recommendation of utilizing evaporation ponds for brine disposal.

Mr. Munger introduced the firm's project manager and engineer who were in attendance. The construction company who is teaming with McDonnell and Burns is Garney Construction.

**\*\*\*MOTION\*\*\***

**MR. MATTES MOVED, SECONDED BY MR. KELHER TO AWARD THE CONTRACT TO THE ENGINEERING FIRM OF BURNS AND MCDONNELL TO DESIGN-BUILD THE DISTRICT'S REVERSE OSMOSIS TREATMENT PLANT USING EVAPORATION PONDS TO TREAT THE PLANT'S BRINE DISPOSAL. MR. KELEHER-YES. MR. MATTES-YES. MR. GARRISON-YES. MR. HASBROUCK-YES. MOTION CARRIED (4-0).**

The award would be ratified through a Resolution at the next monthly Board Meeting.

Mrs. Lathen advised the Board of several draft revisions for approval to the District's Handbook, as listed: Page 10: Change "Workforce Manager" to Human Resource Administrator; Page 11: Adding specifics for how overtime is paid out when sick time is used during the same work week; Page 17 and 18: Modifying drug testing methods to allow for more broad options, including but not limited to urinalysis, breath, blood or swab methods. Such standard methods detect between five and ten illegal and prohibited substances, depending on the requested screen, including: marijuana, cocaine, methamphetamine, PCP and heroin; Page 42: Modifying Operator Certification Reimbursements to allow more District flexibility and clearly define related working hours activities; Page 51: Clarifying the day "Friday" for casual office attire; Page 51: Change Wastewater Manager or Water District Manager to "Utility Operations," and correct the page numbers for 52, 53, and 56.

**\*\*\*MOTION\*\*\***

**MR. KELEHER MOVED, SECONDED BY MR. MATTES TO APPROVE THE MID-YEAR REVISIONS FOR THE CMD HANDBOOK. MR. KELEHER-YES. MR. MATTES-YES. MR. GARRISON-YES. MR. HASBROUCK-YES. MOTION CARRIED (4-0).**

ITEM 5:

⇒ Directors Items/Comments

There were no Director's comments. Assunta Manning mentioned it was a beautiful night for the Movie on the Green, and the golf course was a gorgeous place to host the movie. It is hoped to have a larger attendance for next year.

ITEM 6:

⇒ Adjournment

There being no further business to come before the Board at this time, the meeting adjourned at 6:46 p.m.

  
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Rene Sintas, Secretary

Board Members

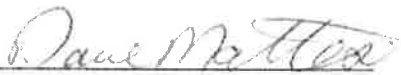
Term Expires

Steve Hasbrouck, President  
Larry Keleher, Vice President  
Rene Sintas, Secretary  
Dave Mattes, Director  
Phil Garrison, Director

May, 2022  
May, 2020  
May, 2022  
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Steve Hasbrouck, President

  
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Larry Keleher, Vice President

  
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Dave Mattes, Director

  
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Phil Garrison, Director

  
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Sara Howard, Transcriber