



MEETING MINUTES

DATE: FEBRUARY 10, 2023

LOCATION: 0408 Carterville Road and
Video Conference

STATE OF COLORADO (COUNTY OF EAGLE)

REGULAR BOARD MEETING

ATTENDANCE

Board Members Present: Cheryl Foley, President; Richard Saxby, Treasurer; Rob Meyers, Vice President; Harry Jasper, Secretary, Bob Donovan, Board Member.

CMD Staff Present: Trevor Broersma, General Manager; Paula Kurtz, HR, and Finance Administrator

Panelists via Zoom: Alan Pogue, CMD Legal Counsel

Members of public present in person: None

Members of the public present via Zoom: Melissa Murphy, Chuck Jackson, Mike Autera, Craig Foley, Steve Houk, Nukhet Saxby, Bill Farley

CMD Staff present via webinar: Bill Anderson, Communications Specialist

CALL TO ORDER/DECLARATION OF QUORUM

Director Foley called the meeting to order at 9:02 am, 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 Saxby moved to approve the agenda for February 10, 2023. Director Jasper seconded the motion, the vote to approve was unanimous. Motion to approve the Consent agenda that consists only of the January 20, 2023, meeting minutes. Director Jasper made a motion to approve the motion to approve the consent agenda, seconded by Saxby. All approved, motion passed unanimously.

DISCUSSION ITEMS

FINANCIAL UPDATE

Director Saxby presented a financial update. December financials are not completed yet as the end of year financials typically take longer to produce. Based on November financials, the year-end budget should be close, with the exception of some possible supply cost issues per Mr. Broersma. The Capital budget should be slightly under budget. Director Saxby thanked the team for handling the finances in a responsible manner in a difficult year. We will be filing a budget amendment for the closure of the three bond funds. There were no questions for Director Saxby.

AUDITOR CHANGE AND RECOMMENDATION

Ms. Kurtz reviewed accounting practices and a change of auditors was determined to be recommended by the CMD legal representative CLA. After discussion with the CLA team, it was determined to move to Wipfli, a national audit firm located in Denver for the 2022 audit. They were also the lowest bidder of the three that were considered. All three companies have strong reputations. CLA has much past experience working with Wipfli. Director Foley stated that it was generally good practice to change auditors periodically to have a fresh set of eyes on the financials. Director Foley asked for a motion to approve the hiring of Wipfli as auditor. Director Saxby made a motion to approve the hiring of Wipfli, seconded by Director Jasper. The motion passed unanimously.

CPOA/CMD 2023 SERVICES AGREEMENT

Director Saxby reported that the services agreement has been completed and should be executed soon. It has been agreed to in principle with a few insurance language details to be worked out. It is a November-to-November annual agreement.

2023 Board of Director Elections

Director Foley discussed the status of the CMD board elections. Ms. Kurtz reviewed election protocol and deadline dates. No self-nominations have been received to-date. There was discussion regarding the announcement of the candidates as they submit their names. The board agreed that total transparency was important and that the candidates should be announced to the community as they come in.

It was suggested that the candidate forum be offered by Zoom Meeting only to reduce noise and distractions. In the past there have been too many people in the room and that there were many distractions. All agreed that a Zoom offering would be the best method moving forward. The forum is generally 1.5-2 hours long depending on the number of candidates. A late March date is likely the best time to hold the forum.

The candidate forum moderator position was discussed. Director Donovan expressed a concern that past moderators have improperly directed questions and have commented on questions. The moderator needs to run a disciplined event and stay on task. Their job is to moderate only. After discussion, the board requested that Mr. Broersma look for a new candidate prior to the forum.

Director Foley stated that there have been questions and comments about the ballots arriving late in the past. The post office seems to be struggling with the timely delivery of the mailing from California. They may be late again this year, likely arriving around the third week of April thus allowing two weeks for homeowners to vote.

Director Foley asked if a closing statement will be allowed at the conclusion of the forum. The topic was discussed, and it was determined by the board that there was not a need for the closing statements by the candidates.

MANAGEMENT TEAM UPDATE

Mr. Broersma discussed the challenging staffing issues, particularly with the overnight shift Public Safety positions. CMD now has two applications in hand after a month or so of no interest in the vacant overnight positions. Most of the equestrian center positions are currently filled. Otherwise there has been good success in filling positions to date but it an up and down process. The entire staff had a 100% compliance for safety performance-it was a good safety year and the staff was rewarded at the Christmas party for their collective performance. CMD hosted a training with the Eagle County Sheriff Department for the Public safety staff-a day long training on how to deescalate situations with threatening or violent individuals.

Mr. Broersma reviewed equestrian activities and events, and updates on the equestrian center. The facilities have been reviewed for energy management and ways to save money. He discussed the new bar area with furnishings made from fallen trees by Facilities Maintenance Manager Pat Telles.

Director Donovan asked if CMD had a well written indemnity document for the equestrian events such as the clinics and camps. Mr. Broersma answered that with the help of our legal support, CMD has good protection for these events.

Mr. Broersma continued his update on the management team. He thanked Community Operations Manager Sam Lazar for his handling of the many projects this year and in 2022. Plowing has been a major challenge with all the snow in the past three months. Over 40 miles of road must be maintained and he has less staff than many of the similar local entities. His staff is outstanding. He thanked Sam for his work on many projects and operations in general in the past year. The Ranch gatehouse remodel was necessary with poor wiring and a multitude of problems. Masonry and exterior work will wrap up soon.

Mr. Broersma also thanked Jon Reid and Wes Zittel for staying on top of the fleet maintenance. Jon and Wes maintain and repair all plow trucks, vehicles, and equipment. With the escalation in costs for parts and supplies, they have worked hard to manage expenses. Sourcing of supplies has been challenging.

Director Foley expressed her thanks for the new Cordillera sign that was recently installed by The Ranch entry gate. Mr. Broersma noted that lighting for the sign will be added when the snow dissipates.

Mr. Broersma reviewed the many projects that have been completed or are currently in progress:

- The gate house is behind schedule but will likely end up under budget when completed soon.
- Fencing has been purchased for Bearcat stables and will be installed when weather allows.
- The upgraded Bearcat Stables barn looks fantastic and 20 more parking spots will likely be added this spring.
- The Bearden ponds will be stocked by Liley Fisheries in early June, along with work on the aerators in May before the stocking. A casting and cocktails evening event will be offered by CMD for homeowners this summer.

Mr. Broersma reviewed the challenges with the operating budget and expressed how much he takes to heart the management of expenses with inflation, and the escalation of fuel costs and equipment over the past year or so. Fuel costs have been high at \$37,000 over budget to-date. While there is not much that can be done to reduce these costs, there have been some measures take such as carpooling. The budget will be amended in the spring. The plow and vehicle fleet has been hit hard by inflation and escalating costs for parts. There have been many unforeseen expenses required to keep equipment running.

Mr. Broersma discussed the employee spotlight topic. Homeowners love to hear about the staff.

Pat Telles of Facilities Maintenance has been instrumental in handling a difficult job. His many talents are appreciated. Bill Anderson is filling the role of Communications Specialist handling homeowner communications, photography, video and taking the meeting minutes.

Mr. Broersma updated the board on the continued on the topic of Public Safety. It has been a busy and challenging winter with staff challenges, much activity, and some staffing issues but the team is doing an outstanding job. Many staff members have continued to step up to get the job done.

Director Foley thanked the team for the good work in managing the costs and execution of the extensive list of capital projects, possibly double the number of projects completed in the past. She also thanked Mike Bosley and his Public Safety team for their good work.

Director Donovan asked if Mr. Broersma has worked with other entities to co-op to purchase fuel in bulk. Mr. Broersma responded that he does have a relationship with other local managing entities, and they have benefitted from purchases of salt and other supplies. Fuel is difficult however, being a government entity.

TRAIL MAP APP

Mr. Broersma reviewed his recent meeting with Zehren and Associates, a local company that has expertise in creating an app for trail maps. CMD has a huge expense for paper trail maps with much waste. The goal is to offer an app that will give the hiker or skier much information about the trail system including GPS to track location-without the need for Wi-Fi coverage in all areas. Zehren is offering a proposal to create an App with a QR code and will give trail information to include length, difficulty, altitude, and stock photos. May 1 is the target date for initializing the app. Zehren has created this type of app for other local entities such as Bachelors Gulch. Operations Manager Sam Lazar intends to create 2-3 more miles of trails in the future.

HEALTHY FOREST AND AWARD FROM EVW

Mr. Broersma reported that the Eagle Valley Wildland team and the Eagle River Fire Department had recently won a prestigious award for their efforts to reduce fire danger in Cordillera and other surrounding areas. Chief Bauer of the fire department and Hugh Fairfield Smith of the Eagle Valley Wildland team were recognized and will receive the award at a national event soon. Mr. Broersma has been pursuing opportunities for matching funds to fortify fire breaks and protective measures for the Cordillera community. The partnership is great and there will be a demonstration plan available in April to better communicate this effort to the community. Director Foley offered that the April meeting should be better advertised in advance for more homeowner participation.

Mr. Broersma was also excited to announce that the Eagle Wildland entity is in an annual lease agreement for three offices within the CMD offices which offers many benefits such as CMD staff training, equipment sharing, communication, teamwork and additional revenue. The board thanked Mr. Broersma for this good news.

Director Foley suggested that the CMD team Org Chart should be posted on the Cordillera website and should be highlighted in the newsletter with a link to the Org Chart.

PUBLIC COMMENTS

Homeowner Melissa Murphy congratulated Mr. Broersma on the recent award. The Divide neighborhood benefitted greatly from the previous work that had been completed. The partnership with the EWF will be great.

She asked if a list of the location of defibrillators can be posted somewhere for homeowners. Mr. Broersma responded that the locations could be better communicated, and his staff will do so. He also stated that all patrol cars have one. Locations are also listed on the existing trail map and the website. But an addition update by e-mail and/or the Cordillera Connection would be easy to accomplish.

Ms. Murphy also asked if there was anything that could be done to enhance cell service in spotty areas for safety and convenience reasons. She asked if federal funds may be available to solve the problem. She asked if boosters could be added in areas with a weak signal. Mr. Broersma responded that he would follow up on possible solutions.

Ms. Murphy also asked how Public Safety currently tracks complaints related to short term renters, and if they are separately identified somewhere. After some discussion on the topic, Director Foley suggested the CMD and CPOA have a meeting to discuss how better tracking and linking incidents/events to these rentals could be accomplished.

Homeowner Nukhet Saxby expressed her appreciation to the CMD staff for the two recent special events that were well attended on top of all the other many responsibilities they have.

Homeowner Steve Houk expressed his thanks for working well with the CPOA and his appreciation for working together in a cooperative manner. He also expressed that there may be fewer applicants for board positions as things are enow less contentious than in recent years. He felt that it was important that CMD management be given more flexibility on setting dates for the forum so that all nominees are able to attend.

Director Foley thanked these homeowners for their input and thanked everyone for attending the meeting.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:11 a.m. with a motion by Director Jasper, seconded by Director Saxby. Motion passed unanimously.