



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD SEPTEMBER 19, 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 Tuesday, September 19th at 10:00 AM, at Cathedral Pines Lodge, and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
Rick Stauch (excused)
Kevin Combs

Also in attendance were:

Rebecca Harris, WSDM District Managers
Rylee DeLong, WSDM District Managers
Shalece Buchholtz, VenQ
Laura Gardner, Gardner Law Firm
Kevin Kimberling, 101 Landscapes

1. Call to Order: President Heeter called the meeting to order at 10:30 a.m.
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 Agenda: Director Espenlaub moved to approve the Agenda as amended; seconded by Director Combs. Motion passed unanimously.
4. Review and consider Appointment of Vacant Position: President Heeter discussed with the board how the interview with Chris Meacham went and recommended the Board Appoint him to the vacant Director position, now that Director Stauch and himself were able to formally interview Chris Meacham. Director Espenlaub motion to appoint Chris Meacham to the Vacant Director position; seconded by Director Combs. Motion passed unanimously.
5. Approval of Board Meeting Minutes – Meeting Minutes of August 15, 2023: After review, Director Combs moved to approve the August 15, 2023 Meeting Minutes; seconded by Director Espenlaub. Motion passed unanimously.
6. Financial Update
 - a. Review and consider approval of Unaudited Financials through August 31, 2023: Mrs. Harris presented the unaudited financials to the board. After review, Director Combs moved to approve the Unaudited Financials through August 31, 2023; seconded by Director Espenlaub. Motion passed unanimously.
 - b. Review and consider approval of payables through the period ending September 19, 2023:

After review, Director Combs moved to approve the payables through the period ending September 19, 2023; seconded by Director Espenlaub. Motion passed unanimously.

- c. Review and Discuss Assessed Valuation Memo: Mrs. Harris discussed the Assessed Valuation Analysis with the board and to be prepared to potentially decrease mill levies based on the November 7th election deciding on Proposition HH. She presented 3 potential options for the board to consider in preparation of the Budget Hearing in November and the November Election impact.
- d. Update on Budget Process: Mrs. Harris confirmed that WSDM's office is starting the budgeting process and will coordinate with Director Combs to review the budget. She reminded the board to get ideas over to Director Combs and Mrs. Harris regarding any potential projects that may want to be planned for 2024.

7. Landscaping Issues

- a. Wells and Water use discussion: Director Espenlaub gave an update on the water use and allocation that we are almost at our maximum allotment for the Barn. Director Espenlaub also informed the board he has communicated this to the landscaper so if water is needed he will have to turn the wells back on. Mrs. Harris informed the board that Mr. Walker is still waiting to hear back from water experts to analyze the Water Decrees and interpret the allotment.
- b. Irrigation Project Update: Mr. Kimberling updated the board on the progress of the project that they are roughly 90% completed with laying irrigation lines. They ran into an unpredictable issue when digging up the lines and finding where they were located and connected to the wells. He did request to get another 25% of the contract paid to him as the project continues. The Board discussed the issuance and President Heeter motioned to approve a third payment to 101 Landscaping in the amount of \$62,400; seconded by Director Combs. Motion passed unanimously.
- c. Status of Irrigation Grant: Mrs. Harris informed the board the first \$40,000 approved funds were received earlier this month and she is still pending a decision on the second grant application.
- d. Storage Shed clean-up Recap: President Heeter let the board know the clean-up event had 4 people in attendance but was successful nonetheless.
- e. Seedling Thinning Event Recap: no update was given
- f. Fall Chipping Event – Scheduled for September 25th – 29th: President Heeter reminded the Board of the Chipping event and that WSDM's office will be sending out reminders. Director Espenlaub confirmed that the Storage shed area was added to the chipping event. Mrs. Harris confirmed and also informed the Board that Tall Timbers is willing to leave any piles of mulch so long as its requested a head of time. Board agreed to add the Storage Shed to that list and have two to three piles of mulch left in place of the slash collection.
- g. Update Status of RFP for 2024 Landscaping Contract: Mrs. Harris informed the board she met with Director Stauch last week to review all of his updates. She is adding the finishing touches to the RFP for Landscape services and will send out later this week. Mrs. Harris also noted that Director Stauch wanted to get the Boards feedback on adding some mowing maintenance along the trail in the El Paso County responsibility. Mrs. Harris confirmed that recorded documents give the District the authority to maintain if wanted. Board discussed this idea and decided to continue the discussion to when Director Stauch can participate.

8. Lodge Management Update

- a. Review August Lodge Report: Ms. Buchholtz presented the August and September Lodge Report.

- b. Continue the discussion on Event Insurance: Mrs. Harris informed the board that if the district chooses to provide the Event Insurance per rental at the Lodge it costs roughly \$100 per event. Director Combs discussed the possibility of the Board expensing the extra cost for one-off events at the Lodge that require the Event Insurance. The Board discussed adding additional language to those rental contracts.
- c. Grease Trap Update: President Heeter and Director Espenlaub confirmed the path moving forward is to add a heat wire that will keep is warm in the winter months.
- d. Proposed Addition to Rental Agreement: The Board discussed the potential addition to the rental agreement that allows a petting zoo and/or equine use at the Lodge.
 - i. Request for Petting Zoo: Mrs. Gardner informed the board she is still researching options for the board here as another authority has say.
- e. Condition of Exterior Wood Entrance: Mrs. Harris informed the Board that the Metro District did not varnish the front Lodge since 2021. Board discussed this being a possible expense for next year as the wood needs to be re-varnished.
- f. Recap of Lodge Improvements: President Heeter provided an update to the board on the varies items at the Lodge that has been replaced, repaired, or updated as previously discussed.
- g. Holiday Light Installation: President Heeter informed the Board the lights will be installed shortly however they confirmed they will come back out the week after or of thanksgiving to plug in to be in compliance with the HOA's rules.

9. District Management Matters

- a. Milam Road Construction Update: The Board discussed that the project was supposed to start in early August but has been delayed due to flooding in the County and lack of staff.
- b. Discuss 4138 Foxchase Way Access Point: Mrs. Gardner and the Board discussed the concerns about the additional access point being created and has direct WSDM and Mrs. Gardner to get an estimated cost of what a survey would cost if the district pursues getting property marked.
- c. Review and consider approval for Shed Sign Proposal: The Board reviewed the proposal and decided to go a more cost effective route and President Heeter will get this sign completed.

10. Legal Matters: There was no other updates

11. Other Business: There was no other business.

12. Public Comment: There was no public comment.

13. Adjournment: The meeting was adjourned at 12:55 pm.

Respectfully Submitted,

Rebecca Harris

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 19, 2023 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.