

# BOARD MEETING

OCTOBER 13, 2023



# CORDILLERA

*Metro District*



# ANNUAL MEETING AGENDA

DATE: FRIDAY, October 13, 2023

TIME: 8:30AM

LOCATION: 408 Carterville Rd, Edwards, CO, and Video Conference.

## ANNUAL MEETING

This meeting is being held in person at the CMD Admin Building and via Zoom. To attend this meeting via zoom, you must register for the meeting by clicking [here](#). Once registration is complete, you will receive an email with instructions on how join the zoom call.

## BOARD OF DIRECTORS

Cheryl Foley, President – May 2025 | Terence Boyle, Vice President – May 2027

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

Ellen Alexander, Assistant Secretary/Treasurer – May 2027

## CALL TO ORDER - 8:30AM

- Call to Order
- Declaration of Quorum/Director Qualifications/Disclosure
- Approval of Agenda

## ANNUAL MEETING MATTERS PERSUANT TO SECTION 32-1-903(6)(A), C.R.S. – 8:35AM

*\*\*\*The Board of Directors will not take any official action at this meeting\*\*\**

- Presentation on the Status of Public Infrastructure Projects within the District – Trevor Broersma, General Manager
- Review of Unaudited Financial Statements for the Current Calendar Year – Richard Saxby, Board Treasurer

## PUBLIC COMMENTS – 8:45AM

The board welcomes public comment.

## ADJOURN – 9:00AM

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 deadline unless in the event of an emergency by order of the District Board President, Cheryl Foley.

<sup>1</sup>The Annual Meeting requirement applies to any metropolitan district that meets the following criteria: (i) was declared organized by a court pursuant to Section 32-1-305.5, C.R.S., after January 1, 2000; (ii) that has residential units within its boundaries; and (iii) that is not in inactive status.



# MEETING AGENDA

DATE: FRIDAY, October 13, 2023

TIME: 9:00AM

LOCATION: 408 Carterville Rd, Edwards, CO, and  
Video Conference.

## REGULAR BOARD MEETING

This board meeting is being held in person at the CMD Admin Building and via Zoom. To attend this meeting via zoom, you must register for the meeting by clicking [here](#). Once registration is complete, you will receive an email with instructions on how join the zoom call.

## BOARD OF DIRECTORS

Cheryl Foley, President – May 2025 | Terence Boyle, Vice President – May 2027

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

Ellen Alexander, Assistant Secretary/Treasurer – May 2027

## CALL TO ORDER - 9:00AM

- Call to Order
- Declaration of Quorum/Director Qualifications/Disclosure
- Approval of Agenda
- Approval of Consent Agenda
  - 08.11.2023 Meeting Minutes
  - Resolution Regarding Permit for Construction of Improvements and/or Installation of Utilities in District Rights of Way.

## DISCUSSION ITEMS – 9:15AM

- Financial Update – Richard Saxby, Board Treasurer, Trevor Broersma, General Manager
- 2024 CPOA Service Agreement – Richard Saxby, Board Treasurer, Trevor Broersma, General Manager
- Management Team Update – Trevor Broersma, General Manager
- 2024 Budget Kick off – Trevor Broersma, General Manager
  - 2024 Benefits update – Paula Kurtz, HR, Finance and Office Administrator

## PUBLIC COMMENTS – 11:15AM

The board welcomes public comment.

## ADJOURN – 11:45AM

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 deadline unless in the event of an emergency by order of the District Board President, Cheryl Foley.



# Management Report

## October 13, 2023

### Administration

#### Staffing

- Current Staff Breakdown by Department
  - Administration – 3 full-time, 1 part-time
  - Community Operations – 13 full-time, 1 seasonal
  - Public Safety – 13 full-time, 2 part-time, 1 occasional
  - Equestrian Center – 4 full-time, 2 part-time, 2 occasional

#### Safety and Training

- 29 homeowners completed CPR/First Aid training this year to date. One more class is planned for October 25, 2023.
- The team met our SDA safety training requirements for the 2023 year, earning a 10% discount on our workers compensation renewal.

#### Human Resources, Finance, and Administration

- Recruiting 1 full-time operations worker.
- July and August financials are on the website.

#### Communications

- A new Wildfire Mitigation Insurance Resources packet has been created in response to homeowner need; it was released to the community on October 6 and posted on the website for future reference.
- Drone video footage highlighting 2023 mitigation projects was included in that communication.
- The October Fall Trails Photo Challenge is underway. Community members and CMD staff are submitting beautiful photos. Those who send in top photo submissions will receive cool Cordillera swag.

### Traffic Calming

- Cordillera Way speed limit is **30mph**.
  - In August, we saw **33.0%** of the total cars with speeds 10mph higher than the posted limit.
  - In September, we saw **35.0%** of the total cars with speeds 10mph higher than the posted limit.
- Fenno Drive speed limit is **25mph**.
  - In June, we saw **39.0%** of the total cars with speeds 10mph higher than the posted limit.
  - In July, we saw **38.0%** of the total cars with speeds 10mph higher than the posted limit.
- Variable message signs (VMS) have been placed around the community reminding drivers to slow down.

# Equestrian Center

## **Barn Updates**

- CMD Community Operations has successfully continued capital projects and is currently finishing installing safer fencing for the horses and will complete some new paddocks in the next month. Completed projects include updating electricity and adding new fencing and lighting to the upper paddocks.
- We have scheduled a clinic with Dolly Hannon for October 14-15, 2023. Many boarders will take advantage of the opportunity to get some lessons with a USEF judge and USDF certified instructor. Others from the local horse community will be welcome to audit.

## **Year-Round Lesson and Training Program**

- After-school lessons have taken off after summer camp ended. We are teaching at near-maximum capacity. The Cordillera Equestrian Center is creating horse interest and bringing in new riders.
- As the riding lesson program becomes a community staple, the Equestrian Center is in the process of balancing how many lessons we can offer by adjusting our staffing needs. Keeping the quality of care as high as possible for the boarders remains a priority, so more lessons require more staff. We are experimenting with the demand for lessons and will arrive at the balance for growing the lucrative and community-oriented lesson program.
- We are currently searching for another horse for the lesson program and horse camp. We will adopt or buy a new horse by next spring.
- The training program is at capacity with many horses signed up for full or partial dressage training. The program has drawn in new boarders and will help increase revenue while making Cordillera more than just a boarding stable but also a competitive training destination.

## **Boarding Statistics: October**

Stall Horses: 17	Outside Paddock Horses: 12
Property Owners: 3	Property Owners: 3
Non-Property Owners: 14	Non-Property Owners: 9
Staff: 1	Cordillera school horses: 3

## **Horse Camp Update**

- Horse Camp 2023 debrief is complete, and plans are underway to grow the summer camp for 2024.



**Riding Lessons**



**New fencing and lighting**



**New upper paddocks**



# **Community Operations**

## **Project Management**

- New cow fencing spanning just short of 2 miles on the border of Cordillera has been installed.
- Equestrian Center:
  - New electrical and lighting projects are complete for the year.
  - New fencing spanning 1.1 miles has been added or replaced.

## **2023 Road Program**

- 2023 Road Program paving complete. Granite Springs Trail, Jackson's Path, Powell Court, Saddle Ridge Road, Rodeo Drive were all overlaid with 2" of new asphalt.
- 6.75 miles of road shouldering has been completed.

## **Fleet: Year to Date Statistics**

- Community Operations mechanics have completed 139 work orders.
- 96 car wash classes were given.
- Community Operations has used 12,422.10 gallons of fuel, driven 124,279 miles, and put 3,811 hours on machinery.
- Public Safety has used 4,113.60 gallons of fuel and driven 73,843 miles.

## **Trails and Fishing**

- New trail markers have been added to Cordillera's trails.
- The new CMD Trails Map web app has launched and is in use.
- 147 miles of trails have been hiked and cleared of debris YTD.
- 124 trees have been felled YTD.
- 97 miles of trails have been mowed/weeded YTD.
- Weed spraying in open spaces and rights-of-way is complete.

## **Wildfire Mitigation Initiatives**

- All planned 2023 wildfire mitigation projects have been completed.



**Trail reshaping**



**Road shouldering**



**Scraping paddocks**



**Supporting the fall party**

## **Public Safety**

- Working with a gate access software company to get a final cost and package structure. This will be presented soon to the CMD board and Cordillera community.
- New dispatch software (Tracktik) has been chosen for the Public Safety department. Staff will begin training early November and the Tracktik software will be launched in December.
- Completed Community CPR/First Aid/AED training on September 21, 2023
- Hired 2 Public Safety Agents and have completed training

### **Community Gate Access Statistics: August and September**

- Welcomed 118,421 vehicles through the Divide and Ranch Gates
- Temporary passes issued: Divide Gate 1,718; Ranch Gate 3,121
- Issued 36 bicycle permits

### **Notable Public Safety Calls for Service: August and September**

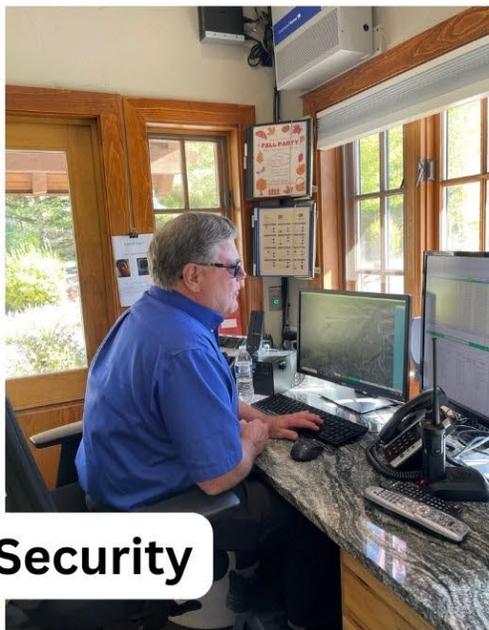
- Responded to 5 medical calls from residents and guests within Cordillera
- Responded to a suspicious person report concerning wildlife; Public Safety and Colorado Parks and Wildlife contacted the individual, who was from out of state, and served notification of trespassing.
- Assisted Aurora Police Department with a missing person report linked to Cordillera
- Responded to a person with mental health crisis/suicidal threats; Public Safety located the individual and assisted the Eagle County Sheriff's Office with the person.
- Responded to numerous calls about bears in the community
- Cleaned and picked up trash/debris that was accessed by bears in the community
- Conducted several traffic safety details with cone placement events to ensure that there was adequate traffic flow
- Patrolled the community during the I-70 traffic closure, deterring people from trying to enter and exit Cordillera via alternate routes

### **Cordillera Public Safety Patrol was dispatched and responded to 161 calls for service August-September 2023.**

	YTD		YTD
Alarms	21	Property damage	7
Animal issue: non wildlife	3	Resident complaint	2
Assist Outside Agency	3	Resident/contractor assist	19
Complaint (not noise)	1	Safety detail	9
Domestic trouble	0	Service call	0
Escort	2	Smoke report	0
Fire	0	Suspicious activity	2
Lost/Found Property	1	Traffic safety detail	2
Medical response	4	Traffic violation	1
Miscellaneous	1	Trash violation	36
Noise complaint	2	Trespassing	4
Open door/window	0	Vandalism	0
Missing Person	2	Intrusion Alarm	20
Open garage door	25	Vehicle crash	2
Parking	19	Welfare check	0
Misc. Cordillera CCR Violations	2	Wildlife issue	5
Disturbance	2	Hazardous Condition	4



**Out on Patrol**



**Divide Gate Security**



**Ranch Gate Security**

## **Employee Spotlights**



Traci Macnamara McCoy has more than 20 years of professional experience writing, editing, and directing digital content production. She's in her element when she's playing with words, but when she's offline, you'll find her playing outside.

From her home base near Vail, Colorado, Traci has written for print and online publications including *Vail Lifestyle*, *EAT*, *Beaver Creek Magazine*, *Vail Health*, *Glow*, and *Vail Valley Home*, among others. While directing all aspects of her writing and editing business, Wee Inspired, LLC, she offered services spanning writing, editing, blogging, website content creation, and social media.

Traci has also previously worked in the education space for companies including SquidBooks, About.com, Grockit, Learnist, and the Water Environment Federation. She co-authored SquidBooks Life Sciences, a winner of the 2022 Textbook and Academic Authors Association's Most Promising New Textbook Award.

Traci received her undergraduate degree in science from the University of Notre Dame (BS) and has also earned graduate degrees in curriculum and instruction (MA, University of Colorado), English literature (MA, University of Manchester, England), and creative nonfiction writing (MFA, Goucher College).