

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
PARKER JORDAN METROPOLITAN DISTRICT
HELD
JULY 21, 2020**

A special meeting of the Board of Directors (the "Board") of the Parker Jordan Metropolitan District (the "District") was held on July 21, 2020 at 5:00 p.m.

***NOTE: given current events and current advice and directives from local, state and federal jurisdictions related to COVID-19, this meeting was held via Microsoft TEAMS.**

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmYyNDU4OWMtODE2Mi00NzJlLWFIMmUtNWNIMjRmYWE5NGM5%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d

+1 720-547-5281 United States, Denver (Toll) Conference ID: 957 988 599#

Attendance In attendance via Microsoft TEAMS were Directors:

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

Also in attendance via Microsoft TEAMS:

Bob Blodgett, Josh Miller, Kevin Collins & Paul Wilson;
CliftonLarsonAllen LLP
Tom George & Nicole Detweiler; Spencer Fane LLP
Eric Keesen & Jeff Kyzer; Brightview

Call to Order Director Lamberton called the meeting to order at 5:05 p.m.

Pledge of Allegiance Director Mojica 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.

Upon a motion duly made by Director Pettway, seconded by Director Mojica, and upon a vote, unanimously carried, the Board excused the absence of Director Hoover.

Consideration of Agenda There were no changes to the agenda. Mr. George introduced Ms. Detweiler. She is an attorney with Spencer Fane LLP that will be attending future Board meetings with Mr. George. The District will be paying for only one attorney to attend each meeting.

Public Comments None.

CONSENT AGENDA

The items listed below are a group of items to be acted on with a single motion and vote by the Board to expedite the handling of limited routine matters. The Board has received the information on these matters prior to the meeting. An item may be removed from the Consent Agenda to the Regular Agenda, if desired. Items on the Consent Agenda are then voted on by a single motion, second, and vote by the Board.

- a. Approve Minutes of the June 16, 2020 Special Meeting
- b. Approve June 2020 Claims Totaling \$20,624.79 and Directors' Fees
- c. Accept July 2020 Cash Position Report
- d. Information Items

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

DISCUSSION AGENDA

Maintenance and Construction Projects

- a. Landscape Maintenance Report – Eric Keesen & Jeff Kyzer, BrightView
 - 1. Discuss comprehensive Planting Plan for Medians

Mr. Kyzer and Mr. Keesen reviewed the comprehensive planting design plan for the medians. The planting plan utilizes plants and shrubs which are hardy and add color, and will serve as a template for future replacements in the medians when plants die. Medians 5, 6

and 7 have previously been paid for or been approved. The cost for the remaining eight medians is \$28,170.56

Director Lamberton stated this is a reasonable plan. The District incurred quite a bit of plant loss during the hard freezes last October and this April. These plant materials should serve the District well in the future.

Mr. Kyzer reported there will be a one-year warranty on the plants. Director Pettway asked how the warranty period is tracked. Mr. Kyzer explained.

Director Mojica asked about the lead time for installation of the materials. Mr. Kyzer and Mr. Keesen indicated the work can be done in the next 30-60 days.

Mr. Kyzer reported the traffic control is not included in the proposal. They estimated that approximately \$2,000 for the permit from the City of Centennial, signage and set up and tear down for traffic cones.

Mr. Kyzer reported there is a mathematical error in the calculation of the cost for Median 1. This will increase the median's cost by about \$800.

After additional discussion, upon a motion duly made by Director Mojica, seconded by Director Burley, and upon a vote, unanimously carried, the Board approved not to exceed \$29,000 for the plant replacement of the eight medians plus the additional traffic control cost estimated at \$2,000.

BrightView will communicate the estimated schedule for removal of dead shrubs and replacement of the new plants to Mr. Blodgett for inclusion on the District website and informing residents and others who inquire. Mr. Blodgett will also place the new median planting design template on the website for public review.

The Board asked Mr. Blodgett to notify Arapahoe County regarding weeds underneath the bridge and on the bridge at Jordan Road over Happy Canyon Creek which need to be removed.

2. Removal of Dead Shrubs in Medians - \$2,743

Upon a motion duly made by Director Mojica, seconded by Director Burley, and upon a vote, unanimously carried, the Board approved the work order to remove dead shrubs in the medians for \$2,743.

3. Schedule

No report.

b. Update on City of Centennial CTF Projects

Mr. Wilson reported he spoke with Ms. Schneider of the City of Centennial and there are no changes to the schedule from the prior month.

c. Update on Arapahoe County Open Spaces CTF Projects

Mr. Wilson reported he spoke with Mr. Poole at Arapahoe County. Mr. Poole indicated the fence project in the Cherry Creek Valley Ecological Park has been completed.

Legal

a. Status of Cost Sharing IGA with ACOS Regarding Broncos Parkway Trailhead Irrigation Usage (ACOS – 80% and PJMD – 20%)

Mr. George reported the District's executed copy of the IGA was sent to Arapahoe County. There has been no feedback yet. Mr. Wilson reported Arapahoe County Open Space (ACOS) paid their 80% share of the first quarterly irrigation bill for the Broncos Parkway Trailhead in 2020. ACOS will be billed monthly in the future.

b. Other

None.

Financial

a. Review June 30, 2020 Financial Statements

Mr. Wilson reviewed with the Board. Upon a motion duly made by Director Pettway, seconded by Director Burley, and upon a vote, unanimously carried, the Board accepted the June 30, 2020 Financial Statements.

Manager's
Items

a. Review and Consider for Approval Start-Up Business Grant Applications

Director Mojica excused himself for this discussion and left the Board meeting since his wife is an officer with WALK, LLC who has submitted an application for the grant.

Mr. Blodgett reported the District has received five applications: WALK, LLC, BAI Engineers, The Parker Elizabeth Riding Club, and two new ones since the last meeting: SECORCares and KalVista Estates.

The Board noted that the WALK, LLC application for a startup business with dog leashes and environmentally sound waste bags and water bottles fits the small business grant program very well. However, they expressed concern about granting funds to the spouse of a Board member. They understood this can be legally done, but were concerned about the perception of impropriety.

The Board determined that the applications by KalVista Estates and The Parker Elizabeth Riding Club did not fit the definition of a small business that benefited District property owners or residents.

The Board determined the application of BAI Engineers for \$5,000 for an engineering student to assist with water and sewer service to low income communities fit within the purpose of the grant program, would benefit the District, and would further the District's mission statement. Likewise, the SECORCares project (located in Parker) request for \$5,000 for a contributions towards a refrigerated mobile food truck to provide free food to needy families and seniors was a worthy cause, fit within the purpose of the grant program, and could benefit residents within the District.

After additional discussion, upon a motion duly made by Director Lamberton, seconded by Director Burley, and upon a vote, motion passed (Director Mojica absent), the Board approved a \$5,000 grant to BAI Engineers, contingent upon verification that there is still an engineering student in their office to benefit from these funds, and a \$5,000 grant to SECORCares towards the estimated cost of \$50,000 for a mobile refrigerated food truck, contingent upon verification that the remaining funds for the cost of the food truck is raised by SECORCares. The motion was approved subject to review of the responses from SECORCares and BAI by Director Lamberton on behalf of the Board.

The Board asked Mr. Blodgett to send a letter to the successful applicants and also a separate letter to the three applicants who did not receive a grant, thanking them for their efforts in applying.

The Board asked also that grant recipients provide a report or attend a future Board meeting to discuss the results of their grant.

b. Update on Off-Leash Dogs Signage in PJCOS

1. Review Sign Cost Estimates

Mr. Miller reviewed the signage template approved by the City of Centennial with their chosen colors and the telephone number that has been added to the signs. He reviewed the quotes from three providers. Fast Signs was the lowest responsive bid at approximately \$73 per sign plus a \$30 set up. The Board agreed that all of the signage in PJCOS should be replaced with this new

design. There are eight existing signs.

Upon a motion duly made by Director Pettway, seconded by Director Mojica, and upon a vote, unanimously carried, the Board approved the quote from Fast Signs for eight PJCOS Off-Leash dog signs with phone numbers. Mr. Miller will discuss with the City whether installation by the District will be required and inform the Board of that estimated cost.

c. Website Update

Mr. Blodgett reported the website is up-to-date.

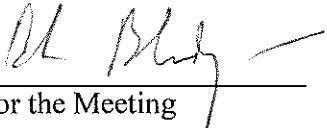
Directors
Items

- a. Confirm Quorum for Next Meeting on August 18, 2020 at 5:00 p.m.

A quorum was confirmed. Mr. Blodgett will provide Director Lamberton the contact information from the Rotary Club of Centennial. They are trying to reach him to extend an invitation to explain the purpose of the District and thank him for the \$650 contribution to the Rotary Club since the State of the City ceremony luncheon was cancelled.

Adjournment

Director Lamberton adjourned the meeting at 6:50 p.m.



Secretary for the Meeting