

CORDILLERA METROPOLITAN DISTRICT
REGULAR BOARD MEETING MINUTES
FRIDAY, JULY 15, 2016
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Regular Meeting of the Board of Directors of the Cordillera Metropolitan District (CMD) was called and held on Friday, July 15, 2016 in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Robert Egan, President
David Bentley, Vice-President
Judith McBride, Treasurer
David Davies, Secretary

Absent: Kitty George, Assistant Treasurer & Assistant Secretary

ALSO PRESENT

CPOA Board Members: Ed Shriner; Nanette Kuich, Rand Garbacz, Rick Smith and Lois Bruce

Others Present: Rachel Oys, General Manager; Jon Erickson, Finance Director; Berniece Gutierrez, Human Resources and Administrative Services Manager; Jaime Walker, Communications Manager; Trevor Broersma, Facilities & Operations Manager; Tracy Stowell, Executive Coordinator; Angelo Fernandez, FreeForm Consulting, Kari Schroeder, McDowell Engineering, Larry Brooks, Bruce Smathers and William Brady.

CALL TO ORDER

Director Egan called to order the Regular Meeting of the Cordillera Metropolitan District at 8:37 a.m.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATION

Director Egan noted for the record a quorum was present for the purpose of doing the business of the Cordillera Metropolitan District.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF MEETING AT LEAST 72 HOURS IN ADVANCE OF THE MEETING.

All board members acknowledged receiving notice of the regular meeting at least 72 hours in advance. No conflicts of interest were noted.

APPROVAL OF AGENDA

July 15, 2016 Regular Meeting Agenda

Director Davies moved to approve the July 15, 2016 Regular Meeting Agenda. Seconded by Director Bentley.

Upon motion duly made and seconded, the Board voted unanimously.

Approved the July 15, 2016 Regular Meeting Agenda.

APPROVAL OF CONSENT AGENDA ITEMS

Ratification of May and June 2016 Payables

Director McBride moved to approve the May and June 2016 Consent Agenda Items. Seconded by Director Davies.

Upon motion duly made and seconded, the Board voted unanimously.

Approved the consent agenda items, as presented.

APPROVAL OF MINUTES

May 20, 2016 Regular Meeting Minutes

Director McBride moved to approve the May 20, 2016 Regular Meeting Minutes. Seconded by Director Davies.

Upon motion duly made and seconded, the Board voted unanimously.

Approved the May 20, 2016 Regular Meeting Minutes, as presented.

APPROVAL OF MINUTES

May 31, 2016 Special Meeting Minutes

Director McBride moved to approve the May 31, 2016 Special Meeting Minutes. Seconded by Director Davies.

Upon motion duly made and seconded, the Board voted unanimously.

Approved the May 31, 2016 Special Meeting Minutes, as presented.

APPROVAL OF MINUTES

June 29, 2016 Special Meeting Minutes

Approval of the June 29, 2016 Special Meeting Minutes with the addition of the Executive Session also reflecting discussion of personnel issues.

Director McBride moved to approve the June 29, 2016 Special Meeting Minutes with noted changes. Seconded by Director Davies.

Upon motion duly made and seconded, the Board voted unanimously.

Approved the June 29, 2016 Special Meeting Minutes with noted changes.

APPROVAL OF MINUTES

June 30, 2016 Special Meeting Minutes

Approval of the June 30, 2016 Special Meeting Minutes with the addition of a statement that 170 community members in attendance.

Director McBride moved to approve the June 30, 2016 Special Meeting Minutes with noted changes. Seconded by Director Davies.

Upon motion duly made and seconded, the Board voted unanimously.

Approved the June 30, 2016 Special Meeting Minutes with noted changes.

APPROVAL OF MINUTES

July 12, 2016 Special Meeting Minutes

Director McBride moved to approve the July 12, 2016 Special Meeting Minutes. Seconded by Director Davies.

Upon motion duly made and seconded, the Board voted unanimously.

PUBLIC INPUT ON NON-AGENDA ITEMS

No Public Input.

CMD ANNOUNCEMENTS/UPDATES/ACTION ITEMS

Financial Statements

Jon Erickson, Finance Director, gave an update on Cordillera Metropolitan Districts' financial records. \$8,000 was reallocated from savings within the property insurance line item for the addition of the HR module ADP Total Workforce. The Board was supportive of moving the website to the Civic Plus platform for increased functionality and the ability to manage content internally.

Employee Handbook

Berniece Gutierrez, Human Resources and Administrative Services Manager, updated the Board on the changes to the Employee Handbook. She stated that the changes will make policy more consistent across the board. Board members suggested increases to the travel reimbursement section. Breakfast was increased from \$10 to \$20, lunch from \$20 to \$25 and dinner from \$25 to \$50.

Director Bentley moved to approve the draft Employee Handbook with discussed changes. Seconded by Director McBride.

Upon motion duly made and seconded, the Board voted unanimously.

Approved the draft Employee Handbook with discussed changes.

Traffic Study

Kari Schroeder, McDowell Engineering, presented her findings on a 2016 traffic study conducted on Cordillera Way and Fenno Drive. Kari's presentation highlighted the current conditions, the traffic volume and the speed study conducted on Cordillera roadways. She also included mitigation strategies for improving sight distance at intersections and engineered traffic calming alternatives for the high speed areas found in the study. Dr. Larry Brooks was in attendance and voiced his concern about driver speeds within Cordillera. Dr. Brooks is an advocate for reducing speeds by using speed bumps throughout Cordillera.

It was suggested by Kari to start with the easy plans to help with the sight distance by trimming up vegetation at intersections and slowing traffic down with new striping narrowing down the traffic lanes on Cordillera Way up to Kensington Drive. She will also work on an education plan for residents and guests. Kari and staff will research cameras and speed bumps.

Director Bentley moved to approve the narrowing of striping traffic lanes on Cordillera Way and Fenno Drive, golf crossing striping and visibility mitigation through tree trimming. Seconded by Director McBride.

Upon motion duly made and seconded, the Board voted unanimously.

Approved the narrowing of striping traffic lanes on Cordillera Way and Fenno Drive, golf crossing striping and visibility mitigation through tree trimming.

Organizational Alignment and Strategic Priorities

Rachel Oys, General Manager, presented a power point with Berniece Gutierrez and Angelo Fernandez of Freeform Consulting. The power point contained an overview of the staffing structure, organizational vision and values and the 2016 work plan. Also included were overviews of each department with accomplishments and what staff hope to accomplish in the future.

Rachel asked for approval for an additional \$25,000 for IT and computer purchases and approval for partial care at the Cordillera Equestrian Center.

Director Davies moved to approve an additional \$25,000 for computer purchases. Seconded by Director Bentley.

Upon motion duly made and seconded, the Board voted unanimously.

Approved an additional \$25,000 for computer purchases.

Director Bentley moved to approve partial care at the Cordillera Equestrian Center. Seconded by Director Davies.

Upon motion duly made and seconded, the Board voted 3 to 1 with Director McBride opposing.

Approved partial care at the Cordillera Equestrian Center.

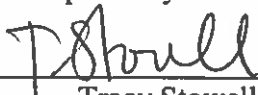
ADJOURNMENT

Director Bentley moved to adjourn the Regular Meeting of the Cordillera Metropolitan District. Seconded by Director McBride.

Upon motion duly made and seconded, the Board voted unanimously to

Adjourn the Regular Meeting of the Cordillera Metropolitan District at 3:04 p.m. on Friday, July 15, 2016.

Respectfully submitted,



Tracy Stowell

Executive Coordinator