



**CORDILLERA**  
Metro District

# MEETING MINUTES

## REGULAR BOARD MEETING

DATE: Friday, April 12, 2024

TIME: 9:00 a.m.

LOCATION: 408 Carterville Road, Edwards, CO  
and video conference

### ATTENDANCE

**Board members present in person:** Cheryl Foley, President; Harry Jasper, Secretary; Ellen Alexander, Assistant Secretary/Assistant Treasurer

**Board members present via video conference:** Terry Boyle, Vice President; Richard Saxby, Treasurer

**Others present in person:** Trevor Broersma, CMD General Manager; Paula Kurtz, CMD HR and Finance Administrator

**Others present via video conference:** Alan Pogue, CMD Legal Counsel; Margaret Henderson of CliftonLarsonAllen; Traci Macnamara McCoy, CMD Communications Manager; Mike Autera, Brooke Ferris, Pamela Horan-Kates, Chuck Jackson, Gregory Murphy, Melissa Murphy, Jerry Nichols, Nukhet Saxby, Scott Valby

### CALL TO ORDER / DECLARATION OF QUORUM

Director Foley called the meeting to order at 9:02 a.m., noting a quorum was present.

### ADEQUATE NOTICE / CONFLICT DISCLOSURE

Board members acknowledged receiving notice of the meeting no less than 24 hours in advance. No disclosures or conflicts with items on the agenda were cited.

### APPROVAL OF AGENDA

Director Jasper made a motion to approve the agenda for April 12, 2024. Director Boyle seconded the motion; all approved. Director Saxby made a motion to approve the consent agenda, seconded by Director Alexander. The consent agenda consisted only of the February 9, 2024, regular board meeting minutes. Director Foley suggested removing one word to correct a typographical error. All approved, motion passed unanimously.

### DISCUSSION ITEMS

#### FINANCIAL UPDATE

January and February financials were included in the Board packet, and Treasurer Richard Saxby reported that as of the end of February, 2024 revenues (mostly tax revenues) were slightly over budget and operating expenses were slightly in excess of budget, due primarily to higher snowfall and plowing expenses.

#### CYBERSECURITY UPDATE

General Manager Trevor Broersma gave the annual cybersecurity update, noting the following: CMD does not currently have any exposure to Personally Identifiable Information (PII). No findings identified in CMD's most recent NetDiligence Quiet Audit cyber assessment require action. Our triple-redundant system surpasses recommended standards. Over the next twelve (12) months, CMD plans to remain within cybersecurity limits and is not required to take additional steps toward cybersecurity, as we are currently within limits.

#### FRONTSTEPS DWELLING UPDATE

Broersma and HR and Finance Administrator Paula Kurtz gave a status report on the installation and activation of the new FRONTSTEPS Dwelling gate access software. They noted that the hardware installation and database update are underway. They reported that CMD staff will be managing contractor access and, when the software app is fully activated (target date August), residents will be responsible for providing access to their own guests.

## **MANAGEMENT TEAM UPDATE**

Broersma called attention to the management team report included in the meeting packet, noting that warmer weather has allowed CMD to undertake a variety of projects around the community. Operations Worker Jim Rabun and Public Safety Agent Bryan Gustafson were highlighted for their dedication to the CMD team and the Cordillera community.

## **RESOLUTION ADOPTING TECHNOLOGY ACCESSIBILITY STANDARDS**

A Resolution Adopting Technology Accessibility Standards was tabled for additional discussion and wording revision if necessary. Adoption of these standards is legally required by July 1 of this year.

## **LAND LEASE RESOLUTION**

Board President Cheryl Foley explained a proposed resolution to approve a lease of a tract of land on Carterville Road from the CMD to the CPOA for an initial period of five years, with extensions available, for \$1/year. This lease will allow the CPOA time to explore the possibility of developing an employee housing project on the property. Foley emphasized that the CMD does not have the authority to take action other than to provide leasing rights to this tract of land and will not develop, construct, own, or operate employee housing.

Foley then asked Melissa Murphy, President of the CPOA Board of Directors, to comment on behalf of the CPOA. Murphy explained that CPOA has certain employee housing density rights on the Short Course that it wishes to transfer to the Carterville area to allow the CPOA to explore employee housing options. She explained that the Carterville property density transfer was being made in the interest of good land use planning, and she assured everyone that if employee housing were ever to be developed on this land, it would be through a long-term sublease with a professional developer.

Public comment was solicited. Director Boyle made a motion to approve the land lease subject to concurrence of both parties' legal counsel to the five-year initial term. The motion was seconded by Director Alexander, and the proposed lease was unanimously approved by the Board.

## **PUBLIC COMMENTS**

Director Foley opened the session for public comment, and no additional comments were received.

## **EXECUTIVE SESSION**

Director Foley asked for a motion to convene an executive session pursuant to 24-6-402(4)(f)(I), C.R.S., to discuss personnel matters related to the General Manager. Director Boyle moved, and Director Alexander seconded, all in favor. The executive session opened at 10:05 a.m. Director Jasper made a motion to close the executive session. The motion was seconded by Director Alexander and approved unanimously. The executive session concluded at 12:15 p.m.

## **ADJOURNMENT**

With no further business before the Board, the meeting was adjourned at 12:17 p.m. with a motion by Director Boyle, seconded by Director Jasper.