

Minutes of the April 2022 Business Meeting Eldorado Stable Committee

Time and Place: The April 2022 Business Meeting of the Eldorado Stable Committee (ESC) was held on Monday, April 18 via Zoom and was called to order at 6:34 p.m. by the committee Chair, Amelia Adair. Copies of the *Agenda; March ESC Minutes; 2022 Budget Request and the Chair Report* were emailed to the entire stable community prior to the meeting and available to all participants. The Chair Report is also attached below as is the redline of the 2022 ESC Budget, Reserve & Capital Project Proposal, reflecting committee and community input. The meeting was recorded.

Quorum, Attendees, Agenda, & Minutes: A quorum of ESC members was present, specifically Amelia Adair, Deena Joseph, Lisa Bessone, Liz Mathews and Kelly Smith. In addition to ESC Members, ECIA Board and Staff members present included Board Liaison Carol Sanguinetti, General Manager Julie Navarro and Assistant General Manager Jessica Collins. New ECIA Communications Coordinator Rhonda Pierce listened in. The following Stable community members were present: Carol Loewy, Karla Lauritsen and Charli Stevens. Lisa Bessone served as interim Secretary.

Motions:

- The Agenda was approved as amended, pushing approval of the minutes to the end of the meeting
- The March ESC Meeting *Minutes* were approved
- The meeting was adjourned at 8:17

Other Business:

- Open Forum – No comments.
- Operations Update in Written Chair Report (see attached); Mike Rogers will be in attendance at the May ESC meeting
- ECIA Report
 - Office awaiting legal approval that interactive form on ECIA Website is permissible for signing liability releases and acknowledging that new barnowners have read and agree to the rules
- Board Report
 - Annual meeting will take place May 2 by Zoom to announce new board members and Volunteer of the Year
 - June 5 is slated for an event to welcome newcomers to the Eldorado community; Amelia plans to attend and others from the Stable Community are invited
- ESC Report –
 - Trail course work day scheduled for April 30.
 - The first Wine and Weeds Walk will be the third Saturday evening in May
 - **Please reference the Chair Report for the full scope of Stable Initiatives in earlier stages of completion and not discussed at the meeting (see attached)**
- New Business –
 - Discussion of revision to previously approved 2022 Stable budget; See final (attached)
 - Discussion of preliminary 2013 draft to be further discussed at May meeting
- Old Business – Tabled for May meeting

2022 ESC BUDGET, RESERVE & CAPITAL PROJECT PROPOSAL - REVISED

As Discussed at the April 19, 2021 ESC meeting -- approved at the May 17, 2021 meeting

Proposed revisions discussed and approved at the April 18 2022 ESC Meeting

PROJECT OR EXPENSE ITEM	AMOUNT	NOTES
POTENTIAL CAPITAL IMPROVEMENT PROJECTS		
Drainage upgrades	\$2500 <u>\$3,000</u>	Approved by the Board; project ongoing
Arroyo trails – install larger bank/step obstacle	\$3000	Approved by the Board; project waiting on plan by Deena Joseph
Improve access to turnout	ZERO	Continue to study for 2024
REPLACEMENT PROJECTS		
Arena harrow/rake combination attachment	\$7500	Approved by the Board as a capital improvement; purchased Jan. 2022
Replace lower arena equipment pen and damaged panels. Plan to move lower arena panels, add gate near round pen	\$3,000 <u>ZERO</u>	Not replacement item but still a goal for 2022
Replace poles and standards*	\$1,500 <u>\$3,000</u>	\$1500 for new Coyote Standards requested in 2021, but was not purchased due to confusion over whether this is an operating expense, capital or reserve expense. ESC now requests both the original \$1,500 standards, plus covered poles, up to \$1,500, as many as possible. Request to Finance and the Board in May
Replace upper arena footing – new sand plus additive	\$8500+ <u>ZERO</u>	Evaluate for replacement in 2023 or 2024; not requested in 2022. Due to the new TR3 attachment, we should be able to extend the life of the footing at least one more year.
OPERATING EXPENSES		
Electronic media & communication expenses	\$50	DialMyCalls, Stable gmail spam filter subscription, eldostables.com hosting
Community Day, community outreach & mentorship expenses	\$50 <u>250</u>	Reimburse volunteers <u>for</u> : welcome & condolence gifts, invitations for events, <u>also spend money on</u> ; event food, prizes, activities <u>(last 2 years we could not hold Community Day)</u>
Greenspace management expenses	\$500 <u>200</u>	Native grass & plant seed, and gravel mulch, for volunteers to plant & maintain
Trail course: equipment upgrades & replacement*	\$250 <u>200</u>	Minor repairs and replacements : plastic mounting block to replace broken wood block, stain for bridge, new pool noodles
Ride-through gate	\$300 <u>50</u>	For north or east fence line – Eldorado Preserve access. (To be locked). Cost for post, padlock, chain, mounting block. Will re-

		use old gate
Lower Arena additional/replacement training equipment *	\$300 <u>\$500</u>	Set of 4 cones to replace old, damaged cones; set of white blocks (8) for cavaletti to replace old damaged ones; new set of dressage letters
Seating for lower arena & arroyo arena	\$500 <u>\$800</u>	2 benches, one for lower & one for arroyo arena. Possibly that converts to a picnic table
Shade structure at arroyo arena	\$500 <u>ZERO</u>	Try trimming juniper to accommodate a bench first
<u>Footing Consultant fees</u>	<u>\$400</u>	\$75/hour for CM Footing or other consultants, to review and report on steps for maintenance for all riding arenas
Bridle Path	\$100 <u>\$50</u>	T-post caps, fencing materials

Total 2022 Operating Expenses for small projects originally requested by ESC = \$2500. ~~Same amount requested~~\$2,800 requested due to increased cost for benches and other training equipment.

*ACTION ITEM: Inventory all training equipment at the Stables and propose a replacement plan if necessary for 2023. Ideally we'll change the way we handle replacement of old equipment, and consider it a replacement reserve expense with a minimal annual allowance when necessary, such as a \$1,500/year.

ESC Chair Report April 18, 2022

By Amelia Adair, ESC Chair

As usual, to save time, I'm submitting my chair report in writing. Please ask me any questions after the meeting, thanks!

1. Enforcement Status, Barns for Sale and Sharing.

- **For Sale, Share & Vacant barns.** Two barns are for sale (#s 14 and 34); one barn is available for share (#25), and four barns are presently vacant (5, 14, 25 and 29). Horses are due in to barn 5 before the end of April.
- **Spring Inspection.** Our annual Spring Stable inspection was held April 6, 2022. Approximately 12 barns had enforcement issues and received friendly reminder letters. Probably the least issues found at any inspection I have participated in.

2. Water Leaks. The last of several small, separate water leaks was found in the common line between the EASWD's meter and the ECIA's first shut off valves, and was fixed the end of March. The ECIA hired a plumber to fix it (not New Image), and the ECIA crew expanded the valve box with the shut off valves to make future repairs easier. The ECIA paid for all water not metered to individual barns. Note that the EASWD is raising everyone's water rates starting with the February billing cycle, which billed for January usage. This is part of the reason our water rates are now higher.

3. Project Report.

- **Drainage and road repair.** The materials for the drainage project have been purchased and delivered. Mike Rogers is still waiting on James A. Mason, Ph.D, P.E., ECIA Roads Committee Chair, to finish shooting the grades. The location of the line to the arroyo is already marked. Charli Stevens and Craig Geil kindly installed a temporary fence to protect the remaining open trench, until it is completed.
- **Bank and Step Obstacle.** Deena Joseph is working on a detailed plan and specifications for the project.
- **Planning for 2023 Projects.** Will happen this meeting and next. Notes from the ESC's spring walk-through the Stables is attached.
- **Reserve Consultants.** Deena and I walked the entire Stables with Zack Armijo, the ECIA's reserve consultant on March 29 as part of their every-other-year update of the ECIA's reserve study, which is used to determine what reserve and replacement projects need to be done, when, and what they are likely to cost. My understanding is the updated reserve study should be finished by July. An action item arising out of this walk is the need to inventory all the training equipment the ECIA owns or borrows, wherever stored or installed, around the Stables, and identify what needs replacement and when. Mr. Armijo suggested we establish a reasonable allowance as a replacement reserve, and felt the purchasing better quality equipment to replace old, failing equipment is not a

capital expense but is in fact just upgrading, so falls as a reserve expense. Also of note, he confirmed that our new HDPE culverts and French drains, unlike old steel culverts, are considered lifetime investments, which will need maintenance but no replacement.

- **Trail Course.** The new bridge is completed and ready to install. Herb Seigel is leading that effort, and we've scheduled April 30 for a half day of refurbishing the trail course. Anyone interested in the reorganization of the trail course, please join us!
- **Electric box repair.** Several people reported the Tree Road outlet was not functioning. It has been repaired. The electrician found that live wires not attached to anything, buried in the ground near the new wire to that outlet, caused the new wire to short out. He traced and removed the old, live wire, and checked the other electrical panels to make sure we don't have that condition anywhere else.
- **Highway 285 Crossing.** I met with Mike Rogers about clearing a path from the Vista Grande crosswalk (which has an equestrian button) onto La Tienda property, when the crew does work on the monument. I also spoke to Jason Smith about whether we need any kind of permit for putting a pedestrian gate through the DOT's fence along 285.. We have an extra, unused 4 foot pedestrian gate in the upper equipment pen. Next step is to get back in touch with Steve and Destiny Ewers, owners of the property through which the trail would run, and confirm they're still OK with us crossing their property, and removing downed barbed wire fence near the monument to provide safe access to the crosswalk. The gate will need to be chained and kept locked with a padlock with our combination code, so a mounting block will be necessary on the outside of the gate.

4. Activities around the Stables.

- The annual **Spring Manure Loading Day** for gardeners took place April 13. We had at least 5 people come fill trucks or trailers. Advertising for this event in the Vistas also resulted in an increase in gardeners calling our hotline and sending emails about self-serving manure.
- Our first **Wine and Weeds Walk** will be the third Saturday evening in May. Mark your calendars.

5. Risk Management. **DialMyCalls Test.** After the Emergency Preparedness Plan is updated, we'll finalize the Roster and test a broadcast text message via DialMyCalls, reminding everyone to read the updated Plan, now looking like May since we made some final changes in the Emergency plan at our March meeting.

6. Action item recap:

Action Item	Responsible Person	Deadline
Make rope gates for arroyo arena and trail course	Jason Smith	Spring
Map of arroyo trails and primary obstacles	Deena Joseph	2021-2022
Work with Mike Rogers on design & materials for step & bank obstacle	Deena Joseph	Spring
Review and propose updates to Emergency Preparedness plan	Lisa Bessone & Kelly Smith	Done
Prepare list of previously approved changes to Stable Rules	Amelia Adair	Done
Update & reorganize Stable communications – webpage and website	Liz Mathews & Lisa Bessone	Ongoing
Jessica Collins propose plan for handling guest liability waiver signatures – check with ECIA attorney to see if they're OK as a fillable form on the website	Jessica Collins	Done
Ask Board to approve updated Insurance Rule ESC approved in October	Carol Sanguinetti	April meeting
ESC to read and share notes on potential updates to Stable Rules	All	Done
Help James Mason use laser level to establish depth of drainage ditch	Amelia Adair	May 15
Message explaining water rates	Jessica Collins	Done
Vistas article for May	Amelia Adair	Done
Risk management: check with SF County regarding livestock evacuation policy	Amelia Adair	May meeting
Distribute grass seed to those who will seed and weed it	Amelia Adair	Done
Work on plan to improve arena footing and maintenance; contact CM Footing	Deena Joseph	Done

Prepare spread sheet for barns tracking monthly water use, to help identify leaks faster	Jessica Collins	May meeting
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March 23, 2022 Stable walk-through Notes

Objectives:

- Orientation for Liz
- Look at areas considered for spending in 2022
- Consider spending needs for 2023 (reserve replacement and capital)
- Maintenance schedule updates for this year?
- Location of bank/step obstacle
- Trail maintenance, messaging

Attendees: Amelia, Deena, Lisa, Kelly & Liz

NOTES:

Location	Notes/Action	Next Steps
Lower Arena (LA) – gate to arroyo	Add a coyote fence post to replace woven wire on either side of gate, creating a two-rail fence	AJA: ask Mike Rogers to have the crew make this upgrade
LA seating area	2022 spending plan allocated \$500 for benches for seating at round pens & arroyo arena. Ideas: <ul style="list-style-type: none"> • Add gravel to seating area to suppress weeds • Add picnic table and bench for seating, to replace old chair and table • We used to have a bulletin board which deteriorated by the gate. There's now a plastic brochure box, which isn't water proof, but has been useful for putting out laminated announcements • Ask again for donations of chairs and benches 	<ul style="list-style-type: none"> • AJA: If gravel is left after drainage and bank project, use some here. • ESC: Discuss whether we want to spend money for some seating as planned • ESC: Do we want to plan to install a bulletin board in 2023?
LA Round Pen	<ul style="list-style-type: none"> • Kelly especially would like a bench near the round pens – she currently sits on the disc harrow in the equipment pen. No good shade option here. • Drainage is challenging here, with a “hole” where water drains out of the pen to the south. Probably will always have that • Drainage ditches to either side have worked really well, but they are silting up. • Can we install a walk through gate in the LA fence to allow easier access to the LA round pen? 	<ul style="list-style-type: none"> • AJA/DJ: discuss with Mike Rogers whether to use our extra culvert here, or create a French drain? • DJ: as part of pen reorganization, can we either install a large gate for equipment pass through, or a small walk through gate (we have an unused 4' gate stored at the UA)? • KS: Where should a bench or chair be located here?
LA trial seed patches	4 demonstration meadow plots were seeded with our native grass & forbs mix in about Jan. 2021. Two near LA, largest one by trail course, smallest by Barn #5. They're doing well, clearly have a lot more vegetation than originally. <ul style="list-style-type: none"> • Seed was simply raked in. Ideally should be covered by wood mulch or gravel. Gravel on largest one was successful • A key to success was the fact that someone from Greenspace Management Task Force took responsibility for each plot, weeding it to prevent invasive weeds from outcompeting the newly germinated seed • We have 20 pounds of seed we should rake in at new locations, but those locations need a person to take responsibility for weeding for it to be successful • Seeding definitely needed at new rock area below UA 	<ul style="list-style-type: none"> • ESC: decide where to use the seed and who should get to sow it. One area for sure: by the south end of the UA (AJA will take over). <i>DONE</i> • AJA & Karla: have agreed to sow and will keep weeding areas we sow. <i>DONE</i> • AJA: recruit barn owners near UA (Susan, Jennie), to do the same? • AJA will seed and weed area where new UA drainage rock is installed
LA panel by seating area	Inspected damaged panel. Probably not damaged enough to replace, but Stable operating budget anticipates replacement of panels when necessary	None at this time – keep an eye out.

Wire fences	<ul style="list-style-type: none"> Email another request for donation of old or damaged panels, to continue shielding barbed wire fencing. Discussed status of barbed wire fences – none of which are owned by the ECIA. Overall goal to convert wire fences to safer options. 	AJA: sent email out 3/24/22 requesting donations of used panels. <i>DONE</i>
LA Equipment Pens	<ul style="list-style-type: none"> Now that we have the TR3, should the disc harrow and box blade get stored at the ECIA? Shouldn't get rid of these implements, but we may not need them The LA equipment pen needs a way to raise poles off the ground – cement blocks or pallets? AJA wants to do a Stable work day to organize and inventory training equipment, understand what was donated vs. what is privately owned, what's damaged and can be fixed or painted, or should be thrown away Do the maintenance crew need to reconfigure the equipment pen? If so, can we reuse the gates more effectively? If the equipment pen is relocated, could the trees be trimmed and the LA expanded to the east? 	<ul style="list-style-type: none"> AJA: Ask the Stable community to identify training equipment they have stored at the arenas but which they have NOT donated; also note which they have ESC: Schedule Stable work day with this agenda. DJ: Discuss implement storage and pen reorganization with Mike Rogers ESC: Consider feasibility of arena expansion
Footing – all riding arenas	<p>Walked the LA, AA and UA, evaluating footing.</p> <ul style="list-style-type: none"> New TR3 attachment has been used in all the arenas now, and set correctly for the UA depth of footing. Explained to Liz that only the UA has an engineered base; LA, AA and round pens just need to figure out how often and at what depth to use the TR3. Feedback from Liz, Patrick and others that the LA, after first use of the TR3, was quite deep. Footing is MUCH improved in all arenas, considering we had a major snowfall last night, and it's already OK to use this afternoon. Discussed importance of maintaining the drainage out and away from these areas. Discussed the plan to remove (and stockpile) some footing from the UA to see if reducing the depth of footing works to further prolong the life of the footing Deena explained that CM Footing has recommended replacement of the UA footing, but the TR3 may prolong its life. It's expensive to replace, but improved footing should be more resilient and not feel so deep. Feedback from crew is they're not using TR3 in the UA right now, concerned it may damage the crown of the arena Do we need to get CM Footing out to look at all our arenas and recommend maintenance standards based on the TR3 availability? 	<ul style="list-style-type: none"> DJ: oversee removal of footing from UA and evaluate DJ: Confirm price of UA replacement footing, and make a recommendation for what year that should be done AJA/DJ: Meet with Mike Rogers to update the ECIA's R&R schedule with our footing replacement plan DJ: work with maintenance crew to update the maintenance schedule based on the TR3, then evaluate the outcome ESC: Consider when or whether to ask Mike to bring CM Footing in to evaluate our arenas and make recommendations. <i>DONE</i> AJA: update the formal Maintenance Schedule for ESC and Mike Rogers review based on the above
Arroyo Arena (AA)	<ul style="list-style-type: none"> AA is getting much more level with TR3 use. Fewer rocks coming up, although it does need to be raked again for rocks every time it's worked deeply. Amelia says this arena drains fastest after rain or snow -- consistency of sand is really quite good Deena suggested moving the coyote jump standards and good covered poles down here to the AA, to set up a larger jump course here, now that the footing has been improved. With maintenance of the arroyo trails, this would allow jumpers to use the coops No need for an equipment pen near the AA since equipment would remain in use, just be set aside during periodic maintenance. In the past we've tucked unused equipment under the tree south of the AA Original plan was to add a ramada of coyote fencing to provide shade near the AA. ESC agreed we probably don't need a shade structure by the AA, since we can limb up 	<ul style="list-style-type: none"> DJ: ask crew to rake off rocks, discuss maintenance plan. <i>DONE</i> DJ/AJA: move training equipment from UA to AA ESC: discuss whether to limb up and install a bench or seat as discussed near juniper

	<p>nearby trees to create shade and do fire mitigation. Identified a juniper west of the AA and path that would be a good location for a bench</p> <ul style="list-style-type: none"> • Some debate on whether a bench is necessary at the AA since it would mainly serve parents of children taking lessons and dog walkers 	
Bank & Step Obstacle (B&SO)	<ul style="list-style-type: none"> • Walked the area where Deena and Lisa plan to install the B&SO. Confirmed it will be designed to be safe for use at a gallop and for all skill levels as a trail obstacle. • No trees will be removed, just trimmed. Some shrubs will be removed. Will be constructed with RR ties, drain rock and base course. • Amelia shared information from F&G Committee meeting that apparently a permit is necessary for disc golf course in greenbelts, so might be necessary for this, too. Mike Rogers is responsible for that. • Discussed maintenance of arroyo paths to mitigate erosion. B&SO project team (DJ, Janet Horton & Lisa Bessone) moved the dead limbs placed in some eroded trails to facilitate maintenance • If we don't get the plan and specifications to Mike Rogers soon, it may not get built until after summer, which is the busiest time for the crew, beginning in May when they have to get the pool ready to open and start other projects. 	<ul style="list-style-type: none"> • AJA: Add arroyo trail maintenance to the footing discussion on the Monday Agenda. <i>DONE</i> • AJA: Send Liz copy of capital project request for B&SO - <i>DONE</i> • DJ: will prepare and share with the ESC the detailed plans and specifications for the B&SO • ESC: Need to provide good advance notification of arroyo trails maintenance to the Stable Community. <i>DONE</i> • ESC: discuss a future plan for continuing fire mitigation: collecting dead limbs and other debris in the arroyo
Slope to flat area behind Barn #4	<ul style="list-style-type: none"> • Discussed routing of end of French drain into the arroyo just south of the northern fenceline – will not interfere with plans to potentially use this space • Observed junk eroding out of the slope. • Discussed future option to move fence and gate to top of bank, to free up the flat area for a dressage arena without fence, or possible additional turnout • Past evaluation of this area as a turnout was prohibitively expensive, since the cost of steel corral panels has gone up so much over the past three years • Deena explained her vision for a simple pipe fence around the entire arroyo, as a protection to keep horses from running onto the road. No other ECIA greenspaces are currently fenced 	<ul style="list-style-type: none"> • AJA: as part of drainage project, have crew add more dirt to slope to cover and mitigate erosion scars • ESC: recruit a project team to further evaluate the possibilities of using this flat area, and get preliminary pricing for a possible future capital project request
French drain project	<ul style="list-style-type: none"> • Discussed the area marked for Charli's proposed temporary fence. Members questioned what the fence would look like, whether it was really necessary; others supported a volunteer installing a safety measure • Amelia explained the most recent information she has about the schedule from Mike Rogers; we should get updated information on Monday. • Pipe will daylight out at the bottom of the arroyo and shouldn't impact any riding area except the one immediately along the northern fence line at one point. There is another nearby trail. 	<ul style="list-style-type: none"> • AJA: Add fence to the Monday agenda - <i>DONE</i> • AJA: Request more information from Mike Rogers for the Chair Report on Monday - <i>DONE</i> • AJA: ask crew to fill in erosion on trail sloping to gate when they are working in that area
Upper Arena (UA) area	<ul style="list-style-type: none"> • Temporary screening around equipment pen not that effective but holding up so far. In the future we'd like to get better shelter for the equipment • Seems like we have adequate shade & seating from tree near bleachers • Again, need to inventory training equipment and get it located where can be used. Most still sitting outside under the nearby trees. • Key is to keep drainage working, keep water from running into the arena • Path around outside of UA intended as part of bridle path, 	LB: share plan for bridle path location

	<p>also allows weed and drainage maintenance</p> <ul style="list-style-type: none"> • Plan to ask to relocate trailers so bridle path can be maintained along 285 fence line, probably between trees where equipment is currently stored near water district fence 	
Lower Round Pen (LRP) area	<ul style="list-style-type: none"> • Discussed EASWD fence location, survey problem, our encroachment onto EASWD easement where trailers are located, etc. • Will need more panels or other solution to protect riders going past barbed wire in narrow area • Possible to create seating & shade area under junipers near LRP by trimming up some branches • Drainage is better but still a problem with this RP • Plan to create a moat of drainage, goal to route water runoff to our trees as much as possible 	<ul style="list-style-type: none"> • AJA: will talk to Mike Rogers about possibility of crew relocating the fence, then contact EASWD to see if they'd agree to the move • AJA/DJ: work with crew on dragging ditches to create the moat area