



CORDILLERA
Metro District

MEETING MINUTES

DATE: Friday, February 11, 2022

TIME: 9:00 a.m.

LOCATION: 0408 Carterville Road
State of Colorado, County of Eagle.

REGULAR BOARD MEETING

ATTENDANCE

Board Members Present: David Bentley, President; Cheryl Foley, Treasurer.

Board Members present via webinar: Eugene McGuire, Vice President; John Van Deusen, Secretary; Dan Roberts, Assistant Treasurer/Assistant Secretary.

CMD Staff Present: Trevor Broersma, General Manager; Paula Kurtz, Office Administrator; Sam Lazar, Operations Manager; Mike Bosley, Public Safety Manager.

Panelists via webinar: Alan Pogue, CMD Legal Counsel; Chief Karl Bauer, Eagle River Fire Protection District; Hugh Fairfield-Smith, Eagle River Fire Protection District; Tracy LeClair, Eagle River Fire Protection District; Margaret Henderson; Clifton Larson Allen; Jack Snow, Colorow Property Owners Association.

Members of the public present via webinar: Harvey Schnitzer, Chuck Jackson, Nancy Alexander, Cathleen McKinzie, Melissa Murphy, Jay Vestich, Beth Leinberry, Annette Irion, Bill Farley, Steve Houk, Jerri More, Suzy Smith, Nukhet Saxby, Richard Saxby, Mike Autera, Brooke Farris.

CMD Staff present via webinar: Cliff Simonton, Planning Manager.

CALL TO ORDER/DECLARATION OF QUORUM

Director Bentley called the meeting to order at 9:00 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 and cited no conflicts of interest with items on the agenda.

APPROVAL OF AGENDA

Director Foley moved to approve the agenda for February 11, 2022, Director Van Deusen seconded. The vote to approve was unanimous.

APPROVAL OF CONSENT AGENDA

(note draft minutes for the January 10, 2022, meeting in Board Packet)

Director Foley moved to approve the consent agenda for February 11, 2022. Director Van Deusen seconded. The vote to approve was unanimous.

DISCUSSION ITEMS

FINANCIAL UPDATE

(reference the year-end 2021 Financial Report in the Board packet)

General Manager Broersma welcomed Margaret Henderson, financial advisor with Clifton Larson Allen (CLA), the District's new accounting firm.

Director Foley presented the financial update, indicating satisfaction with progress being made toward the District's accounting goals. In the future, financial reports should be available around the 20th of the month following the target month. Once accuracy is confirmed, financial reports will be published to the District's website. Director Foley then provided a summary overview of the year-end 2021 report, as follows:

- The revenues and expenditures sheet reflects the 2021 amended budget and includes the transfer of the water fund monies.
- While administrative expenditures were slightly over that projected due to wages/benefits and new accounting, Community Operations was \$158,000 under budget, Public Safety was \$67,000 under and the Equestrian Center was \$73,000 under. Director Foley congratulated General Manager Broersma and staff for efforts that resulted in these savings.
- Total expenditures for 2021 indicate a savings of \$286,000. The budget had been amended to include an additional \$460,000. At year end, the general fund balance was \$4,889,113. This includes the addition of the water fund monies.
- Capital expenditures for 2021 came in under budget, resulting in a year-end capital fund balance of \$798,063. This is \$300,000 higher than that expected.
- The final pages of the report detail debt fund balances, which will be zeroed out by the end of 2022.

Members provided no comment, and no action was taken by the Board regarding the financial report.

RESOLUTION TO ESTABLISH COMMITTEE OVERSEEING FIDUCIARY DUTIES FOR 401(A) AND 457(B) PLANS

(reference resolution provided in Board packet)

General Manager Broersma presented the resolution regarding a committee to oversee 401(a) and 457(b) plans, and introduced Paula Kurtz, Office Administrator for the District. Paula summarized the intent of the Resolution, which is to transfer fiduciary responsibility for the District's retirement plans from the CMD Board to a committee comprised of the General Manager, the Office Administrator and a representative from the District's investment advisor, Hays Financial Group.

Director Foley moved to approve the resolution; Director Van Deusen seconded. There being no discussion, the vote to approve was unanimous.

DIVIDE OPEN SPACE WILDLAND FIRE MITIGATION PROJECT.

(reference maps in Board packet)

General Manager Broersma presented plans for wildland fire mitigation in 2022 and introduced Fire Chief Karl Bauer and Wildland Coordinator Hugh Fairfield-Smith. Cordillera Metro has been working in partnership with the Fire District to develop a five-year plan for wildfire fuel breaks and fuel reduction to protect the Cordillera Community. Chief Bauer introduced Eagle River Fire Protection District Public Information Officer Tracy LeClair and expressed the Fire District's appreciation for the partnership and collaboration with Cordillera. He outlined the larger effort underway by fire protection districts throughout the Eagle River valley, known collectively as Eagle Valley Wildland.

Wildland Coordinator Hugh Fairfield-Smith then presented the proposed fuel break and fuel reduction project slated for the Divide area for the summer of 2022, presenting fire hazards mapping and computerized simulations of fire movement in different weather and wind scenarios as the basis for planned treatments. Two fire breaks will be created on ridges west of Kensington, one fire break will be created to the east of Kensington, and fuels will be reduced (thinned) to the north. Eagle Valley Wildland funds would be utilized to complete this work.

General Manager Broersma provided additional information regarding the work that will be done by CMD to supplement the 2022 Fire Mitigation Project, and the training that will be provided by Eagle Valley Wildlands to CMD staff as part of this effort.

Jack Snow, president of the Colorow Property Owners Association, joined the panelists and detailed a fire break proposed for 2022 along the boundary between Cordillera and the Colorow subdivision, some of which would be on Cordillera Metro District property, to be paid for by Colorow. This work is strongly supported by Eagle Valley Wildland. Mr. Broersma explained that expanded hiking and biking trails on CMD property in the target area could be used to enhance access to these fire break alignments.

Board comments and questions included:

- **A concern for erosion.** Panelist responded that ground cover will generally not be disturbed with fuel breaks or fuel reduction activities. Water bars and other measures can be utilized if erosion potential is observed.

- **The need for on-going maintenance of treated areas.** The breaks and thinned areas will be visited annually by Wildland personnel to maintain functionality. CMD staff will participate in long term maintenance activities as necessary.
- **When will project start and how long will it take?** Work on fire breaks is proposed to commence as soon as the snow melts this spring. The proposed breaks should only take a week or two to complete, although steeper sites or clearing that involves heavier timber and slash will take more time.
- **Who will conduct the thinning project proposed to the north of Kensington, and when will that be done?** This will be phased utilizing CMD and Wildland staff, starting this year, and extending into 2023. It is part of the five-year plan being developed. General Manager Broersma took advantage of this question to provide a map showing the overall fire mitigation plan for Cordillera, which include breaks and thinning projects in the Ranch, Summit and Territories.
- **Will there be noticeable aesthetic impacts?** If thinning and removal is done properly, it will be difficult to see the difference between the before and after. Fire breaks will utilize existing open areas, and edges will be artfully blended with remaining vegetation. “Shaded” thinning involves limbing and crown density reductions that will leave the healthiest trees in place.
- **Will there be certain neighborhood views more impacted than others?** The Colorow fire break may be seen from properties in the Bearden area and perhaps Saddle Ridge, but the “shaded” fuel break approach should minimize visual impacts. Wildland crews carefully study viewsheds from neighborhoods and even individual homes and make targeted adjustments to breaks and thinning to minimize impacts.
- **What is the worst wildfire case for Cordillera?** A regionally large East Troublesome type of fire impacting the entire valley could result in the loss of the entire Squaw Creek drainage.
- **Does the greatest risk come from lightning strikes?** Lightning generally hits higher elevations and/or heavier timber, where ignition and start up is slower and more easily contained. Human caused fires typically occur at lower elevations in lighter fuels, with resulting fires that can grow very quickly. Most fires are human caused and fast moving, thus the focus initially on the Divide.
- **Explain the road behind Alcazar.** It is a platform east of Alcazar cut in years ago that is not presently suitable for vehicles. It will be widened for mitigation and firefighting equipment access and to enhance the fire break in that area.
- **Do studies take into account access and egress limitations for various neighborhoods?** Yes, evacuation routes are a major concern. All mitigation efforts start with life safety considerations with a secondary focus on saving homes. While fuel breaks and thinning proposed for the Divide will allow more time for residents to evacuate, a fast moving fire may close egress routes for Kensington and upper Divide residents. “Safe havens” can be identified that would allow residents to shelter in place in this event.
- **Is there a good system to notify people in the event of a fire requiring evacuation?** Eagle Country Alert is a good system, notifying residents by email and/or texts. This is an opt in system, and participation is low. There is also the Integrated Public Alert and Warning System, which can broadcast notices to phones within reach of a given cell tower. HOA’s, POA’s and service districts (like CMD) have communication capabilities that can also be utilized. Eagle County Public Information Group pushes notices to local media outlets, and the Fire District is working with the County to develop “evacuation zones” that would receive targeted notices. As an additional measure, sheriff deputies can go door to door.
- **Are there plans for CMD to work with Colorow on joint mitigation projects?** Yes CMD will be working with Colorow and also with Diamond Star on mutually beneficial projects.

There being no further questions, Director Foley moved to direct General Manager Broersma to 1) proceed with planned mitigations for the summer of 2022, 2) continue development of the five-year Cordillera fire mitigation plan, and 3) to work to further inform and educate the community of the importance of this topic. Director Roberts seconded. There being no further discussion, the vote to support the motion was unanimous.

Director Bentley opened the meeting to public comment on the topic of the Wildland Fire Mitigation Project. Comments received included:

- Acknowledgement and thanks for the excellent presentation.
- A community-wide meeting should be planned and advertised, providing Cordillera residents not in attendance for this presentation the opportunity to learn about this very important topic.
- Evacuation routes should be clearly defined for residents.
- Greater effort is needed to get property owners to understand and opt-in to EC Alerts.
- The CPOA’s Resident Healthy Forest Program should benefit from this larger effort. Fire mitigation should be a collaborative, synergistic community-wide effort.

- A tour of Cordillera through the lens of CPOA's primary insurance carrier identified the need for collaboration with the Club at Cordillera, as their ponds and fairways would provide significant enhancement to any firefighting effort.
- Sewer easements within developed areas can and should serve as fuel breaks.
- Eagle County's Sustainable Communities Department offers many resources, including free assessments of fire hazards and mitigation strategies at the residential level.

Seeing no other hands raised, Director Bentley thanked the panelists and closed public comment on the topic of the Wildland Fire Mitigation Project.

MANAGEMENT TEAM UPDATE

(reference Management Report in the Board packet)

General Manager Broersma introduced and presented the Management Report, a 2021 Year in Review, highlighting the following.

- Individual staff contributions, accomplishments and service milestones.
- Staff training, and specific benefits to the District from the safety training element.
- News from Human Resources, Finances, and Community Outreach
- News and year-end statistics from the Equestrian Center, Community Operations, and Public Safety

Sam Lazar was introduced and welcomed as the new Operations Manager.

Paula Kurtz was introduced and welcomed as the new Office Administrator.

No Board action was required for the Management Team Update.

GENERAL MANAGER PERFORMANCE PLAN

Director Foley updated the Board regarding the effort to develop a more performance-based evaluation and incentive system for CMD staff and the position of General Manager. A "performance road map" is being developed for 2022, which will establish priorities, goals, and metrics for the coming year. General Manager Broersma indicated his support of this effort, and his strong belief in accountability, feedback and growth for all CMD positions.

No Board action was required on the topic of General Manager Performance Plan.

MAY 2022 ELECTION ITEMS

Director Bentley presented the topic of the May 22 election, providing a summary of election activities, publications, forums and dates. Jon Stavney has indicated his willingness to serve as moderator for the Community Forums, which will be held if more than three candidates are nominated. Board comments regarding the topic of forums included:

- Clarification of CMD and CPOA responsibilities should be provided at the beginning of each forum to assure topic appropriate questioning.
- Forums should be scheduled for a different time of the day and on a different day of the week to maximize opportunity for participation.
- In previous forums, a question asked of one candidate was then posed to all candidates. It was suggested that this approach not be carried forward in the interest of efficiency and time.
- Follow-up questions by the moderator to a candidate should be allowed to enhance clarity of answers.
- Forum length should be as long as necessary to accommodate all questions and candidate responses.
- General rules of engagement to foster a polite and disciplined approach should be developed for the forums.

General Manager Broersma asked that these and other ideas regarding rules for forums be sent to him for compilation, redistribution, and agreement.

The Board determined that the resumes/bios/position papers should be submitted to CMD staff prior to close of business on Thursday, March 3rd, and that they should not be limited to any length or format. All material submitted by candidates will be sent to the community in advance of the first forum. Communication sent to any one candidate must be uniformly sent to all candidates.

General Council Pogue provided clarification on the process regarding absentee ballots, and suggested similar information be sent to the community.

PUBLIC COMMENT

Director Bentley opened the meeting to public comment. Comments received included:

- A question regarding the Road Impact Fee, as the budgeted amount seems low. Staff responded that this is a one-time fee based on large trucks associated with new single-family homes and is typically not a significant

amount. The budgeted amount for 2022 is significantly higher than previous years given the observed jump in new home construction.

- A question regarding funding for the Equestrian Center, and whether Cordillera resident fees are subsidizing use by boarders who are not members of the community. Staff indicated that operations at the Center are self-funded, but that capital improvements and administrative overhead require subsidies.
- Support of the format used by the CPOA for their board meetings, as it allows participants to see other meeting attendees.
- Concern regarding the upcoming Mountain Recreation District vote, which if approved would result in a tax increase for Cordillera residents.
- Scheduling an Election Forum at the Trailhead may raise concerns for on-going COVID precautions; the Trailhead is equipped with audio visual equipment that would allow both on-site and remote participation.

Seeing no other hands, Director Bentley closed public comment.

EXECUTIVE SESSION

Pursuant to Section 24-6-402(4)(b), C.R.S., Director Foley moved the Board go into Executive Session to discuss personnel matters. Director Roberts seconded the motion, the vote was unanimous.

At the close of discussions, Director Roberts moved to leave Executive Session and return to the regular meeting. Director Foley seconded the motion, the vote was unanimous.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 12:48 p.m., motion by Roberts, second by Foley.

APPROVED