

**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
PARKER JORDAN METROPOLITAN DISTRICT  
HELD  
OCTOBER 20, 2020**

A special meeting of the Board of Directors (the “Board”) of the Parker Jordan Metropolitan District (the “District”) was held on October 20, 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\\_MmlwNDA1ZTktZWYzZC00Zjl2LWlwYzYtNGVhNDg5MDJmZDYx%40thread.v2/0?context=%7b%22id%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmlwNDA1ZTktZWYzZC00Zjl2LWlwYzYtNGVhNDg5MDJmZDYx%40thread.v2/0?context=%7b%22id%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d)

[+1 720-547-5281](tel:+17205475281) United States, Denver (Toll) Conference ID: 471 607 769#

Attendance      In attendance via Microsoft TEAMS were Directors:

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

Also in attendance via Microsoft TEAMS:

Bob Blodgett, Josh Miller, Kevin Collins, Paul Niedermuller & Paul Wilson; CliftonLarsonAllen LLP  
Tom George; Spencer Fane LLP  
Jeff Kyzer; Brightview  
Ron Lambert; Mulhern MRE

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

Pledge of Allegiance      Director Mojica led the Board and the audience in the Pledge of Allegiance.

Declaration of Quorum      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 The Board approved the agenda as submitted.

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 September 15, 2020 Special Meeting
- b. Approve September 2020 Claims Totaling \$24,365.89 and Directors' Fees
- c. Accept October 2020 Cash Position Report
- d. Information Items

Director Pettway stated he had questions about several landscaping invoices and asked that they be removed from the Consent Agenda.

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 with the exception of the BrightView Landscaping invoices.

## **DISCUSSION AGENDA**

Maintenance  
and Construction  
Projects

- a. Landscape Maintenance Report – Jeff Kyzer, BrightView

Mr. Kyzer reviewed the report with the Board. He reported that the stop and waste valve repair was very minor and would not need to be completed until the irrigation system is winterized.

After discussion, the Board accepted the report.

Regarding the invoices that Director Pettway questioned, he stated he would like more information about the irrigation repairs and the unit price

work for plants and shrubs. He indicated there is not much detail contained in the Bill.com report. He asked how BrightView tracks these installations for warranty purposes.

Mr. Kyzer explained that BrightView tracks the warranty information based on the date of invoice and the approved work order which indicates which plants and shrubs are being installed. The Board asked that he prepare this information by island so it is clear to the District which landscaping materials on which island are under warranty at what point in time. The Board asked for more information on irrigation repair invoices as well.

After further discussion, upon a motion duly made by Director Pettway, seconded by Director Mojica, and upon a vote, unanimously carried, the Board approved the BrightView Landscape Maintenance Report and invoices.

The Board noted Ms. Christman's email regarding potential irrigation leaks in the Broncos Parkway median. The Board asked for confirmation that BrightView has repaired these leaks.

b. Update on City of Centennial CTF Projects

Mr. Miller reported he has been in contact with Ms. Schneider and the City of Centennial regarding potential projects for next year. This will be further discussed at the November Board meeting. All 2020 projects have been completed with the exception of the educational signs which are being fabricated.

c. Update on Arapahoe County Open Spaces CTF Projects

Mr. Miller has contacted Mr. Poole regarding the status of the live roof repair or replacement within the Broncos Pkwy Trailhead. The other two Arapahoe County Open Spaces Projects for 2020 have been completed.

d. Discuss 2021 Potential CTF Projects

This will be discussed on the November meeting agenda.

Legal

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

Mr. George reported that Mr. Wilson sent Mr. Poole the calculations for the past three years of District irrigation use on all of its medians which indicated the appropriate share for the Broncos Parkway Trailhead median. The irrigation meter is 80% Arapahoe County Opens Space and 20% PJMD. Mr. Poole stated he would like to review this information

and confirm it before forwarding the IGA to the County Commissioners for approval.

b. Other

None.

Financial a. Review September 30, 2020 Financial Statements

Mr. Collins introduced Mr. Paul Niedermuller as the new engagement Principal for the District after Mr. Collins retires at the end of the year. Mr. Wilson will continue as a staff accountant working with the District. Mr. Niedermuller will provide oversight and be available for any financial issues that may arise.

Mr. Wilson reviewed the Financial Statements with the Board. After discussion, upon a motion duly made by Director Mojica, seconded by Directory Burley, and upon a vote, unanimously carried, the Board accepted the September 30, 2020 Financial Statements.

b. Review 2021 Draft Budget

Mr. Wilson reviewed the draft budget with the Board. The draft budget maintains the current mill levy of 19.633 mills in 2021. The budget continues to accumulate funds towards an early payoff of the 2012A bonds by 2024. There are no other significant changes from the 2020 budget. The Board thanked Mr. Wilson and Mr. Collins for their work on the budget and welcomed Mr. Niedermuller to the team.

Manager's  
Items

a. Website Update

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

b. Update on Cherry Creek Watershed Conference

Mr. Blodgett reported he attended the Watershed Conference during the morning hours. It was well attended. Ms. Davenport expressed her appreciation for the \$300 contribution towards the success of the 32<sup>nd</sup> Annual Conference.

c. Other

Mr. Blodgett reviewed his memorandum to the Board regarding the CLA Management Services rate structure. The present hourly rate is \$140 which equals the SDMS hourly rate the past several years. In 2020 SDMS removed their hourly rate and went to a tiered structure like CLA. Their average hourly rate for administrative staff and District Managers is now

approximately \$150 per hour. Mr. Blodgett asked for consideration by the Board to increase the CLA hourly rate to \$150 per hour in 2021.

The Board tabled consideration to the November Board meeting.

Directors  
Items

- a. Update on October 13, 2020 Centennial Rotary Club Presentation – Director Lamberton

Director Lamberton stated the presentation went very well. There were approximately 50 people in attendance both in person and virtually. The Rotary Club members had used a number of the trails in the Open Space constructed by the District without knowledge that the District had been responsible.

Director Lamberton reported the Rotary Club also asked if there were any service projects within the District that the Rotary Club could partner with during 2021.

- b. Discuss December Dinner Plans

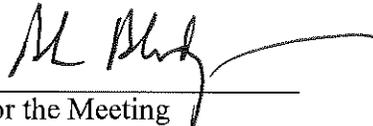
The Board noted the difficulty in a dinner meeting at this time with the COVID crisis, and the need to socially distance if a dinner is held. Director Pettway suggested perhaps a potluck at CLA in their large conference room. Mr. Blodgett will check on that possibility.

- c. Confirm Quorum for Next Meeting (Public Hearing to Review and Approve 2021 Budget) November 17, 2020 at 5:00 p.m.

A quorum was confirmed.

Adjournment

Director Lamberton adjourned the meeting at 6:40 p.m.

  
Secretary for the Meeting