



**CORDILLERA**  
*Metro District*

# MEETING MINUTES

DATE: Friday, December 8, 2023

TIME: 9:00 am

LOCATION: 0408 Carterville Road

and video conference

State of Colorado, County of Eagle.

## REGULAR BOARD MEETING

### ATTENDANCE

**Board members present in person:** Cheryl Foley, President; Richard Saxby, Treasurer; Harry Jasper, Secretary

**Board members present via video conference:** Ellen Alexander, Assistant Secretary/Assistant Treasurer; Terry Boyle, Vice President

**Others present in person:** Trevor Broersma, CMD General Manager; Paula Kurtz, CMD HR and Finance Administrator; Siri Roman, Eagle River Water and Sanitation District (ERWDS) General Manager; David Norris, ERWSD Director of Business Administration; Ellen Mitchell

**Others present via video conference:** Alan Pogue, CMD Legal Counsel; Margaret Henderson of CliftonLarsonAllen; Traci Macnamara McCoy, CMD Communications Manager; Mike Autera, Lois Bruce, Lainie Edinburg, Pam Horan-Kates, Annette Irion, Paul Martin, Dennis Moran

### CALL TO ORDER/DECLARATION OF QUORUM

Director Foley 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. No disclosures or conflicts with items on the agenda were cited.

### APPROVAL OF AGENDA

Director Saxby moved to approve the agenda for December 8, 2023. Director Jasper seconded the motion; all approved. Director Boyle made a motion to approve the consent agenda, seconded by Director Alexander. The consent agenda consisted of the October 13, 2023, regular board meeting and annual meeting minutes; 2024 Annual Administrative Matters Resolution; 2024 Meeting Resolution; and First Amendment to Public Records Policy Retention. All approved, motion passed unanimously.

### DISCUSSION ITEMS

#### FINANCIAL UPDATE

Director Saxby presented a review of October financials and an end-of-year financial projection relative to the original 2023 budget. For the year ending 2023, he reported that expenses are on budget, revenue is higher than projected, and, as a result, the projected deficit is expected to be reduced for 2023. Saxby thanked CMD for its commitment to efficiency, which allowed the revenue increase to be preserved and applied toward reducing CMD's projected deficit.

#### MANAGEMENT TEAM UPDATE

Trevor Broersma highlighted the management team report's inclusion in the board meeting packet. He called attention to two employee spotlights in the report and said that two new employees are currently onboarding with the

Community Operations Department. Director Jasper asked for an update on the open Community Operations Manager position. Broersma stated that the position remains open.

## **BOARD OF DIRECTORS EMAIL USAGE**

Alan Pogue, CMD Legal Counsel, described policies surrounding email use by CMD Directors, explaining that emails between and among directors may have public records and open meeting implications under Colorado law. He outlined acceptable and unacceptable uses of CMD Director emails. Board members confirmed their understanding of the policy, and Pogue clarified what is acceptable when discussing items as a group versus as individuals via email.

## **RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT REGARDING COLLECTION OF FEES**

Alan Pogue presented a proposed Intergovernmental Agreement Regarding Collection of Fees (the IGA), by and between the Eagle River Water and Sanitation District (ERWSD) and CMD, under which ERWSD collects water tap fees on behalf of CMD and remits those fees to CMD, net of a 3% administrative fee. Pogue gave an overview of key points of the IGA, and he and ERWSD Director of Business Administration David Norris responded to questions and comments from the Board.

Director Saxby made a motion to approve the IGA, seconded by Director Jasper; all were in favor.

## **EAGLE RIVER WATER AND SANITATION DISTRICT 2024 RATE STRUCTURE**

ERWSD General Manager Siri Roman and ERWSD's David Norris then gave a presentation explaining the reasons for an average 10.9% increase in water bills in its service territory for 2024. The primary reason is aging infrastructure and the need for repairs, replacements, and new additions to water storage and delivery facilities. A secondary reason was to correct inequitable cost allocations based on home sizes.

Roman and Norris also explained that Cordillera's water rights are limited in quantity and that steps will have to be taken in the near future by the water company, the Metro District, and/or the CPOA to prevent use by Cordillera residents in excess of our allowed amounts.

## **PUBLIC HEARING: 2024 BUDGET**

Director Foley opened the budget hearing, and Trevor Broersma presented the final proposed 2024 operating and capital budget. Addressing fears that property taxes in Cordillera might increase 50-60% due to rising home values, Broersma explained that Cordillera's taxes do not increase proportionately with home values, as is the case in various other taxing districts. Instead, Cordillera's formula for computing taxes provides that if aggregate assessed property values within the community increase, the mill levy applied to those values decreases. This acts as an automatic neutralizing factor to ensure that CMD is not permitted to increase its overall tax revenues more than a mandated maximum amount each year.

Broersma then described key factors affecting the budget, which eliminates a one-time negative mill levy credit and contains a 5.5% property tax increase:

New construction within Cordillera is at levels higher than normal, thus increasing our growth income.

Interest revenues are higher than in the recent past.

- CMD will provide designated services to CPOA under a \$106,978 Service Agreement.
- Flower bed maintenance (an expense of \$168,265) was transferred to the CPOA.
- Salary increases are estimated at an average 5%.
- Employee health insurance costs decreased by \$93,642.
- The 2024 road program is set at \$975,000.
- Fleet costs for 2024 are estimated to be \$306,000.
- Wildfire mitigation costs are at \$135,000.
- Bearcat Cabins preservation work is set at \$55,000.

Director Foley called for public questions and comments on the proposed 2024 budget. One homeowner expressed concerns about how night patrols are conducted, and there were no further comments. Director Foley thanked the public for input and called for a motion to approve the 2024 operating and capital budget. Director Saxby made a motion; Director Jasper seconded the motion. The Board unanimously approved.

## **PUBLIC COMMENTS**

Director Foley closed the budget hearing and opened the meeting for public comment on any other issue covered in the meeting. There being no further comments, Director Foley thanked the public and closed the public comment session at 10:46 a.m.

## ADJOURNMENT

With no further business before the Board, the meeting was adjourned at 10:46 a.m. with a motion by Director Saxby, seconded by Director Jasper.

APPROVED



# MEETING MINUTES

## REGULAR BOARD MEETING

DATE: Friday, February 9, 2024  
TIME: 9:00 AM  
LOCATION: 408 Carterville Road, Edwards, CO, and video conference

### ATTENDANCE

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

**Board members present via video conference:** Terry Boyle, Vice President

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

**Others present via video conference:** Alan Pogue, CMD Legal Counsel; Margaret Henderson of CliftonLarsonAllen; Traci Macnamara McCoy, CMD Communications Manager; Mike Autera, Lois Bruce, Lainie Edinburg, Steve Houk, Chuck Jackson, Bobby Murphy, Gregory Murphy, Melissa Murphy, Jerry Nichols, Nukhet Saxby, Sam Youngwirth

### CALL TO ORDER / DECLARATION OF QUORUM

Director Foley 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. No disclosures or conflicts with items on the agenda were cited.

### APPROVAL OF AGENDA

Director Saxby moved to approve the agenda for February 9, 2024. Director Jasper seconded the motion; all approved. Director Saxby made a motion to approve the consent agenda, seconded by Director Jasper. The consent agenda consisted only of the December 8, 2023, regular board meeting minutes. All approved, motion passed unanimously.

### DISCUSSION ITEMS

#### FINANCIAL UPDATE

Treasurer Richard Saxby gave a year-end 2023 financial report, highlighting:

- Combined General Fund and Capital Fund projected 2023 budget deficit was \$362,133 lower than expected due mainly to higher interest and Service Agreement revenues and approximately \$92,000 lower expenditures.
- Cordillera Equestrian Center operations showed higher revenues and a record low deficit of only \$22,000 due primarily to the addition of eight weeklong summer Horse Camps and year-round riding lessons to the equestrian program in 2023.
- We have simplified our financial statements by eliminating four funds and have made our operations more transparent through detailed department-wide cost allocations.

- CPOA is contributing to our financial health in 2024 by assuming responsibility for flower maintenance, funding some of the community's wildfire mitigation costs, and paying for designated services from CMD through a yearly Service Agreement.
- We are working with Eagle Valley Wildland on new large-scale fire mitigation programs in 2024.
- We will save more than \$90,000 in 2024 compared to 2023 by contracting with a new health care provider.
- We have dramatically improved our safety record, resulting in cost savings for our Workers' Comp program.
- We have shored up our authority to provide Public Safety services and are working on initiatives to optimize our Public Safety operations.

### **WILDLIFE MITIGATION FUND AMENDMENT**

General Manager Trevor Broersma explained that a budget amendment regarding the Wildlife Mitigation Fund was necessary to make a technical (non-substantive) change, and the Board approved the amendment.

### **2023 AUDIT RATIFICATION**

The Board ratified hiring Wipfli as auditor for the 2023 financial year.

### **MANAGEMENT TEAM UPDATE**

Broersma gave the management report, noting in particular the new availability of governance documents dating back to 2016 on our website, current organization charts, discussions about an additional cellphone tower, and fire mitigation results. He welcomed new Community Operations Manager, Clay Vansteel. The [report and current organization charts are available here](#) in the February 9, 2024, Board meeting packet.

### **PUBLIC SAFETY / GATE ACCESS SOFTWARE (DWELLING)**

Broersma presented and proposed adopting a new gate access software system called Dwelling that will streamline Public Safety operations and provide: (i) greater control by residents regarding who enters the community and when, (ii) robust emergency communications capability, and (iii) overall increased security in response to the insurgence of building in our community since 2020. We are developing a communication and education program and expect the software launch to begin in the next couple of months. The [Dwelling presentation is available here](#) in the February 9, 2024, Board meeting packet.

### **PUBLIC COMMENT**

Public comments were received regarding 2024 tax calculations. A homeowner asked the Board to explain why the CMD tax increased by about 15% on the 2024 tax bill received from Eagle County. Treasurer Saxby answered the question by explaining that CMD can only increase taxes year over year by 5.5% max. For 2024, however, the tax is about 15% greater than 2023 because a one-time negative mill levy, which was applied in 2023 to refund CMD's bond fund surplus to property owners and lowered property owners' taxes in 2023, was removed for 2024. The negative mill rate levy was about 9% for an average property. Removing this negative mill rate levy means that the CMD tax increase for 2024 appears to be about 14.5%.

Public comments were also received on water issues discussed at the last Board meeting by ERWSD and how the new Dwelling software would be applied to the Club and All Points North. After taking public comments, the Board agreed that installation of the Dwelling software should proceed as proposed.

### **ADJOURNMENT**

With no further business before the Board, the meeting was adjourned at 1:39 p.m. with a motion by Director Saxby, seconded by Director Jasper.



**CORDILLERA**  
*Metro District*

# MEETING MINUTES

## REGULAR BOARD MEETING

DATE: Friday, April 12, 2024  
TIME: 9:00 AM  
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 COMMENT**

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

#### **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.



**CORDILLERA**  
Metro District

# MEETING MINUTES

## REGULAR BOARD MEETING

DATE: Friday, June 14, 2024  
TIME: 9:00 AM  
LOCATION: 408 Carterville Road, Edwards, CO, and video conference

### ATTENDANCE

**Board members present in person:** Cheryl Foley, President; Richard Saxby, Treasurer; Harry Jasper, Secretary

**Board members absent but excused:** Terry Boyle, Vice President

**Board members present via video conference:** Ellen Alexander, Assistant Secretary/Assistant Treasurer

**Others present in person:** Trevor Broersma, CMD General Manager; Paula Kurtz, CMD HR and Finance Administrator; Hugh Fairfield-Smith, Fire Management Officer, Eagle Valley Wildland; Norbert Becker; Susanne Becker

**Others present via video conference:** Alan Pogue, CMD Legal Counsel; Margaret Henderson of CliftonLarsonAllen; Traci Macnamara McCoy, CMD Communications Manager; David Paradysz, CMD Public Safety Manager; Paul Alegi, Mike Autera, Paige Cumming, Robert Donovan, Lainie Edinburg, Mike Grier, Chuck Jackson, Ellen Mitchell, Dennis Moran, Melissa Murphy, Jerry Nichols, Nukhet Saxby, Mike Warmuth

### 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 Saxby made a motion to approve the agenda for June 14, 2024. Director Jasper seconded the motion; all approved. Director Saxby made a motion to approve the consent agenda, seconded by Director Jasper. All approved, motion passed unanimously.

### DISCUSSION ITEMS

#### FINANCIAL UPDATE

Treasurer Richard Saxby reported that as of the end of April 2024, operating revenues (mostly taxes and interest) were slightly ahead of budget, and operating expenses were slightly under. Capital expenditures occur primarily during the summer period, so the April numbers are not particularly informative for the Capital Fund.



Next Saxby presented a long-term financial model that he and General Manager Trevor Broersma had been working on to track the ongoing financial health of CMD. Saxby explained that the model shows that CMD needs to maintain a 50% cash reserve—for example, 50% of combined operating (General Fund) and capital expenses (Capital Fund) as measured at each year-end—in order to meet liquidity needs (30%), unexpected/emergencies (10%), and cover variations in the annual capital requirement (10%). He explained that the CMD Finance Committee had earlier conducted an analysis recommending a 50% reserve to address CMD's practical inability to engage in short-term borrowings and any future need for long-term financings at favorable interest rates.

### **RESOLUTION ADOPTING AMENDED AND RESTATED FINANCIAL POLICIES**

Saxby presented a proposed resolution adopting a new CMD financial policy that requires annual updating of the financial model, triennial updating of the capital reserve study, and reasonable endeavors by Staff and the Board to maintain a 50% cash reserve, as noted above.

The proposed policy also imposes limits on new Discretionary Expenditures (as defined in the policy) and requires that the Board take corrective action to maintain the 50% reserve level in the event the financial model shows that it cannot be maintained without intervention. After Saxby's presentation and Board discussion, Director Jasper made a motion to approve the proposed resolution, seconded by Director Alexander. The Board unanimously approved the resolution and new financial policy.

### **WILDFIRE MITIGATION AND CONTROLLED BURNING**

Hugh Fairfield-Smith from Eagle Valley Wildland (EVW) gave an update on 2024 Cordillera wildfire mitigation projects, noting that Edwards, Colorado, has been identified as one of the top 15 communities in the country at risk for wildfires. He then described 3 areas within Cordillera that EVW recommends for mitigation through prescribed burns. He explained the financial and environmental benefits of prescribed burns, explaining that they are much less costly than mastication and that they also allow vegetation to revive quickly, providing valuable new food sources for wildlife. He stressed the extreme precautions that are taken before a burn is approved and initiated.

Fairfield-Smith requested the Board and the community to consider this approach over the next couple of months so that the Board could approve the burns in time for scheduling them to happen in early 2024 winter or early 2025 spring.

### **MANAGEMENT TEAM UPDATE**

GM Broersma gave the management team report and mentioned a recent wildlife incident involving a bear inside of a residence. In addition to Cordillera Public Safety, Eagle County Sheriff's Office and Colorado Parks and Wildlife responded to the scene. Due to the persistent nature of this bear, Colorado Parks and Wildlife, who makes such decisions about how to respond in these instances, chose to euthanize the bear. To protect the lives of bears in our community, homeowners and contractors must become more vigilant in securing all food and trash around homes, construction sites, and vehicles.

### **FRONTSTEPS UPDATE**

GM Broersma and HR & Finance Administrator Paula Kurtz reported that FRONTSTEPS, the new gate access management system, is in the process of being launched, and that nearly 500 residents had created their new accounts in the first week. As has been explained over the last several months, property owners will be required to manage gate access passes for visitors to their homes using FRONTSTEPS beginning in August. The rollout for the visitor management tool will begin in July, and property owners should be on the lookout for communications letting them know when this feature is available.

### **SPEEDING AND CONSEQUENCES**

GM Broersma next reported that speeding is a continuing problem within Cordillera and that, whereas many drivers (residents, visitors, and contractors) are making renewed efforts to follow posted speed limits, a number of drivers continue to drive at unsafe speeds (clocked in some instances as high as 80 mph). With the information provided by our new FRONTSTEPS technology, we will be better able to identify the speeders and impose penalties, such as shutting off transponders for temporary periods or (particularly in the case of contractors) limiting access to the community altogether. Broersma requested input from the community with respect to the types of legally authorized penalties that are under consideration.

## **RESOLUTION ADOPTING TECHNOLOGY ACCESSIBILITY STANDARDS**

After a brief discussion carried over from the last Board meeting, Director Saxby made a motion to approve a resolution adopting technology accessibility standards for the Cordillera website for viewers with disabilities, and Director Jasper seconded the motion. The Board unanimously approved the resolution. Colorado law requires that these standards be adopted and a statement on the provision of equitable access be posted on the website by July 1, 2024. Traci Macnamara McCoy is CMD's designated accessibility officer and will handle questions and concerns about CMD's policy.

## **PUBLIC COMMENTS**

Director Foley opened the session for public comment, and comments were received from a property owner about the financial resolution, visitor management, and speeding.

## **ADJOURNMENT**

With no further business before the Board, the meeting was adjourned at 11:03 a.m. with a motion by Director Saxby, seconded by Director Jasper.

APPROVED



# MEETING MINUTES

## REGULAR BOARD MEETING

DATE: Friday, August 9, 2024  
TIME: 9:00 AM  
LOCATION: 408 Carterville Road, Edwards, CO, and video conference

### ATTENDANCE

**Board members present in person:** Cheryl Foley, President; Terrence Boyle, Vice President; Richard Saxby, Treasurer; Harry Jasper, Secretary

**Board members present via video conference:** Ellen Alexander, Assistant Secretary/Assistant Treasurer

**Others present in person:** Trevor Broersma, CMD General Manager; Paula Kurtz, CMD HR and Finance Administrator; Hugh Fairfield-Smith, Fire Management Officer, Eagle Valley Wildland; Norbert Becker; Susanne Becker; Debbie Brady

**Others present via video conference:** Alan Pogue, CMD Legal Counsel; Kayla Enriquez, CMD Legal Counsel; Margaret Henderson of CliftonLarsonAllen; Traci Macnamara McCoy, CMD Communications Manager; Brad Caldwell; Paige Cumming; Pam Horan-Kates; Chuck Jackson; Mike Mears; Jerry Nichols

### CALL TO ORDER / DECLARATION OF QUORUM

Director Foley called the meeting to order at 9:01 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 Boyle made a motion to approve the agenda for August 9, 2024. Director Saxby seconded the motion; all approved. Director Saxby made a motion to approve the consent agenda, seconded by Director Jasper. All approved, motion passed unanimously.

### DISCUSSION ITEMS

#### WILDFIRE MITIGATION AND CONTROLLED BURNING

Hugh Fairfield-Smith from Eagle Valley Wildland (EVW) described 3 areas within Cordillera that EVW has recommended for fire mitigation through prescribed burns, as discussed at the June board meeting: (1) in the Ranch area west of Squaw Creek Road, between Bearcat Stables and the Equestrian Center, (2) in the Summit and (3) in the Territories. The [burn area maps](#) are available on the [CordilleraLiving.com](#) website.

He again explained how the burns would be conducted, the safety of the process, and the benefits the burns would provide, including new vegetation growth and valuable new food sources for wildlife. The burns are currently targeted to occur in late October, subject to the approval of the Board at its October meeting. Hugh answered questions from both the Directors and the public. General Manager Trevor

Broersma encouraged members of the public to contact him with any questions they may have about this effort.

### **FINANCIAL UPDATE**

Treasurer Richard Saxby reported that, as of the end of June 2024, operating revenues (mostly taxes and interest) were slightly ahead of budget, and operating expenses were slightly under. The capital program was also on target.

### **2023 AUDIT BOARD RATIFICATION**

HR and Finance Administrator Paula Kurtz reported that the 2023 audit had been completed and filed with Eagle County by the July 31 deadline. For the second year in a row, the audit was clean and contained no deficiencies.

Director Foley called for a motion to ratify the filing. Director Saxby made the motion, and Director Alexander seconded. The Board approved the audit unanimously and ratified its filing with the County.

### **FRONTSTEPS UPDATE**

Broersma and Kurtz reported that FRONTSTEPS (the new gate access software) has now been fully launched. As has been explained over the last several months, all property owners must now use FRONTSTEPS to issue personalized guest passes for visitors to their homes. The data provided by property owners (guests' names, dates and times of their access, etc.) will be available in the gatehouses to allow entry when the guests arrive at the gates during their stay. Help is available to residents who have problems registering with FRONTSTEPS or managing the app at [CordilleraLiving.com/Frontsteps](http://CordilleraLiving.com/Frontsteps).

### **CORDILLERA COMMUNITY ROAD RULES AND VIOLATIONS POLICY**

As discussed in the June meeting, Board President Cheryl Foley reported that speeding and other reckless driving remains a problem within Cordillera and, if anything, has gotten worse. Foley then introduced a proposed new Cordillera Road Safety Rules and Violations Policy which, with the participation and cooperation of the Cordillera Valley Club, would require residents, Club members, and staff who violate speed limits or engage in other reckless driving to enter the Cordillera communities through the guest access lanes at each gatehouse instead of through the homeowner lane. Restrictions to access will be applied to all vehicles associated with the person in violation for defined periods of time that increase with each violation.

After discussion with the Board and the opportunity for public comment, Director Alexander motioned to approve the policy, and Director Boyle seconded. All Board members approved the draft Cordillera Road Safety Rules and Violations Policy as written.

### **PUBLIC COMMENT**

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

### **ADJOURNMENT**

With no further business before the Board, the meeting was adjourned at 10:36 a.m. with a motion by Director Jasper, seconded by Director Saxby.



**CORDILLERA**  
Metro District

# MEETING MINUTES

## REGULAR BOARD MEETING

DATE: Friday, October 11, 2024  
TIME: 9:00 AM  
LOCATION: 408 Carterville Road, Edwards, CO, and video conference

### ATTENDANCE

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

**Board members absent but excused:** Terry Boyle, Vice President

**Others present in person:** Trevor Broersma, CMD General Manager; Paula Kurtz, CMD HR and Finance Administrator; Hugh Fairfield-Smith, Fire Management Officer, Eagle Valley Wildland

**Others present via video conference:** Alan Pogue, CMD Legal Counsel; Margaret Henderson of CliftonLarsonAllen; Traci Macnamara McCoy, CMD Communications Manager; Mike Autera; Paige Cumming; Bill Farley; Chuck Jackson; Jerri More; Melissa Murphy; Greg Murphy; Jerry Nichols; Carole Schragen

### CALL TO ORDER / DECLARATION OF QUORUM

Director Foley called the meeting to order at 8:59 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 Saxby made a motion to approve the agenda for October 11, 2024. Director Alexander seconded the motion; all approved. Director Jasper made a motion to approve the consent agenda, seconded by Director Saxby. All approved, motion passed unanimously.

### DISCUSSION ITEMS

#### WILDFIRE MITIGATION AND CONTROLLED BURNING

Hugh Fairfield-Smith from Eagle Valley Wildland (EVW) referenced EVW's previous recommendation that three areas within Cordillera will undergo a wildfire mitigation process called a "prescribed burn," where a contained section of land is set on fire and carefully managed, extinguished, and subsequently monitored by firefighters. This topic was presented first in the June CMD Board meeting and again in August. Fairfield-Smith again explained how the burns would be conducted, the built-in safeguards of the process, and the benefits the burns provide, including healthy revegetation and new food sources for wildlife. He stated that, subject to Board approval, two of the burn areas (those in the Summit and Territories) are targeted to occur in mid to late November, while the third area (the Ranch area west of Squaw Creek Road, between Bearcat Stables and the Equestrian Center) will be delayed until 2025. The [burn area maps](#) are available on the CordilleraLiving.com website's wildfire mitigation page.

Fairfield-Smith answered questions from Directors, and the public was given the opportunity to comment. After considering the information provided to the Board by Mr. Fairfield-Smith in the two earlier Board meetings in addition to the information and discussion in this meeting, Director Foley called for a motion to approve the prescribed burns. Director Jasper moved, and Director Saxby seconded; the Board unanimously approved moving forward with all three prescribed burns.

Information will be sent out to the community as the time for these burns approaches and when CMD's General Manager Trevor Broersma is available to answer any questions that may arise.

### **FINANCIAL UPDATE**

Treasurer Richard Saxby reported that as of the end of August 2024, CMD's financials show that both revenues and expenses were slightly over budget in both the operating and capital funds. Additionally, a preliminary end-of-year projection shows that CMD's 2024 operating budget deficit could be substantially reduced if no surprises arise during the next 3 months.

### **MANAGEMENT TEAM REPORT**

General Manager Trevor Broersma gave the management report, updating the Board on 2024 road projects, fleet operations, and public safety activities. He highlighted employees Nathon Goff, CMD's new Public Safety Manager, and Patrick Telles from Community Operations. Goff joined the meeting and provided the Board with updates on Public Safety issues, including the new dispatch room that contains new and improved camera feeds of Cordillera roads and facilities for security monitoring.

### **2025 BUDGET DRAFT REVIEW**

GM Broersma presented preliminary 2025 operating and capital budgets. Key assumptions include:

- CMD property tax increase of 5.5%
- Decreases in interest revenue from 2024 levels
- Overall wage increases averaging approximately 5.2%
- Health insurance increases and policy revisions
- Capital updates and repair of the Divide gatehouse, including building exterior, irrigation, electric, fiber, landscaping, signage, roadway, curbs, and gutters
- Routine road and fleet capital programs and a new capital reserve study
- \$100,000 for wildfire mitigation/matching grants; \$50,000 for tree health and hazard tree take-downs

The official 2025 budget hearing will take place at the December 13, 2024, Board meeting.

### **PUBLIC COMMENT**

Director Foley opened the session for public comment at 11:00 a.m. Board members listened to comments and responded to questions from the public.

### **ADJOURNMENT**

With no further business before the Board, the meeting was adjourned at 11:12 a.m. with a motion by Director Saxby, seconded by Director Alexander.