



Special District Management Services, Inc.

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March 6, 2012

Via email

Board of Directors  
Parker Jordan Metropolitan District

Re: 2012 Board of Directors Election

Dear Board Members:

We have been asked to provide a proposal for Special District Management Services, Inc. ("SDMS") to assist in the conduct of the May 8, 2012 Mail Ballot Election.

We have a relationship with an outside source to print all required material, stuff and mail the Notice to Electors, prepare the poll book based upon the information we provide, post and deliver the Ballot Packets (initial and supplemental) to the Post Office. A very rough estimate is \$3.80 per ballot which includes \$0.45 postage. As you know, this is the most labor intensive part of the election. If SDMS performed the stuffing and mailing it would be at \$60.00 per hour.

So, to recap for a Mail Ballot Election with 2,000 electors:

SDMS Fees approximately \$6,250.00  
Hard Costs, including postage at actual cost

Thank you again, for considering SDMS . Please feel free to contact me if you have any questions.

Sincerely,

SPECIAL DISTRICT MANAGEMENT  
SERVICES, INC.

  
Deborah D. McCoy  
President

Enclosure

**PROPOSAL FOR CONSULTING SERVICES FOR  
PARKER JORDAN METROPOLITAN DISTRICT**  
In Connection with the May 8, 2012 Regular Election

The following proposal assumes a non-TABOR Mail Ballot Election with approximately 2,000 qualified electors within the Parker Jordan Metropolitan District (the "District");

**All Mail Ballot Election**

**Services Provided by Special District Management Services, Inc., ("SDMS"):**

- Designate SDMS to be the Designated Election Official ("DEO")
- Prepare language for the Official Ballot, format and obtain general counsel's approval
- Certify the Official Ballot
- Draft the Mail Ballot Plan, file and obtain approval from the Colorado Secretary of State.
- Assist the DEO and/or legal counsel, as requested, to confirm that Candidates and Election Judges are qualified.
- Coordinate training and oversight of Judges.
  - The Certified Election Judges may be provided by the District.
  - If SDMS provides Certified Election Judges the cost is an additional \$100.00 per judge.
  - SDMS will schedule Election Judges to begin counting of ballots on the first date allowed by law.
- Upon receipt of electronic property owners and registered voter lists SDMS will merge the lists and eliminate duplications to obtain an accurate list of qualified electors.
- SDMS will confirm out-of-District property owner voter eligibility as required by law.
- Document preparation
- Coordinate with vendor for printing and initial and supplemental mailing of the ballots. Coordinate the creation of the poll book by the vendor and verify accuracy.
- Ensure District compliance with all election statutes and rules, including meeting deadlines and making appropriate filings before, during and following the election.

**Hourly Rate for Above Services:**

**\$125.00/hr.**

**Estimated SDMS Hours to Perform the Above Services:**

**50 hours\***

\*The hours required to perform the services set forth in this proposal is an estimate only; costs may fluctuate depending upon the level of service and assistance requested by District, the number of ballots actually mailed and returned, etc. District will only be billed for time actually incurred. The fees DO NOT include legal fees or hard costs.

**Hard Costs for:** Printing, stuffing and mailing the Notice to Electors and Ballot packets (initial and supplemental) and postage to mail same will be charged to District at actual cost.


*In the event of any conflict arising under this agreement or out of the performance hereof, the parties agree to mediate the same within 90 days of written notice by either party of the nature and basis for the conflict and the prevailing party shall be entitled to reasonable legal and consultant fees, and costs of conflict resolution, as determined by the mediator. Only one mediator acceptable to both parties shall be employed and the parties shall equally bear the expenses of mediation which shall be non-binding but required prior to engaging in any other form of binding dispute resolution.*

AGREED TO THIS 6 DAY OF MARCH, 2012.

**SPECIAL DISTRICT MANAGEMENT  
SERVICES, INC.**

By:   
Deborah D. McCoy, President

**PARKER JORDAN METROPOLITAN  
DISTRICT**

By:   
Name: Duke Blankenship  
Title: District Manager