



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD MARCH 13, 2023
AT 9:00 A.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Monday, March 13th at 9:00 AM, virtually via video/teleconference.

In attendance were Directors:

Bill Heeter
Lynn Shepherd
Ecton Espenlaub
Rick Stauch (Arrived late)
Debbie Perry

Also in attendance were:

Kevin Walker, WSDM District Managers
Rebecca Harris, WSDM District Managers
Jak Pattamasaevi, WSDM District Managers
Heather Smith, WSDM District Managers
Teak Simonton, Designated Election Official
Shalece Buchholtz, VenQ

Public in attendance were:

William Parzybok	Kristin Jones
Ben Blalock	Kevin Combs
James Eisenhart	

1. Call to Order: President Heeter called the meeting to order at 9:01 AM.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Heeter confirmed a quorum was present. There were no additional disclosures made by Board Members.

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

4. Approval of Board Meeting Minutes – February 21, 2023: After review, Director Espenlaub moved to approve the February 21, 2023 Meeting Minutes; seconded by Director Shepherd. Motion passed unanimously.

- a. Discuss Board Meeting Minutes: Ms. Harris discussed the Board Meeting Minutes are to be a summary of the events that occur and not a transcription. Board discussed and agreed the minutes should reflect a summary of the events of a meeting not a transcription.

5. Board Objectives for 2023: President Heeter discussed to postpone this topic until the Board can meet in person next. Director Stauch joined the meeting at 9:03 AM.

6. Irrigation Proposals Update: President Heeter discussed the irrigation proposals. The overall cost of the project is projected to be \$225,000 to \$250,000. President Heeter recommended the Board accept the proposal from 101 Landscaping with a not to exceed the \$250,000. The project is anticipated to start in May and will take about 6-8 weeks. President Heeter noted a detailed plan and blueprint will be provided at the next meeting. Director Stauch moved to accept the proposal from 101 Landscaping not to exceed \$250,000; seconded by President Heeter. Motion passed 4 to 1 with Director Perry opposed.

7. Lodge Management Update

- a. Discuss Lodge Management: Director Shepherd reported the subcommittee met and discussed the job description for Lodge Manager with the proposed changes to the role. Ms. Buchholtz provided an update on booking and tours. There were 10 tours in February and 2 so far in March. A wedding was booked last night and one booking is pending. She reported on maintenance items and noted the plumber will be sending an estimate for the grease trap.
- b. Review and consider approval for a proposal on Lodge Management: Director Shepherd discussed the new strategy for Lodge Management that has the Lodge Manager focused on operations and execution of events and engaging a separate firm or person to handle the marketing for the Lodge. Director Shepherd noted that Ms. Harris will be distributing a document that includes the job description for Lodge Manager as well as suggested compensation. She requested the Board take time to review the document and discuss at the next meeting.
- c. Review and consider approval to Engage Marketing firm for Lodge: Director Shepherd reported the subcommittee reviewed three proposals for marketing and recommends the proposal from Travis with TWM, LLC for \$1,750 per month. After review, Director Shepherd moved to engage TWM, LLC to take on the digital marketing presence for the Lodge; seconded by Director Espenlaub. Motion passed unanimously.
- d. Discuss Community Events Policy: Director Shepherd discussed the community events policy and noted the subcommittee worked on this item. The Board discussed that the policy for the Lodge should be open to everyone in the community, and the criterion for notifying the community is using approved email lists generated from the HOA or Metro District, USPS mail to the entire community, and notification flyer by the mailboxes at least 7 days prior to the event. The signage and messaging must be approved by the Metro District Board and WSDM prior to posting. Social media is allowed to be done but not sufficient alone as a notification for the community event. Director Espenlaub made a motion to approve this policy, seconded by Director Stauch; motion passed unanimously.
- e. Discuss repainting metal brackets in Lodge: The Board discussed repainting metal brackets in the Lodge and directed Ms. Buchholtz to work on getting proposals.
- f. Review and consider approval for Fire Extinguisher Inspection Agreement: Ms. Harris presented a proposal for the annual fire extinguisher inspection from Meridian Fire and Security. After review, Director Espenlaub moved to approve the Fire Extinguisher Inspection Agreement; seconded by Director Shepherd. Motion passed unanimously.
- g. Parking Lot re-striping: The Board discussed the parking lot restriping and agreed to revisit in 2024.

8. Election Matters

- a. Discuss Canvass Board Members: Ms. Teak Simonton discussed the Canvass Board and noted three applications have been received. There must be at least one community member and one metro district board member. Ms. Simonton explained the Canvass Board process and noted she will be available to answer any questions the Canvass Board may have as well as provide a general explanation of the statutory requirements including how she picked up the sealed ballots, review security procedures, present judge training, review the results, and the signing off on the results of the election. Ms. Simonton noted that anyone is welcome to come and observe. The Board had no objection to the three Canvass Board members: Patricia Ghee, Director Perry, and Director Espenlaub. Ms. Simonton discussed security measures and noted the voted ballots will be handled in a secure manner with locked and sealed ballot boxes. Judge training is scheduled for April 27th.
- b. Metro Board Election Update and Key Dates: Election Day is May 2, 2023.

9. Management Matters

- a. Review and discuss draft Board Member Code of Conduct: The Board tabled this item until after the Election.
- b. Discuss Pond maintenance: Ms. Harris discussed pond maintenance and confirmed that Solitude Lake Management is on track to restock fish this year in the entrance pond.
- c. Discuss Chipping Event; review and consider approval for Slash Collection Week: The Board discussed scheduling the chipping event. The Board discussed the alternative to the chipping event of renting a dumpster for slash collection. After discussion, the Board directed Ms. Harris to reach out to Tall Timbers on scheduling a chipping event and not to proceed with the Slash Collection.
- d. Tree Management: There was no discussion.
- e. Schedule storage shed cleanup date: The Board discussed scheduling a storage shed cleanup in May before the chipping event.

10. Financial Update

- a. Review and consider approval of payables through the period ending March 13, 2023: Director Perry inquired about the Kimley Horn invoice and President Heeter resolved the inquiry. The Board finished the review of the payables through the period ending March 13, 2023. Director Espenlaub moved to approve the payables through the period ending March 13, 2023 with the addition of the receipt for the food for the annual meeting that cost an estimated \$500, and approve the unaudited financials through February 28, 2023; seconded by President Heeter. Motion passed unanimously.
- b. Review and consider approval of unaudited financials through February 28, 2023: Director Perry presented the financials and the Board reviewed the unaudited financials through February 28, 2023.
- c. During the Financial Update, Director Perry discussed the February 21, 2023, Board meeting minutes. Ms. Harris explained that Board meeting minutes are supposed to be a summary of the events that happen at a Board meeting and action items, not a transcription. Ms. Harris requested Board direction regarding the detail provided in meeting minutes moving forward. Directors Heeter, Shepherd, Stauch, and Espenlaub agreed that meeting minutes should be a summary of the events and action items. The Board discussed redacting detailed comments from the February 21, 2023, Meeting Minutes. The Board tabled this discussion until the next meeting.
- d. FEMA Update – There is no update currently.

11. Legal Matters: Ms. Harris recommended the Board have legal counsel review the Board Member Code of Conduct.

12. Public Comment: There was no public comment.

13. Other Business: There was no discussion.

14. Adjournment: Next scheduled Board Meeting is April 10, 2023, at 10:00 AM. Director Shepherd moved to adjourn; seconded by Director Espenlaub. Motion passed unanimously at 10:30 AM.

Respectfully Submitted,

Rebecca Harris

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 13, 2023, MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.