

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
PARKER JORDAN METROPOLITAN DISTRICT
HELD**

November 17, 2020

A special meeting of the Board of Directors (the “Board”) of the Parker Jordan Metropolitan District (the “District”) was held on November 17, 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%22Tid%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: 572 306 405#

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 Wilson;
CliftonLarsonAllen LLP
Tom George; Spencer Fane LLP
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/
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.

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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 October 20, 2020 Special Meeting
- b. Approve October 2020 Claims Totaling \$15,302.60 and Directors' Fees
- c. Accept November 2020 Cash Position Report
- d. Approve 2021 Insurance Policy- TBD
- e. Approve 2021 Annual Administrative Matters Resolution
- f. Approve Wipfli Audit Engagement for Preparation of 2020 Audit - \$4,350
- g. Information Items

Director Pettway stated he had not yet had the opportunity to review the claims.

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 subject to: 1) review and approval of the claims by Director Pettway, and 2) submittal of the 2021 insurance policy consistent with the terms and conditions in the 2020 policy.

Mr. George noted a new section (no. 45) was added to the Annual Administrative Matters Resolution regarding the need for electronic meetings virtually due to Covid-19 rather than at one physical location which is required in the statute. The Board concurred.

DISCUSSION AGENDA

Maintenance and Construction Projects

- a. Landscape Maintenance Report – Jeff Kyzer, BrightView

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Mr. Miller reviewed with the Board in the absence of Mr. Kyzer. The Board accepted the report.

1. Work Order – Review and Consider Approval of Winter Watering – \$7,650

Upon a motion duly made by Director Burley, seconded by Director Pettway, and upon a vote, unanimously carried, the Board approved the Work Order subject to review of BrightView’s recommendation and approval by Mr. Miller prior to each winter watering application. Director Pettway asked that core samples of the soil conditions also be sent to him for review.

Mr. Lambert reported to the Board that Arapahoe County will coordinate with BrightView and winterize the Broncos Parkway median that serves the Broncos Parkway Trailhead.

b. Update on City of Centennial (COC) CTF Projects

Mr. Miller reported all the 2020 projects with the city have been completed.

c. Update on Arapahoe County Open Spaces CTF Projects

Mr. Miller reported he has not received any feedback from Mr. Poole regarding the status of the 2020 projects including the repair or replacement of the live roof at the Broncos Parkway Trailhead. Mr. George noted that agreement with Arapahoe County Open Spaces expired in July. The Board asked Mr. Miller to notify Mr. Poole regarding the termination and asked to request an extension. The Board asked for a status report on the unfinished joint projects and a return of the District funds.

d. Discuss 2021 Potential CTF Projects

Mr. Miller reported the City does not have any recommended projects for 2021. He has not received any feedback from Arapahoe County Open Spaces regarding 2021 projects.

Director Mojica reviewed recent pictures he had taken in the Parker Jordan Centennial Open Space of benches needing to be repaired or replaced. He also recommended that a crusher fine trail be installed adjacent to the Cherry Creek Regional Trail from the Broncos Parkway Trailhead past the Ecological Park. Mr. Miller will review with the City and County and report back at the next Board meeting.

Legal

a. Status of Cost Sharing IGA with ACOS Regarding Broncos

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Parkway Trailhead Irrigation Usage (ACOS – 80% and PJMD – 20%)

Mr. George reported he has not yet received any feedback from Arapahoe County Open Spaces regarding the status of this agreement. The Board asked that he continue to pursue the completion of the agreement. Mr. Wilson reported Arapahoe County Open Spaces is paying the irrigation invoices thus far.

b. Other

None.

Financial

a. Review October 31, 2020 Financial Statements

Mr. Wilson reviewed the October 31, 2020 Financial Statements with the Board. Upon a motion duly made by Director Pettway, seconded by Director Mojica, and upon a vote, unanimously carried, the Board approved the October 31, 2020 Financial Statements.

b. Conduct Public Hearing to Consider Amending 2020 Budget; Consider Adoption of Resolution to Amend 2020 Budget, if necessary

Mr. Wilson reported the General Fund and Debt Service Fund need to be amended. Director Lambertson opened the public hearing at 6:01 p.m. There were no public comments. He closed the public hearing at 6:02 p.m.

Upon a motion duly made by Director Pettway, seconded by Director Hoover, and upon a vote, unanimously carried, the Board approved the Resolution to Amend the 2020 Budget.

c. Conduct Public Hearing to Consider Adoption of 2021 Budget, Appropriate Expenditures and Certify Mill Levies; Consider Adoption of Resolution to Approve 2021 Budget, Appropriate Expenditures and Certify Mill Levies

Upon a motion by Director Pettway, seconded by Director Mojica, and upon vote, unanimously carried, the Board opened the public hearing at 6:03 p.m. There were no public comments. The public hearing was closed at 6:04 p.m. Mr. Wilson reviewed the Budget with the Board.

Upon a motion duly made by Director Pettway, seconded by Director Mojica and upon a vote, unanimously carried, the Board approved Adopting the 2021 Budget, the Resolution to Approve 2021 Budget, Appropriate Expenditures and Certify Mill Levies totaling 19.633 Mills in 2021. Progress continues to be made on paying off the 2012 bonds by 2024.

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Manager's
Items

- a. Consider Approval of Hourly Rate Increase for CLA Management Services From \$140 to \$150 per hour

Mr. Blodgett reviewed the requested rate increase which is consistent with the Board approval of the CLA Management Services Contract in 2011 to keep their average hourly rate consistent with its competitors. The original hourly rate was \$130 in 2011. Following discussion, upon a motion duly made by Director Pettway, seconded by Director Burley, and upon a vote, unanimously carried, the Board approved the average hourly rate increase to \$150 per hour effective January 1, 2021.

- b. Website Update

Director Mojica asked that the website include information on the homepage regarding the benefits that residents are receiving from the District's bonds which are being paid off early. He asked that the major projects be briefly described. Mr. Miller and Mr. Wilson will collaborate and update the website to include this information.

Directors
Items

- a. Discuss Holiday Dinner Plans and December Board Meeting

After discussion, the Board decided to cancel the holiday dinner and December Board meeting. They discussed the possibility of a celebration in the summer of 2021, Covid-19 permitting.

- b. District Manager Service Recognition

The Board presented Mr. Blodgett a memento in recognition of this service as District Manager since 1996. Mr. Blodgett thanked the Board for the opportunity to serve them and prior Boards for these many years. The District can be proud of accomplishing a great number of street, trail, storm drainage and open space projects within the Cherry Creek corridor. CLA is very pleased to have played a part in all of them. Mr. Miller, Mr. Williams and Ms. Brandenburger will continue to serve the District very well in the future.

Adjournment

Upon a motion duly made by Director Pettway, seconded by Director Mojica, and upon a vote, unanimously carried, the Board adjourned the meeting at 6:37 p.m.

DocuSigned by:
Bill Lambertson
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Secretary for the Meeting

Certificate Of Completion

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Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/22/2021 6:31:46 PM
Certified Delivered	Security Checked	1/22/2021 9:28:15 PM
Signing Complete	Security Checked	1/22/2021 9:30:00 PM
Completed	Security Checked	1/22/2021 9:30:00 PM
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