

BOARD MEETING

February 11, 2022



CORDILLERA

Metro District



MEETING AGENDA

DATE: FRIDAY, FEBRUARY 11, 2022

TIME: 9:00AM

LOCATION: Video Conference Only

STATE OF COLORADO) COUNTY OF EAGLE) SS.

BOARD MEETING

Due to the threat of health and safety posed by the COVID pandemic, this meeting is being held via Zoom. To register for the meeting click [here](#). Once registration is complete, you will an email with instructions on how join the call.

BOARD OF DIRECTORS

David Bentley, President – May 2022 | Gene McGuire, Vice President – May 2022

Cheryl Foley, Treasurer – May 2022 | John Van Deusen, Secretary – May 2023

Dan Roberts, Asst Secretary/Asst Treasurer – May 2023

CALL TO ORDER - 9:00AM

- Call to Order
- Declaration of Quorum/Director Qualifications/Disclosure
- Approval of Agenda
- Approval of Consent Agenda
 - January 10th Meeting Minutes

DISSUSSION ITEMS – 9:10AM

- Financial Update – Cheryl Foley, Board Treasurer
- Resolution to Establish Committee Overseeing Fiduciary duties for 401 (a) and 457 (b) Plans – Paula Kurtz Office Administrator
- Divide Open Space Wildland Fire Partnership – Hugh Fairfield-Smith, Wildland Coordinator, Eagle River Fire Protection District
- Management Team Update – Trevor Broersma, General Manger
- General Manager Performance Plan – Cheryl Foley
- May 2022 election items - David Bentley President, CMD
 - Forum dates & format
 - Candidate bios format & policy
 - Moderator selection

PUBLIC COMMENTS – 11:00 AM

CMD welcomes public comment.

EXECUTIVE SESSION – 11:30AM

- Executive Session pursuant to Section 24-6-402(4)(b), C.R.S. to discuss personnel matters.

ADJOURN – 12:00PM

NOTICE IS HEREBY GIVEN that the Board of Directors of the Cordillera Metropolitan District will hold a meeting. CMD is required to meet a 24-hour posting requirement unless in the event of an emergency. By Order of the District, David Bentley.



Management Report

2021 Year in Review

February 11, 2022

Administration

CMD all staff holiday party was hosted at Creekside Clubhouse & Grill. After a successful year amid COVID restrictions and staff changes, employees and their significant others enjoyed an evening of fun with a fantastic dinner, drinks, and laughter.

Staffing

This past year 24 % of our staff celebrated a significant number of service milestones. Employees were honored in October and received service awards based on number of service years.

- Salvador Garcia – Community Operations – 25 Years
- Joanne Kelley – Public Safety – 20 Years
- Ray Wolfe – Public Safety – 20 Years
- Bill Morris – Public Safety – 15 Years
- Antonio Garcia – Community Operations – 15 Years
- Trevor Broersma – Administration – 5 Years
- Mike Hyslop – Community Operations – 5 Years
- Bob Roman – Public Safety – 5 Years
- Manny Rodriguez – 5 Years

Current Staff Breakdown by Department

- Administration – 3 Full-time
- Community Operations – 12 Full-time, 1 Part-time
- Public Safety – 15 Full-time, 2 Part-time
- Equestrian Center – 3 Full-time, 4 Part-time

Safety and Training

- Staff completed defensive driving training in Brighton.
- Staff completed traffic calming flagger certification.
- CPR and First Aid Training for all staff is happening now through February.

Human Resources

- Completed Open Enrollment program for 2022 with emphasis on education and individual benefit opportunities and needs.
- Developed and implemented new staff performance review process.
- Conducted a compensation and benefits analysis utilizing valley and state comparative data.
- Developed and implemented a professional development process.

- Began a retirement plan compliance audit and plan review to be completed in 2022.
- Onboarded 9 new staff members since June 2021.

Finance

- Clifton Larson Alan (CLA) did a great job at reviewing, reconciling, and updating our 2021 financials. We have revised and improved accounting methods, implemented checks and balance processes, and adopted additional governmental accounting best practices..

Community Outreach

- **Website Update** - CMD staff is working hard along with CPOA to produce a joint website that focuses on homeowner and staff ease of use and improves the efficiency of navigation for contractors, realtors, and DRB. The group is hoping for an early May launch date.
- Published Cordillera Connection and news blasts as necessary to keep the community aware of Metro District concerns, operations, and events.
- Researched and responded to inquiries from DRB administrators, architects, realtors, contractors, service providers, and community members regarding land use, zoning, platting, approval processes, on-going projects, governance, rules of the road, etc.

Equestrian Center

Barn Updates

- The barn is currently fully staffed.
- Barn staff are excited to be working with the new barn horses and training to prepare for the upcoming lesson program.

Fun Facts of 2021

- The upper indoor arena was utilized by boarders and trainers more than 1,700 times last year.
- Our oldest horse celebrated his 29th birthday last year, there are 10 horses over the age of 20 currently at the barn.
- 3 boarders and 1 trainer will be celebrating their 20th year here at the barn in 2022.
- There is 8,178 feet of 3-5 strand fencing to maintain on the property which = 6.05 miles if stretched into a single line of fence.

Boarding Statistics

Stall Horses:	Outside Paddock Horses:
Property Owners –4	Property Owners –8
Non-Property Owners –10	Non-Property Owners – 5
Horses Anticipated or on Waiting List – 5	Horses Anticipated or on Waiting List – 1

Equine Experiences- available beginning March 1st

- **Lessons:** Private, Semi-Private, Small group.
 - 6-10 yrs.- 45 minutes: vaulting or riding depending on age and size of rider.
 - 10+ yrs.- 60 minute: riding, groundwork, or vaulting.

- **Individual Riding Experiences:** 1-3 participants. All levels, but members of a group must be at a similar skill level.
 - A unique equine experience will be planned and designed around the individual's or group's interests and riding ability.
 - Potential experiences are arena games, horse yoga, liberty work, obstacles, trail riding, etc.
 - 2-3hrs in length.
 - Availability dependent on the weather.
- Along with lessons this summer, property owners, will be able to enjoy coming down to the barn to meet and feed treats to a couple of friendly pygmy goats and Quincy the mini.

New Barn Horses



Emmett - 20yr old Paint Gelding



Cinnamon - 13yr old Appaloosa Mare



Saber - 8yr old Arab Pony Gelding

Community Operations

2021 Road Program

- Squaw Creek multiuse path was created adding 2.25 miles of path.
- Fenno overlay and multiuse path was completed adding an additional 1.5 miles to the multiuse path.
- Operations team spent 39 days snow plowing.
- Facilities completed 750 work orders.
- 187,218 Linear Feet of roads were striped.
- Road Crew cleaned & blew out 43 culverts.
- Operations team replaced footing and leveled the lower riding arena at the equestrian center.
- Complete remodel of the community gardens.
- New irrigation pumps as well as aerators installed at Grenada Pond.
- Complete remodel of irrigation feeding the dog park as well as the community gardens.
- 75.5 Tons of debris removed from Squaw Creek & Highway 6 clean up.
- 258.7 Tons of landscape debris was picked up and hauled away.
- 969 Strands of holiday lights were installed.
- 268 Fire Hydrants cleared of snow.

Fleet

- Community Operations Mechanics Completed over 147 work orders.
- Community Operations vehicles traveled a total of 79,631 miles.
- Public Safety vehicles traveled a total of 45,692 miles.

Trails and Fishing

- 180 fly fishing passes have been given out year to date.
- 46 fly fishing orientations have taken place through Vail Valley Anglers.
- 800 lbs. of fish food have arrived for winter feeding.
- All trails are open for hiking.
- Widened and enhanced the Territories Trail for grooming.
- Stocked fish in Granada, Red Draw & Bearden Ponds.
- Stairs at Trailhead Loop were removed and replaced.
- 143 Acres of trails were treated for weeds.
- 53 trees felled.

Public Safety

- Welcomed 448,816 vehicles through the gates.
- Responded to 743 Calls.
- Temporary passes issued: Divide Gate 15,394, Ranch Gate 22,258.
- Issued 500 bicycle permits.
- Managed 50 trailer parking spaces.
- Basic Training Public Safety 480 hours, including new protocols for radio usage, hazardous materials response, medical response, motor vehicle crashes, radio systems.
- Additional Public Safety training of staff 350 hours including Incident command training courses, Wildland fire training, Wildlife deterrent methods and techniques, additional driver training courses.
- Cordillera Public Safety activities conducted:
 - Renaming of Cordillera Public Safety Officer to Cordillera Public Safety Agent. This was done due to the wide variety of duties and tasks that they perform.
 - Promoted Ashley McKinzie and Anthony Stewart to Training Agents.
 - Conducted a Gated Communities security and networking meeting.
 - Revised and implemented Public Safety Driving courses.
- Cordillera participates in a web based international network to measure and map precipitation (rain, hail, and snow). The system is known as CoCoRaHS which is an acronym for the Community Collaborative Rain, Hail and Snow Network. CoCoRaHS was a conception of the Colorado Climate Center at Colorado State University following a severe flood event in the Fort Collins area in 1998. Each Cordillera gate house measures snow and precipitation, including the amount of precipitation in fallen snow, and posts that information on the CoCoRaHS website each morning. This information is then available for those interested to view.

This also gives us a tool to track snowfall amounts in Cordillera so that property owners can estimate things like the number of snow days when contracting for snowplow services.

- Snow total: Divide Gate 48.6 inches, Ranch Gate: 53.1 inches
- Total Precipitation: Divide Gate: 14.14, Ranch Gate: 14.65

Cordillera Public Safety Calls for Service in 2021: 743

	YTD		YTD
Alarms	143	Property damage	15
Animal issue: non wildlife	17	Resident complaint	4
Assist Outside Agency	10	Resident/contractor assist	67
Complaint (not noise)	2	Safety detail	1
Domestic trouble	1	Service call	5
Escort	76	Smoke report	1
Fire	3	Suspicious activity	18
Lost/Found Property	1	Traffic safety detail	2
Medical response	16	Traffic violation	1
Miscellaneous	4	Trash violation	42
Noise complaint	16	Trespassing	14
Open door/window	3	Vandalism	0
Open garage door	125	Vehicle crash	14
Parking	122	Welfare check	2
		Wildlife issue	18

Meet Our New Management Team Members



Mike Bosley – Public Safety Manager

Mike is a Colorado native who brings extensive law enforcement and public relations experience to his new position with the Metro District. He has degrees in Criminal Justice and Criminal Justice Investigations, and he is certified in Colorado Police Officer Standards.

Before joining Cordillera, Mike spent 35 years with the Eagle County Sheriff's Office. Mike recently retired as a Captain of patrol where he provided oversight and training for K-9 Units, patrol personnel, SWAT Operations, and the Criminal Interdiction Unit.

He is skilled in law applications, protection and security, infrastructure, networking, and community outreach, and was tasked with operations and security oversight during Vail and Beaver Creek's three World Cup Alpine Ski Championships. Mike is excited to bring his law enforcement and management experiences to the Public Safety team.

Mike and his wife have 2 children and reside in the Eagle area.



Sam Lazar – Community Operations Manager

Sam began his career with Cordillera in 2018 as a Facility Technician. He eventually shifted to an assistant operations project manager role where he was able to utilize his experience and skills in carpentry, project and organization management, and equipment operations to complete various projects such as the community gardens and dog park irrigation remodel, the bike path on Fenno and Cordillera Way and Squaw Creek Highway Clean-up before being promoted to the Community Operations Manager in June of 2021.

Before joining the Metro District team in 2018, Sam spent time working in the construction industry as a lead carpenter and fence fabricator for a large construction company and as a procurement specialist in the healthcare industry. In addition to experience in the construction and healthcare industry, Sam also holds a degree from Star Culinary Academy in Culinary Arts and enjoys all things food.

Originally from Long Island New York, Sam relocated to the Valley in 2016 where he met his wife, Cheryl. Sam and Cheryl currently reside in Eagle Vail with their dogs Tank and Ellie and spend lots of time camping, hiking, traveling, and snowboarding.



Paula Kurtz – Office Admin

Paula joined the Metro District team in March of 2021 as an administrative specialist. Staffing shortages at the time had her moving initially between front desk duties and working with Public Safety, where she quickly gained insight into the nuance of Metro District operations. She has since settled into a much more focused role, where she oversees Human Resources, Finances and General Administration for the District.

Originally from Pennsylvania, Paula's early career was spent in the building supply and motorcoach and travel industries, where she held positions in accounting, sales, purchasing, inventory management, and group travel services. In 1999, she took a job

with Ten Thousand Villages, a non-profit fair trade retail organization with over 120 stores around the country and was eventually promoted to the position of National Sales Director. The beauty of the mountain west was calling however, and in 2009 Paula moved to Colorado. She worked for 5 years as a sous chef for a luxury fly fishing ranch near Creede, which allowed her to travel around the country in the off seasons. Having grown up skiing in Vail, Paula eventually settled in the Vail Valley and in 2015 she joined the Gallegos Corporation where she worked in accounting and then in Human Resources, overseeing employee relations, recruiting, benefits, and payroll for a staff of approximately 325.

Paula holds a degree in Business Management and a SHRM-CP certification in Human Resources. She resides in Eagle and enjoys traveling, hiking, reading, cooking, and spending time with her 4 nieces and 3 nephews.