

# BOARD MEETING

June 10, 2022



# CORDILLERA

*Metro District*



# MEETING AGENDA

DATE: FRIDAY, JUNE 10, 2022

TIME: 9:00AM

LOCATION: Video Conference Only

STATE OF COLORADO) COUNTY OF  
EAGLE) SS.

## REGULAR 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 receive an email with instructions on how join the call.

## BOARD OF DIRECTORS

Cheryl Foley, President – May 2025 | Dan Roberts, Vice President – May 2023

Richard Saxby, Treasurer – May 2025 | Harry Jasper, Secretary – May 2025

## CALL TO ORDER - 9:00AM

- Call to Order
- Declaration of Quorum/Director Qualifications/Disclosure
- Approval of Agenda
- Approval of Consent Agenda
  - 04.22.2022 Meeting Minutes
  - 05.18.2022 Meeting Minutes

## DISSUSSION ITEMS – 9:10AM

- Financial Update – Richard Saxby, Board Treasurer
- 2021 Financial Audit – Paula Kurtz, HR and Finance Admin
- Board Vacancy– Cheryl Foley, Board President
- Website MOU– Cheryl Foley, Board President
- Management Team Update – Trevor Broersma, General Manager
- Sewer Lift Station Resolution – Trevor Broersma, General Manager
- Rules Of the Road Resolution – Cliff Simonton, Planning Manager
- Mill Levy Discussion – Jason Carroll, Managing Principal CLA

## PUBLIC COMMENTS – 11:10 AM

CMD welcomes public comment.

## EXECUTIVE SESSION – 11:40AM

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

## ADJOURN – 12:30PM

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, Cheryl Foley.



# Management Report

## June 10, 2022

### **Administration**

#### **Staffing:**

Recruitment is open for the following positions:

- Operations Worker 2
- 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:**

- Public Safety will participate in our safe driving course June 7-9<sup>th</sup>
- Comm Ops will participate in Confined Space Training in July

#### **Human Resources**

- Welcomed and onboarded Joel Simpson, Trails Technician
- Current and Upcoming HR Tasks and Projects
  - Continue to follow and develop strategy for new Colorado FAMLI (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 complete.
- Monthly Financials are now being reviewed and posted on the website each month.

#### **Community Outreach**

- Continued work with CPOA staff to produce a joint website. The project is complete, and the new site is up and running!
- Published Cordillera Connection and news blasts as necessary to keep the community aware of Metro District projects, operations, and events, with an April earlier focus on the May 3 election.
- 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

- Spring cleaning and scraping of the outdoor paddocks is almost complete.
- Community operations levelled the outdoor arena and barn staff is using a landscape rake to remove rocks from the footing. Once finished it will be ready to go for the year.
- Fencing is in the process of being repaired from winter elk damage.
- Vegetation control practices will be implemented soon to help mitigate wildfire risk.



## Lesson Program

- Dominique spent a week in Denver obtaining her Certified Horsemanship Association (CHA) English and Western Riding Instructor Certification. The certification process involves a grueling week of teaching lessons, riding, and evaluating fellow participants. Two certifiers evaluate participants on professionalism, appearance, horsemanship, riding ability, equestrian knowledge, and ability to teach the assigned topics to 5-6 riders within a 15-minute window.
- Additional barn staff will be training for their CHA Riding Instructor Certification and will be scheduled for Certification Clinics later this year.
- Feedback from property owners who have taken lessons this spring is very positive.
- The Summer Youth Horse Program will begin the week of June 14<sup>th</sup> and run through the week of August 18<sup>th</sup>.

## CEC Summer Horse Camp

This summer the Cordillera Equestrian Center is excited to offer weekly horse camps for youth ages 8-15. This program offers youth the opportunity to interact with horses in a safe, fun, and educational environment. The camp will be taught by Cordillera's own knowledgeable and certified equestrian professionals.

**What's included:** Three fun filled days. Six riding lessons. Unmounted lessons on horse safety, horsemanship, grooming, anatomy, health, husbandry, and routine horse care. Campers will also enjoy fun horse related games activities and mixed media art projects.

**When:** Camp will take place weekly- Tuesday, Wednesday, and Thursdays from 10am (drop off) -4pm (pick up). Camp will be offered:

June 14<sup>th</sup> – June 16<sup>th</sup> (Ages 8-12)  
June 28<sup>th</sup>- June 30<sup>th</sup> (Ages 13-15)

June 21<sup>st</sup>- June 23<sup>rd</sup> (Ages 8-12)  
July 5<sup>th</sup> - July 7<sup>th</sup> (Ages 8-12)

July 12<sup>th</sup> - July 14<sup>th</sup> (Ages 8-12)  
July 26<sup>th</sup> - July 28<sup>th</sup> (Ages 8-12)  
Aug 9<sup>th</sup> – Aug 11<sup>th</sup> (Ages 13-15)

July 19<sup>th</sup> – July 21<sup>st</sup> (Ages 13-15)  
Aug 2<sup>nd</sup> - Aug 4<sup>th</sup> (Ages 8-12)  
Aug 16<sup>th</sup> – Aug 18<sup>th</sup> (Ages 8-12)

**Cost:** \$675.00/week- Payment is due at the time of registration. To accommodate as many Cordillera Homeowners as possible, each child may only be registered in one camp in advance. If interested in additional weeks, please request to be added to the waiting list for those camp dates.

Space is limited to 3 children per week. Cordillera Homeowner's will receive priority enrollment for camp spots. A waiting list will be maintained for Homeowner's wanting to enroll in additional weeks and non-property owners to ensure open spots are filled when available.

### **Boarding Statistics**

|                                                                                                                        |                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Stall Horses:<br>Property Owners –4<br>Non-Property Owners –10<br>Horses Anticipated or on Waiting List<br>– 3PO, 2NPO | Outside Paddock Horses:<br>Property Owners –8<br>Non-Property Owners – 6<br>Horses Anticipated or on Waiting List –<br>1PO, 5NPO |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|

## **Community Operations**

### **Project Management**

- Bearden Ponds reconstruction underway and on schedule.
- Bearcat Stables Barn construction underway and on schedule.
- Ranch Gatehouse remodel and landscaping underway and on schedule. Guest lane roof package ordered from Montana; kit assembly contractor selected from Kremmling.

### **2022 Road Program**

- 33 Plow days.
- 490 tons of millings hauled from Dowds Junction to Bearcat Stables for backfilling foundation.
- 615 feet of fencing repurposed from gatehouse for bearcat fence due to supply chain issues.
- 700 ft of conduit has been laid and backfilled in preparation for gatehouse.
- New Curb & Gutter poured at Gatehouse.
- Landscaping/Electrical/IT remodel at gatehouse on schedule to begin June 1<sup>st</sup>.
- Paving of Webb Peak/Carterville/Bike Path scheduled to begin June 15<sup>th</sup>.
- Garden Bed/ Dog Park irrigation is completed with new smart heads with designated water meter supported by Eagle River.
- Manager is attending a 30-hour OSHA training course.
- 54 Facility work orders completed.

### **Fleet**

- Community Operations Mechanics Completed over 51 work orders.
- 61 Car Wash Classes Given YTD.
- 2 New public safety vehicles have been delivered; retrofitting has begun.
- Operations - 8,874.8 Gallons of fuel YTD.
- Public Safety – 2,482.3 Gallons of fuel YTD.
- 27,687 Miles driven YTD.

### **Trails and Fishing**

- Trails groomed 37 times.
- 115 fish relocated from Bearden Ponds with help from Tom Stoffel.
- 57 Miles of trails hiked.
- 62 trees felled.

## Public Safety

- 2 current PS personnel are training agents and are mentors to develop new employees to provide consistency of training and service.
- Continue to meet with Colorado Parks Wildlife with suggestions and elk mitigation.
- Working relationship with Diamond Star/Evac route and Memorandum of Understanding.
- Welcomed 109,184 vehicles through the Divide and Ranch Gates during March-May
- Responded to 376 Calls for Service March-May
- Temporary passes issued: Divide Gate 2976, Ranch Gate 3666
- Issued 7 bicycle permits March-May
- 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.
- Driver training courses are scheduled June 7, 8, 9.
- Completed CPR/1<sup>st</sup> AID classes for Public Safety staff, and in the future developing a course for residents.
- 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 28.0 inches, Ranch Gate: 16.7 inches**
  - **Total Precipitation: Divide Gate: 3.92 Ranch Gate: 4.37**

### **Cordillera Public Safety Calls for Service March-May 2022,**

|                            | YTD |                            | YTD |
|----------------------------|-----|----------------------------|-----|
| Alarms                     | 48  | Property damage            | 8   |
| Animal issue: non wildlife | 6   | Resident complaint         | 1   |
| Assist Outside Agency      | 2   | Resident/contractor assist | 23  |
| Complaint (not noise)      | 1   | Safety detail              | 5   |
| Domestic trouble           | 1   | Service call               | 1   |
| Escort                     | 2   | Smoke report               | 1   |
| Fire                       | 1   | Suspicious activity        | 13  |
| Lost/Found Property        | 2   | Traffic safety detail      | 12  |
| Medical response           | 3   | Traffic violation          | 1   |
| Miscellaneous              | 3   | Trash violation            | 146 |
| Noise complaint            | 1   | Trespassing                | 1   |
| Open door/window           | 4   | Vandalism                  | 1   |
| Open garage door           | 38  | Vehicle crash              | 1   |
| Parking                    | 29  | Welfare check              | 2   |
| Cordillera CCR Violations  | 4   | Wildlife issue             | 1   |
| Disturbance                | 1   | Hazardous Condition        | 9   |

## **New Management Team Member**

Bill Morris has been promoted to Public Safety Supervisor. Bill has worked with the Cordillera Metro District public safety team for the past 16 years.



Bill was born and raised in Andover Massachusetts and moved to Colorado in June 2001. After graduating High School Bill worked for a local hospital as both an Emergency Room Technician and Patient Care Technician on a Medical Surgical floor. He attended North Shore Community College where he received his certification as Emergency Medical Technician.

Chasing a lifelong dream, Bill moved to Colorado to work for Orvis as a Fly-Fishing guide. Over a period of 5 years Bill logged over 800 trips as a guide and has taught 100's if not 1000's more the art of fly-fishing. After retiring from guiding Bill came to Cordillera Public Safety, while also working at the Beaver Creek General Warehouse as Assistant Manager. Bill started with Cordillera on overnight patrol and eventually moved to evening patrol and gate duties. Over the last 10 years while still doing occasional patrols and responding to calls, Bill has primarily been stationed at the Ranch Gatehouse. Over the last few years Bill has worked to implement a standardized training program for new Public Safety Employees, Driving Safety Courses and helped standardize Public Safety Procedures and Protocols. He is a Red Cross Certified First Aid and CPR instructor and commonly teaches classes for both Property Owners and Employees.

In addition to Fly-fishing, Bill has also played guitar since High School and is in the process of learning piano. He enjoys photography and has spent the last few years collecting photos for an eventual Coffee Table book filled with images of old cabins and Buildings of the west. Though not living in New England he is still a die-hard New England sports fan.

Bill is the father of two sons, Web 12, and Cooper 10, and in the summer, they can often be found exploring Jeep roads throughout the Valley, chasing trout, or exploring out of the way places.

# Employee Spotlight



Salvador Garcia  
Cordillera Metro District – 26 Years

Salvador Garcia was born in Zacatecas, Mexico on July 10<sup>th</sup>, 1960. He moved to the Chicago area at the age of 17 where he started his career as a chef in a restaurant for 3 years before he moved to eagle county in search of a nice place to raise a family. In 1984 while on vacation back in Mexico, Sal met his future wife Lenor at an ice cream truck in park. Sal saw Lenor eating an ice cream cone and asked, “Can I have a bite?”. They were married a year later.

Back in Colorado, Sal was a line cook at Blues restaurant in Vail for 12 years until he was 32 years old and then started working at the Valley Club in Cordillera in 1994. Sal spent the next 2 years building rock walls, maintaining the trees as well as working at the Gashouse Restaurant at night. Sal joined the Cordillera Metro District in 1996.

In 2008 Sal got very sick and was out of work for almost 9 months, the support and devotion he received from the Metro. District as well as the homeowners here at Cordillera is something that he says, “he will hold in his heart forever”.

Sal is 1 of 16 children, 10 sisters and 5 brothers and a devoted father to 5 children, 3 boys and 2 girls.

Sal’s favorite things about working at cordillera was a difficult question for him. When asked his response was simple “I love it all, from operating equipment, learning new things from coworkers to holiday decorations”. His favorite piece of equipment to operate is the mini excavator.

Sal loves telling stories about how much he loved growing up on a farm where Sal’s father instilled in him his tireless work ethic that he still carries with him today. Sal’s manager, Sam Lazar, shared that it “has been an absolute pleasure working and getting to know him, he is the definition of reliable with a truly diligent work ethic that is whole heartedly devoted to the job and people of Cordillera.”