

BOARD MEETING

April 8, 2022



CORDILLERA

Metro District



MEETING AGENDA

DATE: FRIDAY, APRIL 8, 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
 - February 11th Meeting Minutes

DISSUSSION ITEMS – 9:10AM

- Financial Update – Cheryl Foley, Board Treasurer
- Management Team Update – Trevor Broersma, General Manager
- Sewer Lift Station Discussion – Trevor Broersma, General Manager
- Resolution to Develop and Implement Bylaws – David Bentley, President CMD
- Director Appreciation – Trevor Broersma, General Manager

PUBLIC COMMENTS – 10:30 AM

CMD welcomes public comment.

ADJOURN – 11:00 AM

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

April 8, 2022

Administration

Staffing:

Recruitment is open for the following positions:

- Communications Specialist
- Public Safety Supervisor
- Open Space Technician
- Patrol Agent
- Barn Hand: Part-Time

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:

- All CMD staff are now certified in AED/CPR thanks to training by Bill Morris, PS Shift Lead.
- Our in-house safe driving course was updated and revised by Mike Bosley, PS Manager, and Bill Morris, PS Shift Lead. The revised course was approved by SDACO (Special District Association of Colorado) as part of our safety training curriculum. This approval allows us to utilize the course to meet the safety training credits needed to qualify for discounts on our Worker's Compensation premiums. Staff will complete the new training course this spring.
- Cliff Simonton attended the 2022 Rocky Mountain Land Use Institute Conference, sponsored by Denver University College of Law. Topics included Evolving Transportation Options and Issues, Ethical Considerations of Impact Fees, Wildfire Hazard Planning, Equity in Zoning, and Short-Term Rental Issues in Mountain Communities.

Human Resources

- Completed service center transfer and update on ADP HRIS and Payroll system.
- Completed Health Insurance compliance audit.
- Developed and implemented a new employee performance evaluation and review process.
- Provided guidance and direction to ensure completion of all employee performance reviews including self-evaluations.
- Created and monitored (ongoing) professional development plans for 2 current employees.
- Compiled and submitted data to compensation surveys from Employers Council and Society for Human Resources Management of the High Rockies.
- Created and/or revised Job Descriptions for newly posted positions.
- Current and Upcoming HR Tasks and Projects
 - Flexible Spending Account Reconciliation and Audit – 2021

- Review and development of strategy for new Colorado FMLI (Family and Medical Leave Insurance Program) Law that takes effect in 2023.
- Benefit Strategy for 2023
- Management of Worker's Compensation claims
- Create and implement Onboarding and Employee Retention Program and Strategy
- Cost of Hire/Turnover Tracking development and review

Finance

- Audit is scheduled for April 18th - 22nd
- Staff has estimated budget numbers by month to reflect more accurate monthly budget comparisons on the monthly financials.
- Monthly Financials are now being review and posted on the website each month.

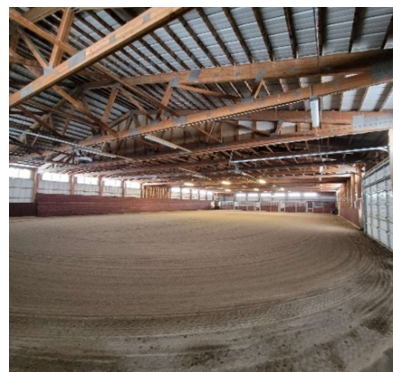
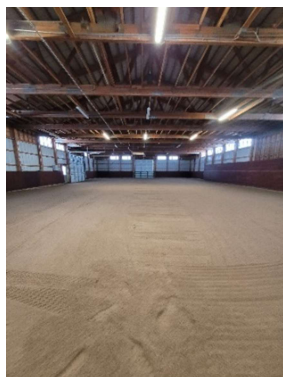
Community Outreach

- Hosted Community open house to display renderings and answer questions regarding the Ranch Gatehouse project.
- Continued work with CPOA staff 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 shooting for a May launch date.
- Published Cordillera Connection and news blasts as necessary to keep the community aware of Metro District projects, operations, and events, with significant focus on the up-coming CMD Board election.
- Conducted two public forums allowing CMD Board candidates to answer questions from the community.
- Responded in timely fashion to inquiries from administrators, architects, realtors, contractors, service providers, and community members regarding on-going projects, governance, rules of the road, easements, plats, zoning, and associated approval or entitlement processes.

Equestrian Center

Barn Updates

- Snow is melting quickly, keeping staff busy with water, mud, and ice mitigation.
- As of March 21st, except for severe inclement weather, staff will no longer be feeding the elk herd for this season.
- Staff spent a lot of time this winter fixing fence. The older elk tend to use the gates or jump the fences coming and going from the paddocks with ease, whereas the babies get flustered and run through the fence tearing it down daily. The elk herd was unique this winter as it consisted of many more weanlings and yearlings than usual, this led to a higher-than-average amount of damage to the fences.
- Paddock scraping will begin as soon as the snow melts and the paddocks dry out.
- Lower arena improvements completed- this project consisted of new sand arena footing, staining the stall fronts and the wood portions of the arena walls, and the removal of old insulation from a section of the roof.



Lesson Program

- A limited number of lessons are being scheduled for April as we continue to work with the new lesson horses and prepare for full scheduling of lessons beginning in May.
- Dominique is taking her Certified Horsemanship Association (CHA) English and Western Riding Instructor Re-Certification clinic at the end of April.
 - The Certified Horsemanship Association is a non-profit membership association founded in 1967.
 - The CHA certifies equestrian professionals, accredits facilities, and provides resources to programs and equine professionals in the form of published industry standards for equestrian programs, student horsemanship manuals and equine professional manuals.
 - The mission statement for CHA is to promote excellence in horsemanship safety and education for the entire horse industry.
 - Utilizing CHA standards for the CEC riding program, ensures that all horse related education offered at the equestrian center is safe, consistent, and up to date with industry standards.
- Additional barn staff will be training for their CHA Riding Instructor Certification and will be scheduled for Certification Clinics later this year.

Boarding Statistics

Stall Horses: Property Owners –4 Non-Property Owners –10 Horses Anticipated or on Waiting List – 3PO, 1NPO	Outside Paddock Horses: Property Owners –8 Non-Property Owners – 5 Horses Anticipated or on Waiting List – 1PO, 5NPO
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CMD Horses



Community Operations

Project Management

- Finalized plans for Ranch Gatehouse guest lane cover, incorporating comments received at open house.
- Completed plans and obtained necessary County permits for the replacement barn at Bearcat Stables.
- Bid packet assembled and distributed to interested contractors for Ranch Gate house landscaping. Bids have been received; a contractor has been selected.
- For future consideration staff is collecting information regarding employee housing options on CMD land. Staff has requested clarification of the Cordillera PUD from Eagle County concerning employee housing options on Carterville Road.

2022 Road Program

- 28 Plow days.
- 192 Tons of Salt
- Management attended Salt Usage webinar for best practices for efficient material application.
- 29 Facility work orders completed.
- Remodel of lower riding arena completed (paint, removal of insulation, heaters installed).
- Painted upper indoor riding arena.

Fleet

- Community Operations Mechanics Completed over 31 work orders.
- Wazee Crane Repaired the 5-ton overhead crane in mechanic's bay.
- New tire mounting machine installed.
- 34 Car Wash Classes Given.

Trails and Fishing

- Trails groomed 28 times.
- 48 Fish relocated from Bearden Ponds in preparation for remodel.
- 29 Miles of trails Hiked.



Public Safety

- New Public Safety training manual and training procedures was developed for Public Safety Agent.
- 2 current PS agents are now acting as “training agents and mentors” to develop new employees in order to provide consistency of service.
- Have met with Colorado Parks Wildlife/suggestions with elk mitigation.
- Welcomed 111,958 vehicles through the gates
- Responded to 326 Calls for Service January-March
- Temporary passes issued: Divide Gate 3001, Ranch Gate 4615
- Issued 0 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 and CPR/1st AID.
- 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.
 - **Snow total: Divide Gate 40.0 inches, Ranch Gate: 33.5 inches**
 - **Total Precipitation: Divide Gate: 3.16, Ranch Gate: 4.11**

Cordillera Public Safety Calls for Service January-March 2022,

	YTD		YTD
Alarms	35	Property damage	1
Animal issue: non wildlife	4	Resident complaint	1
Assist Outside Agency	2	Resident/contractor assist	27
Complaint (not noise)	1	Safety detail	1
Domestic trouble	1	Service call	1
Escort	0	Smoke report	1
Fire	2	Suspicious activity	8
Lost/Found Property	1	Traffic safety detail	4
Medical response	5	Traffic violation	2
Miscellaneous	1	Trash violation	151
Noise complaint	3	Trespassing	14
Open door/window	1	Vandalism	1
Open garage door	26	Vehicle crash	5
Parking	32	Welfare check	2
Cordillera CCR Violations	3	Wildlife issue	3
Disturbance	1	Hazardous Condition	3

New Management Team Members



Jay Vestich – Community Operations Supervisor

Jay moved to the Vail Area in 2010 after graduating from college at Michigan Technological University with degrees in Mechanical Engineering and Business Management. While in high school and college, he worked in civil construction and the ski racing industry when time permitted. Jay's connections in the ski racing industry led him to the Vail Valley.

After moving to the valley, Jay traveled extensively with the US Ski team as a ski service tech for almost 10 years and worked for various local civil construction companies as an operator and foreman in the off season. Jay was excited to join the CMD Operations Team in December of 2021. He and his fiancé live in Edwards and plan to get married this coming year.



Chris Bate – Cordillera Equestrian Center Supervisor

Chris is originally from Canton, Ohio but the mountains were calling, and he had to listen. He has been in the Vail Valley going on twelve years and couldn't imagine calling anywhere else home. Chris has always had a love for horses and has spent time with them off and on his entire life but never had the chance to make a career out of it.

After spending twenty-three years in the restaurant industry, including some local favorites of the valley such as Sweet Basil, Zino, and the Beaver Creek Chophouse, he decided it was time to move on from restaurants and pursue his passion of working with animals.

Chris joined the equestrian center in September 2021 and was promoted to Equestrian Center Supervisor in November 2021.

Chris and his wife live in Eagle-Vail and have two high energy pups that keep them on their toes. Chris is excited to be a part of the Cordillera family and looks forward to what the future holds for the Equestrian Center.