



CORDILLERA
Metro District

BOARD MEETING

August 9, 2024



CORDILLERA
Metro District

MEETING AGENDA

DATE: Friday, August 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 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
 - 06.14.2024 Regular Board Meeting Minutes p. 2-3

DISCUSSION ITEMS – 9:20 AM

- Wildfire Mitigation and Controlled Burning – Hugh Fairfield-Smith, Fire Management Officer, Eagle River Fire Protection District
- Financial Update – Richard Saxby, CMD Board Treasurer p. 4-13
- 2023 Audit Board Ratification – Paula Kurtz, HR and Finance Administrator
- Management Team Update – Trevor Broersma, CMD General Manager p. 14-18
- FRONTSTEPS Update – Trevor Broersma and Paula Kurtz
- Cordillera Community Road Rules and Violations Policy, Cheryl Foley, CMD Board President p. 19-20

PUBLIC COMMENTS – 10:30 AM

The Board welcomes public comment.

ADJOURN – 11:00 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.



CORDILLERA
Metro District

MANAGEMENT REPORT

August 9, 2024

ADMINISTRATION

STAFFING

Current staffing breakdown by department:

- Administration – 4 full-time
- Community Operations – 11 full-time, 1 seasonal; 2 open positions
- Public Safety – 12 full-time, 2 part-time; 3.5 open positions
- Equestrian Center – 4 full-time, 3 part-time, 2 occasional, 1 seasonal

SAFETY & TRAINING

- Safe driver training was completed for all Public Safety agents and new Comm Ops staff.
- Ongoing training is happening for the new FRONTSTEPS gate access program for all Admin and Public Safety staff.

HUMAN RESOURCES, FINANCE, AND ADMINISTRATION

- Financials are on the website; June financials will be posted after this board meeting.
- The 2023 financial audit was completed and filed.
- EEOC and healthcare compliance reports have been filed for the year.

COMMUNICATIONS

- CMD received a software license grant from Colorado Statewide Internet Portal Authority (SIPA) to support website accessibility compliance. The software has been installed to help make existing PDF documents on the CordilleraLiving.com website compliant with accessibility standards.
- A FRONTSTEPS support page that includes how-to documents and answers to frequently asked questions is available on our website at CordilleraLiving.com/Frontsteps-Support.

EQUESTRIAN CENTER

BARN UPDATES

- The barn is full for the summer with 18 stalled horses and 15 paddock horses.
- The outdoor arena is being thoroughly enjoyed with recent upgrades and irrigation improvements.
- Upcoming clinics: There will be a working equitation clinic for boarders August 14. A clinic with Mica Mabragana, an Argentinian dressage rider, will take place October 4-5, and Dolly Hannon will return with a clinic for staff and boarders also in October.
- Equestrian Center Manager Annie Morris competes in horse shows with her horse Flor on weekends during the summer season for ongoing professional development, experience, networking, and fun.

YEAR-ROUND LESSON & TRAINING PROGRAM

- The CEC has a new independent instructor, Shannon Maloney, who has opened the lesson program to many more riders per week. Homeowners and community members alike have taken advantage of her expertise, with an additional 30 lessons available per month.
- The lesson and training programs continue to be a success, and training remains at capacity.

HORSE CAMP UPDATE

- Cordillera Horse Camp has been wildly successful this summer with many camp weeks operating at full capacity and earning compliments from campers and parents.

- A total of eight Horse Camp weeks were offered from June 11–August 9. Five camps were full with nine participants each; two camps had six campers; and the final week of camp currently has 7 participants registered.
- Camp shows at the end of each week have drawn community members and friends, building interest in our summer camp for upcoming years.
- Camp will continue beyond the summer with the addition of day camps during school breaks for 2024–25.



Summer Horse Camp

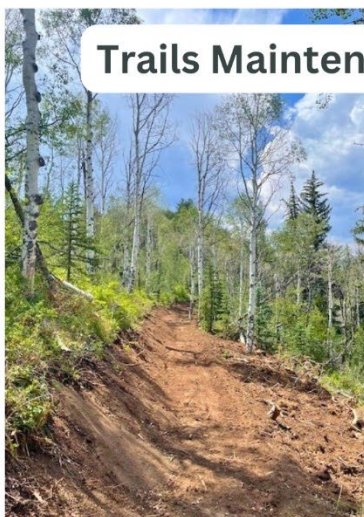


Annie and Flor



COMMUNITY OPERATIONS PROJECT MANAGEMENT

- **Equestrian Center:** General maintenance has been ongoing during the busy summer camp season, and we will be replacing all of the mats and refreshing the stalls after camp is over.
- **Training:** We have been working diligently to cross-train our staff to learn and use all of our equipment. One of our new operators will be sent to CDL school next month.
- **Traffic Calming:** As speed continues to be a community-wide issue, Comm Ops has implemented a variety of speed reduction tactics from variable message board signage and cones to narrow roads to delineators in the middle of the road. Please slow down.
- **Road Program:** The 2024 road paving project is complete! We have overlaid many roads in the community and added freshly painted lines.
- **Noxious Weeds:** The unusually wet spring and summer has resulted in the proliferation of the noxious weeds. The CMD trails crew has been managing weeds in community open space since the beginning of May.
- **Other Projects:** We will be freshening up the stain on the street signs in the Divide community this summer.



Trails Maintenance & Development



Noxious Weed Control



FLEET

- **Equipment Spotlight:** Our new 2024 LeeBoy RB50 sweeper (at right) arrived last month and will replace our worn-out 2014 sweeper. The upgraded sweeper has new features and options including the ability to fine-tune the down pressure on the sweeper drum to prolong the life of the bristles by about four times, which will save a lot of money and downtime. The bristles on the new sweeper are also quick to change and allow us to replace the whole drum instead of each individual bristle ring, turning 1-2 hours of work into 15-30 minutes. The cab of the new sweeper is pressured to keep out dust, and its air conditioning, AM/FM radio, and upgraded seats will help reduce operator fatigue.
- **Work Orders:** As of July 24, 93 work orders have been fulfilled.
- **Upcoming Projects:** The parts for the loader-mounted snowblower have arrived; we will begin repairing it so that it is ready for use in the upcoming winter. Unit 384 (F-350 plow truck) will be getting an upgraded oil pan due to previous leaking. This job will need to be done before plow season starts and requires removing the transmission and raising the engine up about one-half inch.



TRAILS AND FISHING

- Cordillera's hiking trails are open and in great shape. Check out the online trails map at CordilleraLiving.com/Hiking; paper maps remain available at the CMD Admin Office and the gates.

- Trails maintenance is ongoing, and we appreciate user reports of downed trees or other issues that need attention. Have an issue to report? Contact Comm Ops Manager Clay Vansteel at cvansteel@cordillerametro.org
- Cordillera's fishing ponds were stocked in July with additional trout and minnows. Hatches include mayflies, caddis, chironomids, damselfly, and dragonflies; flathead minnows are abundant in all ponds except Red Draw. CMD's ponds are located on Granite Springs, Bearden Road, Red Draw, and Granada Glen. Find out more about fishing Cordillera's ponds and river parcels at CordilleraLiving.com/Fishing.

WILDFIRE MITIGATION

- Eagle Valley Wildland (EVW) Fire Management Officer Hugh Fairfield-Smith reports that fire mitigation work within Cordillera is complete for the 2024 season. Within the CMD boundary, 307 acres of land were successfully treated, with a focus on restoring healthy ecosystems that will protect the homes and infrastructure in Cordillera. This area represents nearly 9% of our community's entire open space.
- EVW also reseeded more than 50 acres of land to promote the growth of grasses and forbs that will allow deer and elk to flourish.

PUBLIC SAFETY

- FRONTSTEPS Visitor Management is now in use. Cordillera property owners must now use FRONTSTEPS to issue personalized guest passes for visitors to their homes. By the end of August, Cordillera community members will be using FRONTSTEPS confidently to issue guest passes for their visitors. See CordilleraLiving.com/Frontsteps for updates and support documents.
- Bear sightings and home visits have decreased recently as bears are likely finding more abundant food sources at higher elevations. Our ongoing efforts with trash remediation are proving effective, but it's crucial to stay diligent. Continue to secure all food and trash, and lock your home, car, and garage to keep bears wild.
- In contrast, mountain lion sightings have increased over the past few weeks, likely due to the growing activity of deer and elk offspring. Remain vigilant and take necessary precautions to stay safe.
- Fire danger in the county has fluctuated between moderate and high over the past couple of weeks and has just recently been elevated to very high. Drier conditions in the coming months are expected along with anticipated restrictions.
- Traffic in Cordillera has increased considerably during the summer season, and we have received calls about speeding and passing on double yellow lines. During this busy time, slow down, give yourself extra time, and be especially cautious in work zones.
- Integration of TrackTik Incident Management software continues with implementation of dispatch components and ongoing system refinements.

GATE ACCESS STATISTICS: June and July

- Cordillera Public Safety welcomed approximately **274,818** vehicles through the Divide and Ranch Gates, an estimated 11,000 (+4%) more vehicles than June/July 2023.
 - Divide Gate: 104,499 vehicles
 - Ranch Gate: 170,319 vehicles
- Temporary passes issued: Divide Gate - 1,839; Ranch Gate - 4,093
- Bicycle passes issued: 84

EMPLOYEE SPOTLIGHTS

EQUESTRIAN CENTER SUPERVISOR: CHRIS BATE

Cordillera Equestrian Center (CEC) Supervisor Chris Bate began working at the CEC as a barn hand in September of 2021. Born in Canton, Ohio, Chris has been in the Vail Valley since 2010 and now couldn't imagine calling anywhere else home.

Chris spent 23 years working in the restaurant industry before stepping out of his comfort zone to make a career change and pursue his passion of working with horses at the CEC.

As a riding instructor, Chris specializes in teaching beginner lessons and has been instrumental to the success of Cordillera Horse Camp. He thoroughly enjoys seeing his students fall in love with the equine world as much as he is himself.

Chris can often be found hanging out at the CEC even on his days off work, taking care of his horse Rocco and riding Cordillera's trails.



COMMUNITY RELATIONS SPECIALIST: NANCY MIRES



If you've visited the CMD Admin Office, you've likely received a friendly greeting from Nancy Mires, who began working for CMD in 2022. As CMD's Community Relations Specialist, Nancy does everything from helping answer homeowner questions to issuing gate access passes.

Nancy previously worked for more than 10 years for Slifer Smith & Frampton, spending 5 years of that time as an administrative assistant in their Cordillera office.

Nancy moved from Stamford, Connecticut, to Eagle-Vail with her parents in 1981; her dad, Walter Smith, was a civil engineer who worked on the development of Beaver Creek. Nancy attended Minturn Middle School and graduated from Battle Mountain High School.

When not at home in Eagle Ranch with her family and cats, Nancy spends her time competing in biking, running, and skimo races. So far this summer, she has won first place in her category in every Vail Rec District Mountain Bike Race Series event that she's started.