

**CROSS CREEK METROPOLITAN DISTRICT  
BOARD MEETING NOTES**

Thursday February 20, 2025, 12:00 pm

A meeting of the Board of Directors of the Cross Creek Metropolitan District was held on February 20, 2025, at 12:00 pm. Board members met at Cross Creek Church, 1320 C & S Road, Fountain, CO 80817 and via teleconference.

Board members present: Teresa Cain, Lamont Spear

Excused: Kim Hittle

Others present: Elise Bergsten, District Manager; Tate Crosby, District General Counsel

The meeting was called to order at 12:09 pm.

**Declaration of Quorum/Conflict of Interest Disclosures**

No additional conflicts were reported.

**Approval of Agenda**

A motion to approve the agenda was made by Teresa Cain, seconded by Lamont Spear and approved unanimously.

**Public Comment** - none

**Consent Agenda (see packet)**

- November 21, 2024 board meeting and budget hearing minutes
- December 3, 2024 special meeting minutes
- January 16, 2025 board meeting minutes
- Proposed bill payments
- Financial Reports
  - Balance Sheet
  - Budget v. Actual

A motion to approve the Consent Calendar was made by Teresa Cain, seconded by Lamont Spear, and approved unanimously.

**District Management/Financial Matters**

- Regarding accounting for the district, Elise had a first meeting with Biggs Kofford, and will be meeting with them again soon.
- The audit engagement letter for 2024 has been signed, and will proceed asap after consultation with Biggs Kofford is complete. Preparing for the audit now by scanning documents.
- Churchich Recreation does have a new crew assigned to our project. There is a list of items that are needed, including soils analysis for the area. I've been looking for historical reports, and will be contacting Nor'wood to see if they have more current reports. Entech Engineering has done our soils analysis in the past. They have been contacted – waiting to hear back from them.
- Flock Safety camera will be installed soon. They will be on site tomorrow for a site visit to confirm location, with the install to come a few days afterward.
- Website work continues, but I need more training from Streamline, as well as sending more documents to them for remediation. Asked for Tate's input on what is most important to be accessible.
  - Documents that are necessary for compliance with statute, as of January 1, 2025:
    - 2023 audit

- 2025 budget, transparency notice, annual report, etc.
  - Recommends archiving remaining documents, to be available on an “as requested” basis.
  - WBA is not sure that simply linking to documents on the state’s website will suffice (such as the budget and audit). They are working on this guidance for districts.
- Spring is coming! There will be some fun projects coming, including improvements to the community garden.

**Legal Matters**

- Service Plan Amendment – WBA finalized the draft version and submitted it to the City of Fountain. We’re waiting for their comments back. There was inconsistency in what they were asking us to change language for and the Model Service Plan that they ask to be used. Hoping to hear back this week or next.
- Elise is putting together a list of maintenance areas that CCMD is responsible for, and will get that to WBA. WBA will bring that information into discussions with the City when they return comments from this draft.
- May 2025 Election Update – there are two vacancies on the board of directors, and Lamont and Teresa’s positions are also up for re-election. Earlier this month, they should have received self-nomination forms and instructions regarding how to fill that out and submit it. Self-nomination forms must be received by WBA by 5:00 pm on February 28. Teresa may sell her home, but will remain a board member as long as she is still an owner.
- Tate brought up the subject of meeting minutes needed signature by a board member. Elise questioned this, since meeting minutes state that minutes are approved. Tate will check with Megan for her recommendation. Elise stated that, if that is a strong recommendation, that this would be a task she would take on rather than spending legal dollars on this.
- WBA would like to move to zoom and away from the teleconference service. Elise and Tate will test wifi capabilities during a site visit between the two meetings. Then WBA will send calendar invites for the remainder of the calendar year.

*A motion to adjourn the meeting was made by Teresa Cain, seconded by Lamont Spear and approved unanimously. The meeting adjourned at 12:51 pm.*

Respectfully submitted by

Board Approval

Elise Bergsten

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