



**CORDILLERA**  
*Metro District*

# **BOARD MEETING**

**FEBRUARY 9, 2024**



**CORDILLERA**  
*Metro District*

# MEETING AGENDA

DATE: Friday, February 9, 2024  
TIME: 9:00 AM  
LOCATION: 408 Carterville Road, Edwards, CO  
and video conference

## REGULAR BOARD MEETING

This board meeting is being held in person at the CMD Administration 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 about 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 – 9:00 AM

- Call to Order
- Declaration of Quorum/Director Qualifications/Disclosure
- Approval of Agenda
- Approval of Consent Agenda
  - 12.08.2023 Regular Board Meeting Minutes p. 2–3

## DISCUSSION ITEMS – 9:20 AM

- Financial Update – Richard Saxby, Board Treasurer p. 4–13
- Wildlife Mitigation Fund Amendment – Trevor Broersma, General Manager p. 14–19
- 2023 Audit Ratification – Paula Kurtz, HR and Finance Administrator p. 20–30
- Management Team Update – Trevor Broersma p. 31–36
- Public Safety / Gate Access Software (Dwelling) – Trevor Broersma and Paula Kurtz

## PUBLIC COMMENTS – 10:30 AM

The Board welcomes public comment.

## EXECUTIVE SESSION – 10:45 AM

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

## ADJOURN – 11:30 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, Cheryl Foley.



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# MANAGEMENT REPORT

FEBRUARY 9, 2024

## ADMINISTRATION

### STAFFING

- A CMD company-wide organization chart has been updated and is attached to this report.

### SAFETY & TRAINING

- CMD has not had a materially significant workers' compensation claim within the past 19 months; 3 claims under \$1,000 have been submitted.
- We are developing and implementing a new employee program promoting Safety, Wellness, Education, Efficiency and Positivity (SWEEP).

## HUMAN RESOURCES, FINANCE, AND ADMINISTRATION

- A new Community Operations Manager, Clay Vansteel, has been onboarded as well as 2 new Equestrian Center Barn Hands, AJ McEntire and Dani Defina.
- We are currently recruiting for new Public Safety Manager.
- November financials are on the website; December financials will be posted after this Board meeting.
- The 2023 workers' compensation audit has been completed.

## COMMUNICATIONS

- In line with our goal of transparency in CMD Board communication, CMD Board Meeting Agendas and Minutes are now fully archived back to 2016 on the website's new archive page: [www.CordilleraLiving.com/Governance-Archives](http://www.CordilleraLiving.com/Governance-Archives)
- CMD's Cordillera Connection monthly newsletter is sent to more than 1,300 recipients and continues to have high open rates, ranging from 71% to 79% over the past three months. For comparison, the overall average Constant Contact open rate reported across all industries as of November 2023 was 36.48%.

## EQUESTRIAN CENTER

### BARN UPDATES

- The barn is currently full, with 17 stall horses and 16 paddock horses.
- The Equestrian Center hosted a successful first Christmas party at the barn in December. Attendees were enthusiastic and had a lot of fun.
- The Second Annual Night at the Arena was held on February 2, along with the CPOA's February Meet and Greet. This event allowed homeowners the chance to socialize while exploring our community's top-notch equestrian facility.
- The Equestrian Center has multiple upcoming events planned for this winter. There will be a clinic with Sue Martin from Dever on February 29, 2024. Dolly Hannon will teach a two-day clinic March 21-22. There will be more clinics to come as we get our boarders ready for the 2024 show season.
- Lighting and heating upgrades are in progress with the CMD Comm Ops team.

### YEAR-ROUND LESSON & TRAINING PROGRAM

- After-school lessons have continued successfully through the fall and into the winter.
- The training program is still at capacity with many horses signed up for full or partial dressage training.
- The All Points North (APN) Program remains popular with some exciting changes coming soon.

## BOARDING STATISTICS: DECEMBER

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

- Advertising for Cordillera Equestrian Center's Summer Horse Camps will be in the Eagle County Summer Camp Guide published by the Vail Daily. Registration will open March 1.
- Plans are underway to continue growing CEC's Horse Camps for the summer of 2024 and beyond.



## Lighting and Heating Upgrades



## COMMUNITY OPERATIONS PROJECT MANAGEMENT

- **Cell Phone Tower:** CMD is working with a third party to locate the best site for a possible cell phone tower in the community to improve service for all providers. Once a location is chosen and a contract signed, it will be 18 to 24 months until the tower is operational.
- **Equestrian Center:** New lighting, ceiling fans, and dehumidifiers have been added in the upper barn for safety and better temperature control in the barn. These upgrades will help the roof shed snow regularly and significantly reduce ice buildup.
- **Equipment:** A new sander has been purchased for the skid steer to prevent slips, trips, and falls.



## PLOWING

- The Community Operations team was very busy with the large storm in January. Approximately 420,000 pounds of gravel was dispersed over a 10-day period to help keep the roads safe.
- Operations has been working at shoveling out our hydrants around the community with help from Eagle River Water and Sanitation District.

## FLEET

- Trucks have been updated with newer software for calibrating salt and sand output.
- Fleet has done a great job keeping the trucks and equipment up and running after the most recent large storm.

## TRAILS AND FISHING

- Several of Cordillera's winter trails are groomed regularly and are in great shape.



## Plowing and Snow Removal

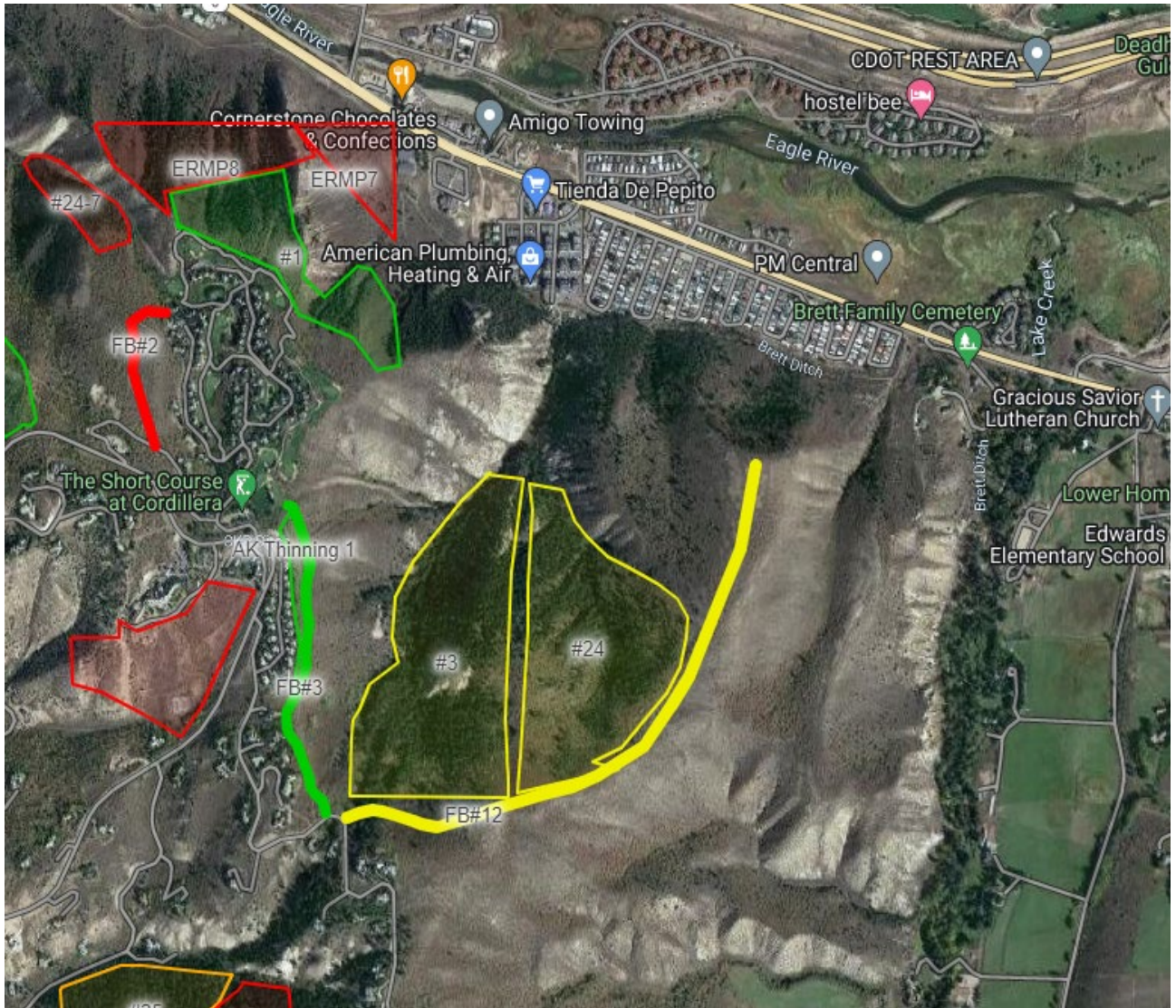


## WILDFIRE MITIGATION INITIATIVES

- Eagle Valley Wildland (EVW) is working hard on setting its 2024 project timelines.
- In our area, EVW is currently working on Fuel Break #12, which is one mile long and 100 feet in width on average. This fuel break will serve as a crucial holding feature should a fire become established near the Eagle River Village along Highway 6. This fuel break spans property owned by Cordillera Metro District, Cordillera Property Owners Association, and Eagle County.



- EVW has entered into an agreement with Old Growth Tree Service for units #3 and #24 for a thinning treatment that will total nearly 100 acres adjacent to Cordillera's Divide area. They are planning to work in units #3 and #24 for the next two months.



## PUBLIC SAFETY

A new dispatch software called TrackTik has been chosen for the Public Safety Department. Implementation is well underway and due to be finished by mid-February. Staff training and utilization will take place in February.

### GATE ACCESS STATISTICS: DECEMBER AND JANUARY

- Cordillera Public Safety welcomed 9,948 vehicles through the Divide and Ranch Gates
- Temporary passes issued: Divide Gate 1,460; Ranch Gate 1,958
- Measured snow total (as of 1/24/24): Divide 27.8 inches; Ranch 27.4 inches

### NOTABLE PUBLIC SAFETY CALLS FOR SERVICE: DECEMBER AND JANUARY

- Responded to numerous slide off/vehicle stuck in snow reports and vehicle accidents
- Responded to 23 alarm calls at residences in Cordillera
- Addressed 5 dead wildlife reports
- Responded to more than a dozen dead batteries/jump starts calls within the community
- Assisted Eagle County Sheriff's Office with a disturbance at a construction site

## PUBLIC SAFETY SERVICE CALL SUMMARY

Cordillera Public Safety Patrol was dispatched and responded to 145 calls for service December 2023-January 2024.

	YTD		YTD
Alarms	23	Property damage	1
Animal issue: non wildlife	4	Resident complaint	0
Assist Outside Agency	1	Resident/contractor assist	24
Complaint (not noise)	0	Safety detail	1
Domestic trouble	0	Service call	0
Escort	0	Smoke report	0
Fire	0	Suspicious activity	1
Lost/Found Property	0	Traffic safety detail	1
Medical response	1	Traffic violation	0
Miscellaneous	0	Trash violation	70
Noise complaint	0	Trespassing	1
Open door/window	2	Vandalism	0
Missing Person	0	Intrusion Alarm	1
Open garage door	2	Vehicle crash	1
Parking	9	Welfare check	0
Misc. Cordillera CCR Violations	0	Wildlife issue	2
Disturbance	1	Hazardous Condition	0

## EMPLOYEE SPOTLIGHT

### COMMUNITY OPERATIONS MANAGER: CLAY VANSTEEL



Originally from Detroit, Michigan, Clay Vansteel joined the Cordillera Metro District team as the Community Operations Manager in January 2024. For the previous seven and a half years, he worked for the Bachelor Gulch Metro District, where he gained skills in safely operating and maintaining a variety of heavy equipment.

Earlier in his career, Clay spent 15 years working for Home Depot at locations across the U.S. in positions spanning Sales Associate to Assistant Store Manager. While working for Home Depot, Clay discovered his passion for employee development and implementing effective strategies to create a rewarding work atmosphere.

Clay also runs a successful hot sauce company that he started in his kitchen in 2019. His creations can now be found in over 160 King Soopers and City Market grocery stores across Colorado and in more than 100 small, privately owned businesses across the country.

Outside of work, you can find Clay mountain biking, fly fishing, skiing, and spending time with his two dogs, Lola and Ernie. He enjoys chasing live music and traveling to other countries on his vacations.

Clay has also done a variety of community outreach work with local organizations including SOS Outreach, VVMTA, Adopt-A-Highway, and Salvation Army.