



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD MAY 19, 2020
AT 10:00 A.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, May 19th at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter
John Kelley
Ecton Espenlaub
Lynn Shepherd

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Jamie Adams, Warren Management
Lina Hoekman, Lodge Manager
Rick Stauch

1. Call to Order:

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1: President Heeter called the meeting to order at 10:01 a.m. and confirmed a quorum.

2. Approval of the Agenda: Director Espenlaub moved to approve the agenda; seconded by Director Shepherd. Motion passed unanimously.

3. Approval of Board Meeting Minutes – Regular Meeting April 21, 2020: President Heeter noted a clarification on the minutes to include the income was booked immediately even if the event did not happen. Director Espenlaub noted a grammatical error.

Director Kelley requested discussion on Agenda item 4., the recommendation of candidates. Director Kelley said he asked a question about Mr. Steele during the discussion and his impression was that he had withdrawn his name for consideration, therefore Mr. Stauch was the only candidate. He added that there was not a report by the nominating committee on the details of the interviews or the recommendations. Director Kelley asked if that is still the position. President Heeter explained they got mixed messages on Mr. Steele. He applied the first time around and was not selected and he applied the second time around and before the Board made the decision, they reached out and asked if he wanted to interview. Mr. Steele said he did not want to interview again, and he knew that the Board was looking for someone to work with the County and local governments on curbs and gutters, and he wanted

nothing to do with that. He told President Heeter he was there if he needed him and that is how it was left. Director Shepherd stated for the record that she was at that meeting. Director Kelley said he is concerned because he ran into Mr. and Mrs. Steele and they provided a few emails that were sent between President Heeter, Mr. Walker and Mr. Steele. Director Kelley said he was under the impression that Mr. Steele withdrew his nomination therefore there was only one candidate, but Mr. Steele told him that was not the case. Director Kelley went on to say that for whatever reason President Heeter delayed electing anyone to the Board in the past when Mr. Steele interviewed, but this second time around Mr. Steele was very interested in serving on the Board. He said that President Heeter gave him the option to interview again and Mr. Steele felt that was not necessary. He was interested in serving on the Board but not as serving as the curb and road Czar. Director Kelley said that information was not presented at the Board meeting therefore the vote to fill the candidate position was not fully informed. The nominating committee did not present any summary information about the two candidates or a comparison. President Heeter clarified that Mr. Steele interviewed during the same time that Director Kelley interviewed about 18 months ago when Director Kelley was the one selected to join the Board. President Heeter also noted that after multiple invitations, President Heeter was informed through a third party who had talked to Mr. Steele that Mr. Steele was no longer interested in the position. President Heeter explained the reason they delayed the selection of the Board member prior to April 1 was due to possibility that an election would be needed at the District's expense of up to \$15,000. President Heeter said he had email communications with Mr. Steele discussing the delay in selection which Mr. Steele agreed to. Director Espenlaub said he did not have any information on Mr. Steele's interest in the position directly, but at the last meeting both he and Director Shepherd expressed that they felt Mr. Stauch was a very strong candidate. He confirmed that he had interviewed Mr. Steele in the past during his first interview, and he would have had the same decision with Mr. Stauch as his recommendation for the position. Director Shepherd explained that her recollection of the meeting was they had two candidates for the Board position, Mr. Steele and Mr. Stauch who both had an interest in joining the Board. Mr. Steele declined to be interviewed a second time. Mr. Stauch was interviewed and based on that, they as the nominating committee put forth a candidate they felt was the best candidate which was Mr. Stauch. The recommendation was based on Mr. Stauch's interest in helping in areas that Mr. Steele did not have any apparent interest in. Director Shepherd confirmed that she always thought there was two candidates. President Heeter confirmed that both Directors Shepherd and Espenlaub had interviewed Mr. Steele in the past. Director Kelley requested that the minutes reflect that Mr. Steele was a candidate for the position and both candidates were evaluated, and the nominating committee recommended Mr. Stauch for the Board position. Mr. Walker explained the meeting minutes reflect what happened and the discussion during the meeting, so we cannot go back and change the minutes to add information on what was not said. He noted the Board can revisit this issue as another agenda item and this discussion will be reflected in the minutes for this meeting. Director Kelley said that the minutes gave him the impression that Mr. Steele was not interested in the Board position and there was only one candidate. President Heeter said that he has emails from Mr. and Mrs. Steele in addition to multiple people saying that Mr. Steele was not interested.

Director Espenlaub moved to approve the April 21, 2020 Board Meeting Minutes; seconded by President Heeter. Motion passed. Director Kelley voted against.

4. Financial Matters:

- a. 2020 forecast update – Impact of COVID-19 on Lodge rentals:
- b. Property tax payment delay: Mr. Walker reported that roughly half of the O&M tax revenues will be delayed and may not be received until September. He noted they may want to consider that only 90% will be received this year versus the usual 98% collected.
- c. Review of Unaudited Financial Statements as of April 30, 2020: Mr. Walker reported

that the Profit and Loss versus the Budget Statement is accurate now and does reflect the current budgets. Mr. Walker noted a concern with the snow removal budget that has already been spent. The Board discussed having A Cut Above come in and discuss snow removal and costs. Director Kelley requested additional information and detail on charges for the Lodge.

- d. Approval of Payables for the Period Ending May 15, 2020: Director Kelley recommended additional research to find savings for Johnson Controls. Mr. Walker noted they own the hardware and software for the fire protection, so we have to pay the monthly charge for that. Mr. Walker will take another look and see if there are other options. Director Kelley asked about Mountain View Electric invoices that were overdue. Mr. Walker said he thought they were on auto-pay but will check into that. Director Kelley asked about a fairly significant charge for covenant enforcement for legal expenses. Mr. Walker said that charge does not make sense and it should be for the HOA. Mrs. Adams said she will compare it with the HOA's invoice. Director Kelley asked about Mrs. Hoekman's payments and that he is only aware of one approved payment for \$3,500. Mr. Walker confirmed he spoke with Mr. Allen about her contract and they will not need to do a formal contract amendment, and they can do a letter agreement that agrees to pay her outside of the scope of the contract. He noted this will be discussed later in the Agenda. Director Kelley stated that according to the contract an invoice is required and he would like to have a list of activities and actions that Mrs. Hoekman has taken with the approximate amount of time that she is spending on them so we can meter the payment based on her actual efforts. He added that he does not have a feel on whether she is spending 50 hours a month or 300 hours a month and he thinks her payment should be tied to her effort until revenue starts pumping in. He went on to say that an invoice is required, and it should not be that hard for her to generate one and he would like to have that before we pay her again. Mr. Walker confirmed he has been receiving a record of activity and timesheet from Mrs. Hoekman. Director Shepherd explained that she has been sending in a monthly record of her activities since she took on the responsibility of the Lodge, so they can distribute that to the Board moving forward. She noted it is effectively an invoice because she is being paid on goods and services in that sense.

Director Kelley moved to approve the Payables except for the White Bear invoice and Mrs. Hoekman's invoice for further review; seconded by Director Shepherd. Motion passed unanimously. The Board discussed the elected Director's Oaths of Office.

- e. FEMA Update: Mr. Walker reported that FEMA sent \$78,000 to the District. The remaining payment is being processed and should be received at some point by FEMA.
- f. COVID Emergency Loan – Update: Mr. Walker said that he does not think the District will be eligible for anything.

5. Management Matters:

- a. Metro District Website upgrade status update: Mr. Walker reported that the District's website should be able to transition to the new platform in the next few weeks. President Heeter suggested adding additional information to the website such as Director biographies. Mrs. Adams will get together with Mrs. Kulick to accomplish this.
- b. Disposition of Storage Shed: Mr. Walker researched the zoning for the property, and it is currently zoned for maintenance and storage to be owned by the Cathedral Pines Metropolitan District. Director Kelley suggested taking this issue to County organizations for feedback and noted there is still possibilities for the Lodge. Mr.

Walker said he could speak with the County Planning Director as well. Director Kelley said he thinks that is a great idea. President Heeter said he would like more information on the options and multiple paths for the shed as well for next month's meeting.

c. Trails/Community Maintenance

- Solar Light test update: Director Shepherd noted she thought the light with the film looked good.
- Plan to eliminate MVEA meters: Director Espenlaub reported the meter was pulled and next month will be the final bill. He noted they leave the wires in the ground for 5 years and after that they will come remove them if they are no longer needed. There was no cost to turn off the meter. Director Espenlaub explained it would cost \$4,200 to purchase 14 additional lamps not including Saxton Hollow and Milam intersection. In this remaining year, we would only save \$2,500 by getting rid of them. The Board discussed the long-term benefits and savings. Director Kelley moved to authorize Director Espenlaub to move forward with ordering the lamps and installing at his convenience; seconded by Director Shepherd. Motion passed unanimously.
- Lodge Pavers: Director Espenlaub requested getting a compactor for \$100 to help get them settled down.
- Saxton Hollow signage and lighting: Director Espenlaub discussed a dead-end sign, and the Board agreed to authorize Director Espenlaub to install.
- No Horses on Trails discussion: The Board discussed adding a No Horses and Dogs on Leash sign where the two new trails come in. There are no signs in that area, so it could show where horses are not allowed beyond that point. Director Kelley moved to authorize Director Espenlaub to purchase and install signs not to exceed \$250; seconded by President Heeter. Motion passed unanimously.
- Trail repairs – which areas need attention: Director Espenlaub noted he has been focusing on the pavers, but the eastern section is complete. The south will go quickly and Director Espenlaub repaired a section where the culvert was clogged in the County's area after getting approval. Next will be the west side followed by the more challenging north side section next year.

d. Landscaping, Irrigation, and ponds

- Hiring Landscape Architect for Comprehensive Community Landscape Plan – update: President Heeter presented the 7 companies identified as potential landscape architects to gain feedback from the Board. Director Stauch said he had positive experiences with GreenScapes, and noted they provide free landscape plans if they complete the work. He added their plan was very detailed and comprehensive.
- 2020 Landscape priorities
 - Fix Irrigation system: President Heeter reported they started to charge it last week, and a line was punctured by the spade during the tree removal. It was repaired but it slowed down the charging of the system which is needed to identify other breaks in the line, so this is the number one priority for A Cut Above. The Board discussed that there is no water on that median.
 - Plant trees around Lodge (purchased in 2019): President Heeter reported that 4 spruce trees were planted at the entrance to the

Lodge.

- Remove dead trees/shrubs near Lodge: The dead trees and juniper will be removed around the Lodge as well.
 - Plant second garden near Lodge back deck to mirror existing: President Heeter reported they will start the second garden in June.
 - Plant garden near Lodge entrance/Mailbox area
 - Investigate condition of irrigation/trees/grasses on Vessey median near Holmes: President Heeter explained the area was designed to be wild and it looks it. There is dead grass and trees, so there have been discussions around what it would take to improve. The Board discussed reseeding the median up Milam with native grasses if they can get the water working there.
 - Expand irrigation lines along Lodge Drive for new pines: There will be 5 pines on each side for a total of 10. President Heeter explained they can tap into the irrigation system by the mailboxes to make water available in that area.
- Pine Tree Transplant Update/Trees 4 Tomorrow: President Heeter reported that the pine tree transplant with Trees 4 Tomorrow went great. They transplanted 30 trees, 12 on Milam to fill in gaps and planted 10 along Lodge Drive. They also repositioned about 6 trees on the hillside by the Lodge. The total cost was \$0, so roughly a \$24,000 savings. President Heeter expressed concerns with warm temperatures and the irrigation not being charged yet and requested authorization to have Tall Timbers come out to water the newly transplanted trees. President Heeter estimated the cost at \$100 per hour and noted it should not take longer than half the day. He also requested permission to purchase about 12 tree bladders which are the bags that hold water around trees for those that will take longer to get irrigation going. He requested authorization to spend \$1,000 for the bladders and Tall Timbers tree watering. President Heeter moved to authorize Mrs. Adams to schedule Tall Timbers tree watering and to authorize Mr. Walker to order the bladders for the trees with costs not to exceed \$1,000; seconded by Director Espenlaub. Director Kelley asked about the future liability and said that it seems like they should have the irrigation done before transplanting the trees. He also asked if there was a plan for any other trees to be transplanted before the irrigation. President Heeter said there was no plan to transplant any additional trees and they did not know there was an irrigation issue until they popped the line. He also noted a 97% success rate for the transplanted trees and the free cost for the District. Director Kelley discussed having a plan for working with them in the future and having the irrigation done before transplanting anymore trees. President Heeter noted Trees 4 Tomorrow did lose their federal funding due to COVID-19. They do also offer a service to plant trees for homeowners and will remove donated trees at no cost.
 - Culvert Repair on Fox Chase: Mr. Walker reported that he visited the culvert site with a development engineer to come up with ideas. He explained the end flare piece has broken off the pipe and there are two options for repairing the main piece. Mr. Walker said the question is whether the County must approve a different collar, and the development

engineer is researching that. Mr. Walker confirmed the culvert is the District's obligation. He noted there has not been further degradation from last year and he does not think there is any danger of it getting worse. Mr. Walker noted the adjacent property owners flagged them down and gave a list of things they believe should be fixed on their property as well. He noted the erosion is not the property owner's fault and discussed a culvert on the owner's driveway that they will get a price for repairs. The owner also believes he has an easement for access to his house. Mr. Walker noted there is an outside chance that a storm could erode it and cause more problems if the repairs are delayed again. Mr. Walker will get prices by next week and noted it would be cheaper if we just fixed the collar.

- Pond Management Update: Mrs. Adams reported that the pond is in excellent condition and they will not need to restock fish because they are keeping the biology of the pond healthy. They will just need to have the remainder of the dead cattails removed. Mrs. Adams expressed concerns with the retention pond at Vessey that is overgrown with cattails. She said she believes it is the County's responsibility, but Mr. Walker will verify. Overall, the ponds are doing well and are very healthy.
- e. Lodge Management Update – Lynn/Lina
 - ADT Issues – discussion
 - Status of potential reopening
 - Update on rentals/tours/postponements/cancellations
 - Status of website updates/photo shoots etc.
 - Possible Open House in late summer?
 - Contract amendment for monthly stipend – Kevin/Lynn
- f. Joint Recycling Day update – Bill
 - Saturday, May 30 9:00 a.m. – 1:00 p.m.
 - Recycling of Electronics/Shredding/Goodwill
- g. Mailbox vandalism/install cameras update- Jamie

6. HOA Update:

- a. Meet and Greet Plan for 2020

7. Legal Matters: None

8. New Business: None

9. Public Comment: There was no public comment.

10. Other Business: Next Regular scheduled Board Meeting June 16, 2020 10:00 AM (in person at Lodge)

11. Adjournment: The Board discussed continuing the meeting. President Heeter moved to continue the meeting to May 27, 2020 at 9:30 AM; seconded by Director Espenlaub. Motion passed unanimously at 12:18 PM.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 19, 2020 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Bill Heeter, President

Lynn Shepherd, Vice President

Ecton Espenlaub, Treasurer

John Kelley, Director

VACANT, Director