

BOARD MEETING

December 8, 2023



CORDILLERA

Metro District



MEETING AGENDA

DATE: FRIDAY, DECEMBER 8, 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
 - 10.13.2023 Regular Board Meeting Minutes, *pg. 4 - 6*
 - 10.13.2023 Annual Meeting Minutes, *pg. 7 - 8*
 - 2024 Annual Administrative Matters Resolution – Alan Pogue, CMD Legal Counsel, *pg. 9 - 15*
 - 2024 Meeting Resolution – Alan Pogue, CMD Legal Counsel, *pg. 16 - 19*
 - First Amendment to Public Records Policy Retention – Alan Pogue, CMD Legal Counsel, *pg. 20 - 21*

DISSUSSION ITEMS – 9:20AM

- Financial Update – Richard Saxby, Board Treasurer, *pg. 22 - 31*
- Management Team Update – Trevor Broersma, General Manager, *pg. 32 - 36*
- Board of Directors Email Usage – Alan Pogue, CMD Legal Counsel
- Resolution Approving the Intergovernmental Agreement Regarding Collection of Fees – Alan Pogue, CMD Legal Counsel, *pg. 37 - 49*
- Eagle River Water and Sanitation District 2024 Rate Structure – Siri Roman, General Manager, *pg. 50 - 51*

PUBLIC HEARING: 2024 BUDGET – 10:00AM

- Presentation of 2024 Budget – Trevor Broersma, *pg. 52 - 60*

PUBLIC COMMENTS – 10:30AM

The board welcomes public comment.

ADOPTION OF 2024 BUDGET RESOLUTION 11:00AM

Resolution Adopting 2024 Budget, Appropriating Sums of Money, and Setting Mill Levies – Cheryl Foley, Board President, *pg. 61 - 82*

ADJOURN – 11:30AM

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

December 08, 2023

Administration

Staffing

- Current Staff Breakdown by Department
 - Administration – 4 full-time
 - Community Operations – 11 full-time, 3 open positions
 - Public Safety – 13 full-time, 2 part-time, 1 occasional
 - Equestrian Center – 4 full-time, 2 part-time, 2 occasional

Safety and Training

- The team met our SDA safety training requirements for the 2023 year, earning a 10% discount on our workers compensation renewal.
- Winter driving training is planned for January.

Human Resources, Finance, and Administration

- Recruiting 1 full-time community operations manager and 2 operations staff starting December 4.
- September financials are on the website; October financials will be posted after this board meeting.
- Created and distributed 2024 benefits guide to employees with new CEBT insurance coverage details.
- Completed 2024 open enrollment and benefits review meetings with 35 staff members.

Communications

- CMD General Manager Trevor Broersma's article titled "Creative Funding for Wildfire Mitigation" was published in the Vail Daily on November 9, 2023. It explained how a funding model that CMD developed with Eagle Valley Wildland in 2022 has enabled other communities stretching from Gypsum to Camp Hale to fund their wildfire mitigation efforts.
- CMD sends out the monthly Cordillera Connection e-newsletter to homeowners at the beginning of each month. Homeowners can sign up to receive the newsletter and other news updates by filling out a form on the Cordillera website at www.CordilleraLiving.com/CMD-News.

Traffic Calming

- Cordillera Way speed limit is **30mph**.
 - In October, we saw **24.0%** of the total cars with speeds 10mph higher than the posted limit.
- Fenno Drive speed limit is **25mph**.
 - In October, we saw **26.0%** 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

- New, safer fences built by the Comm Ops department have improved horse safety at CEC.
- Our October clinic was a success, and it inspired a local horse owner to board and train at Cordillera.
- We have a Christmas Party planned for boarders, staff, and those who take lessons here on December 16th. Future events include another “Night at the Arena” in early February.
- The barn is currently full, with 17 stall horses and 16 paddock horses.
- Our staff had a “basic horse illness” class with our local DVM that was well-attended. Chris Bate, Assistant Manager, attended an equine seminar at CSU to help him achieve his personal training and barn management goals.

Year-Round Lesson and Training Program

- After-school lessons have remained popular through the fall and into the winter season.
- 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 still at capacity with many horses signed up for full or partial dressage training.

Boarding Statistics: December

Stall Horses: 17	Outside Paddock Horses: 16
Property Owners: 3	Property Owners: 3
Non-Property Owners: 14	Non-Property Owners: 10
Staff: 1	Cordillera school horses: 3

Horse Camp Update

- Plans are underway to grow the summer camp for 2024.



Community Operations

Project Management

- Equestrian Center:
 - New walkways have been created and graveled, saving miles of walking for staff each day.
 - New fencing spanning 1.1 miles has been added or replaced.
- Spot road shouldering has been completed around the community.

Fleet: Year to Date Statistics

- Community Operations mechanics have completed 146 work orders.
- Community Operations has used 12,439 gallons of fuel, driven 136,353 miles, and put 4,217 hours on machinery.
- Public Safety has used 5,331 gallons of fuel and driven 92,796 miles.

Trails and Fishing

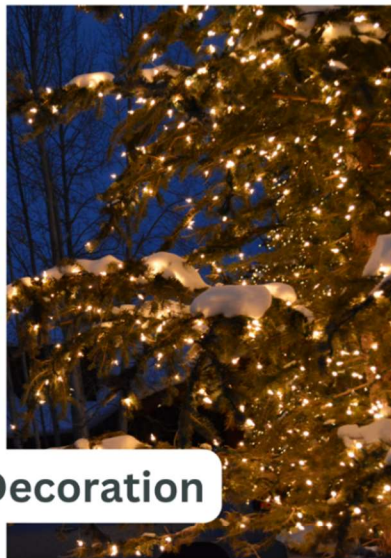
- New trail markers have been added to Cordillera's trails.

Wildfire Mitigation Initiatives

- Staff is working hard on 2024 project timelines.



Holiday Decoration



New Tandem Plow



Updated Trail Markers

Public Safety

- Reviewing a new gate access software package to determine best fit and choose the cost structure that will work best for Cordillera.
- A new dispatch software called TrackTik has been chosen for the Public Safety Department. Implementation is well underway and due to be finished by the end of December. Staff training and utilization will take place in January.
- Completed Community CPR/First Aid/AED training on October 25, 2023

Community Gate Access Statistics: October and November

- Welcomed 68,682 vehicles through the Divide and Ranch Gates
- Temporary passes issued: Divide Gate 1,516; Ranch Gate 2,655
- Issued 6 bicycle permits.
- Snow total (as of 11/30/23): 2 inches

Notable Public Safety Calls for Service: October and November

- Responded to a minor house fire within Cordillera.
- Responded to several carbon monoxide alarms at residences in Cordillera.
- Addressed several dead wildlife reports.
- Responded to numerous calls about bears at residences and in trash containers in the community.
- Cleaned and picked up trash/debris that was accessed by bears in the community.
- Patrolled the community during hunting season and deterred people from trying to enter Cordillera for hunting purposes.

Cordillera Public Safety Patrol was dispatched and responded to 134 calls for service October-November 2023.

	YTD		YTD
Alarms	37	Property damage	3
Animal issue: non wildlife	4	Resident complaint	2
Assist Outside Agency	3	Resident/contractor assist	12
Complaint (not noise)	2	Safety detail	0
Domestic trouble	0	Service call	0
Escort	1	Smoke report	0
Fire	1	Suspicious activity	1
Lost/Found Property	0	Traffic safety detail	0
Medical response	1	Traffic violation	3
Miscellaneous	2	Trash violation	41
Noise complaint	0	Trespassing	1
Open door/window	1	Vandalism	0
Missing Person	0	Intrusion Alarm	1
Open garage door	6	Vehicle crash	0
Parking	7	Welfare check	0
Misc. Cordillera CCR Violations	2	Wildlife issue	9
Disturbance	0	Hazardous Condition	1

Employee Spotlights

Wes Zittel – Community Operations Fleet Mechanic



Wes Zittel has worked for Cordillera Metro District as a fleet mechanic since 2018. Earlier in his career, he worked for Sage Outdoor Adventures for 7 years, where he gained experience working on a variety of equipment including ATVs, snowmobiles, snowcats, tractors, and busses.

Wes grew up in Golden, Colorado, and moved to Vail in 2011 to be a raft guide in the summers and a snowmobile guide in the winters. From a young age, Wes began developing his skills as a mechanic while working on trucks, trailers, and tractors at his mother's horse ranch. He completed schooling in Wisconsin for a Can-Am certification and received his Ski-Doo certification in Quebec, Canada. He has since completed Automotive Service Excellence (ASE) certifications while working for CMD.

When he's not working, Wes enjoys spending time outdoors with his wife Brittany and his 16-month-old son Otto. His favorite outdoor activities are skiing, snowmobiling, mountain biking, and whitewater rafting.

Cole Haygood – Public Safety Officer

Currently working as a public safety officer on the night shift, Cole Haygood has been working for Cordillera Metro District since 2019. Before joining the CMD team, Cole worked as a landscaping crew lead and was an assistant production manager for a large-scale botanical operation. He also previously worked for Eagle County School District doing grounds maintenance and plowing.

Cole was born and raised in Denton, Texas, before he moved to the Eagle Valley. His hobbies include working out, flying helicopters on a flight simulator, hiking in the Holy Cross Wilderness/White River National Forest, flying drones, and cooking. Cole has two dogs—Toby and Walter, both dachshunds—and a cat, Zeke.

