



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD MAY 15, 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, May 15<sup>th</sup> at 10:00 AM, in person at 13975 Milam Road, Colorado Springs, CO, and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter  
Ecton Espenlaub  
Rick Stauch  
Debbie Perry (Excused)  
Kevin Combs

Also in attendance were:

Rebecca Harris, WSDM District Managers  
Kevin Walker, WSDM District Managers  
Laura Gardner, Gardner Law Firm  
Shalece Buchholtz, VenQ  
Travis Mark,

Public in attendance were:

Kristi Correa  
Lynn Shepherd  
Kevin Elhers  
Gwail Elhers

1. Call to Order: President Heeter called the meeting to order at 10:06 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. Discuss Board of Director Oaths of Office: Mrs. Harris explained that all Oaths of Office have been signed and filed with both the County and State for the new elected Directors.

4. Appointment of Officers (President, Vice President, Treasurer, Secretary, Assistant Secretary):  
Director Stauch nominated Bill Heeter for President; seconded by Director Espenlaub. Motion passed. Director Espenlaub nominated Rick Stauch for Vice President; seconded by President Heeter. Motion passed. Director Stauch nominated Kevin Combs as Treasurer; seconded by Director Espenlaub. Motion passed. President Heeter nominated Ecton Espenlaub as Secretary; seconded by Director Combs. Motion passed. The Board postponed the appointment for Director Perry. The Board moved Legal Matters to item 5 on the Agenda.

## 5. Legal Matters

- a. Election Status Update: Ms. Harris provided an update on the Election. A Canvass Board meeting was held as well as a recount per the DEO's recommendation. Ms. Harris explained the recount determined that Bill Heeter and Kevin Combs won the Election and the initial tally marks were correct, but the counting of the tally's was wrong on the unofficial results. President Heeter noted that the election judges were brought in by the DEO. Ms. Gardner confirmed she was present for the recount, and everything was transparent and done correctly. The Board discussed that the DEO, Teak Simonton did a wonderful job and directed Ms. Harris to send a Thank You letter. Mrs. Harris discussed that the Poll Book is available by request from the DEO. Director Stauch requested the Poll Book and the log of who requested the Poll Book. The Board discussed the election costs and Ms. Harris noted the total costs should be under budget.
  - i. Preliminary Results Announced – Evening of May 2, 2023.
  - ii. Certified Results Announced on May 11.

6. President of the Board Discussion: President Heeter formally thanked the DEO, Teak Simonton for her work on the Election, and thanked WSDM for providing security and communication during the election process. President Heeter commented that he was personally offended by the implications regarding WSDM during the Election, and he did not think it was appropriate but appreciates that WSDM remained professional. President Heeter thanked Lynn Shepherd, a former Board member for her work and service to the District. President Heeter discussed social media and the allegations and misrepresentations regarding the District and Board. He would like to publish a response on the website that addresses some of the issues, including property tax calculations.

7. Approval of the Agenda: Ms. Harris added item 9.e. Discussion on Assessed Valuation Projection. Director Espenlaub moved to approve the Agenda as amended; seconded by Director Stauch. Motion passed unanimously.

8. Approval of Board Meeting Minutes – April 10, 2023: President Heeter noted a key takeaway from the discussion about the irrigation project was that the new irrigation system could save the District between 40-60% of water consumption. Director Stauch moved to approve the April 10, 2023 Meeting Minutes as amended; seconded by Director Espenlaub. Motion passed with Director Combs abstaining.

## 9. Financial Update

- a. Review and consider approval of Unaudited Financials through April 30, 2023: Ms. Harris presented the Unaudited Financials through April 30, 2023. Ms. Harris discussed the election costs and as of April 30, 2023, the District has spent \$10,373 of the \$25,000 budget. The total costs are estimated at \$17,000 which is under budget. The Board reviewed the line items and noted a correction to landscaping. Director Combs discussed a monthly budget review and will work on a report for the next meeting. After review, Director Stauch moved to approve the Unaudited Financials through April 30, 2023 as amended; seconded by Director Combs. Motion passed unanimously.
- b. Review and consider approval of payables through the period ending May 8, 2023: Ms. Harris presented the payables through the period ending May 8, 2023. The total amount is \$23,397.64 which includes the payables added on May 12<sup>th</sup>. After review, President Heeter moved to approve the Payables; seconded by Director Stauch. Motion passed unanimously.
- c. Status of Irrigation Grant: Ms. Harris reported the District was approved for the first grant in the amount of \$40,000. The paperwork will be sent this week and includes the option of direct

deposit into the bank account. She confirmed the District is still able to apply for the second grant. Director Combs moved to approve the Direct Deposit of grant funds; seconded by President Heeter. Motion passed unanimously.

- d. Discuss Board Treasurer Request of Information: Ms. Harris discussed the previous Treasurer's request for essentially a monthly audit of all the financials. The accounting work to provide this information is outside the scope of the WSDM contract. The Board discussed that this information is already provided and available in a different format and directed that any future requests be ran by the Board for approval.
- e. Discussion on Assessed Valuation Projection: Ms. Harris presented the assessed valuation projection. If the mill levy were reduced to 15 mills, the O&M property revenue would go from \$288,000 to \$275,000. The Board discussed the potential ballot issue regarding TABOR refunds only for property owners.

#### 10. Milam Landscaping/Irrigation Project Update

- a. Review and Consider Approval of 101 Landscaping Irrigation Project Contract: Ms. Harris presented the 101 Landscaping irrigation project contract. She noted the start date was changed to August 8<sup>th</sup>. After review, President Heeter moved to approve the 101 Landscaping Irrigation Project Contract; seconded by Director Stauch. Motion passed unanimously.
- b. Irrigation Project Start-up Discussion: There was no further discussion.
- c. Electrical Along Median: Ms. Harris reported that Mountain View Electric will not provide the electrical plans without a project proposal. Director Espenlaub noted he may have copies of the old electrical plans and will share them with the board.

#### 11. Other Landscaping Issues

- a. Review and Discuss Nelson Forestry Tree Health Proposal: President Heeter discussed the proposal provided by Nelson Forestry Tree Health to treat the trees in the community for beetles and mistletoe. The proposal is for \$60,000. The Board discussed that the treatment isn't necessary at this time, but can be reconsidered again in a few years.
- b. Chipping program to be held May 22-27: The chipping program is scheduled for May 22 – May 27. Ms. Harris reported that 16 people have signed up so far.
- c. Storage Shed Area Clean-up Day – Scheduled for Saturday, May 13: The scheduled storage shed cleanup day was canceled due to bad weather. The Board agreed to discuss rescheduling the event at a future meeting.
- d. Wells and Water Use Discussion: Mr. Walker informed the Board of a situation regarding the District's pumping practices of the four wells. Mr. Walker recommends engaging a water attorney to better understand the water decrees and wells and will provide proposals at the next meeting. Mr. Walker discussed the tour of the District's wells and meters with the State's Water Engineer. During the tour, it was discovered that more water was pumped out of the well for the Lodge than allowed and under-pumped for the other wells. It was found that a new meter reader is needed as well. The Board discussed that the four wells will need to be certified per the State and historical records are needed.

#### 12. Lodge Management Update

- a. Review website and walk-through: Mr. Mark presented the new Lodge website and the Board discussed changes, updates, and modifications to make before going live. The website is scheduled to go live next Thursday or Friday.
- b. Review Lodge Management Proposal: Ms. Harris reviewed the Lodge Management proposal and the Board directed Ms. Harris to get Legal Counsel review and edits on the contract before

approval. Items they wanted included is the pay schedule to be direct deposit and automatic the first of every month.

- c. Review and consider approval of Window Cleaning and Chandelier quote: Ms. Harris presented a proposal for window and chandelier cleaning. President Heeter moved to approve the proposal from EE Cleaning for both window and chandelier cleaning; seconded by Director Combs. Motion passed unanimously.
- d. Frozen Grease Trap Issue: Ms. Buchholtz discussed the frozen grease trap issue and will have a proposal to repair it in the next couple of days that should be quiet less then the first proposal.
- e. Outdoor Speaker Installation Status: Director Espenlaub explained there was a missing piece of equipment for the installation that would connect the indoor speaker with the outdoor speaker. Director Espenlaub explained they should be coming back out to finish installing that last piece.
- f. Lodge Furniture Replacement Plan: There was no discussion.

13. Public Comment: There was no public comment.

14. Other Business

- a. Board Member responsibilities and Code of Conduct Policy – Delayed until June Meeting.
- b. FEMA Claim – No update: Mr. Walker is working on getting the password for the online FEMA account.
- c. Road Construction Update: President Heeter reported the only update being provided is that construction is tentatively scheduled for July.
- d. Social Media: The Board discussed comments regarding the District being posted on social media and whether to engage or address them and how.
- e. Board of Director Email Address: Ms. Harris explained that the Board of Directors are required to post contact information and email addresses on the District website. WSDM can provide emails through Outlook for \$6 monthly per user. WSDM is also able to provide one email address with aliases that they monitor for the Board. The Board directed Ms. Harris to set up Director emails with Outlook utilizing the alias method and discontinue the shared HOA e-mail addresses.
- f. Discuss future meeting Dates and times: The Board discussed future meeting dates and times. The Board agreed to schedule future meetings on the third Tuesday of each month at 10:00 AM except for February, Annual Meeting, and November, Budget Presentation meeting, which will be held at 6:00 PM.
- g. The Board discussed the Director's areas of responsibility. Director Stauch volunteered to be the point of contact for landscaping and Director Espenlaub volunteered to head irrigation.

15. Adjournment: Director Stauch moved to adjourn at 12:45 PM; seconded by Director Espenlaub. Motion passed unanimously. Next scheduled Board Meeting is June 20, 2023, at 10:00 AM.

Respectfully Submitted,

Rebecca Harris

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 15, 2023 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.