



**CORDILLERA**  
*Metro District*

# **BOARD MEETING**

**June 14, 2024**



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*Metro District*

# MEETING AGENDA

DATE: Friday, June 14, 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 to 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
  - 4.12.2024 Regular Board Meeting Minutes, GM Employment Agreement

## DISCUSSION ITEMS – 9:20 AM

- Financial update – Richard Saxby, CMD Board Treasurer p. 4-12
- Resolution Adopting Amended and Restated Financial Policies, Richard Saxby p. 13-17
- Wildfire mitigation and controlled burning – Hugh Fairfield-Smith, Fire Management Officer, Eagle River Fire Protection District
- Management team update – Trevor Broersma, CMD General Manager p. 18-22
- FRONTSTEPS update – Trevor Broersma and Paula Kurtz, HR and Finance Administrator
- Speeding and consequences – Trevor Broersma
- Resolution Adopting Technology Accessibility Standards – Alan Pogue, Legal Counsel p. 23-26

## PUBLIC COMMENTS – 11:00 AM

The Board welcomes public comment.

## 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

June 14, 2024

## ADMINISTRATION

### STAFFING

Current staffing breakdown by department:

- Administration – 4 full-time
- Community Operations – 14 full-time, 1 seasonal
- Public Safety – 11 full-time, 3 part-time, 1 occasional, 1 full-time position starts Jun 24
- Equestrian Center – 4 full-time, 3 part-time, 2 occasional, 1 seasonal

### SAFETY & TRAINING

- CMD has not had a materially significant workers' compensation claim within the past 2 years; 5 claims under \$1,000 have been submitted.
- CPR/First Aid recertification is underway. CMD Public Safety has provided certification to 2 CMD Public Safety staff and 6 CPOA team members.
- Chainsaw training and wildfire mitigation training continues for new staff.
- 3 Comm Ops staff completed their basic weed spraying certification.

## HUMAN RESOURCES, FINANCE, AND ADMINISTRATION

- Financials are on the website; April financials will be posted after this board meeting.
- The 2023 financial audit has been submitted to Wipfli for review, with June 30 as a target for being complete.
- Seasonal and full-time staff have been onboarded in the Comm Ops and Public Safety departments.

## COMMUNICATIONS

- Cordillera property owners who are listed on record with Eagle County should have received an email from FRONTSTEPS on June 10 that contained account access and set-up information. Please set up your FRONTSTEPS account after receiving this email so that you will be able to manage visitor access passes to your homes when that offering becomes available.
- Additional communications from Cordillera Metro District about the FRONTSTEPS rollout this summer will span digital, print, traditional, and social media outlets.
- Communications Manager Traci Macnamara McCoy has been designated as CMD's accessibility officer and will work closely with CPOA General Manager Crystal Wilson to ensure that our website ([www.CordilleraLiving.com](http://www.CordilleraLiving.com)) complies with accessibility standards set by Colorado HB21-1110.

## EQUESTRIAN CENTER

### BARN UPDATES

- The barn will be full for the summer with 18 stalled horses and 15 paddock horses.
- The outdoor arena has been upgraded and is ready for summer riders. Having an outdoor option with excellent footing has immensely improved the riding experience here at CEC. An opening party took place on June 6<sup>th</sup> to celebrate its reopening.
- The CEC's horses are ready for summer camps, and the equestrian center will lease two more school horses for the remainder of the year to continue its lesson program during the camp season and expand the program into the fall.
- Equestrian Center Director Annie Morris rode her own horse Flor, in their first show of the year in Longmont, CO. This opportunity brought additional visibility to the CEC training and lesson program.

## YEAR-ROUND LESSON & TRAINING PROGRAM

- The lesson program continues to be a success, with current students improving and new students trying out horseback riding every week.
- The training program remains at capacity, with many horses and riders signed up for full or partial dressage training.

## HORSE CAMP UPDATE

- Cordillera Horse Camp's first session is underway, and registration remains open for this summer's remaining 7 sessions, which are offered through August 9. As of June 1, 47 campers have registered for camp, and the July 30–August 2 session is already full. With registrations already received, the budget has been met.
- Staff have been trained and are looking forward to sharing an amazing experience with campers this summer. Each four-day camp session includes riding lessons, horse-related games and activities, mixed media art projects, and unmounted lessons on horse safety, grooming, anatomy, health, and more.
- **Call for Volunteers:** We're looking for volunteers to join in on the FUN for one week of camp—or for many. Volunteers help with all aspects of camp—from getting horses ready to ride to helping with horse-related art projects, lessons, and more. Email interest to [info@cordillerametro.org](mailto:info@cordillerametro.org), and find out more about Horse Camp at [www.CordilleraLiving.com/Horse-Camp](http://www.CordilleraLiving.com/Horse-Camp).



## COMMUNITY OPERATIONS PROJECT MANAGEMENT

- **Adopt-a-Highway:** The Cordillera Metro District Comm Ops team has adopted a beautiful 2-mile section of Highway 6, from Squaw Creek west to Eagle Springs, for trash cleanup. CMD crews got out in April and picked up about 30 bags worth of trash!
- **Equestrian Center Outdoor Arena Upgrades:** Comm Ops removed all of the old, rotten fence posts and rails, brought in new footing, and leveled it with a 1% grade for proper drainage. An outdoor seating area with new, maintenance-free Adirondack chairs has been added.
- **Training:** The Comm Ops team continues to have safety chats every Tuesday morning that include topics related to our industry. Several team members also attended a chainsaw safety class.
- **Bearcat Stables:** Comm Ops has preserved the upper and lower cabins with new stain and chinking while maintaining its beloved, rustic look.



- **Traffic Calming:** Speed bumps were added around the community to slow down traffic. A pair of speed bumps were also added in the Equestrian Center entry to improve Horse Camp safety.
- **Road Program:** New concrete curb and gutter has been installed on Fenno at the Elk Spring, Greyhawk, and Club Cottage intersections. Road milling and paving operations began on June 4<sup>th</sup> and will last about two weeks. Thank you for your patience as we improve our roads!
- **Other Projects:** Some staining will be done around the community to include the pavilions, dog park, and garden fences.

## FLEET

- All remaining new equipment ordered for this year has arrived, including a sweeper purchased to replace an aging machine with high hours. The new sweeper has quick-change bristles that will reduce a 2-hour job to around 45 minutes.
- We are currently getting all summer equipment ready to go and switching other equipment and vehicles from winter to summer setups.
- The loader-mounted snow blower is scheduled for a major overhaul in June. We will be replacing all wear parts, doing a 500-hour inspection, and fixing or replacing anything that looks questionable in preparation for next winter.
- As of June 1, 66 work orders have been fulfilled.



## TRAILS AND FISHING

- Seasonal trail closures, April 15–June 30: Due to deer and elk calving season, the following trails are closed: Trailhead Loop, Red Draw Loop, Timbers Trail Loop, and Saddle Ridge Trail.
- Cordillera's other trails are open for hiking and are in good condition. Trails recommended for early summer hiking include trails in the Territories, Grenada Glen Loop, Upper and Lower Mirador, and Elk Springs. Access the online trails map at [www.CordilleraLiving.com/Hiking](http://www.CordilleraLiving.com/Hiking).
- General maintenance of trails will continue throughout the summer with grass cutting, weed eating, and removal of debris and brush.
- Cordillera's stocked fishing ponds are open for the summer. Get out with your fishing gear, or simply sit on a bench and enjoy the views. Additional trout will be stocked in mid-June. CMD's ponds are located on Bearden Road, Red Draw, and Granada Glen. Find out more about fishing Cordillera's ponds and river parcels at [www.CordilleraLiving.com/Fishing](http://www.CordilleraLiving.com/Fishing).

## WILDFIRE MITIGATION

- Cordillera Metro District's summer 2024 wildfire mitigation season is underway. The Eagle Valley Wildland team is currently creating fuel breaks in the area of Forest Trail and south of the intersection of Elk Spring Trail and Bearden Road. This work includes tree cutting, brush removal, wood chipping, and mulching.
- CMD is contracting services to overseed areas that have been mitigated with seed recommended by Colorado Parks & Wildlife and the US Forest Service. The seed includes selective native grasses that are good for deer and elk.

## PUBLIC SAFETY

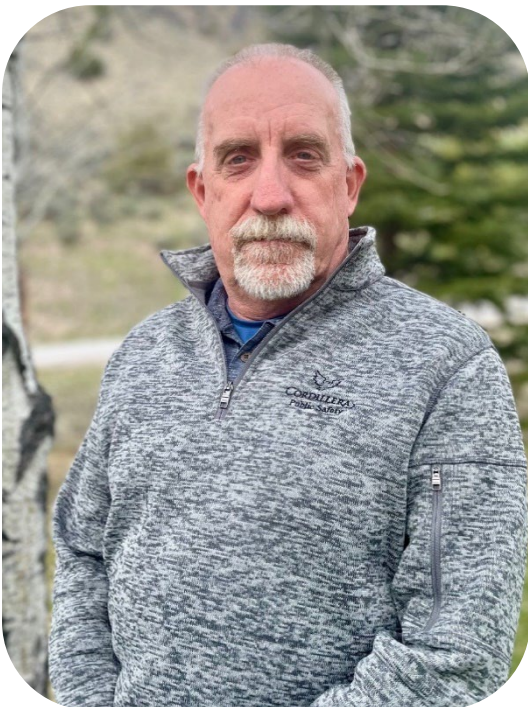
- On Thursday, June 6, a small grass fire broke out on West Squaw Creek Road. A contractor called 911 to report it, and within minutes, Cordillera Public Safety, Eagle River Fire Protection District, Eagle County Sheriff's Office, and Eagle Valley Wildland were on scene. The fire was successfully extinguished with no damage to property.
- Traffic in Cordillera has already started to increase for the summer season, and we have received calls about speeding and passing on double yellow. During this busy time, slow down, give yourself extra time, and be especially cautious in work zones.
- Wildlife has been exceptionally active this spring with frequent calls for bears making "house calls." Help keep bears wild by securing all food and trash around your home and by locking your home, car, and garage.
- Integration of Track Tic Incident Management software continues with implementation of dispatch components and ongoing system refinements.

## GATE ACCESS STATISTICS: April and May

- Cordillera Public Safety welcomed **53,994** vehicles through the Divide and Ranch Gates
- Temporary passes issued: Divide Gate 1,383; Ranch Gate 1,590
- Bicycle passes issued: 47

## EMPLOYEE SPOTLIGHTS

### PUBLIC SAFETY MANAGER: DAVID PARADYSZ



Public Safety Manager David "Dave" Paradysz began working for CMD in April of 2024. He joins our team with more than 30 years of experience spanning management roles in the ski patrol and mountain health and safety industries.

Born and raised in western Massachusetts, Dave attended college in Maine and received a degree in recreation and business management. From 1989 to 2014, he worked at Kirkwood Mountain Resort in California as a health and safety manager and assistant ski patrol director.

In 2014, Dave moved to Colorado and worked as a health and safety senior manager at Keystone Mountain Resort and as a risk and safety manager at Copper Mountain before coming to CMD. Across his adventurous career, Dave has also worked as a ski patroller in Australia and New Zealand and as a search and rescue canine handler and trainer.

When he's not at work, you can find Dave outside skiing in the winter and biking in the summer. He also enjoys going to music concerts, skiing with his daughter, and cheering her on from the sidelines of her soccer games.



## **PUBLIC SAFETY AGENT: DUANE GUSTAFSON**



Public Safety Agent Duane Gustafson was born and grew up in Houston, Texas, but he spent his summers living with his grandparents in Minturn. At the age of 11, he moved to Edwards with his family and has lived in the Vail Valley ever since.

Duane is a graduate of Battle Mountain High School and gained experience working locally for Town of Minturn Public Works, Town of Avon Public Works, and SteamMaster before joining the CMD team in August of 2020.

If you ever have the chance to talk with Duane at one of Cordillera's gates, know that he's a big history buff. With a colorful family history of his own, he loves to chat about Texas and Colorado history, especially mining history. He's also a NASCAR fan and likes to get outside and go fishing or boating when he gets the chance.

Duane is the father of two sons, and he lives with his wife Elvira in Dotsero, along with two beautiful tortoiseshell cats.