

BOARD MEETING

August 12, 2022



CORDILLERA

Metro District



MEETING AGENDA

DATE: FRIDAY, AUGUST 12, 2022

TIME: 9:00AM

LOCATION: 408 Carterville Rd, Edwards, CO and Video Conference.

STATE OF COLORADO) COUNTY OF EAGLE) SS.

REGULAR BOARD MEETING

This board meeting is being held in person at the CMD Admin 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 on how join the zoom call.

BOARD OF DIRECTORS

Cheryl Foley, President – May 2025 | Dan Roberts, Vice President – May 2023

Richard Saxby, Treasurer – May 2025 | Harry Jasper, Secretary – May 2025

Rob Meyers Asst Secretary/Asst Treasurer – May 2023

CALL TO ORDER - 9:00AM

- Call to Order
- Declaration of Quorum/Director Qualifications/Disclosure
- Approval of Agenda
- Approval of Consent Agenda
 - 06.10.2022 Meeting Minutes
 - 06.28.2022 Meeting Minutes
 - 07.19.2022 Special Meeting Minutes
- Election of Rob Meyers as Asst. Treasurer/Asst. Secretary

DISSUSSION ITEMS – 9:10AM

- Financial Update – Richard Saxby, Board Treasurer
- 2021 Financial Audit – Paula Kurtz, HR and Finance Admin
- Board Committees and Pertaining Resolutions – Cheryl Foley, Board President
- Cordillera Equestrian Center Update – Dominique Jones, Equestrian Center Manager
- Management Team Update – Trevor Broersma, General Manager

PUBLIC COMMENTS – 10:30 AM

The board welcomes public comment.

EXECUTIVE SESSION – 11:00AM

Executive Session, pursuant to Section 24-6-402(4)(b), C.R.S., for the purpose of receiving legal advice on specific legal questions concerning governmental immunity.

ADJOURN – 12:00PM

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.



MEETING MINUTES

DATE: Friday, June 10, 2022

TIME: 9:00 a.m.

LOCATION: 0408 Carterville Road
State of Colorado, County of Eagle.

REGULAR BOARD MEETING

ATTENDANCE

Board Members Present: Cheryl Foley, President; Richard Saxby, Treasurer

Board Members present via webinar: Dan Roberts, Vice President; Harry Jasper, Secretary.

CMD Staff Present: Trevor Broersma, General Manager.

Panelists via webinar: Alan Pogue, CMD Legal Counsel; Jason Carroll and Margaret Henderson, CliftonLarsonAllen (CLA)

Members of the public present via webinar: Dennis Moran, Neel Lemon, Jon Seltzer, Harvey Schnitzer, Pam Horn-Kates, Cathleen McKinzie, Lainie Edinburg, Bill Farley, Ronald Gafford, Mike Grier, Cassie Grey, Chuck Jackson, Mary Jackson, Nukhet Saxby, Margo Boyle, Jerri More, Annette Irion, Lois Bruce, Brooke Ferris, Matt Ralls.

CMD Staff present via webinar: Paula Kurtz, HR and Finance Administrator; Sam Lazar, Operations Manager; Cliff Simonton, Planning Manager.

CALL TO ORDER/DECLARATION OF QUORUM

Director Foley called the meeting to order at 9:00 a.m., noting a quorum was present.

ADEQUATE NOTICE/CONFLICT DISCLOSURE

Board members acknowledged receiving notice of the meeting no less than 24 hours in advance. No conflicts with items on the agenda were cited.

APPROVAL OF AGENDA

Director Saxby moved to approve the agenda for June 10, 2022. Director Roberts seconded the motion, the vote to approve was unanimous.

DISCUSSION ITEMS

FINANCIAL UPDATE

Director Saxby presented the financial update for the month of April. Operating expenses are below budget by 5.5%. Capital fund expenses are low at this time as most projects are just getting underway. The finances look good.

No Board action was required for the Financial Update

2021 FINANCIAL AUDIT

HR and Finance Administrator Paula Kurtz provided an update on the 2021 financial audit, which is being reviewed in preliminary form by both CLA and staff. The letter from the auditor indicates no difficulties or issues, and the audit looks clean. Once approved, the audit will be posted on the website.

Director Foley noted the clean audit was very good news and thanked all involved.

No Board action was required regarding the 2021 Financial Audit.

BOARD VACANCY

Director Foley presented the need to fill the vacancy on the Board, providing three possible options:

1. Appoint the candidate from the recent 2022 election who had obtained the next highest number of votes.
2. Arbitrarily choose and appoint a qualified member from the community.
3. Provide a process allowing qualified community members to submit their names to the Board for consideration, and then apply thoughtful consideration to qualifications, areas of expertise, previous candidacy or board experience, community involvement, and other criteria or qualities determined appropriate by the Board. Based on analysis by individual board members, select the best candidate.

The Board discussed the options at length. Director Foley then opened the meeting to public comment on this specific topic. Comments received included:

- Agreement that it is Board's responsibility to consider and select a candidate to fill the vacancy.
- Support for selecting an individual with qualifications that would fill identified expertise or skill "gaps".

Following discussion and public input, Director Foley moved in support of option # 3, directing staff to initiate a process and send notice to the community requesting interested and qualified community members submit their names for consideration to the Board no later than 5:00 p.m. on Friday, June 17. Candidates from the recent 2022 election who were not elected are encouraged to submit their names for consideration. The Board will discuss and vote to fill the vacancy at a public meeting to be scheduled on June 28, 2022.

Director Roberts seconded the motion; the vote to approve was unanimous

General Counsel Pogue indicated that his office would need to confirm the qualifications of any interested candidates prior to a Board decision.

WEBSITE MEMORANDUM OF UNDERSTANDING RESOLUTION *(please note copy of the full resolution in the Board Packet)*

Director Foley introduced a resolution approving a Memorandum of Understanding (MOU) between the CMD and the CPOA, and summarized text from the resolution as follows:

"Whereas the Metro District desires to work with the CPOA to make the website a "one-stop shop" for easy and efficient access to community information, and whereas both the Metro District and the Association desire to enter into an MOU to set forth certain key terms and conditions by which the website will be jointly developed, operated and maintained by the District and the Association."

The MOU establishes a 50-50 sharing partnership for website management and costs between the CMD and the CPOA, appointing website managers for each entity who will work collaboratively to assure efficiency, effectiveness, and overall quality. CMD Board approval for the MOU is being requested today, with the understanding that the CPOA Board will attempt to approve a supporting resolution at their next meeting.

Director Foley moved to approve the MOU as presented, Director Saxby seconded the motion.

In discussion, Director Saxby asked for clarification of the assignment clause in the resolution. General Counsel Pogue indicated the clause is intended to prevent the CMD or the CPOA from assigning their position in the agreement to a third party, as highly unlikely as that might be. Director Jasper noted the positive nature of this joint project between the CMD and CPOA and that the community seems very happy to have one on-line location where they can find information. Director Roberts mirrored this opinion, noting the significant improvement to the site, and indicated that the Board should support continued refinements and enhancements to the site going forward. Director Foley closed discussion with a request that anyone with nice pictures of Cordillera should submit them as they can be added to the site.

The vote was called, and the MOU Resolution passed unanimously.

MANAGEMENT TEAM UPDATE *(please note copy of the full Report in the Board Packet)*

General Manager Broersma presented the Management Team Report, highlighting the following:

- Staffing remains strong, with just three positions open.
- A CMD Board Open House is scheduled for July 19. General Counsel Pogue indicated that as all Board Members will be present, the open house should be posted, and that normal protocol opening a Board meeting should be followed at the start of the open house.
- The Kids Camps and riding lessons have started at the Equestrian Center.
- Under Projects update:
 - The Bearden Ponds rebuild is progressing, the top pond is lined and should begin filling next week. Weather and water availability will determine when the lower pond can be filled. Director Foley confirmed that all affected homeowners and fishing stakeholders have been advised of the project status. Director Saxby asked for details regarding safety and the interface between the liner soil covering in the area where fishermen would be wading.
 - The new Bearcat Barn is on schedule and should be completed by mid-July. The project is impacted by supply chain issues. The old siding from the original barn is stored and will be used on other site enhancements.
 - The Ranch Gatehouse project is on target and Trevor took the opportunity to thank everyone involved. It seems to be very much appreciated by the community. The structure for the guest lane cover is being constructed as a kit in Montana and will be shipped later this summer. The project is expected to come in under budget.
 - Fire mitigation projects continue and include completion of work on the Divide and joint projects with Colorow and Diamond Star for new fire breaks, these to be completed later this summer.
 - Trees brought down by strong winds the spring (there were many) are being cleaned up by the trails crew.
- An insurance carrier-approved driver training program designed by Public Safety has been successfully tested. Completion of the program will be required for all staff.
- Bill Morris has been promoted to Public Safety Supervisor.

- Salvador Garcia, the longest tenured employee with the Metro District at 26 years, was highlighted as an exemplary and extraordinary employee.

No Board action was required regarding the Management Team Report.

SEWER LIFT STATION RESOLUTION *(please note copy of the full resolution with attachment in the Board Packet)*

General Manager Broersma presented a resolution memorializing policies and yearly fees associated with the operation of two sewer lift stations in Cordillera. These stations serve approximately 20 lots in the Settlers Loop and Bearden neighborhoods where, due to terrain, sewer effluent must be pumped to adjacent gravity flow mains. These stations are not managed by ERWSD, but are instead the responsibility of CMD. Through annual billing, the cost of operating and maintaining these stations is passed on to affected homeowners. Director Foley emphasized that this service arrangement has been in place since the beginning of Cordillera, and that this resolution simply formalizes existing arrangements.

Director Saxby moved to approve the resolution; Director Jasper seconded the motion.

In discussion, Director Roberts asked what capital expenditures can be expected for the lift stations in coming years. General Manager Broersma indicated that upgrades to meet code will be required soon, with an expected cost of \$5000. This cost will be divided and passed on to the affected homeowners. Director Saxby asked whether previous capital expenditures had been amortized over time. They have not, as pump replacement and other maintenance costs have been passed on within the year to affected owners. Director Foley asked if the lift stations were included as part of the reserve study. General Manager Broersma indicated yes, but as a minor element only as replacement is not anticipated in the near future.

The vote was called, and the Sewer Lift Station Resolution passed unanimously.

RULES OF THE ROAD RESOLUTION *(please note copy of the full resolution with attachment in the Board Packet)*

Community Planning Manager Cliff Simonton presented a resolution approving updated and amended Rules of the Road for activities within Cordillera Road Right-of-Ways. The updated document eliminates requirements no longer enforced and expands coverage and detail to areas and activities not previously addressed.

Director Roberts moved to approve the resolution; Director Jasper seconded the motion.

In discussion, Director Roberts asked about road restrictions that might change at the end of the year when the bond debt is retired. Would there be an opportunity, as example, to further restrict bicycles entering Cordillera? General Counsel Pogue identified a number of legal considerations that the Board should discuss, perhaps with the help of the District's bond and/or tax counsel, as that time approaches. Director Foley indicated support for looking into possible modifications of the current bike access policy. Director Saxby asked if cars were legally required to stop for golf carts at identified cart crossings, and pointed to the issue in Cordillera of limited sightlines at various crossings. It was explained that carts are required to stop for cars. Work is ongoing to improve sightlines wherever possible. The Board suggested that CMD staff work with the Club to remind golfers of the rules at cart crossings.

The vote was called, and the Rules of the Road Resolution passed unanimously.

MILL LEVY DISCUSSION

General Manager Broersma introduced Jason Carroll with CLA who presented information regarding the mechanics of taxing in Cordillera, the application of mill levies, and general impacts to homeowners once various bond debts have been retired. Cordillera is limited each year to a 5.5% increase in taxes to support the general operating fund unless otherwise approved by the Cordillera voter.

No Board action was required on the topic of Mill Levies.

PUBLIC COMMENT

Director Foley opened the meeting to public comment. Seeing no hands raised, Director Foley closed public comment.

EXECUTIVE SESSION

Director Roberts moved to convene executive session, pursuant to Section 24-6-402(4)(f)(I), for the purpose of discussing personnel matters, and Section 24-6-402(4)(b), for the purpose of receiving legal advice from general counsel regarding the same. Director Jasper seconded the motion.

Following discussion, Director Saxby moved to leave executive session and return to the public meeting. Director Jasper seconded the motion.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 11:25 a.m., motion by Roberts, second by Saxby.



MEETING MINUTES

DATE: Thursday, June 28, 2022

TIME: 9:00 a.m.

LOCATION: 0408 Carterville Road
State of Colorado, County of Eagle.

SPECIAL BOARD MEETING

ATTENDANCE

Board Members Present: Cheryl Foley, President; Harry Jasper, Secretary.

Board Members present via webinar: Dan Roberts, Vice President; Richard Saxby, Treasurer.

CMD Staff Present: Trevor Broersma, General Manager.

Panelists via webinar: Alan Pogue, CMD Legal Counsel.

Members of the public present via webinar: Rob Meyers, Betsy Meyers, Melissa Murphy, Dennis Moran, Cindy Moran, Mike Autera, Debbie Jasper, Jane Ann Lockwood, Jon Seltzer, Lainie Edinburg, Chuck Jackson, Nukhet Saxby, Annette Irion, Lois Bruce, Brooke Ferris.

CMD Staff present via webinar: Paula Kurtz, HR and Finance Administrator; Sam Lazar, Operations Manager; Cliff Simonton, Planning Manager.

CALL TO ORDER/DECLARATION OF QUORUM

Director Foley called the meeting to order at 9:00 a.m., noting a quorum was present.

ADEQUATE NOTICE/CONFLICT DISCLOSURE

Board members acknowledged receiving notice of the meeting no less than 24 hours in advance. No conflicts with items on the agenda were cited.

APPROVAL OF AGENDA

Director Roberts moved to approve the agenda for June 28, 2022. Director Jasper seconded the motion, the vote to approve was unanimous.

DISCUSSION ITEMS

APPOINTMENT OF NEW BOARD MEMBER

Director Foley opened the discussion regarding the appointment of a new board member to fill the vacancy left by Director John Van Deusen, and provided a summary of the process followed over the past three weeks. In short, members of the community were requested to submit their names if interested in joining the Board, or recommend a neighbor they felt might be qualified. In the end, four submitted their names for consideration:

Gary Bomba, Brooke Farris, Rob Meyers, and Cindy Moran

Director Foley thanked these individuals for stepping up for consideration and thanked all who participated in the vetting process.

Each Board member in turn thanked the applicants for stepping forward, noting excellent qualifications across the board. Each member then provided the criteria they had developed to determine which candidate they would recommend. A summary of criteria provided would include (in no particular order of importance):

- Having the skills/experience and background that the CMD needs in the short and long term
- The length of time living in Cordillera, a plus, but those new to Cordillera also bring a fresh perspective
- Demonstration of commitment to the community, attendance at/involvement with community functions
- The ability to devote time to CMD Board issues. and flexibility to accommodate rapidly evolving issues
- An understanding of the issues that presently impact the CMD
- Indication of a vision for the future, and an understanding of future challenges
- The ability to get along with CMD and CPOA board members, and CMD staff
- Indication of a fiscally conservative mindset
- The commitment and effort put forward by those who ran in the 2022 election
- A willingness to run for election again in one year's time

With due consideration of the above, Director Roberts recommended Rob Meyers, Director Jasper recommended Cindy Moran, Director Saxby recommended Rob Meyers, and Director Foley recommended Rob Meyers.

Director Roberts moved to appoint Rob Meyers to fill the vacancy for the Director position. Director Saxby seconded the motion. There being no further discussion, the vote was called and the motion carried unanimously.

PUBLIC COMMENT

Director Foley opened the meeting to public comment.

- Cindy Moran congratulated Rob Meyers on his appointment and thanked the Board for its consideration.
- Brooke Farris indicated that selecting someone with an insurance background was a good move and offered to work on committees moving forward.
- Rob Meyers thanked the Board for its decision to elect him to fill the vacant position and indicated his intent to work with everyone to continue to strengthen relationships to make Cordillera a great place to live. Rob also thanked Cindy and Brooke for their encouraging words.

Director Foley congratulated Rob, and then closed public comment.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:22 a.m., motion by Roberts, second by Jasper.



MEETING MINUTES

DATE: Tuesday, July 19, 2022

TIME: 3:00 p.m.

LOCATION: 0543 Carterville Road, Cordillera
State of Colorado, County of Eagle.

SPECIAL BOARD MEETING

ATTENDANCE

Board Members Present: Cheryl Foley, President; Dan Roberts, Vice President; Richard Saxby, Treasurer; Harry Jasper, Secretary; Rob Meyers, Assistant Secretary/Assistant Treasurer.

CMD Staff Present: Trevor Broersma, General Manager; Paula Kurtz, HR and Finance Administrator; Sam Lazar, Community Operations Manager; Michael Bosley, Public Safety Manager; Cliff Simonton, Planning Manager; Jon Reid, Fleet Supervisor; Jay Vestich, Community Operations Supervisor, Bill Morris, Public Safety Supervisor, Wes Zittel, Community Operations Mechanic; Nancy Mires, Community Relations Specialist.

Approximately 55 members of the public attended, coming and going during the three-hour meet and greet event.

CALL TO ORDER/DECLARATION OF QUORUM

Director Foley called the meeting to order at 3:00 p.m., noting a quorum was present.

ADEQUATE NOTICE/CONFLICT DISCLOSURE

Board members acknowledged receiving notice of the meeting no less than 24 hours in advance. No conflicts with items on the agenda were cited.

APPROVAL OF AGENDA

Director Foley moved to approve the agenda for July 19, 2022. Director Roberts seconded the motion, the vote to approve was unanimous.

DISCUSSION ITEMS

MEET YOUR BOARD MEMBERS

General Manager Broersma introduced key staff members and with help from Fleet Supervisor Jon Reid lead a 30 minute walking tour of the Community Operations Maintenance Facility.

Community members then mingled with Board members and staff in an informal meet and greet setting.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 6:00 p.m., motion by Foley, second by Saxby.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
CORDILLERA METROPOLITAN DISTRICT
ESTABLISHING A BUDGETS, FORECASTS AND AUDIT COMMITTEE**

WHEREAS, Cordillera Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly formed and existing pursuant to Sections 32-1-101, *et seq.*, C.R.S.; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “Board”) is empowered with the management, control, and supervision of all business and affairs of the District; and

WHEREAS, pursuant to Section 32-1-1001(1)(m), C.R.S., the Board is authorized to adopt, amend, and enforce bylaws and rules and regulations not in conflict with the constitution and the laws of the State for carrying on the business, objects, and affairs of the Board; and

WHEREAS, the Board desires to establish a Budgets, Forecasts and Audit Committee for the purpose of reviewing and evaluating District budgets, financial statements, audits, financial forecasts, reserve studies, banking authorizations and spending, and advising and making recommendations to the Board concerning such matters.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CORDILLERA METROPOLITAN DISTRICT THAT:

1. Establishment of Budgets, Forecasts and Audit Committee. The Board hereby establishes the Budgets, Forecasts and Audit Committee for the purpose of reviewing and evaluating District budgets, financial statements, audits, financial forecasts, reserve studies, banking authorizations and spending, and advising and making recommendations to the Board concerning such matters.

2. Authority. The Budgets, Forecasts and Audit Committee is hereby authorized and directed to review, evaluate, analyze, and participate in discussion concerning District budgets, financial statements, audits, financial forecasts, reserve studies, banking authorizations and spending. The Budgets, Forecasts and Audit Committee is further authorized to advise and make recommendations to the Board concerning such matters. The Budgets, Forecasts and Audit Committee is an advisory body and shall not have authority to expend District funds, make decisions on behalf of the District, or enter into contracts in the District’s name.

3. Membership. The Budgets, Forecasts and Audit Committee shall be comprised *ex officio* of the President and Treasurer of the Board. The Budgets, Forecasts and Audit Committee may select from among its membership one person to act as its chairperson and may further select a co-chairperson if so desired.

4. Meetings. The Budgets, Forecasts and Audit Committee shall establish a regular meeting schedule and may hold special meetings on such days and times as it deems necessary or prudent. Notice of meetings shall be provided in accordance with Colorado law.

5. Modification; Repeal. The Board may amend, revise, or repeal the authority of, reconstitute, and/or disband the Budgets, Forecasts and Audit Committee from time to time, in its discretion.

6. Effective Date. This Resolution shall take effect on the date and at the time of its adoption and shall remain effective until otherwise supplemented or amended by the Board.

ADOPTED AND APPROVED THIS 12th day of AUGUST, 2022.

CORDILLERA METROPOLITAN DISTRICT

By: Cheryl Foley
Its: President

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**RESOLUTION OF THE BOARD OF DIRECTORS OF
CORDILLERA METROPOLITAN DISTRICT
ESTABLISHING A FINANCIAL SERVICES COMMITTEE**

WHEREAS, Cordillera Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly formed and existing pursuant to Sections 32-1-101, *et seq.*, C.R.S.; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “Board”) is empowered with the management, control, and supervision of all business and affairs of the District; and

WHEREAS, pursuant to Section 32-1-1001(1)(m), C.R.S., the Board is authorized to adopt, amend, and enforce bylaws and rules and regulations not in conflict with the constitution and the laws of the State for carrying on the business, objects, and affairs of the Board; and

WHEREAS, the Board desires to establish a Financial Services Committee for the purpose of reviewing and evaluating limited District financial matters, including insurance and financing matters, and advising and making recommendations to the Board concerning such matters.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CORDILLERA METROPOLITAN DISTRICT THAT:

1. Establishment of Financial Services Committee. The Board hereby establishes the Financial Services Committee for the purpose of reviewing and evaluating District financial matters, including insurance and financing matters, and advising and making recommendations to the Board concerning such matters.

2. Authority. The Financial Services Committee is hereby authorized and directed to review, evaluate, analyze, and participate in discussion concerning District financial matters, including insurance and financing matters. The Financial Services Committee is further authorized to advise and make recommendations to the Board concerning such matters. The Financial Services Committee is an advisory body and shall not have authority to expend District funds, make decisions on behalf of the District, or enter into contracts in the District’s name.

3. Membership. The Financial Services Committee shall be comprised of no more than three (3) members, as the same may be appointed by the Board from time to time. The Board hereby appoints the following, who shall comprise the initial membership of the Financial Services Committee:

Dan Roberts, Vice President
Rob Meyers, Asst Secretary/Asst Treasurer
Bob Donovan, Homeowner

The Financial Services Committee members serve at the pleasure and discretion of the Board and may be appointed and/or removed from time to time in the Board’s discretion, with such appointments or membership changes reflected in the minutes of the Board meeting at which

the action is taken. The Financial Services Committee shall select from among its membership one person to act as its chairperson and may further select a co-chairperson if so desired.

4. Meetings. The Financial Services Committee shall establish a regular meeting schedule and may hold special meetings on such days and times as it deems necessary or prudent. Notice of meetings shall be provided in accordance with Colorado law.

5. Modification; Repeal. The Board may amend, revise, or repeal the authority of, reconstitute, and/or disband the Financial Services Committee from time to time, in its discretion.

6. Effective Date. This Resolution shall take effect on the date and at the time of its adoption and shall remain effective until otherwise supplemented or amended by the Board.

ADOPTED AND APPROVED THIS 12th day of AUGUST, 2022.

CORDILLERA METROPOLITAN DISTRICT

By: Cheryl Foley
Its: President

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**RESOLUTION OF THE BOARD OF DIRECTORS OF
CORDILLERA METROPOLITAN DISTRICT
ESTABLISHING AN
ENVIRONMENTAL AND INFRASTRUCTURE COMMITTEE**

WHEREAS, Cordillera Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly formed and existing pursuant to Sections 32-1-101, *et seq.*, C.R.S.; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “Board”) is empowered with the management, control, and supervision of all business and affairs of the District; and

WHEREAS, pursuant to Section 32-1-1001(1)(m), C.R.S., the Board is authorized to adopt, amend, and enforce bylaws and rules and regulations not in conflict with the constitution and the laws of the State for carrying on the business, objects, and affairs of the Board; and

WHEREAS, the Board desires to establish an Environmental and Infrastructure Committee for the purpose of reviewing and evaluating issues related to District infrastructure and environment, and advising and making recommendations to the Board concerning such matters.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CORDILLERA METROPOLITAN DISTRICT THAT:

1. Establishment of Environmental and Infrastructure Committee. The Board hereby establishes the Environmental and Infrastructure Committee for the purpose of reviewing and evaluating issues related to District infrastructure and environment, including roadways and road appurtenances, cellular service, cable service, water and sewer, recycling, and other environmental issues, and advising and making recommendations to the Board concerning such matters.

2. Authority. The Environmental and Infrastructure Committee is hereby authorized and directed to review, evaluate, analyze, and participate in discussion concerning District infrastructure and environmental matters, including roadways and road appurtenances, cellular service, cable service, water and sewer, recycling, and other environmental issues. The Environmental and Infrastructure Committee is further authorized to advise and make recommendations to the Board concerning such matters. The Environmental and Infrastructure Committee is an advisory body and shall not have authority to expend District funds, make decisions on behalf of the District, or enter into contracts in the District’s name.

3. Membership. The Environmental and Infrastructure Committee shall be comprised of no more than three (3) members, as the same may be appointed by the Board from time to time. The Board hereby appoints the following, who shall comprise the initial membership of the Environmental and Infrastructure Committee:

Harry Jasper, Secretary

The Environmental and Infrastructure Committee members serve at the pleasure and discretion of the Board and may be appointed and/or removed from time to time in the Board's discretion, with such appointments or membership changes reflected in the minutes of the Board meeting at which the action is taken. The Environmental and Infrastructure Committee shall select from among its membership one person to act as its chairperson and may further select a co-chairperson if so desired.

4. Meetings. The Environmental and Infrastructure Committee shall establish a regular meeting schedule and may hold special meetings on such days and times as it deems necessary or prudent. Notice of meetings shall be provided in accordance with Colorado law.

5. Modification; Repeal. The Board may amend, revise, or repeal the authority of, reconstitute, and/or disband the Environmental and Infrastructure Committee from time to time, in its discretion.

6. Effective Date. This Resolution shall take effect on the date and at the time of its adoption and shall remain effective until otherwise supplemented or amended by the Board.

ADOPTED AND APPROVED THIS 12th day of AUGUST, 2022.

CORDILLERA METROPOLITAN DISTRICT

By: Cheryl Foley
Its: President

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**RESOLUTION OF THE BOARD OF DIRECTORS OF
CORDILLERA METROPOLITAN DISTRICT
ESTABLISHING A HUMAN RESOURCES COMMITTEE**

WHEREAS, Cordillera Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado, duly formed and existing pursuant to Sections 32-1-101, *et seq.*, C.R.S.; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “Board”) is empowered with the management, control, and supervision of all business and affairs of the District; and

WHEREAS, pursuant to Section 32-1-1001(1)(m), C.R.S., the Board is authorized to adopt, amend, and enforce bylaws and rules and regulations not in conflict with the constitution and the laws of the State for carrying on the business, objects, and affairs of the Board; and

WHEREAS, the Board desires to establish a Human Resources Committee for the purpose of reviewing and evaluating human resources matters, including employee compensation and benefit programs, retirement programs and investments, and advising and making recommendations to the Board concerning such matters.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CORDILLERA METROPOLITAN DISTRICT THAT:

1. Establishment of Human Resources Committee. The Board hereby establishes the Human Resources Committee for the purpose of reviewing and evaluating human resources matters, including employee compensation and benefit programs, retirement programs and investments, and advising and making recommendations to the Board concerning such matters.

2. Authority. The Human Resources Committee is hereby authorized and directed to review, evaluate, analyze, and participate in discussion concerning District human resources matters, including employee compensation and benefit programs, retirement programs and investments. The Human Resources Committee is further authorized to advise and make recommendations to the Board concerning such matters. The Human Resources Committee is an advisory body and shall not have authority to expend District funds, make decisions on behalf of the District, or enter into contracts in the District’s name.

3. Membership. The Human Resources Committee shall be comprised of no more than three (3) members, as the same may be appointed by the Board from time to time. The Board hereby appoints the following, who shall comprise the initial membership of the Human Resources Committee:

Cheryl Foley, CMD President
Rob Meyers, Asst Secretary/Asst Treasurer

The Human Resources Committee members serve at the pleasure and discretion of the Board and may be appointed and/or removed from time to time in the Board's discretion, with such appointments or membership changes reflected in the minutes of the Board meeting at which the action is taken. The Human Resources Committee shall select from among its membership one person to act as its chairperson and may further select a co-chairperson if so desired.

4. Meetings. The Human Resources Committee shall establish a regular meeting schedule and may hold special meetings on such days and times as it deems necessary or prudent. Notice of meetings shall be provided in accordance with Colorado law.

5. Modification; Repeal. The Board may amend, revise, or repeal the authority of, reconstitute, and/or disband the Human Resources Committee from time to time, in its discretion.

6. Effective Date. This Resolution shall take effect on the date and at the time of its adoption and shall remain effective until otherwise supplemented or amended by the Board.

ADOPTED AND APPROVED THIS 12th day of AUGUST, 2022.

CORDILLERA METROPOLITAN DISTRICT

By: Cheryl Foley
Its: President

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Management Report

August 12, 2022

Administration

Staffing:

Recruitment is open for the following positions:

- Operations Worker 2
- Patrol Agent
- Barn Hand: Part-Time, and Full-Time

Current Staff Breakdown by Department

- Administration – 3 Full-time
- Community Operations – 12 Full-time
- Public Safety – 15 Full-time
- Equestrian Center – 3 Full-time, 4 Part-time

Safety and Training:

- Public Safety participated in our safe driving course June 7-9th
- Comm Ops will participate in Confined Space Training on October 6th.

Human Resources

- Welcomed and onboarded Joel Simpson, Trails Technician
- Current and Upcoming HR Tasks and Projects
 - Continue to follow and develop strategy for new Colorado FAMILI (Family and Medical Leave Insurance Program) Law that takes effect in 2023.
 - Benefit Strategy for 2023
 - Management of Worker's Compensation claims
 - Create and implement Onboarding and Employee Retention Program and Strategy
 - Cost of Hire/Turnover Tracking development and review

Finance

- Audit is complete.
- Monthly Financials are now being reviewed and posted on the website each month.

Community Outreach

- Continued working with CPOA staff to refine and improve the new joint website.
- Published Cordillera Connection and news blasts as necessary to keep the community aware of Metro District projects, operations, and events.
- Provided reports to the Cordillera DRB regarding new construction projects and potential impacts to ROW facilities and maintenance operations. Managed and executed encroachment agreements, construction in the ROW permits, and road impact fee collections.
- Responded in timely fashion to inquiries from officials, architects, realtors, contractors, service providers, and community members regarding on-going projects, rules of the road, easements, plats, zoning, general governance and associated approval or entitlement processes.

Equestrian Center

Barn Updates

- Summer Horse Camp- weekly Tuesday, Wednesday, Thursday 10am-4pm.
- Great feedback about the barn, improvements, the flower pots out front from visiting property owners.
- Boarders participated in several Dressage shows in Grand Junction with trainer Jess Schuering being featured on the local news station riding Dolce.
- Clinician and US Dressage Federation Gold Medalist Sarah Martin gave a 2-day clinic for boarders.



Lesson and Camp Program

- Year-round horseback riding lessons are available.
- Summer horse camp has been a huge success with several campers returning for a second week.
- Our lesson horses have been amazing, and staff has had a lot of fun with the camps.
- Some of the camp activities include relay races, painting horses, bathing horses, archery, vaulting, pool noodle ring jousting, slo-mo barrel racing, dress up and horse decorating, arts and crafts, scavenger hunts, horseopoly, horse related Pictionary, and many more.
- Everyone who has participated in camp is excited to return and participate in camp next summer.
- Several property owners have called to express interest in camp next year.
- As this is a new program, we had a relatively late start this summer, many property owners have shared that they would have loved to participate in camp but that they were already signed up for other camps.
- Next year camp will be advertised much earlier as we found many people sign their kids up for camps in March or April.
- Several people have expressed interest in camps during school breaks such as Thanksgiving or Christmas, so I am exploring that idea.

CEC Summer Horse Camp

This summer the Cordillera Equestrian Center is excited to offer weekly horse camps for youth ages 8-15. This program offers youth the opportunity to interact with horses in a safe, fun, and educational environment. The camp will be taught by Cordillera's own knowledgeable and certified equestrian professionals.

What's included: Three fun filled days. Six riding lessons. Unmounted lessons on horse safety, horsemanship, grooming, anatomy, health, husbandry, and routine horse care. Campers will also enjoy fun horse related games activities and mixed media art projects.

When: Camp will take place weekly- Tuesday, Wednesday, and Thursdays from 10am (drop off) -4pm (pick up). Camp will be offered:

June 14th – June 16th (Ages 8-12)
 June 28th- June 30th (Ages 13-15)

June 21st- June 23rd (Ages 8-12)
 July 5th - July 7th (Ages 8-12)

July 12th - July 14th (Ages 8-12)
 July 26th - July 28th (Ages 8-12)
 Aug 9th – Aug 11th (Ages 13-15)

July 19th – July 21st (Ages 13-15)
 Aug 2nd - Aug 4th (Ages 8-12)
 Aug 16th – Aug 18th (Ages 8-12)

Cost: \$650.00/week- Payment is due at the time of registration.

Horse Program Usage Statistics May- Aug-

# of Property Owners Summer Horse Camp –13 kids Lessons –3 adults and 5 children Other – 6 using the facility in another capacity. Riding a boarder’s horse, volunteering, helping another trainer at the facility.	# of Non-Property Owners Summer Horse Camp –3 Kids Lessons – 4 adults, 2 children
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*7 people have expressed interest in lesson starting in August. Several people are taking weekly lessons. At least 5 Cordillera families express that they would have signed up for camp if they had known about it sooner and are interested in next summer.

Boarding Statistics

Stall Horses: Property Owners –3 Non-Property Owners –9 Horses Anticipated or on Waiting List – 3PO, 2NPO	Outside Paddock Horses: Property Owners –6 Non-Property Owners – 8 Horses Anticipated or on Waiting List – 1PO, 5NPO
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Community Operations

Project Management

- Bearden Ponds update - One pond has been filled; remaining ponds will be lined as soon as possible in hopes of getting more water from the golf course.
- Bearcat Stables Barn construction is underway and on schedule. Lights, painting, and insulation will be starting in the next few weeks.
- Ranch Gatehouse remodel and landscaping are still underway and on schedule. Guest lane roof package ordered from Montana; kit assembly contractor selected from Kremmling.

2022 Road Program

- Carterville, Webb peak, Ranch Gatehouse & Bike Path to Summit Completed.
- 199,282 Linear Feet of Roadways Striped.
- Operations, Equestrian Center, Administration Parking Lot Striping Completed
- Erosion Damage on Fenno Shoulder Repaired.
- New Guardrail Install Underway for Fenno Curve, Blackbear, Summit Curve and Territories.
- 350 Feet of New Curb and Gutter Built at Ranch Gatehouse.
- In the Months of June and July the Operations Team Hauled 117,960 lbs. of Homeowner Yard Debris.
- Alcazar Fire Mitigation Project is Underway with Guidance from Eagle Valley Wildland.

Fleet

- Donation of 2006 Ford F-150 to Eagle River Fire District – Wildland Team.
- Community Operations Mechanics Completed over 71 work orders YTD.
- 61 Car Wash Classes Given YTD.
- 2 New Public Safety Vehicles Have Been Retrofitted and are Fully Operational.
- Operations – 9,984.9 Gallons of Fuel YTD.
- Public Safety – 3,248.1 Gallons of Fuel YTD.
- 41,068 Miles Driven YTD.
- Staff Received Training from Old Growth Tree Service as well as Hugh Fairfield Smith from Eagle Valley Wildlands on our New Flail Head Mower as well as our Masticator.

Trails and Fishing

- 6 Trail Signs Replaced
- 16 Miles of Trails Mowed
- 97 Miles of Trails Hiked.
- 173 Trees Felled.
- Managed fishing permit system and supported contract with Vail Valley Anglers to control access to the Eagle River fishing property.

Public Safety

- 2 current PS personnel are training agents and are mentors to develop new employees to provide consistency of training and service.
- Continue to meet with Colorado Parks Wildlife with suggestions and elk and bear mitigation.
- Working relationship with Diamond Star/Evac route and Memorandum of Understanding.
- Welcomed 29,584 vehicles through the Divide and Ranch Gates during May-July
- Responded to 428 Calls for Service May-July
- Temporary passes issued: Divide Gate 2806, Ranch Gate 3635
- Issued 67 bicycle permits May-July
- Managed 50 trailer parking spaces
- Basic Training Public Safety 480 hours, including new protocols for radio usage, hazardous materials response, medical response, motor vehicle crashes, radio systems.
- Additional Public Safety training of staff 350 hours including Incident command training courses, Wildland fire training, Wildlife deterrent methods and techniques.
- Driver training courses for Public Safety were completed in June.
- Completed CPR/1st AID classes for Public Safety staff, and in the future developing a course for residents.
- Cordillera participates in a web based international network to measure and map precipitation (rain, hail, and snow). The system is known as CoCoRaHS which is an acronym for the Community Collaborative Rain, Hail and Snow Network. CoCoRaHS was a conception of the Colorado Climate Center at Colorado State University following a severe flood event in the Fort Collins area in 1998. Each Cordillera gate house measures snow and precipitation, including the amount of precipitation in fallen snow, and posts that information on the CoCoRaHS website each morning. This information is then available for those interested to view.
 - **Total Precipitation: Divide Gate: 3.71 Ranch Gate: 2.97 *numbers are approx. due to Ranch Gate Construction**

Cordillera Public Safety Calls for Service May-July 2022,

	YTD		YTD
Alarms	43	Property damage	6
Animal issue: non wildlife	8	Resident complaint	3
Assist Outside Agency	3	Resident/contractor assist	22
Complaint (not noise)	1	Safety detail	3
Domestic trouble	1	Service call	2
Escort	3	Smoke report	1
Fire	3	Suspicious activity	10
Lost/Found Property	1	Traffic safety detail	3
Medical response	3	Traffic violation	1
Miscellaneous	4	Trash violation	107
Noise complaint	4	Trespassing	4
Open door/window	5	Vandalism	1
Open garage door	58	Vehicle crash	0
Parking	46	Welfare check	2
Cordillera CCR Violations	42	Wildlife issue	32
Disturbance	2	Hazardous Condition	4

Employee Spotlight



Antonio “Tony” Garcia was born October 15th, 1962, in Zacatecas Mexico. He was born into a family with seven brothers and four sisters with two loving parents. At the early age of four years old Tony’s father began teaching him the value of arduous work as he began working on the family farm where they grew corn and beans.

In 1979, a year after the passing of Tony’s mother, he decided to move to Chicago to be closer to his brothers where he worked as a chef in multiple restaurants. His seven brothers still reside in the Chicago area to this day.

Tony moved to Eagle County in April 2006 and found his home working at the Cordillera Metropolitan District. Sam Lazar, Tony’s manager describes him “as a truly skillful member of the team who loves running the loader and is the first to jump in and lend a hand to any of his fellow co-workers.



Tony’s got a heart of gold who is always there to pump up morale by grilling us all up some steaks. He is a true asset to the Operations team.”

Tony spends his time away from work back home in Zacatecas enjoying the beach and spending time with his ten nieces and nephews.