

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
PARKER JORDAN METROPOLITAN DISTRICT  
HELD  
MARCH 20, 2018**

A regular meeting of the Board of Directors (the "Board") of the Parker Jordan Metropolitan District (the "District") was held on March 20, 2018 at 5:00 p.m. at CliftonLarsonAllen LLP, located at 8390 E. Crescent Parkway, Suite 500, Greenwood Village, CO 80111.

Attendance      In attendance were Directors:

Bill Lamberton; President  
Kevin Pettway; Secretary  
Mark Hoover, Treasurer  
Troy Burley; Assistant Secretary/Treasurer  
Mike Mojica; Assistant Secretary/Treasurer

Also in attendance were:

Bob Blodgett, Kevin Collins & Paul Carpenter; CliftonLarsonAllen  
LLP  
Jeff Krosky; Chancery Construction  
Tom George; Spencer Fane LLP

Call to Order      Director Lamberton called the meeting to order at 5:00 p.m.

Pledge of Allegiance      Mr. Carpenter led the Board and the audience in the Pledge of Allegiance.

Declaration of Quorum  
Director Qualifications  
Disclosure Matters      The Board was advised that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member confirmed the contents of any written disclosure previously made of record, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. Additionally, the Board determined that the participation of members present was necessary to obtain a quorum or otherwise enable the Board to act. The Directors had no undisclosed conflicts concerning the matters on the Agenda.

Consideration of Agenda      Director Lamberton recommended that The Broncos Parkway median repairs issue be the first item under Discussion Items on the Agenda. Director Pettway recommended the additional discussion of dog waste and off-leash dogs in Parker Jordan Centennial Open Space. Upon motion, seconded and unanimously approved, the Agenda was amended as described above.

Public Comment      None.

### **CONSENT AGENDA**

- a. Approve Minutes of the February 20, 2018 Regular Meeting
- b. Approve February 2018 Claims Totaling \$TBD and Directors' Fees
- c. Accept March Cash Position Report
- d. Accept March Landscape Maintenance Report
- e. Information Items

Mr. Blodgett reported the February Claims totaling \$15,420.61. Mr. Collins reviewed the March Cash Position and Property Tax Report that were included in the Post Packet materials.

Upon a motion duly made by Director Pettway, seconded by Director Mojica, and upon a vote, unanimously carried, the Board approved the Consent Agenda.

### **DISCUSSION AGENDA**

Maintenance  
And  
Construction  
Projects

- a. Discuss Stamped Concrete Median Repairs

Director Lamberton expressed concern with the District vendors not following the Board's directions clearly in the past. He stated the \$12,000 Change Order for the contractor building the trail connections for the Simpson Cumberland HOA should not have been issued without the Board's approval. Simpson Cumberland should have paid some or all of this cost as it delayed the project and caused the remobilization.

He also expressed concern that the District consultants would bring forth an \$800 change order request by Arapahoe County for a sign in the Median at Broncos Parkway and Jordan Road which was not the District's responsibility.

Director Lamberton stated he was concerned that the District consultants would not advocate on the Board's behalf regarding necessary concrete median repairs without a Board member present with Chancery.

Director Pettway stated he would like to have advance notice on any other consulting bill that was going to be higher than normal due to projects

such as the digital file conversion that caused a significant additional management cost in January 2018.

The Board discussed a policy regarding approval of expenditures between meetings and ratification at the following Board Meeting but took no formal action.

Mr. Blodgett, Mr. George and Mr. Collins reported they will continue to follow the Board's direction in the future. Mr. Blodgett will consult with Director Lambertson regarding any future change orders before they are authorized in the field.

The Board thanked Mr. Krosky for again attending the Board meeting to discuss the possible scope of work for necessary concrete repairs. After discussion, the Board directed Mr. Blodgett to set a field tour of the potential work for Monday, March 26<sup>th</sup> at 10:00 a.m. with Directors Lambertson and Burley. Mr. Barnett and Mr. Krosky should also attend. The group will meet at Broncos Parkway trailhead to start the tour.

Director Burley reported that he had driven by the medians and recommended only about 5 to 6 areas to replace which may be a total of only 50 square feet or more.

The Board directed Mr. George to draft an agreement such that Chancery would be on standby for additional repairs in the future as identified by the Board without having to wait for a Board meeting and a new contract for each repair effort.

b. Discuss Broncos Parkway Medians

1. Review Keesen Proposal - \$9,297 (tabled from 2017 to the March 2018 Board meeting).

Director Mojica reported that Big Horn Landscape has agreed to donate rock for the Broncos Parkway medians. Tagawa has agreed to donate trees and requested a plaque be installed to inform the public of their donation. Big Horn would like recognition on the District website. Both contractors would like a picture with the project and the Board.

Mr. Collins will provide the necessary form regarding the tax-exempt status of the District for their donations.

The Board directed Mr. Blodgett to contact Keesen and request Keesen modify their \$9,297 proposal to remove the trees and rocks

and include only the dead shrubs and the labor to install the donated trees and rocks.

The Board also asked to see a detailed backup for the \$9,297 work order that Keesen had previously provided.

Director Mojica will let Mr. Blodgett know when donated items will be available, probably sometime in April.

2. Status of Tree and Rock Donations – Director Mojica

Director Mojica will coordinate with Big Horn and Tagawa regarding the future installation and donated items. Mr. Blodgett will inform Keesen.

a. Other

None.

Legal

a. Status of May 2018 Directors' Election

Mr. George reported the May 2018 Directors' Election was cancelled consistent with statute because there were only 2 candidates for the 3 open Director positions. Directors Pettway and Lamberton were elected by acclamation and may be sworn in for terms through 2022 at the May Board meeting. Director Hoover reported he did not submit a self-nomination form due to his professional workload. However, Mr. Hoover stated he is willing to continue to serve as a Director and indicated his interest in being appointed by the Board to fill the one upcoming Board vacancy.

b. Legislative Update

Mr. George reported that the Legislature passed a bill that will modify the special district election schedule such that director elections will be held in odd-numbered years starting 2023. He also reported House Bill 1181, which would allow property owners who are not registered to vote in Colorado to vote in certain special district elections, is still pending.

c. Status of Broncos Parkway Landscape Maintenance Agreements with the City of Centennial and Arapahoe County.

Mr. George reported the City of Centennial was scheduled to review the amended landscape maintenance IGA at their Council meeting on Monday night. The Arapahoe County Attorney's Office is still reviewing the

amended landscape maintenance agreement with Arapahoe County. There will be further updates at the April Board meeting.

#### Financial

##### a. Status of 2017 Audit

Mr. Collins reported the 2017 Audit should be available for the April Board meeting.

##### b. Bill.com

Mr. Collins recommended the usage of Bill.com which provides for the electronic payment of the District's invoices between meetings. Mr. Collins and Mr. Blodgett will approve them and they will be routed to the Board members for approval and ratified at the following Board meeting.

After discussion, upon motion by Director Burley and seconded by Director Mojica, and upon a vote, unanimously carried, the Board approved the use of Bill.com. Directors Pettway and Hoover will be the signatories on behalf of the Board for each month's invoices.

Mr. Blodgett reported the estimated cost is approximately \$50-\$75 per month regardless of the number of checks.

#### Manager's Items

##### a. Website Update

Mr. Blodgett reported he has updated the Projects page of the website to include information on the transfer of PJCOS to the City of Centennial and the Board's rationale in doing so.

#### Director's Items

##### a. Discuss iPad Purchase and Replacement Policy

Mr. Blodgett reviewed the draft policy with the Board. The Board decided to change the title and scope of the policy to provide for tablet, laptop or other device purchases and replacements rather than merely iPads. Mr. George also recommended information be added to the policy regarding the reasoning for providing the tablet or laptops for the Board at District expense.

The Board determined that cellular service could be purchased with the devices; however, the District would not pay for the monthly cellular maintenance service.

The Board determined the \$900 allowance would be for the device and accessories such as a remote keyboard.

The Board directed Mr. George to revise the draft policy as discussed for ratification at the April Board meeting.

Upon motion by Director Mojica and seconded by Director Burley, and upon a vote, unanimously carried, the Board approved the revised policy subject to Mr. George's revisions. Director Lamberton requested a copy of the policy be sent to him once it is revised.

b. Discuss Goals & Objectives and Mission Statement

The Board discussed the sample Goals, Objectives and Mission Statements included in the Board packet from Park Meadows Metropolitan District, ACWWA and the SPIMD TMA. The Board also reviewed the original District Service Plan.

After discussion, the Board directed Mr. George to prepare a draft mission statement and statement of purpose for consideration by the board at the April Board meeting.

c. Confirm Quorum for the Next Meeting on April 17, 2018 at 5:00p.m.

A Quorum was confirmed.

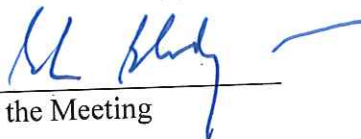
Other  
Business

Director Pettway reported that problems with dog waste and off-leash dogs have worsened again in PJCOS. He expressed frustration with the lack of responsibility by owners to pick up after their pets and keep them on a leash.

The Board directed Mr. Blodgett to contact the City of Centennial and inform them of this continued problem. The Board also discussed their willingness to fund additional Animal Control Officers with the City for additional patrols in PJCOS if necessary, and directed Mr. Blodgett to so inform the City.

Adjournment

Director Lamberton adjourned the meeting at 7:08 p.m.



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Secretary for the Meeting