



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD APRIL 10, 2023
AT 10:00 A.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Monday, April 10th at 10:00 AM, in person at 13975 Milam Road, Colorado Springs, CO, and virtually via video/teleconference.

In attendance were Directors:

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

Also in attendance were:

Rebecca Harris, WSDM District Managers
Kevin Walker, WSDM District Managers
Karena Qualey, WSDM District Managers
Heather Smith, WSDM District Managers
Shalece Buchholtz, VenQ
Jeremy Powell, Kimley-Horn
Kevin Kimberling, 101 Landscaping

Public in attendance were:

Kristi Correa	Patricia Ghee
Frank Simmonds	Kristin Jones
Jim Eisenhart	Bill Kappel

1. Call to Order: President Heeter called the meeting to order at 10:00 AM.

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

3. Approval of the Agenda: President Heeter noted a few spelling corrections on the Agenda. Director Stauch requested the Board discuss ADT and security under 11. Other Business. Director Stauch moved to approve the Agenda as amended; seconded by President Heeter. Motion passed unanimously.

4. Approval of Board Meeting Minutes – March 13, 2023: President Heeter noted a few corrections. The detail during the Meeting Minutes discussion was that Minutes are supposed to be a summary and not a transcription, a change to the wording under item 5, a change under 7.d. discussion that the Lodge

should be open to everyone in the community, and clarification on if this was approved or just discussed. President Heeter moved to approve the March 13, 2023 Meeting Minutes as amended; seconded by Director Stauch. Motion passed unanimously.

5. Financial Update

- a. Review and consider approval of Unaudited Financials through March 31, 2023: Ms. Harris provided a review of the Unaudited Financials through March 31, 2023. She noted there will be an increase in revenue due to the lump sum payment from taxes by the next meeting.

Ms. Harris discussed the audit process and explained the auditors are preparing to present the District's 2022 Audit at the July Board meeting. Ms. Harris discussed the language in the segregation of duties that is included in the post-audit communication letter. She noted the specific line that states that members of the BOD be provided with monthly bank statements including check images directly from the bank or via direct online access to enable them to verify that all disbursements were made for approved expenditures. The auditors provided clarification on the expectation and explained the verbiage is included in the post-audit letter due to the small size of WSDM's office and the segregation of duties. The auditors recommend that board members have online access to bank accounts to verify the funds going in and out. Ms. Harris confirmed the Board Treasurer has access to the online bank account and is provided monthly bank reconciliations. The District is not in violation of any of the audit provisions and the statement in the post-audit communication letter is a standard recommendation due to the smaller staff size. Ms. Harris can also provide bank statements for the Board to review in a Dropbox.

Ms. Harris noted she is monitoring election costs and they may be higher due to additional expenses that may be incurred after concerns were raised about WSDM's involvement in the election. There will be additional security steps taken during the transfer and storage of ballots.

Ms. Harris provided a detailed explanation on the process for how WSDM receives and refunds payments for Lodge contracts and how they are recorded.

- b. Review and consider approval of payables through the period ending April 10, 2023: Ms. Harris presented the payables for the period ending April 10, 2023 including two additional invoices; one invoice from the DEO for \$3,148.73 and the UMB bond payment for \$106,675.00. The Board discussed the late invoicing from A Cut Above. After review, Director Stauch moved to approve the payables; seconded by Director Espenlaub. Motion passed unanimously.
- c. Discuss Board Treasurer Request of Information: Ms. Harris discussed the requests for detailed records from the Board Treasurer. The level of detail being requested each month is out of the scope of the district management contract and the request will need to come from the Board not just one director, so it will be charged at an hourly rate for staff that is working on the tasks. The additional monthly charges are estimated at \$750 - \$1,500. Ms. Harris noted the other preferred option is to show the Board Treasurer and President how to pull the detail on Bill.com to verify the ACH payables themselves. President Heeter discussed concerns that these requests are being made without other Board members being aware. Director Stauch requested an analysis on the WSDM contract to show how the requests are out of scope. The Board agreed to postpone this item until the next meeting.

6. Milam Landscaping/Irrigation Project Update

- a. Overview of Milam median landscaping plan: Mr. Powell with Kimley-Horn provided a detailed overview of the Milam median landscaping plan. Mr. Powell and Mr. Kimberling both explained that the water difference from Kentucky Blue grass to fescue and repair of leaks would use approximately 40% - 60% less water than currently used. The design plans, renders, and images are available to view on the District's website.
- b. Review of final proposal and Recommendations to Community: The Board discussed the survey results and wanting to make decisions based on the feedback from the community.
- c. Irrigation Start-up Discussion: The Board tabled this item.
- d. Status of Grant Funding: Ms. Harris noted there should be an update in the next couple of weeks.
- e. Electrical Along Median: The Board discussed the possibility of adding electrical along the median. No action was taken.

7. Other Landscaping Issues

- a. Start Date for Mowing: There was no update.
- b. Additional Areas Being Mowed in 2023: The Board discussed additional areas being mowed in 2023. Mowing alongside the road a minimum of 8' in and the tall grass cut down and mowed as well. Other areas include the triangle area, and the lower Vessey pond area.
- c. Tree Health Program: There was no discussion.
- d. Chipping program to be held May 22-27: The chipping program is on track for May 22 – 27.
- e. Storage Shed Area Clean-up Day – Proposed for Saturday, May 13: The proposed date for the storage shed area cleanup is Saturday, May 13th from 9 AM to 12 PM.
- f. Review Tall Timbers proposal for annual winter watering: The Board reviewed the Tall Timbers proposal for annual winter watering. The cost is \$600 per watering. The Board discussed that the need for winter watering is based on the weather and irrigation. No action was taken.

8. Lodge Management Update

- a. Review and consider approval for a contract on Lodge Management: Ms. Harris confirmed the Lodge Manager description and Lodge Management contract was distributed to the entire Board. Ms. Harris discussed the Lodge Management contract and noted Ms. Buchholtz's concerns with the compensation of \$2,200 per month since it is less than minimum wage for a full-time position and this is her only source of income. The Board discussed that Lodge Management may not need to be a full-time position at this time and marketing has been removed from the role. Ms. Harris suggested increasing the compensation at this time, and then reevaluating the compensation in two months to possibly include a commission based on event bookings. After discussion, Director Stauch moved to approve the Lodge Management contract with Ms. Buchholtz subject to her providing a proposal to the Board and a monthly compensation of \$3,500 with the understanding that it can be renegotiated to a commission-based pay once event bookings increase; seconded by Director Espenlaub. Motion passed unanimously.
- b. Marketing Plan Update: President Heeter noted he was impressed and encouraged with the marketing plan and presentation.
- c. Frozen Grease Trap Issue: Ms. Harris reported they are working on additional proposals and options for this issue. She noted the first proposal received was very expensive.
- d. Outdoor Speaker Installation Status: There was no discussion.

- e. Lodge Furniture Replacement Plan: The Board discussed that Director Shepherd and Ms. Buchholtz are working on this item and rethinking what furniture may be needed for both corporate and wedding events.

9. Legal Matters

- a. Election Status Update: Ms. Harris provided an update on the upcoming Election. The Oaths of Office can be completed at the May Board meeting.
 - i. Publication of Bios on Metro Website – Completed.
 - ii. Ballot mailed to voters – April 10, 2023.
 - iii. Election Date/ Ballots Submitted By – May 2, 2023.
 - iv. Preliminary Results Announced – Evening of May 2, 2023. Certified Results Announced on May 11.
- b. Appointment of Additional Ballot Election Judges at community's cost: The Board discussed the appointment of a third Election Judge that the DEO hired to replace the original third that became unavailable to assist for the election.

10. Public Comment: A member of the public asked about the monthly financials. Ms. Harris confirmed they are included in the Board Meeting Packets and can be found on the District's website.

11. Other Business

- a. Board Member responsibilities and Code of Conduct Policy – Delayed until June Meeting.
- b. FEMA Claim: There was no update.
- c. Road Construction Update: The Board discussed the road construction and President Heeter will clarify if it will be resurfacing or chip sealing.
- d. Planting of Fish in Ponds: 600 fish will be stocked in the ponds for May.
- e. ADT and Security Discussion: Director Stauch discussed ADT and security codes and requested to table this discussion until the new Board in June.

12. Adjournment: Next scheduled Board Meeting is May 8, 2023 at 10:00 AM. Director Stauch moved to adjourn the meeting at 12:00 PM; seconded by Director Espenlaub. Motion passed unanimously.

Respectfully Submitted,

Rebecca Harris

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 10, 2023 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.