



CORDILLERA
Metro District

BOARD MEETING

APRIL 12, 2024



CORDILLERA
Metro District

MEETING AGENDA

DATE: Friday, April 12, 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
 - 02.09.2024 Regular Board Meeting Minutes p. 2-3

DISCUSSION ITEMS – 9:20 AM

- Financial Update – Richard Saxby, CMD Board Treasurer p. 4-22
- Cybersecurity Update – Trevor Broersma, General Manager
- FRONTSTEPS Dwelling Update – Trevor Broersma and Paula Kurtz, HR and Finance Administrator
- Management Team Update – Trevor Broersma p. 23-26
- Resolution Adopting Technology Accessibility Standards – Alan Pogue, Legal Counsel p. 27-30
- Land Lease – Cheryl Foley, CMD Board President p. 31-35

PUBLIC COMMENTS – 10:30 AM

The Board welcomes public comment.

EXECUTIVE SESSION – 10:45 AM

24-6-402(4)(f)(I), C.R.S. to discuss personnel matters related to the General Manager.

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

April 12, 2024

ADMINISTRATION

STAFFING

Current staffing breakdown by department:

- Administration – 4 full-time
- Community Operations – 13 full-time, 1 open position
- Public Safety – 12 full-time, 2 part-time, 1 occasional, 1 open position
- Equestrian Center – 3 full-time, 5 part-time, 2 occasional

SAFETY & TRAINING

- CMD has not had a materially significant workers' compensation claim within the past 22 months; 3 claims under \$1,000 have been submitted.
- Spring safety training is underway with CPR/First Aid renewal classes, chainsaw training, and safe driver training scheduled for many employees. We are still in the process of developing and implementing a new employee program promoting Safety, Wellness, Education, Efficiency and Positivity (SWEEP).

HUMAN RESOURCES, FINANCE, AND ADMINISTRATION

- January financials are on the website; February financials will be posted after this board meeting.
- The 2023 financial audit preparation is underway, with preliminary reports being created and reviewed.

COMMUNICATIONS

- The Cordillera website (www.CordilleraLiving.com) has a new Spanish language button in the upper right corner that allows users to easily translate content on all pages into Spanish.
- In March, Cordillera Metro District's website pages were audited and revised where needed to verify content accuracy and improve the quality of CMD's digital communications.
- The Cordillera Equestrian Center (CEC) Facebook page has been revived at www.Facebook.com/CordilleraEquestrianCO. The purpose of the channel is to inform, educate, and inspire our local community while connecting with others in the wider horse community.
- The CEC has also launched Schedulicity, a scheduling tool that allows boarders and students to book lessons, view arena schedules, and pay online.

EQUESTRIAN CENTER

BARN UPDATES

- The barn is currently full, with 18 stall horses and 16 paddock horses.
- The CEC hosted equestrian clinics on February 29 and March 12-13 to help get everyone ready for show season.
- United States Pony Club, a national organization that focuses on teaching kids more about riding and horsemanship, will hold some meetings at our barn. A first meeting was held on March 23.
- CMD staff attended the Rocky Mountain Horse Expo in Denver as an educational opportunity. The annual event features clinics, vendors, auctions, and more. Staff got to see a variety of horses, sports, and events. They also audited clinics and demonstrations relevant to our work and professional development at the CEC.
- Comm Ops has begun a project to add soft mattress flooring to the stalls, which will allow us to add less bedding. The project's benefits include a reduction in bedding cost and labor for each stall cleaning. The first mattress is currently in the testing phase.

- CEC has purchased a three-horse aluminum horse trailer, which will be stored at the CEC for quick access in emergency situations and will accompany us to shows this summer to advertise our facility.

YEAR-ROUND LESSON & TRAINING PROGRAM

- The lesson program is a huge success, generating more than \$2,000 per month in revenue as riders improve their skills. Heating upgrades that Comm Ops provided in the lower ring have enabled the after-school lesson program to continue comfortably through the winter.
- The training program is still at capacity, with many horses and riders signed up for full or partial dressage training.

HORSE CAMP UPDATE

- Registration is open, and camp weeks are filling up. This year, up to 9 kids per week will be able to attend. Staff are beginning training so that they are ready for our first week in June.
- Horse-related crafts, projects, and educational activities are being planned to deliver an exceptionally fun and high-quality experience for kids this summer.



COMMUNITY OPERATIONS

PROJECT MANAGEMENT

- **Bearcat Hay Storage:** The large structure that enclosed the trash dumpsters at the Post Office building has been repurposed and relocated to Bearcat Stables, where it will relive the next chapter of its life as a hay storage building. We try our best to reduce, reuse, and recycle.
- **Equestrian Center Outdoor Arena Upgrades:** A new fence, irrigation, and proper grading to improve footing and water drainage are some of the things to be on the lookout for this spring.
- **Equipment:** In between snowstorms, we have been working on getting our staff cross-trained in different types of equipment so that we can be more versatile as a team.

PLOWING

- **Thank a Plow Driver:** The Comm Ops crew really enjoyed the high number of responses received from the community, and they especially liked being thanked by name. All responses were printed and placed in the Comm Ops breakroom.

- **Spring Storms:** Spring storms are unique and often unpredictable. These storms usually produce wet and heavy snow, which can make the roads challenging. We will continue to uphold high plowing standards throughout the spring season.

FLEET

- Comm Ops staff has now been trained on how to use MP Web, an app for all vehicle and equipment DOT checklists, eliminating the need for paper-based pre-trip reporting.
- A new equipment trailer has been purchased for the trails department to help move maintenance equipment around the community more efficiently.

TRAILS AND FISHING

- Trail conditions are variable at this time of the year. When snow melts, a few trees will need to be pruned or removed for upkeep.
- **Seasonal trail closures, April 15–June 30:** Due to deer and elk calving season, the following trails will be closed: Trailhead Loop, Red Draw Loop, Timbers Trail Loop, and Saddle Ridge Trail.
- Ponds are closed when any ice forms on their surface. Once ponds are clear of ice this spring, we anticipate fantastic trout fishing.



PUBLIC SAFETY

- TrackTik, Cordillera Public Safety's new dispatch software, has been launched and is in full utilization as of April 1. We are continuing to develop and refine reporting metrics.

GATE ACCESS STATISTICS: FEBRUARY AND MARCH

- Cordillera Public Safety welcomed 13,476 vehicles through the Divide and Ranch Gates
- Temporary passes issued: Divide Gate 1,676; Ranch Gate 2,334
- Measured snow total for February & March: Divide 39.0 inches; Ranch 47.9 inches

NOTABLE PUBLIC SAFETY CALLS FOR SERVICE: FEBRUARY AND MARCH

- Responded to 6 slide-off/stuck in snow reports and vehicle accidents
- Responded to 36 alarm calls at residences in Cordillera
- Addressed 2 dead wildlife reports
- Responded to several dead batteries/jump start calls within the community
- Assisted Eagle County Sheriff's Office with a DUI traffic stop and 2 disturbances

EMPLOYEE SPOTLIGHTS

OPERATIONS WORKER: JIM RABUN



Born and raised in Centennial, Colorado, Jim Rabun moved to Eagle County in 2008 and joined the Cordillera Metro District team in 2020. Before coming to CMD, Jim worked for the Beaver Creek Metro District in the winter seasons and for Mesa Turf Masters during the summers. He was also previously a brewer at Bonfire Brewing in Eagle for 5 years.

When Jim isn't out clearing snow away from fire hydrants or doing other road improvement work in the Cordillera community, you'll likely find him outside. Jim enjoys going on multiday rafting trips, camping, and snowboarding.

Closer to home, Jim can be found watching NASCAR races, smoking meat, or hanging out with his dog, a six-year-old mutt named Stout.

PUBLIC SAFETY AGENT: BRYAN GUSTAFSON

Public Safety Agent Bryan Gustafson has worked for CMD since 2020. A longtime local with family in Minturn, Bryan was born in Vail and graduated from Battle Mountain High School.

While working the gates, Bryan enjoys the opportunities he has to build relationships with homeowners and contractors, and—as a big Colorado sports fan—he's ready to talk sports with anyone who wants to stop and chat. Bryan is also always on the lookout for wildlife hanging out among Cordillera's beautiful surroundings.

Bryan's previous experience includes working for ACE Security and Safety Services in addition to doing a variety of other work spanning land surveying, irrigation, and events.

When he's not at work, Bryan likes to play basketball, go on road trips to Black Hawk and Central City, and ride bikes at the Minturn Bike Park.

Bryan's parents and grandmother, who also live locally, are very important to him. "My family is my inspiration," he says. "They drive me to be a good, kind-hearted person."

