

**CATHEDRAL PINES METROPOLITAN DISTRICT  
NOTICE OF SPECIAL MEETING  
BOARD OF DIRECTORS**

Monday, February 6, 2023, at 10:00 AM (MST)  
Cathedral Pines Lodge  
13975 Milam Rd.  
Colorado Springs, CO 80908  
Or

**Please join meeting from your computer, tablet or smartphone.**

<https://video.cloudoffice.avaya.com/join/161846385>

**You can also dial in using your phone.**

United States: +1 (213) 463-4500

**Access Code:** 161-846-385

\*Public Welcome\*

**\*We encourage our attendees to participate in person; however, if you choose to join virtually, please have your camera on so we are able to get to know everyone a little better. Please do not use the Chat option to submit questions.**

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<b>Board of Director</b>	<b>Title</b>	<b>Term</b>
Bill Heeter	President	May 2023
Rich Stauch	Vice President	May 2025
Debbie Perry	Treasurer	May 2025
Ecton Espenlaub	Secretary	May 2025
Lynn Shepherd	Assistant Secretary	May 2023

**AGENDA**

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Approval of Board Meeting Minutes** – Review and approved meeting minutes of November 29, 2022 and January 16, 2023 (see attached)
- 5. Irrigation Proposals Update – Bill (see attached)**
  - a. Review final proposals and Recommendations to Community - Bill
  - b. Grant Funding – Rebecca (see attached)
  - c. Electrical along Median - Bill
- 6. Annual Meeting Discussion**
  - a. Review format (see attached)
  - b. Final edits due February 14, 2023
  - c. Food
  - d. Presenters

7. **Financial Update – Rebecca H. / Debbie P.**
  - a. Review and ratify approval of A Cut Above payables through the period ending January 30, 2023 (see attached)
8. **Lodge Matters – Lynn/ Rebecca**
  - a. Frozen Grease Trap issue – Shalece/ Rebecca/ Lynn
  - b. Interim Management - Lynn
9. **Legal Matters**
  - a. Election Status Update – Rebecca
  - b. Key Dates:
    - i. ~~Call for Nominations – January 23, 2023~~
    - ii. Self-Nomination Deadline – February 24, 2023
    - iii. Write in Candidate Deadline – February 27, 2023
    - iv. Notice of Cancellation (if applicable) – February 28, 2023
    - v. Publication of Bios on Metro Website – TBD
    - vi. Candidate Panel Q&A
    - vii. Election Date (if required) – May 2, 2023
10. **Public Comment** (Items Not on the Agenda Only. Comments are limited to 5 minutes per person and taken in the order in which they appear on the sign-up sheet or if joined virtually in order as they appear on the host screen)
11. **Other Business**
  - a. Board Member Responsibilities and Code of Conduct Policy - Bill
12. **Adjournment** – Next scheduled Board Meeting, rehearsal for annual meeting, is February 20, 2023, at 3:00 PM. Scheduled Annual Meeting is February 21, 2023, at 6:00 PM





**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD NOVEMBER 29, 2022  
AT 6:00 P.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, November 29<sup>th</sup> at 6:00 PM, at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

In attendance were Directors:

Bill Heeter  
Lynn Shepherd  
Ecton Espenlaub  
Rick Stauch  
Debbie Perry

Also in attendance were:

Kevin Walker, WSDM District Managers  
Rebecca Hardekopf, WSDM District Managers  
Jamie Adams, Warren Management (via online)  
Laura Gardner, Gardner Law Firm

Public in attendance were:

Jennifer Eisenhart  
Jim Eisenhart  
Patricia Gee  
Kevin Elhers  
Kevin Combs  
Bill Parzybok  
Bill Kappel  
Kristin Jones

1. Call to Order: President Heeter called the meeting to order at 6:00 PM.

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: President Heeter requested Establish Next Board Meeting Schedule be moved under 14. Other Business. Director Shepherd moved to approve the Agenda as amended; seconded by Director Stauch. Motion passed unanimously.

4. Approval of Board Meeting Minutes – October 24, 2022: Director Perry requested a change to the Minutes that reflects that the Lodge can be sold as a residence if the zoning codes are changed. Director

Stauch moved to approve the October 24, 2022, Meeting Minutes as amended; seconded by Director Shepherd. Motion passed unanimously.

5. Public Hearing on 2022 Amended Budget and 2023 Budget: Director Perry handed out a Lodge Expenditure analysis, that she prepared, to the Board (*included as an attachment for reference to these minutes*). Director Shepherd moved to open the Public Hearing on the 2022 Amended Budget and 2023 Budget; seconded by Director Espenlaub. Motion passed unanimously.

Director Perry presented a detailed analysis on Lodge revenues and expenses for 2022 that was based on the Profit and Loss report provided by WSDM and Bills.com. She went over the 2022 Lodge expenditures for 2022 of \$147,723. Director Perry explained that at her job she divides out the overhead expenses and must take a percentage for overhead expenditures. Based on her analysis she determined that the percentage of the Lodge expenditures, calculated from total expenditures, is 51% of the overhead expenditure cost, this year were \$86,840. She explained that looked at the approximate cost to build the Lodge and allocated a portion of the bond expenditures to the Lodge. That analysis came out to \$1.25 Million to build, there is \$4.7 Million outstanding. The full cost of the Lodge includes the portion of the bond, overhead expenses, and actual expenditures which she totaled to be \$270,064 to date for 2022. While the Lodge income for 2022 was \$47,100, so the Lodge loss is large in 2022. The Board discussed Director Perry's analysis and questioned the 51% of overhead costs for management. Director Perry commented that the number of bills that are paid would decrease significantly without the Lodge, Warren Management would not be taking care of the Lodge. Director Perry commented that the Lodge is a losing venture at this point, and the \$115,000 is a lot lower than the actual expenditure. The Board discussed COVID and the impact on Lodge bookings which book a year in advance. Director Perry commented that WSDM spends a lot of time paying bills for the Lodge. Mr. Walker noted the reduction in fees would not be that substantial because WSDM does not do that much for the Lodge except pay bills. Ms. Hardekopf noted the payables take about one hour per month. Director Perry commented that her opinion is that bookkeeping services would be lower without the Lodge.

Mr. Kevin Combs commented that he was against reducing the mill levy. Mr. Kevin Elhers discussed a significant point, the Service Plan calls for the Lodge to be available for residents and that it could not be sold without approval of the residents and a change to the service plan. Mr. Kevin Combs discussed Lodge revenue and commented that the expenses should be relative to revenue. He inquired on the more significant changes on the budget line items with the Board, of which the Board explained the changes. Mr. Bill Parzybok asked about accumulated depreciation being considered in the Lodge Expenditure analysis handed out. Director Perry clarified she did not go that detailed, and Mr. Kevin Combs clarified that governmental entities don't depreciate assets like corporations do. Mr. Bill Parzybok asked about maintenance and capital expenditures. Ms. Jennifer Eisenhart asked about VenQ and the number of events booked. Ms. Hardekopf confirmed that VenQ has done 28 contracts. Director Shepherd explained that VenQ was contracted to run and execute the Lodge events under the parameters set by the District. VenQ was hired in the first quarter of 2022 and was paid a retainer for the first six months as there was little business booked due to COVID, the resignation of previous management, and the transition to VenQ.

Mr. Kevin Combs commented that the Lodge is an amenity for the community and the City of Colorado Springs is growing and could increase the demand for places like this. He noted there were 2 years of no revenue due to the pandemic and it would be premature to make decisions on the Lodge. Director Stauch agreed that it is premature to decide on the Lodge coming off of two years without revenue, but the expenditures stayed the same. He noted that he is not satisfied with the current Lodge

Management and its lack of sufficient bookings. Mr. Kevin Elhers commented that the Board needs to address this issue over the next couple of years of whether it is more profitable to lease out the Lodge or not. Mr. Kevin Combs commented that the focus needs to be taken away from profitability because this is a non-profit organization. President Heeter commented that the Board needs to address the 2023 Budget and the Lodge can be discussed later in the agenda.

Ms. Jennifer Eisenhart discussed the District's service contracts and commented that the storage rental price could be higher. The Board explained that all service contracts can only be for 1 year commitment because the District is a governmental entity. Ms. Jennifer Eisenhart brought up a concern that the shed being rented out is not at a high enough rate. Mr. Kevin Walker confirmed that the original calculation was based on the market rate to rent commercial space per square foot.

After discussion, the Board agreed to change the Lodge Income line item to \$115,000 and Lodge Management line item would be 30% of the revenues which totals \$34,500. The Board reviewed the remaining 2023 Budget line items. The Board agreed on \$50,000 for the reserve fund. Director Perry asked about the debt service fund comment in the 2021 Audit. Mr. Walker explained they carried forward more money than they should have and recommended a contingency of \$5,000. Director Espenlaub moved to close the Public Hearing; seconded by Director Shepherd. Motion passed unanimously.

- a. Review and Adopt the 2022 Amended and 2023 Budget Resolution: The Board discussed the mill levy and possible reduction. The Board requested feedback from members of the public, that were present, on the mill levy and 3 out of 7 members present were in favor of leaving the mill levy at 19 mills. After discussion, Director Stauch moved to retain the mill levy at 19 mills; seconded by Director Shepherd. Motion passed with 3 in favor, Director Perry opposed, and President Heeter abstaining. President Heeter moved to adopt the 2022 Amended and 2023 Budget Resolution with the changes as discussed; seconded by Director Shepherd. Motion passed with 4 in favor and Director Perry opposed.

6. Irrigation Proposals Review: President Heeter reported 2 out of 7 companies provided proposals for the irrigation project. President Heeter noted he would like additional proposals and requested the Board table this item until January. President Heeter commented that he would like Kimley-Horn to distribute to their connections. The board agreed.

7. Long Term Landscaping Plan Discussion: The Board agreed to table this item until the January Board meeting.

8. Flying Horse North Sketch Plan Approval Update: Director Stauch discussed next steps and reported there is a meeting scheduled with the Executive Director of Planning at El Paso County.

#### 9. Other Issues

- a. Additional Mailbox Parcel Update: President Heeter reported the mailbox is installed and just needs to be keyed.
- b. Possible Sale of Lodge Follow-up: There was no additional discussion.

#### 10. Financial Update

- a. Review and Approve Unaudited Financials as of October 31, 2022: Ms. Hardekopf presented the Unaudited Financials as of October 31, 2022. Director Perry asked about VenQ payments on the Profit & Loss report. Ms. Hardekopf will research and get back to the Board. After

review, President Heeter moved to approve the Unaudited Financials as of October 31, 2022; seconded by Director Stauch. Motion passed unanimously.

- b. Review and Ratify Approval of Payables through the period ending November 29, 2022: Ms. Hardekopf presented the Payables through the period ending November 29, 2022. Director Espenlaub asked about Waste Connections invoices. Ms. Hardekopf will research and get back to the Board. Director Stauch asked about documentation for Kimley-Horn. After review, Director Espenlaub moved to approve the Payables excluding Kimley-Horn \$7675, excluding the \$4000 for mailboxes until President Heeter has more explanation for them being taped off, and including Waste Connections if the invoice is received; Director Perry added she would like to review further support for the reimbursement of \$2300 to Bill Heeter; seconded by Director Shepherd. Motion passed unanimously. President Heeter indicated that support was provided earlier but WSDM will investigate further.
- c. FEMA Update: Mr. Walker reported that FEMA has requested additional documentation. Documents will be submitted for \$19,000, and the other \$30,000 is missing documentation so legal counsel is assisting with the submittal.

#### 11. Lodge Management Update

- a. Lodge Expectations for 2023: The Board tabled this item until the January Board meeting.

#### 12. Legal Matters: The Board agreed to discuss this item after Executive Session.

- a. Review and Consider Approval of WSDM – District Managers Engagement Letter: The Board informed Mr. Walker and Ms. Hardekopf that they approved the WSDM contract for 2023.
- b. Consider Approval of Warren Management Contract Renewal:
- c. Review and Consider Approval of BiggsKofford 2022 Audit Engagement Letter: Director Shepherd moved to approve the BiggsKofford 2022 Audit Engagement Letter; seconded by Director Perry. Motion passed unanimously.
- d. Consider Adoption of 2023 Annual Administrative Resolution: Ms. Gardner presented the 2023 Annual Administrative Resolution. President Heeter moved to approve the 2023 Annual Administrative Resolution with legal counsel's changes as needed; seconded by Director Stauch. Motion passed unanimously.
- e. Consider Adoption of Resolution Calling the May 2, 2023 Direct Election: Director Espenlaub moved to adopt the Resolution Calling the May 2, 2023 Director Election pending the edits to the DEO; seconded by President Heeter. Motion passed unanimously.
- f. Review and Consider Renewal for A Cut Above Landscape Shed Rental Contract: President Heeter moved to approve the Renewal for A Cut Above Landscape Shed Rental Contract; seconded by Director Shepherd. Motion passed unanimously.
- g. Discussion of Legal Counsel Attendance at Future Meetings: President Heeter requested Board approval to decide when legal counsel is needed at a Board meeting when drafting the Agendas. The board agreed.

13. Public Comment: The Board opened the meeting for public comment. Mrs. Jennifer Eisenhart asked about the irrigation proposals and the budgeted amount. President Heeter said they hope to have multiple proposals that come in lower than \$250,000 and there is the possibility of a grant which could be up to 50% of the total cost. He noted a lot of the irrigation companies are completely booked with other jobs through the first part of 2023.

#### 14. Other Business

- a. Establish Next Board Meeting Schedule: The Board scheduled 2023 Board meetings for the second Monday of every month at 10:00 AM. The February meeting will be held on February

21, 2023 at 6:00 PM as part of the Annual Meeting and the November Board meeting will be held on November 14, 2023 at 6:00 PM as part of the annual meeting renewal for next year items, like the budget.

15. Executive Session (§24-6-402(4)(f) C.R.S.)

- a. Discuss Management Contracts for 2023: Director Shepherd moved to enter into Executive Session pursuant to §24-6-402(4)(f) C.R.S. for the purpose of discussing management contracts for 2023; seconded by Director Espenlaub. Motion passed unanimously. Director Stauch motioned to adjourn the executive session and resume the regular scheduled meeting at 9:08 PM; seconded by Director Espenlaub. Motion passed unanimously.

16. Adjournment: Director Espenlaub moved to adjourn; seconded by Director Stauch. Motion passed unanimously at 9:20 PM.

Respectfully Submitted,

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By: Rebecca Hardekopf, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 29, 2022 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.



# Budget Presentation

## Cathedral Pines Metro Board

### Review of Expenses and Lodge Expenses in 2022

- **VenQ Expenses:**
  - **Payments made that I approved:**
    - **October 19<sup>th</sup> \$8,806.24 includes \$6,000 for August Mgmt**
    - **August 31<sup>st</sup> \$6,256.04 includes \$6,000 for July Mgmt**
    - **August 12<sup>th</sup> \$8,542.42 includes \$6,000 for ? Mgmt**

# Budget Presentation

## Cathedral Pines Metro Board

- **VenQ Expenses Continued:**
  - **VenQ expenses on P&L provided by Walker Schooler:**
    - **August 15<sup>th</sup>      \$6,000**
    - **July 13<sup>th</sup>         \$6,000**
    - **June 1<sup>st</sup>            \$6,000**
    - **May 5<sup>th</sup>             \$6,000**
    - **March 28<sup>th</sup>        \$6,000**
  - **Total amounts to VenQ receiving 8 months of \$6,000 payments???**
- **I need a copy of their contract.**

# Budget Presentation

## Cathedral Pines Metro Board

### 2022 Lodge Loss

- **Direct Expenses**

- **Hoekman & VenQ** **\$62,961.78**
- **Advertising VenQ** **\$3,070.26**
- **Event Supplies** **\$3,150.81**
- **Cleaning (includes Oct-Dec)** **\$5,156.91**
- **Repairs and Maintenance** **\$12,509.39**
  - **Includes Expenses from P&L & from Bills.com**
- **Utilities Annualized** **\$7,861.21**

# Budget Presentation

## Cathedral Pines Metro Board

### 2022 Lodge Loss

- Security Annualized \$2,400.84
- Capital Improvements \$26,495.19
- Lodge Landscape \$12,128.95
- Snow Removal \$4,880.00
- Kept expense in place through August
- Trash - includes Nov & Dec \$3,684.83
- Telephone - Include Nov & Dec \$3,423.02
- Total Direct Expenses \$147,723.20

# Lodge Discussion

## 2022 Lodge Loss

- **According to P&L, Lodge expenses compared to General Fund were 51% of expenditures:**

• <b>Lodge Expenditures</b>	<b>\$103,752.00</b>
• <b>General Fund</b>	<b>\$97,404.54</b>
• <b>Total Expenses</b>	<b>\$201,156.60</b>

# Lodge Discussion

## 2022 Lodge Loss

- **Overhead Expenditures shared by Lodge and General Fund**
  - **Audit** **\$8,825.00**
  - **Walker Schooler** **\$44,100.00**
  - **Warren Management** **\$31,620.00**
  - **Consulting** **\$2,295.00**
  - **Total Overhead Expenditures** **\$86,840.00**

# Lodge Discussion

## 2022 Lodge Loss

- **Bond Expenditure:**
  - **Estimated Portion of Bond to Build Lodge**      **\$1.25 M**
  - **Bond Outstanding**      **\$4.7 M**
  - **Percentage of Bond Expenditure Allocated to Lodge**
    - **\$78,052.66**

# Lodge Discussion

## 2022 Lodge Loss

- **Full Cost of Lodge for 2022:**
  - **\$270,064.26**
- **Lodge Income for 2022 per P&L & Bills.com**
  - **\$47,100**
- **Lodge Loss in 2022:**
  - **\$222,964**



# Lodge Discussion

## 2022 Lodge Loss

- **Average Lodge Revenue 2008-2022:**
  - **\$84,033**
- **Average Lodge Revenue 2015-2022:**
  - **\$117,084**
- **Lodge Loss using 2022 expenditures & Average Lodge Revenue 2015-2022:**
  - **\$1.3 Million**



**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD JANUARY 16, 2023  
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 Monday, January 16<sup>th</sup> at 10:00 AM, at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

In attendance were Directors:

Bill Heeter  
Lynn Shepherd  
Ecton Espenlaub  
Rick Stauch  
Debbie Perry

Also in attendance were:

Rebecca Harris, WSDM District Managers  
Megan Riviezzo, VenQ  
Shalece Buchholtz, VenQ

Public in attendance were:

Kristi Corea  
Patricia Ghee

1. Call to Order: President Heeter called the meeting to order at 10:02 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 Stauch added agenda item 14.b ADT Discussion, and Ms. Harris added agenda item 14.c Discussion on new statutes regarding Board member communications. President Heeter requested additional discussion on new email distribution list combined with agenda item 14.c.
4. Approval of Board Meeting Minutes – November 29, 2022: Director Perry requested her budget presentation be attached to the November 29, 2022, Minutes as well as her detailed budget discussion. The Board tabled the approval of the Minutes.
5. Review of 2022 Year-End Financial Performance: Director Perry will provide a presentation at the next meeting. Ms. Harris provided a review of the 2022 Unaudited Financial Statements.
6. Irrigation Proposals Update: President Heeter reported that 2 out of 10 companies submitted a proposal for irrigation. The revised Timberline proposal is \$233,000, and the 101 Landscaping proposal

ranges from \$180,000 and \$228,000 depending on what is decided for the medians and the grass. The Board discussed the different options for medians and grass and decided to continue the discussion to next month for the Community to review the options presented.

7. Lodge Sale Discussion: Director Stauch commented that given the District cannot pay any principal on the bonds until 2026, the Board should table discussions and efforts associated with the sale of the Lodge until at least 2025. Instead, the Board should focus efforts on making the Lodge profitable. Director Espenlaub noted it would require a change to the service plan. Ms. Harris explained a service plan amendment would require a special election, because this change would be considered large enough to the Service Plan. Director Perry commented that she feels this is this Boards way of trying to silence her and discussions on the sale of the Lodge, and her November presentation was not about the sale of the Lodge but the numbers as requested. Directory Perry brought to the Boards attention that she believes VenQ is not meeting expectations. The Board discussed the need to establish measurable benchmarks and success for the Lodge management team, however did not make any benchmark decisions at this meeting. Director Stauch commented that he did not intend to silence Director Perry but feels the discussion on the sale of the Lodge is a distraction and sends mixed messages to the Lodge management team. The Board discussed the management and marketing of the Lodge in comparison to the Lodge management contract. Director Stauch commented that the Board needs to give the current Lodge Manager the tools they need to be successful. He added that discussion on the sale of the Lodge is a distraction to both the Board and a potential cause of concern for the Lodge management. Director Stauch clarified the Board should continue to look closely at the financial aspect of what it costs to run the Lodge and to the extent possible hold the Lodge management accountable. Director Stauch moved that WSDM will not expend any effort in further examination of the feasibility of the sale of the Lodge at this time; seconded by Director Espenlaub. Motion passed 4 to 1 with Director Perry against. The Board unanimously agreed to discuss agenda item 11. Lodge Management Update next.

8. Board Objectives for 2023: President Heeter presented a list of key items the Board should stay focused on. Director Stauch added an item for continued improvements to financial reporting. The Board discussed having an audit done of historical Lodge financials. Director Shepherd added an item for collaboration with the HOA.

#### 9. Annual Meeting Discussion

- a. Format: The Board reviewed the format.
- b. Date/Time/Length: The annual meeting is scheduled for February 21, 2023, at 6:00 PM.
- c. Food: Director Stauch will handle the catering order for food, and Director Shepherd will handle the beverages.
- d. Presenters: The Board reviewed the presenters.
- e. Rehearsal Date/Time: The Board scheduled a rehearsal for February 20, 2023, at 3:00 PM.
- f. Deadline to Submit PowerPoint to WSDM: Ms. Harris requested the final revisions be submitted one week prior to the annual meeting, February 14, 2023.

#### 10. Financial Update

- a. Review and Ratify Approval of Payables through the period ending January 9, 2023: The Board reviewed the Payables through the period ending January 9, 2023. Director Stauch moved to approve the Payables through the period ending January 9, 2023; seconded by Director Shepherd. Motion passed unanimously. Director Stauch moved to authorize the Board President during the creation of the agenda and at their discretion, to invite legal counsel to attend the pertinent parts of the meeting. Director Perry commented that she believes needs to be more planning and she would like it to be advertised to the community when an attorney is going to

be present. The motion was seconded by President Heeter. Motion passed 4 to 1 with Director Perry voting against. President Heeter commented that Board members have the authority to spend up to \$1,500 without prior Board approval, and it should apply here with legal counsel services.

- b. FEMA Update – There is no update.

#### 11. Lodge Management Update

- a. Lodge Expectations for 2023: The Board discussed Lodge expectations for 2023 with the Lodge management team. Ms. Riviezzo commented that after the November budget approval meeting where \$5,000 was budgeted for Lodge marketing, she felt it was best for VenQ to step down due to losing money to pay Ms. Buchholtz full time and not booking events. She discussed challenges with competition, capacity, and the lack of tours without a solid marketing budget. Ms. Riviezzo highly recommended Ms. Buchholtz to move forward with managing the venue. She noted that a \$5,000 marketing budget is not going to help the Lodge book events, and she is working with another venue that is spending \$30,000 a month on marketing/advertising to do 250 events a year. She added that the Lodge is worth investing in and has a ton of potential. Ms. Riviezzo recommended a marketing/advertising budget of \$35,000, but noted they needed to start advertising in November for the 2023 season. Director Perry asked what was included in the \$36,000 paid to VenQ last year. Ms. Riviezzo explained it was for a full-time Venue Manager. Ms. Riviezzo commented that she does not believe the Lodge will reach \$120,000 in sales with a \$5,000 marketing/advertising budget. She recommended the Board move forward with Ms. Buchholtz as Lodge Manager without VenQ and spend money on a marketing firm. Ms. Buchholtz confirmed that she is on board with whatever decision is made. The Board discussed how to move forward with Lodge management. The Board discussed initiating the 30-day separation with VenQ with the execution of the 7 remaining events that were booked by VenQ. The Board requested that Ms. Harris obtain a proposal from Ms. Buchholtz.

#### 12. Legal Matters

- a. Election Status Update: Ms. Harris provided an update on the election status. The Board requested Ms. Harris ask the DEO if they can add language to the Call for Nominations email about signing up for the Metro District email list. Director Shepherd moved to wait until Self Nominations are due to post the Bios; seconded by Director Stauch. Motion passed with a 4 to 1 vote with President Heeter abstaining. The Board discussed the Candidate Panel Q&A but took no action.
- b. Key Dates:
  - i. Call for Nominations – January 23, 2023
  - ii. Self-Nomination Deadline – February 24, 2023
  - iii. Write in Candidate Deadline – February 27, 2023
  - iv. Notice of Cancellation (if applicable) – February 28, 2023
  - v. Publication of Bios on Metro Website – TBD
  - vi. Candidate Panel Q&A
  - vii. Election Date (if required) – May 2, 2023

13. Public Comment: The Board opened the meeting for public comment. Ms. Ghee asked about Lodge revenue and the previous advertising budget. The Board explained there was not a budget line item for advertising in 2021. She commented that she is a business owner and understands that advertising is important. She suggested hosting an open house for pastors and priests to come as a marketing event for weddings. She noted that she has a recommendation for a good marketing company. President Heeter suggested creating a subcommittee that reports back with a

recommendation next month. Board received four volunteers to join the subcommittee, to include two board members and two residents.

President Heeter discussed obtaining an email list from the HOA. Ms. Harris noted a form is posted on the website for people to sign up for the Metro District email list.

14. Other Business

- a. Discuss Future Board Meeting Schedule: President Heeter requested the Board table this item until March.
- b. ADT Discussion: Director Stauch reported the ADT login information has been updated. He noted an address placard was recommended for the barn by ADT, and he will work on this item.
- c. Discussion on new statutes regarding Board member communications: Ms. Harris explained that new State statute requires board member contact information or emails be posted on district websites. She does not recommend using personal email addresses because of CORA and noted the HOA emails could be used or a new Metro District email could be created by WSDM.

President Heeter brought to the Boards discussion that the Metro District does not have its own Email Distribution list and recommended the Board start establishing their own. Ms. Harris noted WSDM has created a sign-up for Metro Residents to sign-up to receive Metro News. President Heeter commented that he is working with the HOA to get one last email blast out through them to help advertise the Metro's new management change, email list sign-up, and election info.

15. Adjournment: Next scheduled Board meeting is February 6, 2023, at 10:00am, then February 20, 2023 at 3:00pm annual meeting rehearsal, followed by regular scheduled meeting as the annual community meeting on February 21, 2023 at 6:00pm. Director Shepherd moved to adjourn at 1:05 PM; seconded by Director Stauch. Motion passed unanimously.

Respectfully Submitted,

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By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANURY 16, 2023 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.





34090 Pine Ridge Circle  
Elizabeth, CO 80107  
Phone: 303.248.6294  
Web: 101Landscaping.com

Attn. Jamie Adams

#### Cathedral Pines Metro District Irrigation Project

Scope of work; To install new irrigation system approximately 3000 ft long trough medians in main entrance. Irrigation system will consist of 2" mainline reducing to 1" lateral lines and drip irrigation. See attached email for full list of parts and products that will be used for project. 3" sleeves will be bored and installed under road where needed. All permits if needed by county or state will be a separate cost paid by clients of Cathedral Pines. All damage to turf caused by trenching will be a separate cost see below for details. 101Design will not be responsible for any damage to trees caused by trenching.

#### Cost breakdown of irrigation install project

Materials Equipment and machinery needed \$62,000.00

Disposal fees and fuel \$7500

Labor \$96,000.00

Total \$165,000.00

#### Cost breakdown for new sod installation

Tear out and hauling \$12,000.00

Soil prep and new sod installation \$52,000.00

Total \$63,000.00

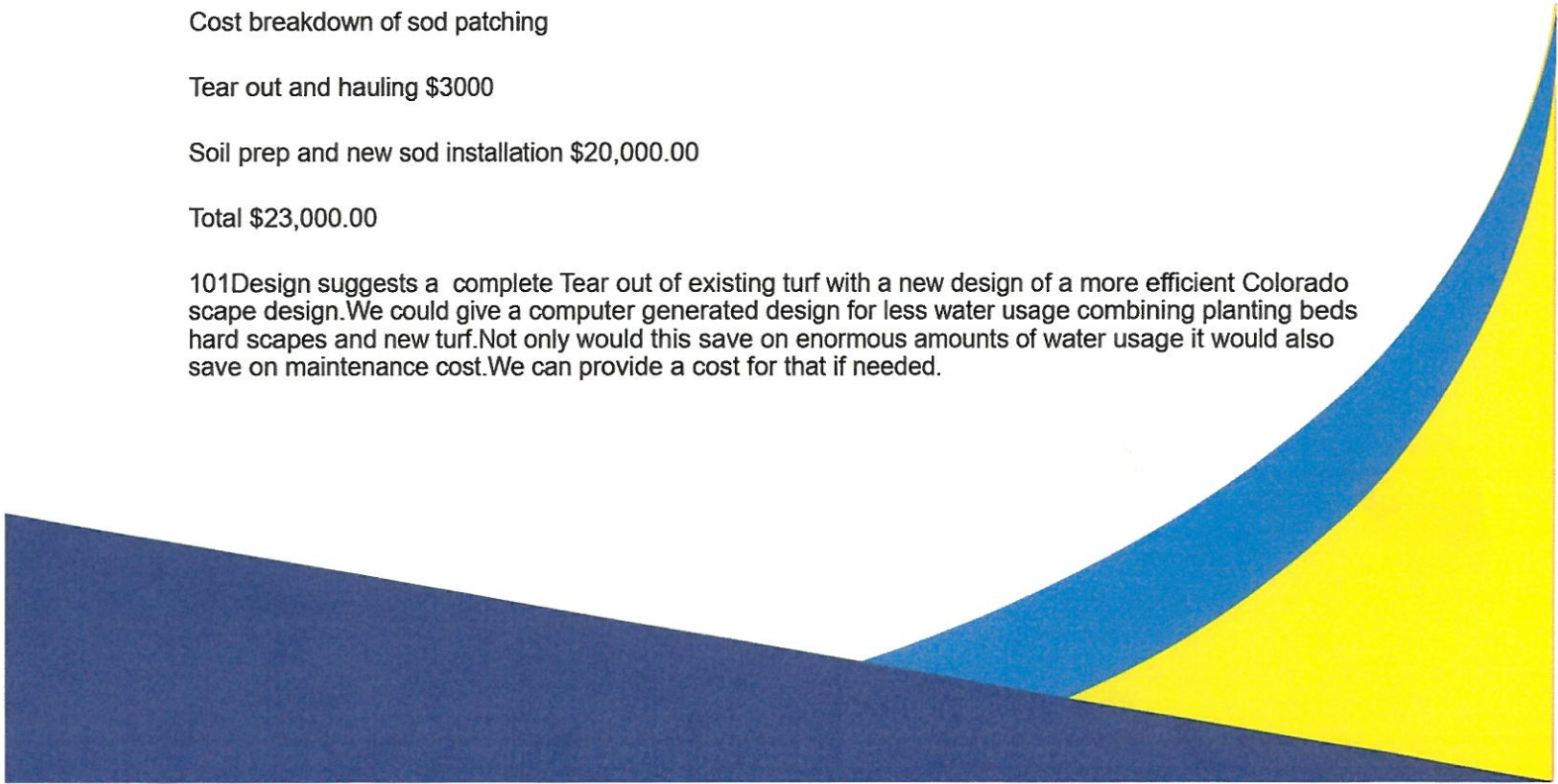
#### Cost breakdown of sod patching

Tear out and hauling \$3000

Soil prep and new sod installation \$20,000.00

Total \$23,000.00

101Design suggests a complete Tear out of existing turf with a new design of a more efficient Colorado scape design. We could give a computer generated design for less water usage combining planting beds hard scapes and new turf. Not only would this save on enormous amounts of water usage it would also save on maintenance cost. We can provide a cost for that if needed.



101 Design thanks you for your business







DBC IRRIGATION SUPPLY PAR  
 18810 Longs Way  
 Parker, CO 80134  
 Phone 303-339-8400  
 Fax 303-339-8401



# Quotation

EXPIRATION DATE	QUOTE NUMBER
11/01/2022	S4836073
DBC IRRIGATION SUPPLY PAR 18810 Longs Way Parker, CO 80134 Phone 303-339-8400 Fax 303-339-8401	
PAGE NO.	
1 of 4	

QUOTE TO:

SHIP TO:

101 DESIGN  
 34090 PINE RIDGE CIR.  
 ELIZABETH, CO 80107

101 DESIGN  
 34090 PINE RIDGE CIR.  
 ELIZABETH, CO 80107

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
21596	CATHEDRAL PINES		HOUSE ACCOUNT -	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
MIKE WAGNER	PK PICK-UP	Cash On Delivery	10/27/2022	No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
1ea	IQ4G-USA IQ NETWORK COMMUNICATION CARTRIDGE, 4G CELLULAR, 1YEAR SERVICE IQ4614B RAIN BIRD	2353.512/ea	2353.51	
1ea	ESPLXIVMP (F46105) ESP LX-IVM PRO 2W CONT 120V 1-240 STATIONS RAINBIRD	2265.715/ea	2265.71	
5000FT	14/2 MAXI WIRE BLUE 2500' ROLL *** POND FILL ***	0.530/FT	2650.82	
3600FT	80-010-3C POLY PIPE COMM 80# 1X300 CENTENNIAL	0.341/ft	1227.29	
1ea	99203 1" HUDSON FILL VALVE AQUASCAPE	58.788/ea	58.79	
12ea	1429-010 COUPLING INSERT 1	1.294/ea	15.53	
3600ea	80-020-3 POLY PIPE COMM 80# 2X300	1.294/ea	4659.16	
7200FT	80-010-3C POLY PIPE COMM 80# 1X300 CENTENNIAL	0.341/ft	2454.58	
600ft	80-015-1 POLY PIPE COMM 80# 1-1/2X100	0.837/ft	502.36	
4500ft	DRPT007500 3/4X500 FT. DRIP TUBE	0.340/ft	1530.43	
337ea	1806-SAM-P45 6" POP-UP W/ CHECK VALVE & 45PSI PRESS REG STEM RAINBIRD A43716	18.727/ea	6311.09	
100ea	R-VAN24-360 ROTARY NOZZLE 17-24 FT 360 DEG RAINBIRD A84666	4.823/ea	482.28	
227ea	R-VAN24 ADJ ROTARY NOZZLE 17-24 FT 45-270 DEG RAINBIRD (A84661)	4.823/ea	1094.78	
100ft	200-020BE PVC PIPE CL 200 BE 2"	2.088/ft	208.84	
4ea	406-020 ELBOW PVC 90 SLIP 2IN	4.469/ea	17.88	

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# Quotation

EXPIRATION DATE	QUOTE NUMBER	PAGE NO.
11/01/2022	S4836073	2 of 4

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
4ea	417-020 ELBOW PVC 45 SLIP 2IN	5.244/ea	20.98
4ea	436-020 ADAPTER PVC MALE MS 2IN	2.863/ea	11.45
1ea	200-EFB-CP 2" BRASS VALVE RAINBIRD B32953	385.139/ea	385.14
28ea	100PEBIVM 100PEB NPT IVM RAINBIRD B34183IVM	227.680/ea	6375.03
9ea	XCZ-100BCOM 1" RB COM DRIP KIT W/BASKET (XCZ100PRBCOM) X10330	234.290/ea	2108.61
10ea	LXIVMSOL RB LXIVMSOL (F47100) LX IVM SOL 2-WIRE SOLENOID RAINBIRD	126.042/ea	1260.42
1ea	FS-200B FLOW SENSOR ASSY 2 SPECIAL ORDER - NON-RETURNABLE	961.789/ea	961.79
1ea	LXMPED METAL PEDESTAL FOR ESP-LX MODULAR F42410	846.630/ea	846.63
600ea	SBE-050 SWING PIPE ELL 1/2" MPT (A46010)	0.208/ea	124.81
1000ft	SPXFLEX100 RB EXTRA FLEX SWING PIPE RAINBIRD A82060	0.285/ft	285.24
144ea	1407-130 INSERT ELBOW INS X FPT 1 X 1/2	2.438/ea	351.03
24ea	1402-247 INSERT TEE IXIXF 2 X 2 X 1/2	10.905/ea	261.73
48ea	1402-209 INSERT TEE IXIXF 1-1/2 X 1-1/2 X 1/2	8.125/ea	390.00
145ea	1402-130 INSERT TEE IXIXF 1 X 1 X 1/2	3.881/ea	562.78
24ea	1429-251 INSERT REDUCING COUPLING 2" X 1-1/2"	5.093/ea	122.24
48ea	1429-211 INSERT REDUCING COUPLING 1-1/2" X 1"	4.073/ea	195.48
24ea	1402-251 INSERT TEE IXIXF 2 X 2 X 1-1/2	13.287/ea	318.90
9ea	1402-249 INSERT TEE IXIXF 2 X 2 X 1	12.678/ea	114.10
24ea	PV015-120 1.5 X 12 PVC NIPPLE	4.937/ea	118.49
24ea	408-015 ELBOW PVC 90 FFX 1-1/2	7.720/ea	185.27
24ea	PV015-030 1.5 X 3 PVC NIPPLE	1.576/ea	37.82
24ea	2621-015 PVC BALL VALVE 1-1/2" TXT	40.441/ea	970.57
24ea	1436-213 INSERT MALE ADAPTER 2" INS X 1-1/2" MIPT	7.722/ea	185.34
24ea	PV015-020 1.5 X 2 PVC NIPPLE	1.208/ea	29.00
34ea	VB-STD RB STD. VALVE BOX W/GRN LID (A11400)	36.683/ea	1247.21

\*\* Continued on Next Page \*\*



# Quotation

EXPIRATION DATE	QUOTE NUMBER	PAGE NO.
11/01/2022	S4836073	3 of 4

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1ea	VB-10RND RB 10" RD. VALVE BOX W/GRN LID A11450	19.394/ea	19.39
9ea	PV010-120 1 X 12 PVC NIPPLE	2.997/ea	26.97
9ea	408-010 ELBOW PVC 90 FXF 1IN	5.699/ea	51.30
9ea	2621-010 PVC BALL VALVE 1" TXT	19.471/ea	175.24
9ea	PV010-040 1 X 4 PVC NIPPLE	1.179/ea	10.61
9ea	PV010-020 1 X 2 PVC NIPPLE	0.689/ea	6.20
9ea	1436-007 INSERT MALE ADAPTER INS X MIPT 3/4"	1.234/ea	11.11
9ea	CEP900 COMPRESSION END FLUSH CAP (.940" OD TUBING) NDS	1.478/ea	13.30
9ea	708-9-4 CARSON VALVE BOX ROUND W/LID 6IN 07081102	5.442/ea	48.98
100ea	3MDBRY-6 (270672) 3M 600V WIRE CONNECTOR	1.689/ea	168.95
24ea	1429-020 COUPLING INSERT 2	4.268/ea	102.44
100ea	485SS 1.5" PINCH CLAMP (PER EA)	0.243/ea	24.28
400ea	515SS 2" PINCH CLAMP SPECIAL ORDER - NON-RETURNABLE	0.263/ea	105.07
1000ea	331SS 1" PINCH CLAMP (PER EA)	0.197/ea	197.46
100ea	256SS 3/4" PINCH CLAMP (PER EA)	0.156/ea	15.58
500ea	XB-20 XERI-BUG EMITTER 2.0 GAL/HR RAINBIRD X68535	0.378/ea	188.75
500ea	TS-025 RAINBIRD TUBING STAKE X54000	0.390/ea	194.92
2ea	XQ-1000B 1/4IN DISTRIBUTION TUBING 1000FT IN BUCKET X33101 - BUCKET	67.767/ea	135.53
4ea	SS200 SS KWIKCUT LARGE DAWN	20.224/ea	80.90
4ea	CT112 LONG HANDLE PINCH TOOL 1098LH	16.052/ea	64.21
4EA	T135-O KWIKCUT MEDIUM DAWN	18.351/ea	73.40
4ea	DUCT TAPE 2IN X 60 YARDS	10.255/ea	41.02
2ea	HSF-12 12" PVC HAND SAW 20985HSF12 LENOX	34.277/ea	68.55
1ea	IG-8 THREAD SEALER BLUE MAGIC 1/2 PINT	13.295/ea	13.29
10ea	TT007 3/4" X 520" TEFLON TAPE (70/BOX) 86021	1.944/ea	19.44
2ea	510558 958 WIRE STRIPPER/CUTTER SMALL SPRING LOADED CHANNEL LOCK	26.001/ea	52.00
30ea	WAG5/8 GROUNDING ROD CLAMP 5/8IN	5.101/ea	153.02
30ea	WA588C GROUND ROD COPPER 5/8 X 8'	47.253/ea	1417.60

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# Quotation

EXPIRATION DATE	QUOTE NUMBER	PAGE NO.
11/01/2022	S4836073	4 of 4

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
300ft	SB6 GROUND WIRE BARE #6	1.210/ft	362.89

The pricing on this bid is good for 5 days from the date generated.  
 Taxes are not included in totals.

Subtotal	47145.51
S&H Charges	0.00
Amount Due	47145.51



## **Proposal**

Customer: Walker-Schooler District Managers  
Attention: **Rebecca Harris**  
Project Name: Cathedral Pines – Irrigation Renovation  
Project Location: Milam Median: Saxton Hollow Rd. to Millhaven Pl./Fox Chase Way Roundabout.,  
Colorado Springs, CO 80908  
Designer: John Butters, CID  
Proposal Date: January 16, 2023

### **Timberline proposes:**

**Contract Price:** **\$ 230,861.00**

#### **Scope:**

POC/Controller: Excavate on West side of Meter Pit to tie onto supply line. Connect mainline. Assumed connection is a PVC connection. Add a breaker to the electrical panel for irrigation controller. Install 1 Rainbird ESP-LXIVM controller on concrete pad with cabinet/pedestal and wireless rain/freeze sensor.  
Sleeving: 190 lf -Bore 6” pipe from Southeast corner of Saxton Hollow and Milam through South side median and over to West side median. Bore 6” pipe from West side median over to North side median.  
130 lf -For 4 other locations from Roundabout to Staffshire, propose to block off access, saw cut asphalt, trench in sleeves (4” and 2”) and compact and patch asphalt.  
Mainline: 3,910 lf of 2.5” mainline includes Rainbird 2 Wire system with 8 surge protectors for 2 wire as well as a pressure test.  
Valves: 10) ea 1” quick couplers, 7) ea 2.5” isolation valves at asphalt crossings and for lower pond fill.  
26) ea 1.5” Rainbird Control valves for turf and seed areas and 6) ea 1” drip control valves for planter bed areas. Control valves include PRS Dial on each valve to regulate pressure.  
Laterals: 6,700 lf of various 1.5” and 1” pipe for all seed and sod zones.  
Heads: 325 Rainbird 3504 with MPR nozzles for sod areas and 15 Rainbird 5006 with MPR nozzles for seed areas.  
Drip: Run new ¾” drip pipe with all fittings and emitters and flush boxes.  
Sod Repair: Soil Prep (30 CY of compost and 15 Tons of screened topsoil), grade and cultivate, and install up to 21,840 sf of Kentucky Bluegrass seed.  
Repair mulch and cobble accordingly.

#### **Terms and Conditions**

Net 30 Days

#### **Special Exclusions and Clarifications:**

Fill valve at lower pond is 2.5” isolation valve and will not be usable after system is winterized for the season.  
Bores included in proposal:  
140’ from SE corner of Saxton Hollow/Milam through median for mainline connection to median South of intersection and median West of intersection  
80’ from median West of intersection to main Milam median near sign.  
Includes saw cutting and demo of asphalt, trenching for sleeves, and patching asphalt at following locations: (these areas will be temporarily blocked during work)  
Milam/Staffshire intersection  
700’ North/Northwest of Milam/Staffshire intersection  
400’ South/ Southeast of Roundabout (Median drive section to The Lodge)  
South side of the Roundabout to Milam Median.  
Valve noted West of Roundabout near Lower pond: this is not included in this proposal  
Large Median West of Saxton Hollow/Milam Road is included in this proposal since bore is planned that direction. Since not part of the scope of this project **DEDUCT \$4,987.00** for 2 valves, laterals, heads and drip and sod repair.  
Includes irrigation design fee: If not needed for project, **DEDUCT \$3,500.00**

**General Provisions:**

- For bonding add 2.5%.
- If drawing(s) identified in Plan Log are not stamped approved at time of bid, this Proposal is subject to change. Work will not be started until a stamped set of approved plans is provided to Timberline. Timberline reserves the right to change this Proposal if the drawing(s) identify any items that deviate from the plan set noted in the Plan Log.
- This Proposal does not include Site Erosion Control Plan unless specified above.
- This Proposal is expressly conditioned upon parties entering a subcontract upon terms acceptable to Timberline.
- Access to areas to be landscaped must be clear of cars, other trade equipment, and debris before commencement of work.
- This Proposal does not include supplemental watering during drought conditions and/or seasonal (post winter blowout) conditions.
- Customer is responsible for locating all private utilities within the work areas. Timberline will not be responsible for breaks due to private locates not marked or mismarked.
- This Proposal includes no maintenance period unless specified above Specific scope of maintenance shall be provided in a separate proposal.
- Irrigation development fees, meter pit and/or copper stub out to be provided by others. Copper stub out is to be 18" above ground or outside of building. Electricity for irrigation controller is to be provided by others.
- All sleeving must be installed before any concrete or asphalt installation.
- Water and electricity must be available before commencement of work.
- Removal, relocation, or protection of existing landscape/irrigation is not included in this Proposal unless specified above.
- Importing or spreading of on-site topsoil is not included in this Proposal unless specified above.
- Grades to be received by Timberline within +/- 1/10ft of finish grades.
- If rock, frost, sub-surface water etc. is encountered, owner will be notified, and work will continue on a time and material basis.
- "Phased" installation is not included in this Proposal unless specified above.
- If any discrepancies exist between scaled drawing and the site layout, actual field measurements shall prevail over construction drawings, specs, and/or contract quantities, which may result in a change to the contract amount because of the discrepancies
- If this is a renovation, there may be unforeseen obstacles or circumstances that could delay or add time and material to the project. If unforeseen obstacles or circumstances arise, extra costs could be incurred for which Customer shall be responsible.
- If the terms in this Proposal are not satisfied, extra costs will occur to accommodate for changes or extra work. If accepted, this Proposal shall be one of the contract documents.

**Material Escalation**

The Proposal amount has been determined based on the current prices for the component materials and Timberline's Proposal is only valid for thirty (30) days. Material markets are volatile and price increases are expected to occur. Timberline shall use reasonable effort to obtain the materials at the prices upon which its Proposal was determined. If there is an increase in the material prices thirty (30) days after the date of this Proposal exceeding five (5%) of the prices upon which this Proposal was based, Timberline shall be entitled to payment for the additional costs it incurs procuring these materials for the project. Timberline shall provide prompt written notice of any material price escalation. The parties expressly agree that any subcontract executed by them shall contain a material escalation provision consistent with the above which is not subject to a pay-if-paid provision.

**Payment Terms:**

Net 30

This Proposal may be withdrawn by Timberline if not accepted in writing within thirty (30) days of the Proposal date. Customer is responsible for any collection costs, including attorney's fees, with and interest at an annual rate of 18% (1.5% per month) on all past due amounts.

**Scheduling:**

Customer understands that a start date is not and cannot be guaranteed. A scheduling slot will be held for the Customer, and an approximate state date will be provided for reference. However, the start date may change due to cancellations of other projects, additions and/or change orders added to other projects before that slot, inclement weather, and/or other reasons outside of Timberline's control.

**Warranty:**

This Proposal includes a Warranty for included plant material installed by Timberline for one year from substantial completion of the work. Replacement of plant material is for one time and one time only. Warranty shall not apply if all amounts due under this contract are not paid in full and when due. Some plants carry no Warranty such as annuals, perennials, roses, arborvitae, and a few other varieties. All Turf and non-irrigated seed carry no Warranty. Timberline warranties workmanship and specified materials only. Upon completion of the installation of any plant material, Customer assumes all responsibility for establishment and maintenance. For additional details and/or clarification, see Timberline's Warranty policy, which is incorporated herein by reference.

*Timberline Landscaping, LLC & its affiliates Confidentiality Notice: This contract, including any attachments is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited.*

Plant material installed between November 1<sup>st</sup> and March 15<sup>th</sup> will be excluded from Warranty, unless specifically addressed and included in the Scope section above.

**Additional Terms and Conditions:**

**Other Terms:** All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to industry standards. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the contract amount. Customer is to carry fire, tornado, and other necessary insurance for the protection of their property. Timberline’s employees are covered by Worker’s Compensation Insurance

**Agreement Entered Into By:**

**CONTRACTOR:**

Walker-Schooler District Managers

Name:

Rebecca Harris

Signature:

Date:

**TIMBERLINE:**

Timberline Landscaping, LLC

Name:

Bernard J. Knappek

Signature:

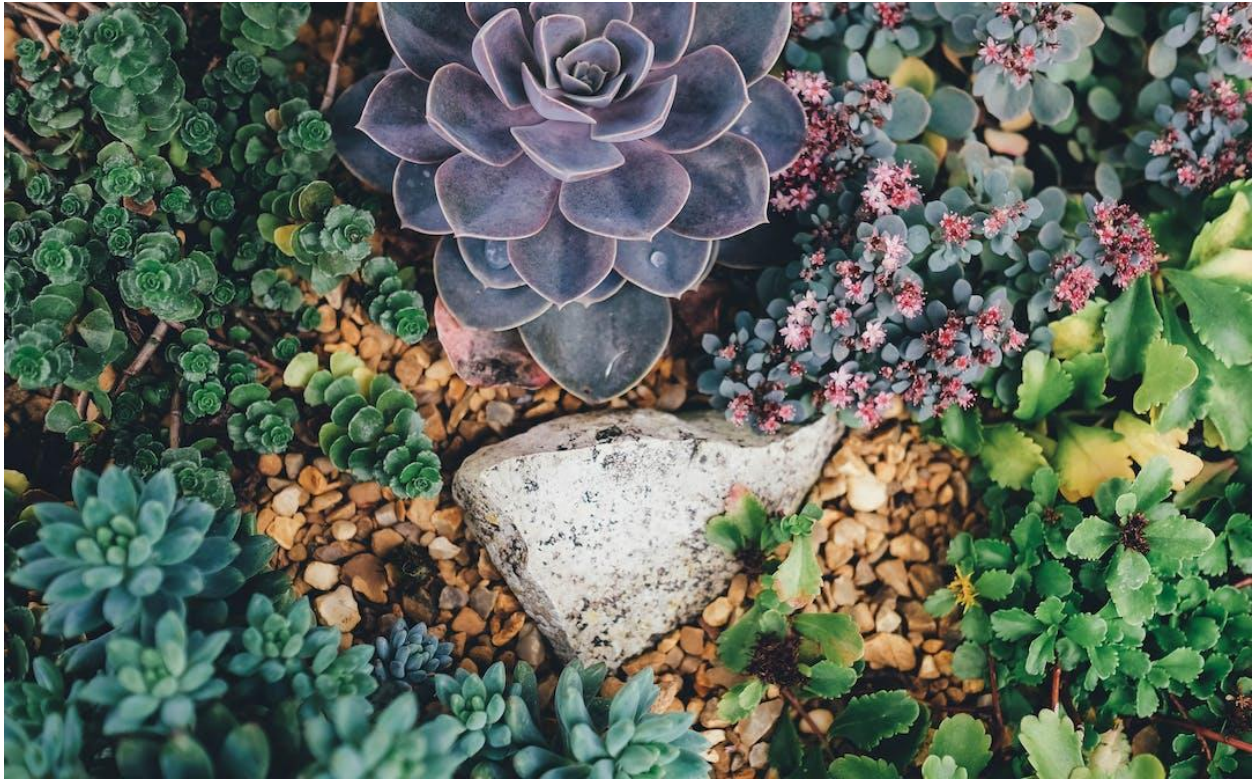
Date:





# Turf Replacement Program

<https://engagewcb.org/turf-replacement-program>



**CWCB is rolling out a new Turf Replacement Program!** The initial intake period runs from January 25, 2023 - March 31, 2023. Staff will not follow-up with eligible entities who submit an application until the close of the intake period in April. Funding will be limited based on volume. Funding is not expected to exceed \$25,000 per funding cycle for any one eligible entity.

Eligible entities can apply for funds to either expand their existing community turf replacement or request support for starting a new initiative. Eligible entities can click here to use the [Turf Replacement Intake Form\(External link\)](#). (PLEASE NOTE: If you do not have a Google Account you can use the [Alternative Intake Form\(External link\)](#)).

- **Local Government** (municipalities, counties, cities, public agencies, municipally owned water providers)
- **Districts** (metropolitan districts, special districts, water districts, water and sanitation districts, conservancy districts)
- **501(c)(3) Nonprofits** (organizations with 501(c)(3) status who work in water with related skills; capacity)

- **Colorado's Federally Recognized Tribes** (Ute Mountain Ute and Southern Ute Indian Tribes)

Please Note: Single family homeowners, HOAs, or other groups who do not regularly work with water resources or conservation and who do not have the capacity to support community-scale turf replacement are not eligible to apply. They may be able to obtain funding by working with an eligible entity who has received funding (e.g. water utility).

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## Frequently Asked Questions (FAQ)

### When is the next funding cycle?

CWCB is planning two funding cycles in 2023. The first intake process runs from January 25 - March 31. The second runs from July 1 - September 30. If funds remain, CWCB will consider additional funding cycles.

### How does the program work?

The Turf Replacement Program uses an intake process to evaluate eligible projects that can move forward with direct contracts. Staff will evaluate applications based on applicant eligibility, compliance with program requirements, and the merit of the program (i.e. the ability of the project to provide lasting water savings).

### How does contracting work?

Turf removal program applications are competitive and individual contracts will only be awarded to qualifying applicants. The intake form provides staff with an initial assessment of program demand. Qualifying applications will ultimately need to complete a scope of work, submit tax information and other required documents before entering into contracting. Staff will follow-up on each submitted application in April.

### Are matching funds required?

Yes. Applications must include matching funds that provide a dollar-for-dollar match for the funds being requested. In some cases a combination of cash and/or in-kind may be allowed depending on the specific needs of the project, but projects with matching dollars will generally be more competitive.

### Are there other ways I can get funding for turf replacement?

Yes. Always check with your local water provider to see if they offer rebates. CWCB also offers grants like [Water Plan Grants\(External link\)](#) and [Water Supply Reserve Fund Grants\(External link\)](#) that can be obtained to work on water conservation efforts including turf replacement.

## **How much can water can be saved from turf replacement?**

The exact amount of savings is not fully known but savings in Colorado will likely be significantly less than in areas like Las Vegas due to Nevada's year-round watering and higher evaporation rates. The CWCB worked with BBC Research and Consulting on an [Exploratory Analysis of Potential Water Savings, Costs and Benefits of Turf Replacement in Colorado](#).[\(External link\)](#)

## **How much funding is available?**

After paying for staff and database development, CWCB has about \$1.5M to spend across the funding cycles - that's approximately \$750,000 for each of the two identified funding cycles. It is expected to support no more than \$25,000 per applicant per funding cycle. Amounts may be lower if demand is high.





# CATHEDRAL PINES

February 21, 2023

Welcome to the Cathedral Pines Metro District Board's Second  
Annual Resident Meeting!

# Agenda

- ◆ **Introductions**
  - ◆ Current Metro District Board Members
  - ◆ Who Does What? Metro/HOA/El Paso County
- ◆ **Treasurer's Report**
- ◆ **Board Accomplishments in 2022 by Area of Responsibility**
- ◆ **Board Goals for 2023**
- ◆ **Long Term Strategic Issues for Community**
- ◆ **Nearby Community Update**
- ◆ **Board Member Openings/Election Process**
- ◆ **Open Forum**
- ◆ **Adjournment**



# Metro District Board of Directors 2022/23

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Bill Heeter - President (May 2023)

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Lynn Shepherd- Vice President (May 2023)

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Debbie Perry -Treasurer (May 2025)

---

Ecton Espenlaub - Secretary (May 2025)

---

Rick Stauch – At Large (May 2024)

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(Dates in parentheses show year of term expiration)



# Metro District Board of Directors 2022/23

## Primary Areas of Responsibility

- Lynn Shepherd – Lodge Operations
- Ecton Espenlaub – Trails, General Maintenance
- Debbie Perry – Financial Reporting, Bonds, Payables
- Rick Stauch – Joint Community Engagement Committee, Special Projects
- Bill Heeter – General Board Management, Landscaping, Newsletter, Special Projects





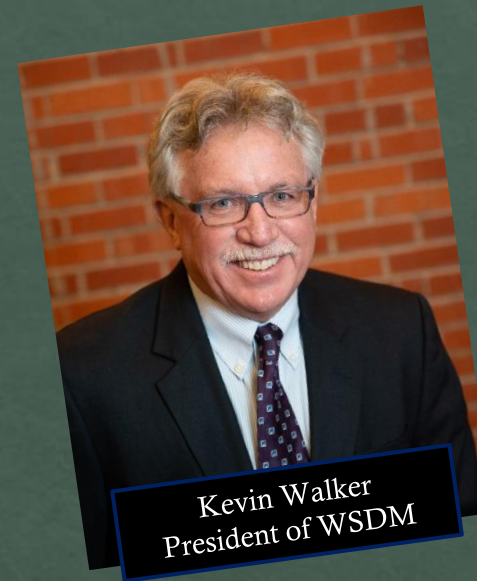
# The WSDM – District Managers Team

## Primary Responsibilities

- Public Reporting: Agendas, Minutes, Meeting Dates, Board Resolutions
- Governmental Policy Guidance and Reporting
- Legal Liaison
- Budgeting and Financial Reporting, including Outside Audit Management
- Assistance with all Agreements, RFPs and Grant Applications
- Accounting and Bookkeeping services
- Official Custodian of Records

## New 2023 added Responsibilities

- Day-to-day Community Operations (Landscaping, Repairs & Maintenance)
- Communications with Service Providers, Lodge Management
- Project Execution and Follow-up



Kevin Walker  
President of WSDM



Rebecca Harris  
District Manager

## WSDM - Contact Information

Phone: 719-447-1777

Email: [Rebecca.H@wsdistricts.co](mailto:Rebecca.H@wsdistricts.co)

Website: [wsdistricts.co](http://wsdistricts.co)



# Now Who Does What?

## Metro District Services Include:

- ◇ Operations and maintenance of the common areas, medians, ponds, trails (in conjunction with El Paso County), mailbox area, and Vessey storage shed
- ◇ Lodge Operations; interior and exterior maintenance including landscaping, parking, and snow removal. Lodge rentals, financial performance and capital improvements
- ◇ Repayment of bonds for initial structure and improvements with property tax revenue
- ◇ Secondary responsibility for snow removal on Cathedral Pines (first pass)
- ◇ Metro District budget management
- ◇ Long Term Community Planning
- ◇ Manage insurance for Property & Liability, as well as Board of Directors coverage
- ◇ WSDM manages all Metro District tasks starting 2023



# Who Does What?

## Homeowners Association

- ◇ Community Activities, including Social, Forestry Health, and Conducting and Annual Homeowners Association Meeting
- ◇ Water Augmentation Plan Monitoring, including collection of well readings for the State Water District (Due October 31<sup>st</sup>)
- ◇ HOA Budget Management/Assessment Collection
  - ◇ Invoice verification/monthly financial reporting
- ◇ Trash Collection
- ◇ Community Governance/Covenant Resolution
  - ◇ Fine/Lien Authority
- ◇ Architectural Control Committee
- ◇ Insurance for Liability, Directors & Officers and Property for Monuments

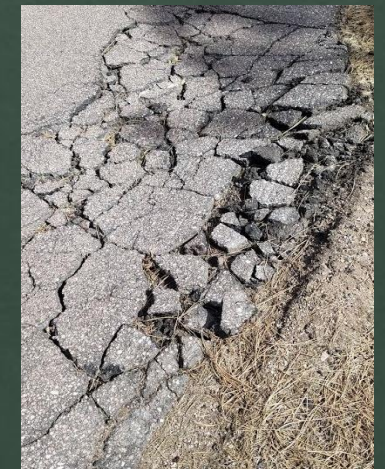
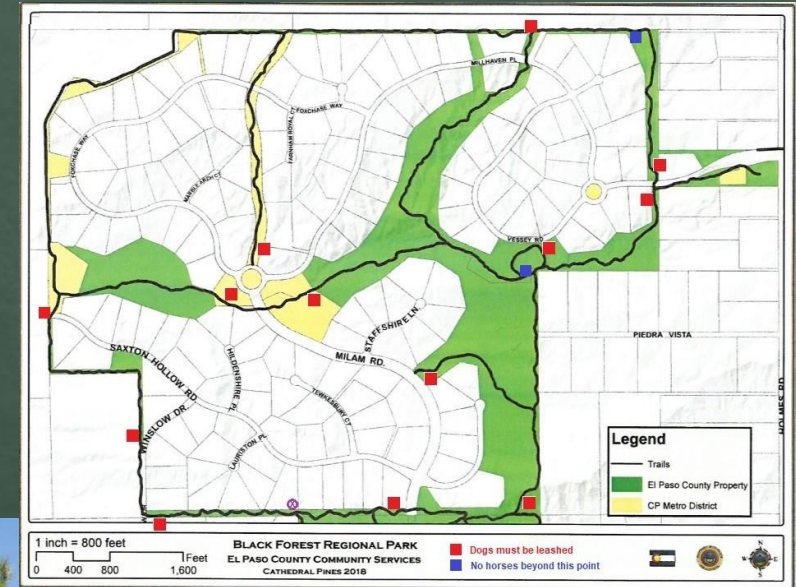
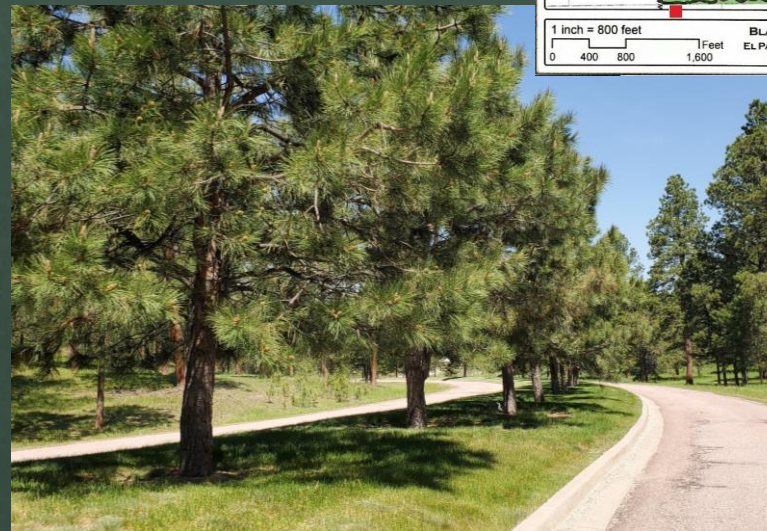


# Who Does What?

## El Paso County

- ◆ Roads – Repairs and Maintenance
- ◆ Curbs/Gutters- Repairs and Maintenance
- ◆ Trail System- Repairs and Maintenance (in conjunction with Metro District)
- ◆ Weed control along Right of Ways
- ◆ Drainage along Right of Ways
- ◆ Primary Responsibility for snow removal on CP roads
- ◆ Weed control on County Properties

[citizenconnect.elpasoco.com](http://citizenconnect.elpasoco.com)



# Metro District Accomplishments in 2022

– Debbie Perry

## ◆ Financial Performance



	2022 Approved Budget	2022 Full Year Projection	2023 Proposed Budget
<b>Total Income</b>			
<b>General Fund Expenses</b>			
Professional Services			
Lodge Operations			
General Expenses			
Capital Improvements			
Landscape Maintenance			
Snow Removal			
Insurances			
Other			
<b>Total General Fund Expenses</b>			



# 2023 Metro Board Financial Objectives

## – Debbie Perry

### ◆ Financial Objectives

- Address outstanding FEMA Claim (+/- \$50,000)
- Explore Special District Infrastructure Grants (part of HB 22-1151)
- Maintain Mill Levy for '23
- Capital Spending Plan
- Strengthen Contingency and Reserve Funds





# Metro District Accomplishments in 2022

## – Bill Heeter

### ◆ Landscaping

- Expanded areas of mowing
  - Roadsides
  - Lower Vessey Pond Area
  - NE area adjacent to Flying Horse North
- Development of Long-Term Landscaping Plan
- Irrigation system replacement plan
- Roundabouts clean-up
- Continuation of Spring & Fall chipping program
- Winslow entrance enhancement
- Tree trimming along Milam Road



# 2023 Metro District Objectives

## – Bill Heeter

### ◆ Landscaping

- Implement first phase of long-term landscaping plan
- Award contract for replacing Milam irrigation; oversee completion of project
- Replace shrubs on Milam with native, less water-dependent varieties
- Develop roadside seedling mitigation program
- Continue sponsorship of semi-annual chipping program
- Develop mistletoe abatement program
- Assume management all three entrance monuments from HOA



# Metro District Accomplishments in 2022

## - Ecton Espenlaub

### ◆ Trails and Maintenance

- Three re-routes on interior trails
- Created a new connecting trail from Saxton Hollow East
- Weed Reduction north of Vessey
- Removed several dead trees

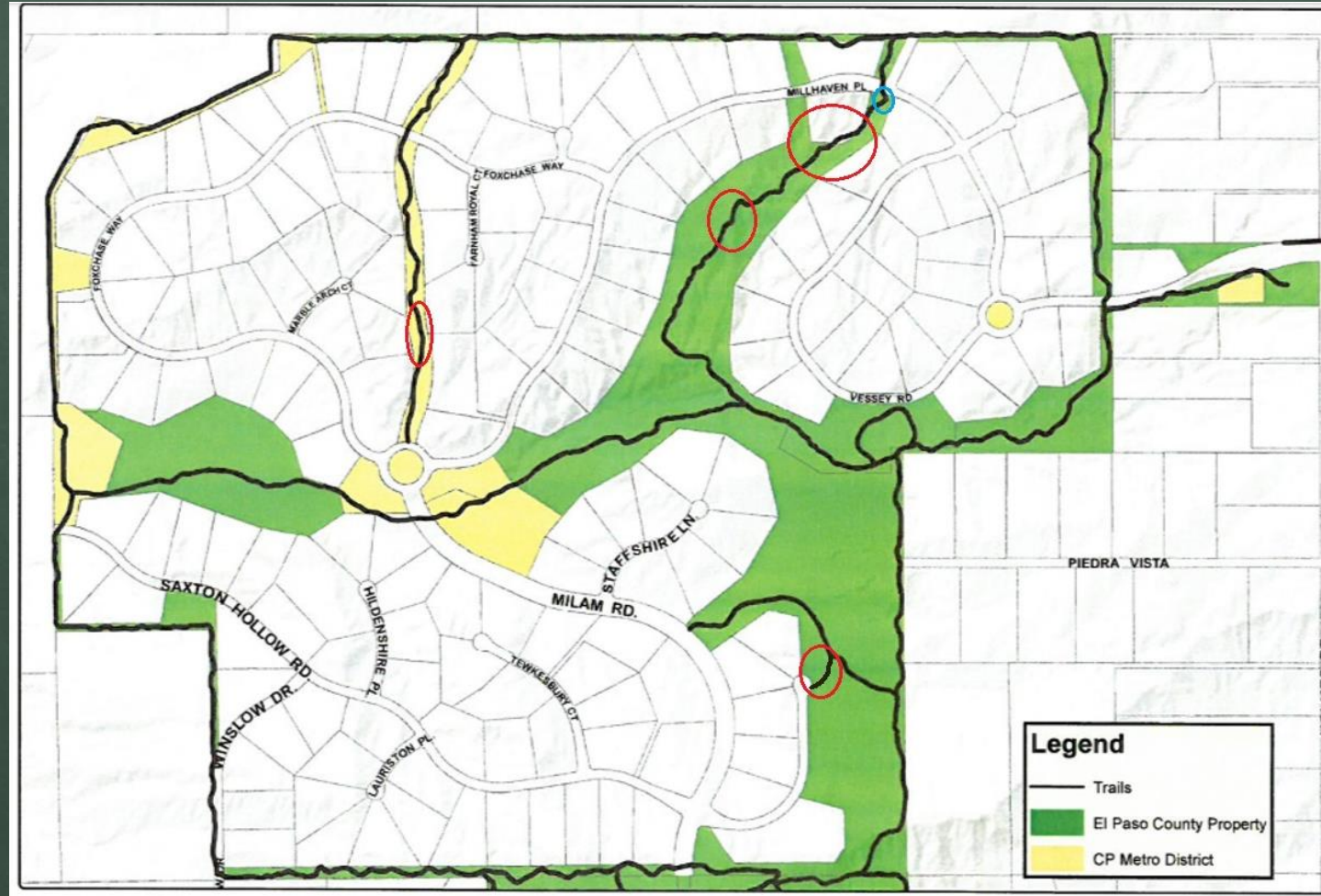


# Metro District Accomplishments in 2022

## - Ecton Espenlaub

### ◆ Trails and Maintenance

- \* Erosion repair south of Millhaven
- \* Erosion and weather maintenance
- \* Remove Cattails from the top of the north water feature
- \* Repair lower Milam pond liner
- \* Remove Dead Trees near the barn



# Metro District Accomplishments in 2022

## - Lynn Shepherd

### ◆ Lodge Operations

- Bookings shortfall vs. budget; causes:
  - Management change early in year
  - Transition out of COVID
  - Bookings take place year in advance (results seen in 2023)
  - Phone communications issues
- Mid-year open house for suppliers, renters
- Developed marketing plan for 2023 implementation
- Late-year open house for Chamber of Commerce
- Lodge Improvements



# Metro District Accomplishments in 2022

## - Lynn Shepherd

### ◆ Lodge Improvements

- Replaced flooring
- Resealed exterior wood
- Removed entrance wall; installed new countertop
- Installed patio lights on rear patio
- Purchased new chairs to replace plastic
- Replaced broken ice machine with like-new
- Replaced security and fire alarm systems



# 2023 Metro District Objectives

## - Lynn Shepherd

### ◆ Lodge Operational Objectives

- Implement Management Improvement Plan
- Expand Marketing Plan to Include Businesses/Retreats
- Complete installation of new audio system on rear deck (noise suppressed for neighbors)
- Install seasonal decorations to coordinate with HOA
- Continue to host joint events with HOA



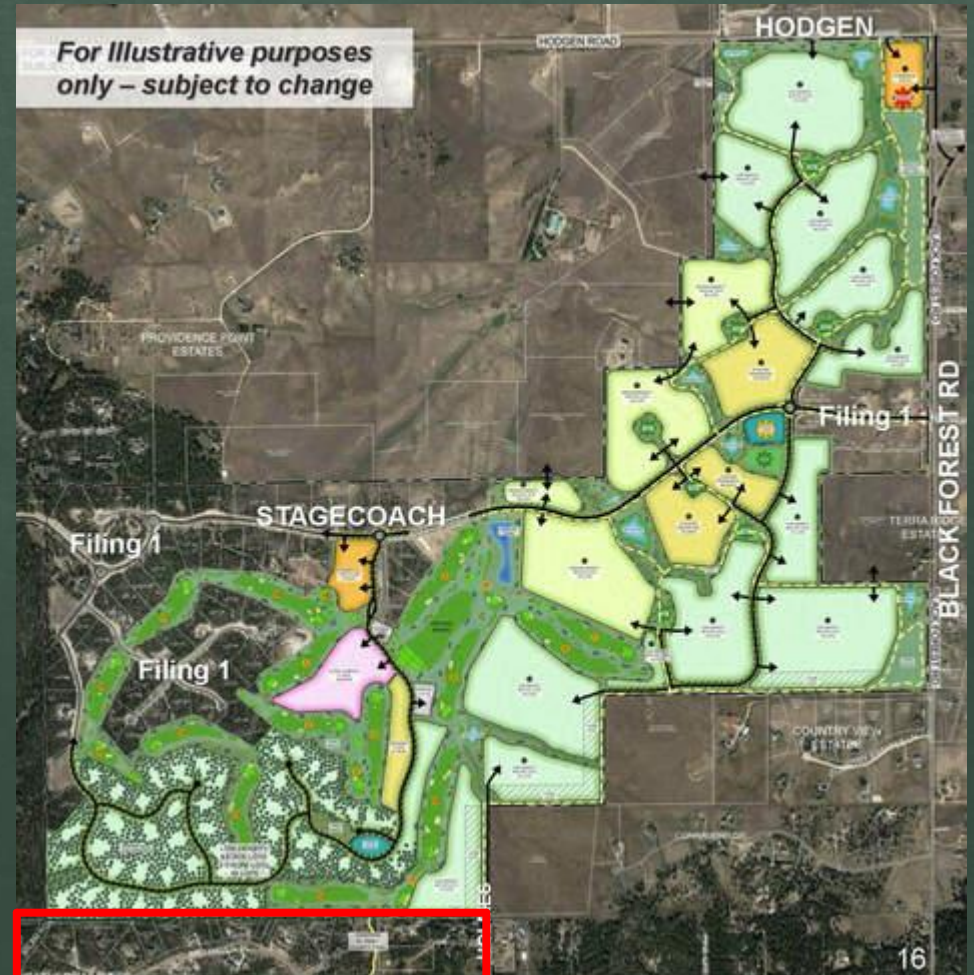
# Metro District Accomplishments in 2022

## - Rick Stauch

### ◆ Nearby Community Issues

- Flying Horse North Communication and Representation Before County
  - Planning Commission Presentation
  - Board of County Commissioners Presentation
  - Adjacent Community Meetings
- Monitored development of The Estates at Cathedral Pines

Cathedral Pines Metropolitan District →





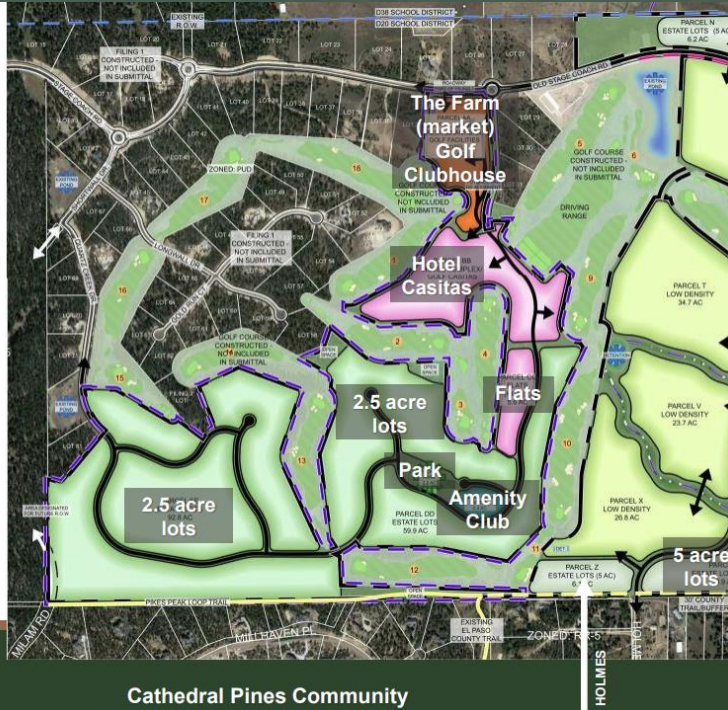
# 2023 Metro District Goals

## - Rick Stauch

### **SOUTHWEST AREA**

- New Golf Clubhouse
- Luxury resort hotel & casitas
- Branded Flats
- Estate Amenity Club
- 2.5 acre lots adjacent to Cathedral Pines
- 5 acre lots along southeast perimeter

### KEY MAP



## ◆ Continue to Advocate Responsible Development of Flying Horse North

- Minimize impact on Cathedral Pines
- Reduction or removal of Boutique Hotel
- Responsible use of water resources
- Adequate Traffic controls
- **The Estates at Cathedral Pines**
  - Upscale development south of Saxton Hollow
  - ✓ Seven 5-acre lots
  - ✓ \$5MM homes planned in gated community
  - ✓ Separate HOA and Metro District

Presented at their September 2022 Presentation

[https://www.flyinghorsecolorado.com/uploads/1/0/5/2/105273605/neighborhood\\_meeting-9-8-22\\_final.pdf](https://www.flyinghorsecolorado.com/uploads/1/0/5/2/105273605/neighborhood_meeting-9-8-22_final.pdf)

FLYING HORSE  
NORTH

MILAM

Cathedral Pines Community

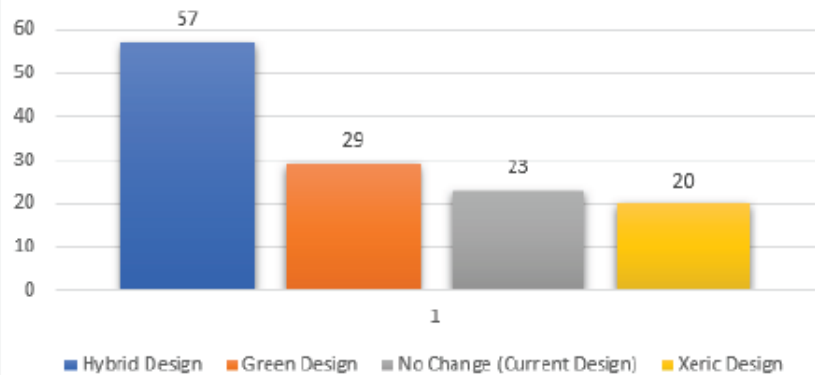
HOLMES

# Long Term Strategic Issues for Our Community

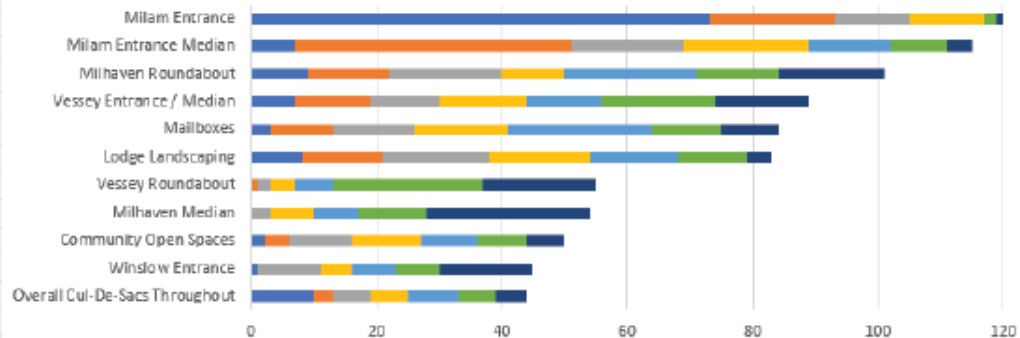
## Major Issues Facing the Community

- Lack of investment in environment and aesthetics to maintain perceived upscale environment
  - Implications of irrigation system failure
- Deterioration of ponds on lower Vessey from original condition
  - Road conditions deteriorating
- Impact of traffic changes due to nearby developments/affects on entrances into community
- **Question: What do we want our community to look like 10-20 years from now?**

### WHICH DESIGN LEVEL DO YOU PREFER FOR THE COMMUNITY?

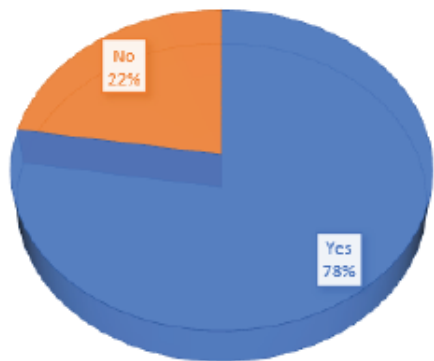


### RANK THE MOST IMPORTANT AREAS FOR UPDATES AND IMPROVEMENTS BY CLICKING AND DRAGGING THE AREAS IN ORDER FROM MOST IMPORTANT AT THE TOP AND LEAST IMPORTANT AT THE BOTTOM

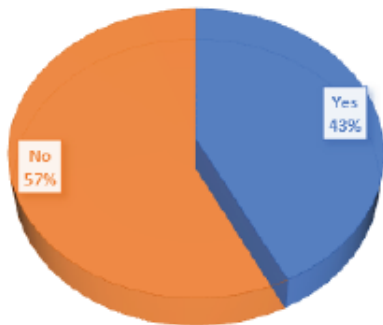


	Milam Entrance	Milam Entrance Median	Milhaven Roundabout	Vessey Entrance / Median	Mailboxes	Lodge Landscaping	Vessey Roundabout	Milhaven Median	Community Open Spaces	Winslow Entrance	Overall Cul-De-Sacs Throughout
Rank 1	73	7	9	7	3	8	0	0	2	1	10
Rank 2	20	44	23	12	10	13	1	0	4	0	3
Rank 3	18	11	18	11	17	1	0	4	10	10	6
Rank 4	10	20	10	4	15	16	4	7	11	5	6
Rank 5	0	13	21	12	23	14	6	7	9	7	8
Rank 6	2	9	13	18	11	11	24	11	8	7	6
Rank 7	1	4	7	15	9	4	18	26	6	15	5

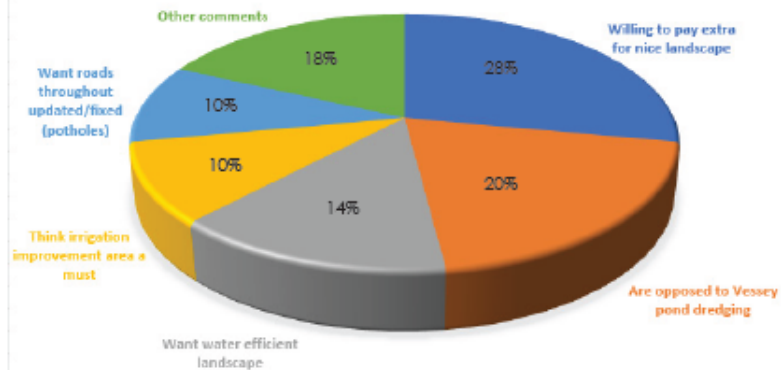
### DO YOU WANT TO PRIORITIZE DESIGNING AND INSTALLING A NEW IRRIGATION SYSTEM TO ASSIST WITH UPDATING THE LANDSCAPE AND COMMUNITY APPEARANCE?



### DO YOU THINK WE SHOULD PRIORITIZE THE DREDGING OF THE VESSEY PONDS FOR A COST OF \$40,000?



### OTHER COMMENTS FROM RESIDENTS

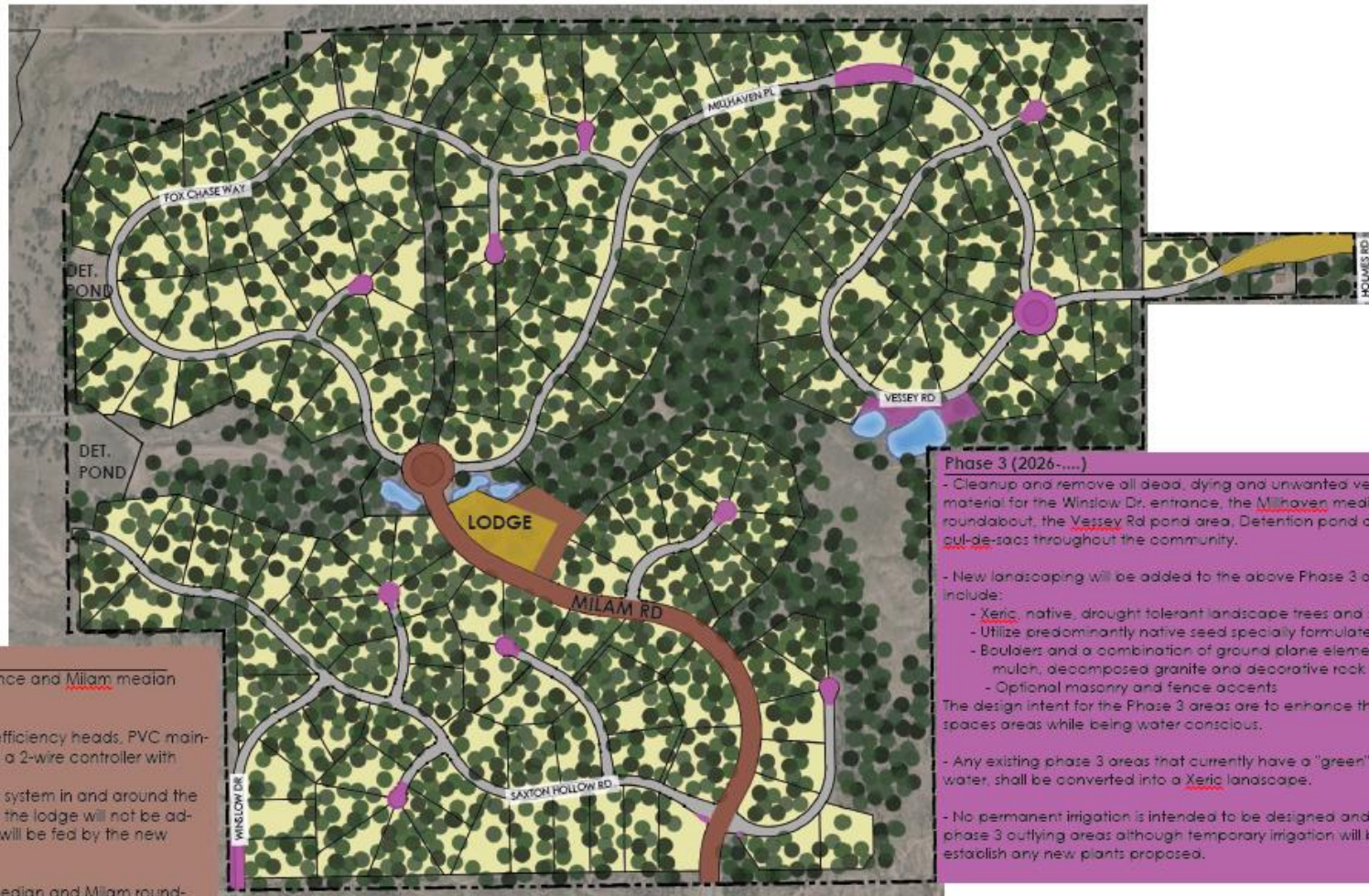


# Long Term Strategic Issues for Your Community



October 2022

# CATHEDRAL PINES COMMUNITY LANDSCAPE MASTER PLAN



## Phase 1 (2022-2024)

- Design and install new irrigation for the Milam entrance and Milam median from Saxton Hollow to roundabout.  
- New Point of Connection  
- New Equipment such as backflow, new high efficiency heads, PVC mainline and laterals, permanent sleeves, new valves and a 2-wire controller with bluetooth connectivity.  
This new irrigation system will connect to the existing system in and around the Lodge grounds. The irrigation and landscape around the lodge will not be addressed until phase 2 but the Lodge irrigation system will be fed by the new Milam Rd irrigation system.

- Design and install new landscaping for the Milam median and Milam roundabout that focuses on enhanced landscape for a sense of entry. The new landscape shall have a combination of elements such as:  
- Canopy & Ornamental Flowering Trees  
- Shrub and Perennial groupings for color and an up-scale feel  
- Combination of native seed and manicured sod  
- Large decorative boulders  
- Combination of wood mulch, decomposed granite and decorative rock mulch  
- Optional Masonry and low fence accents  
- Optional Public Art  
The design intent for this Phase 1 is to create a "green" landscape design that is heavier landscaping that requires heavier water use to dress-up the main entrance to Cathedral Pines for residents and visitors a like.

- Overall cleanup and maintenance of the Milam roundabout development sign area, road edge & right-of-way (ROW).

## Phase 2 (2024-2026)

- New designed landscaping for the Lodge and its grounds including:  
- The Lodge parking lot, the nature walk, photo area, and upper pond and water fall area.  
- Potential expanded patio and outdoor plaza for the lodge that could include decorative lighting, roof, and decorative concrete.  
- New enhanced landscape for the mailbox area concentrating on heavy dense colorful landscape for a welcome celebration to the lodge and screening for the mailboxes.  
The design intent for the lodge is to have heavier landscape at and around the mailboxes as you enter the lodge grounds, and around the building focusing on parking and building entrances. As you move away from the building the landscape design is to become more Xeric with lighter landscape and less water use.  
- Fully re-designed, re-imagined and installed community entrance at Vessey Rd & Holmes Rd. The design intent for this entrance is to be more park like. Landscape enhancements could be:  
- Heavy, dense, colorful landscape at Holmes Rd around and behind the existing monument sign to dress-up and celebrate this entrance into the community.  
- Introduce a combination of trees, shrubs and perennials in strategic pods with benches and trails. A combination of native seed and sod with artistic elements to draw people to possibly come and utilize this large median more.  
- Expand the new irrigation system to the areas, ensuring they get full efficient coverage the best technology for water savings and maintenance.

## Phase 3 (2026-....)

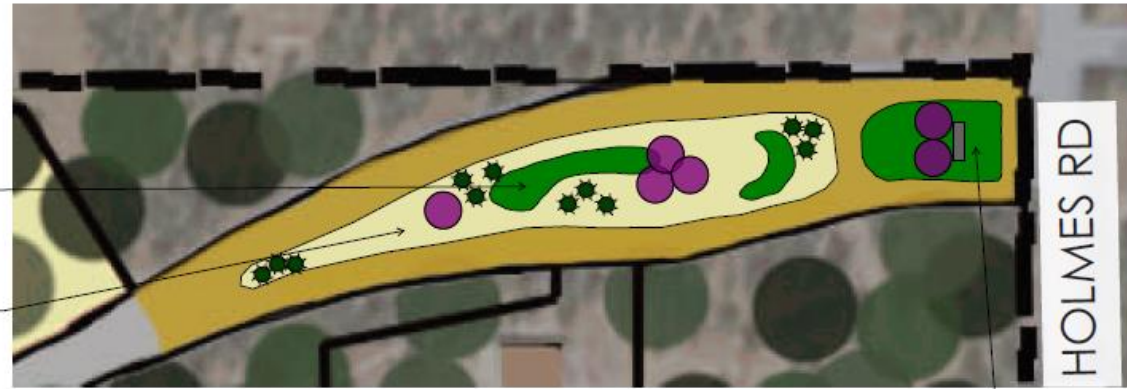
- Cleanup and remove all dead, dying and unwanted vegetation and other material for the Winslow Dr. entrance, the Millhaven median, the Vessey Rd roundabout, the Vessey Rd pond area, Detention pond areas and all cul-de-sacs throughout the community.  
- New landscaping will be added to the above Phase 3 areas which include:  
- Xeric, native, drought tolerant landscape trees and shrubs.  
- Utilize predominantly native seed specially formulated for the Black Forest.  
- Boulders and a combination of ground plane elements such as wood mulch, decomposed granite and decorative rock mulch.  
- Optional masonry and fence accents  
The design intent for the Phase 3 areas are to enhance these community open spaces areas while being water conscious.  
- Any existing phase 3 areas that currently have a "green" design and utilize water, shall be converted into a Xeric landscape.  
- No permanent irrigation is intended to be designed and/or installed for these phase 3 outlying areas although temporary irrigation will be necessary to establish any new plants proposed.

EXISTING TREES TO REMAIN, CLEANUP OF UNDERSTORY WITH ADDITION OF XERIC PLANTINGS

HEAVY GREEN LANDSCAPE AROUND EXISTING MONUMENT SIGN, LOTS OF COLOR TO PROVIDE AN ENTRY CELEBRATION

AREA TO INCLUDE A COMBINATION OF TREES, SHRUBS AND PERENNIALS IN STRATEGIC PODS WITH BENCHES AND TRAILS. A COMBINATION OF NATIVE SEED AND SOIL WITH ARTISTIC ELEMENTS POSSIBLY ADDED.

UTILIZE AS MUCH EXISTING VEGETATION AS POSSIBLE, SECTIONS OF HEAVIER PLANTING BUT PRIMARILY XERIC WITH LIGHTLY STRATEGICALLY IRRIGATED AREAS

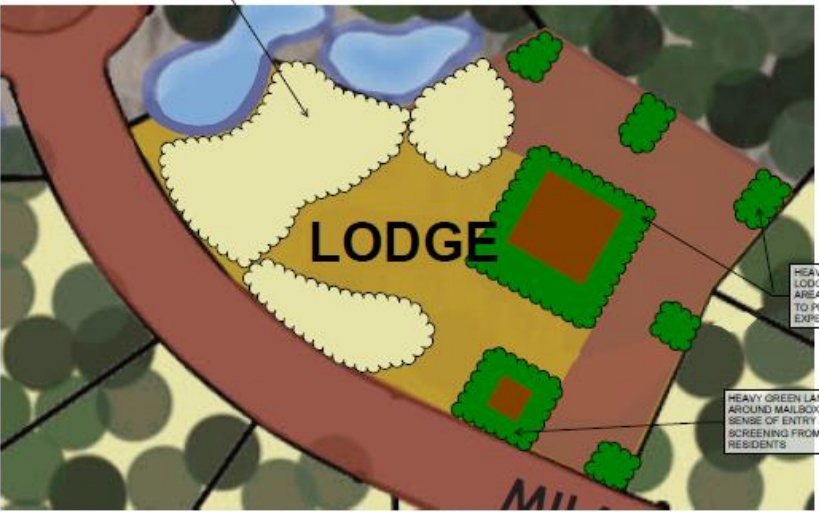


HOLMES RD

**PHASE 2 (VESSEY RD) ENLARGEMENT**

HEAVY GREEN LANDSCAPE AROUND EXISTING MONUMENT SIGN, LOTS OF COLOR, INTRODUCTION OF FLOWERING DECIDUOUS TREES TO PROVIDE A SENSE OF ENTRY

XERIC LANDSCAPE AS YOU MOVE FURTHER AWAY FROM LODGE AND AROUND PERIMETER OF LODGE GROUNDS



**LODGE**

HEAVY LANDSCAPE AROUND LODGE ENTRY AND PATIO AREA, AND PARKING ISLANDS TO PROVIDE A LUSH GREEN EXPERIENCE FOR VISITORS

HEAVY GREEN LANDSCAPE AROUND MAILBOXES FOR A SENSE OF ENTRY AND SCREENING FROM STREET AND RESIDENTS

POSSIBLE INTRODUCTION OF FLOWERING DECIDUOUS ORNAMENTAL TREES

UTILIZE AS MUCH EXISTING VEGETATION AS POSSIBLE, SECTIONS OF HEAVIER PLANTING AND IRRIGATED SOIL

SMALL SECTIONS OF IRRIGATED NATIVE GRASS WITH BOULDERS AND POSSIBLE ART ACCENTS

SECTIONS OF DENSE XERIC SHRUBS WITH DECORATIVE STONE, BOULDERS AND POSSIBLE ART AND MASONRY ACCENTS

ISLAND TO BE CONVERTED TO XERIC AS PART OF PHASE 3

HEAVY GREEN LANDSCAPE AROUND EXISTING MONUMENT SIGN, LOTS OF COLOR TO PROVIDE A GRAND ENTRY

DENSE XERIC SHRUBS WITH DECORATIVE STONE, BOULDERS, POSSIBLE ART AND MASONRY ACCENTS

**PHASE 2 (LODGE) ENLARGEMENT**

**PHASE 1 (MILAM RD) ENLARGEMENT**

NOTE: ENLARGEMENTS ARE SHOWN FOR CONCEPTUAL PURPOSES ONLY. AREAS OF LANDSCAPE AND CALLOUTS ARE SCHEMATIC IN NATURE AND ARE NOT INTENDED TO BE CONSTRUCTION DOCUMENTS.

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- New Point of Connection

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- Expand the new irrigation system to the areas

concrete.

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round the building focusing on parking and and less water use.

to be more park like. Landscape enhance-

this entrance into the community. seed and sod with artistic elements to draw

d maintenance.

# Long Term Strategic Issues for Your Community

## Status of Irrigation System Update

- RFPs sent in September to 7 potential bidders with November 1 deadline for submission
  - As of November 1, only 2 bids received
- Bidding period extended through February 15, 2023, with additional contractors solicited
- At Board meeting in early February, Board endorsed plan from:

# Long Term Strategic Issues for Your Community

## Benefits of Replacing Current Irrigation System

- Current system has frequent leaks/breakdowns, is inefficiently uses water and does not adequately support planted growth
- New system maintains green entry into community
- Much more efficient technology now available
  - Wind/rainfall sensors adjust watering levels
  - Centrally programmable
  - Modular; can be expanded for future needs
  - Replaces broken underground lines



# Long Term Strategic Issues for Your Community

## Cost of Replacing Current System

- Existing system will be completely abandoned
- Bid Amount Approved:
- Contractor Selected:
- Start Date:
- Anticipated Completion Date:
- Financing:
- Objective: No additional fees, borrowing or assessments required to replace system

# 2023 Metro District Election Process – Rebecca Harris

## Metro Board Openings in 2023

- Due to changes in State Election Laws and a move to rotating terms, 2 CP Metro District Board seats are open for election this May
- Self-nomination forms are available online at <https://cathedralpinesmd.colorado.gov/elections-0>
- Important Deadline:
  - Self-Nomination forms are due **February 24, 2023**
  - Write-in Candidate Deadline is **February 27, 2023, by 5:00pm**
  - Notice of Cancellation (if applicable) is **February 28, 2023**
  - Election (if applicable) is **May 2, 2023**
- Requirements to run for Metro District Board Seat are (defined as Eligible Elector):
  - ✓ Registered to Vote in Colorado AND either;
    - Resident of the District, or
    - The owner (or spouse of the owner) of taxable real or personal property situated in the District
- Length of terms – 4 years

### **Current Status of Election:**

**Self Nominations received: 2**

**Seats up for Election: 2**

# 2023 Metro District Election Process – Rebecca Harris



## □ Cost of an Election:

- ✓ If the same number of nominations are received for the number of seats available, the Election can be cancelled, and those Nominees are elected to the open seats at the May Board meeting.
- ✓ If more nominations are received than seats available, Election will be held May 2, 2023, and winners elected to the seats at May Board meeting.
- ✓ An election cost for Special Districts are estimated to be \$25,000-30,000 to compensate required Designated Election Official and judges, necessary legal counsel guidance, and materials to hold an election (ballots, postage, etc.)
- ✓ Cathedral Pines has included the anticipated cost in the adopted 2023 budget



# Questions and Answers from our Homeowners





