



CORDILLERA
Metro District

BOARD MEETING

DECEMBER 13, 2024



CORDILLERA
Metro District

ANNUAL MEETING AGENDA

DATE: Friday, December 13, 2024
TIME: 8:45 AM
LOCATION: 408 Carterville Road, Edwards, CO
and video conference

ANNUAL 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 – 8:45 AM

- Call to Order
- Declaration of Quorum/Director Qualifications/Disclosure
- Approval of Agenda

****The Board of Directors will not take any official action at this meeting****

ANNUAL MEETING MATTERS PURSUANT TO SECTION 32-1-903(6)(A), C.R.S. – 8:50 AM

- Presentation on the Status of Public Infrastructure Projects within the District – Trevor Broersma, General Manager
- Review of Unaudited Financial Statements for the Current Calendar Year – Richard Saxby, Board Treasurer

PUBLIC COMMENTS – 8:55 AM

The Board welcomes public comment.

ADJOURN – 9:00 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.

The Annual Meeting requirement applies to any metropolitan district that meets the following criteria: (i) was declared organized by a court pursuant to Section 32-1-305.5, C.R.S., after January 1, 2000; (ii) that has residential units within its boundaries; and (iii) that is not in inactive status.



CORDILLERA
Metro District

REGULAR MEETING AGENDA

DATE: Friday, December 13, 2024

TIME: 9:00 AM

LOCATION: 408 Carterville Road, Edwards, CO
and video conference

REGULAR BOARD MEETING

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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 – updated p. 4-6
 - 10.11.2024 Regular Board Meeting Minutes p. 7-8
 - 2025 Annual Administrative Matters Resolution – Alan Pogue, Legal Counsel p. 9-15
 - 2025 Meeting Resolution – Alan Pogue p. 16-19
 - Second Amendment to Public Records Policy Retention – Alan Pogue p. 20-22
 - 2025 Election Resolution – Alan Pogue p. 23-27
 - Resolution Approving the Collection of Fees – Alan Pogue p. 28-36

DISCUSSION ITEMS – 9:30 AM

- Financial Update – Richard Saxby, CMD Board Treasurer p. 37-45
- Management Team Update – Trevor Broersma, CMD General Manager p. 46-50

PUBLIC HEARING: 2025 BUDGET – 10:00 AM

- Presentation of 2025 Budget – Trevor Broersma p. 51-56

PUBLIC COMMENTS – 10:45 AM

- The Board welcomes public comment.

ADOPTION OF 2025 BUDGET RESOLUTION – 11:00 AM

- Resolution Adopting 2025 Budget, Appropriating Sums of Money, and Setting Mill Levies – Cheryl Foley, Board President p. 57-84

EXECUTIVE SESSION – 11:15 AM

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

ADJOURN – 11:30 PM

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MANAGEMENT REPORT

December 13, 2024

ADMINISTRATION

SAFETY & TRAINING

- CMD has earned a \$18,000 safety grant as part of the SDA Safety program, which will be collected by submitting qualified expenditures for the 2024 fiscal year.

HUMAN RESOURCES, FINANCE, AND ADMINISTRATION

- Financials are posted on the CordilleraLiving.com website; October financials will be posted after this Board meeting.
- Open Enrollment 2025 and benefits reviews were completed for all full-time employees in November.

COMMUNICATIONS

- As part of an ongoing effort to improve the accessibility of our website, we are remediating CMD Board Meeting minutes posted on CordilleraLiving.com so that they can be read by assistive technologies such as screen readers for the visually impaired. Additional website documents will continue to be remediated throughout the winter.
- FRONTSTEPS support is available on our website at CordilleraLiving.com/Frontsteps-Support. The CMD admin team is available to assist over the phone at (970) 926-1923 or in person at the CMD Admin Office, 408 Carterville Road.

EQUESTRIAN CENTER

BARN UPDATES

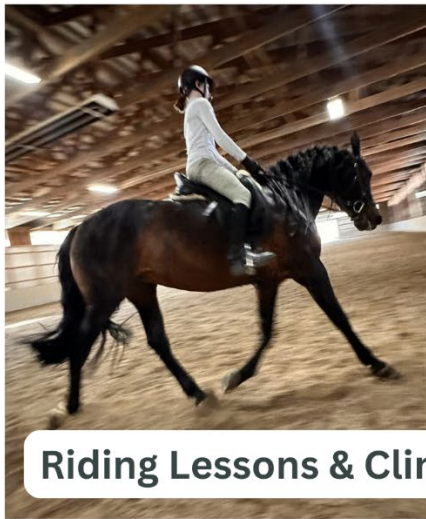
- **Stall upgrades completed:** Newly installed stall mattresses add cushion for horses' hooves, allow us to use fewer shavings, and make cleaning easier. As a result, we are spending less labor time on each stall and have a reduction in wear and tear on our workers.
- **Barn makeover:** This fall, the entire interior of the barn was pressure washed and stained, and the stalls' bars have been painted black for a beautiful restoration.
- **Fall clinics:** We offered three clinics this fall, with Dolly Hannon teaching a final clinic the weekend before Thanksgiving. Many staff members and boarders participated in these learning opportunities.
- We'll have a **Christmas Party** on December 15 for those who board and take lessons at the CEC. It will be a fun end-of-year celebration and a time to appreciate all who keep the barn running with their support.

YEAR-ROUND LESSON & TRAINING PROGRAM

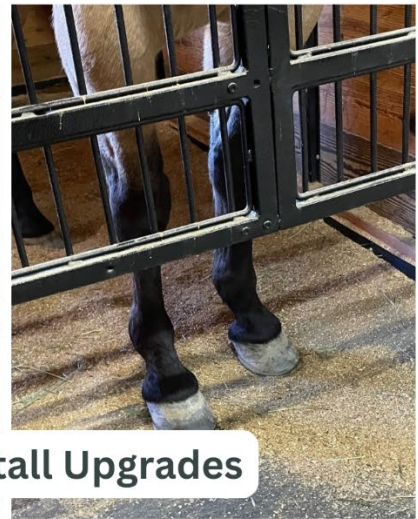
- Shannon Maloney and Chris Bate are teaching many weekly lessons to local students.
- The training program remains at capacity.

HORSE CAMP UPDATE

- We will begin planning and updating our summer Horse Camp program soon. We will incorporate feedback and suggestions for improvement gathered from a survey taken among campers, parents, and camp counselors.



Riding Lessons & Clinics



Stall Upgrades

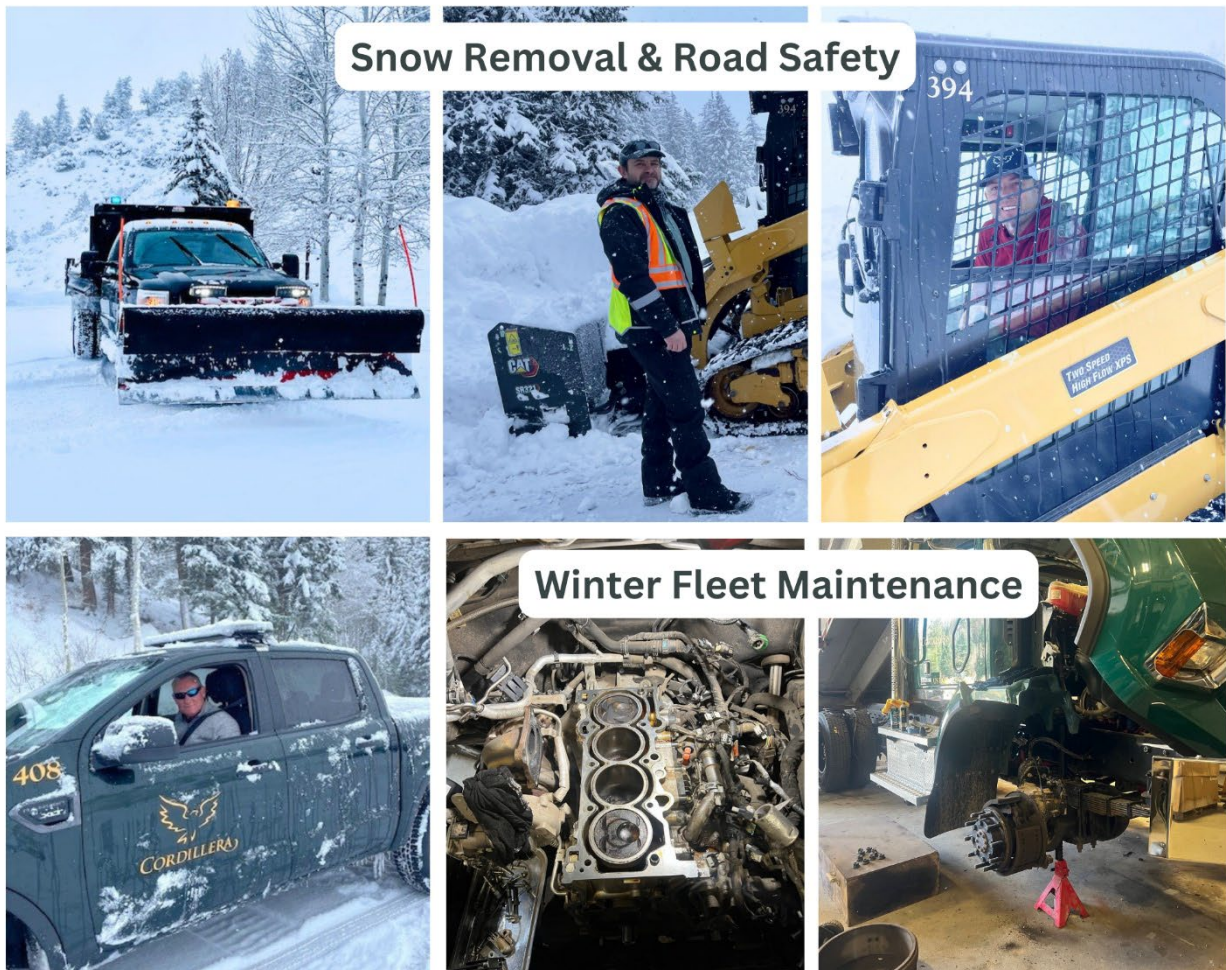


COMMUNITY OPERATIONS PROJECT MANAGEMENT

- **Equestrian Center:** The Comm Ops team has completed significant stall upgrades and refurbishment at the equestrian center.
- **Training:** Two employees achieved their CDL certification and are now putting their plowing skills to use.
- **Road Program:** Emergency roadwork to repair sinkholes on Summit Trail and Forest Trail are complete.
- **Community Operations Facility:** Roof repairs were made to stop leaking.

FLEET

- **Snow removal operations:** Plowing operations are underway, and the fleet performed well during the first winter storms with only minor challenges.
- **Winter fleet projects and repairs:** A few fleet projects and repairs will happen this winter, including a transmission replacement on our water truck and an oil leak repair on a F-350 diesel that will involve removing the transmission and possibly the engine. We are currently replacing the head gasket on one of Public Safety's trucks.



Snow Removal & Road Safety

Winter Fleet Maintenance

TRAILS AND FISHING

- A 1.7-mile section of a new mountain bike trail beginning near the dog park on Carterville Road was completed this fall. The trail is anticipated to be open for riding next summer.
- Winter trails maintenance is underway. CMD manages grooming and snow packing on Lower and Upper El Mirador trails, all trails in the Territories, and the Lower Camino Loop trail.
- Trails are in good condition and are walked frequently to check for downed trees and other maintenance needs.
- Cordillera's fishing ponds are closed when any ice forms on them. The ponds are aerated to support the fish, making the ice variable and dangerous to walk on regardless of outdoor temperature. Stay off the ponds when they have ice on their surface and be careful not to let pets or children wander onto any ice covering the ponds.

WILDFIRE MITIGATION

- Three areas in Cordillera were approved for fire mitigation through prescribed burns at the October 11, 2024, CMD Board Meeting.
- Two of the burns were anticipated to happen in November 2024, but they did not occur due to unfavorable conditions. Communications will be sent out with details when the prescribed burns are able to be rescheduled in the spring of 2025.

PUBLIC SAFETY

- **Training & Development:** We are continuing to provide ongoing FRONTSTEPS and customer service training for all agents. Additionally, winter driving/safety, patrol, and response trainings are happening in November and December. We are reviewing equipment, optimizing systems, and doing additional training and response drills to assess needs and improve safety.
- **Active Hunting Season:** This hunting season has been particularly active for Public Safety. We have had a heightened number of responses to hunting-related suspicious activity and reports of hunters trespassing into Cordillera on foot or ATV from surrounding hunting areas. Additionally, the Ranch gate has been active in turning away unauthorized hunters attempting entry. There have also

been several occasions where we have discovered Cordillera property owners and their guests staging unauthorized hunting activities out of Cordillera.

- **Wildlife:** Bears are hibernating now, and we had one recent elk kill from two mountain lions in the Divide area. Public Safety and Community Operations worked together to remove the elk. We had one reported but unconfirmed wolf sighting; based on what we have seen and heard, this sighting was more likely a coyote. CPW reports that the animal could possibly have been a wolf, but it is unlikely in this instance.

GATE ACCESS STATISTICS:

October and November 2024

- Cordillera Public Safety welcomed approximately **79,357** vehicles through the Divide and Ranch Gates during October and November, up 15% over the same time last year.
 - Divide Gate: 32,783 vehicles
 - Ranch Gate: 46,574 vehicles
- Temporary passes issued:
 - Divide Gate: 556
 - Ranch Gate: 956
- Bicycle Permits Issued: 4
- FRONTSTEPS Statistics
 - October 2024
 - Guests invited by residents: 468
 - Total invited guest entries: 588
 - November 2024
 - Guests invited by residents: 396
 - Total invited guest entries: 738

EMPLOYEE SPOTLIGHTS

JENNIFER CARMINE: PUBLIC SAFETY TRAINING & DEVELOPMENT ADMINISTRATOR

After moving to Edwards from Salisbury, Maryland, Jennifer Carmine began working for CMD as a public safety agent in the summer of 2024. In addition to working in the gates and on patrol, Jennifer is now also working in a new role as the team's training and development administrator.

Jennifer has lived in many places across the US and even for a short time in Liverpool, England, where she worked in promotions for the Beatles'-themed Hard Day's Night Hotel. Her previous work experiences reflect her adventurous personality and range from running a concrete plant as the first female in that role to working as a personal assistant for a stage manager, a gig that enabled her to travel all over the world with the team of an internationally known artist and musician.

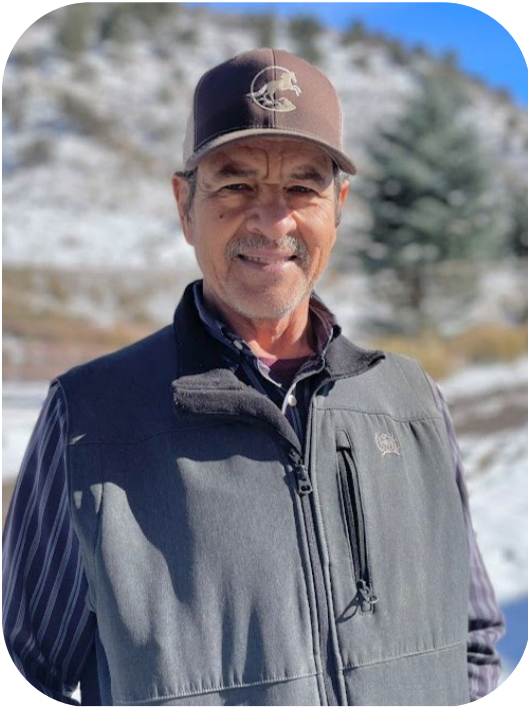
Before coming to Colorado, Jennifer worked at the Salisbury Zoo, where she gained public safety experience and built a variety of really cool habitats and enrichment items for animals like perches for birds, hammocks for bears, climbers, and swings.

Jennifer enjoys hiking and exploring, especially where water is involved. She loves restoring old cars, tinkering on projects, and building things. One more fun fact to mention: Jennifer was once a roller derby blocker for the Wilmington City Ruff Rollers.



While she moved to Colorado to be closer to her sister and niece, Jennifer also has 3 sons, 2 granddaughters, and a cat named Lucy, all still in Maryland.

EZEQUIEL FLORES ESCOBAR: EQUESTRIAN CENTER BARN HAND



Born in Zacatecas, Mexico, Ezequiel Flores Escobar began working at the Cordillera Equestrian Center in 2023. Some say that Ezequiel's nickname, "Eze," matches his easy-going, mild-mannered personality.

Eze is respected by his co-workers for his strong, independent work ethic, and he has earned the praise of boarders who describe him as "kind, efficient, and always willing to help."

Eze grew up working on his family's farm near Zacatecas and has also worked in restaurants as a cook. Eze went to school with Sal Garcia, who works on CMD's Comm Ops team and lived near Eze's family. Eze had cows, not horses, on his farm, but he loves being around horses and enjoys working with the CEC team.

When he's not at work, Eze likes to rest or go out for easy walks on the trails near his home in Wolcott, where he lives with his wife.