

## RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
PARKER JORDAN METROPOLITAN DISTRICT (THE "DISTRICT")  
HELD  
MARCH 16, 2021

A special meeting of the Board of Directors of the Parker Jordan Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, March 16, 2021, at 5:00 p.m. **Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, this District Board meeting was held via Microsoft Teams. The meeting was open to the public.**

### ATTENDANCE

#### Directors In Attendance Were:

Troy Burley, Secretary/Treasurer  
Mike Mojica, Assistant Secretary/Treasurer  
Kevin Pettway; Assistant Secretary/Treasurer

#### Also, In Attendance Were:

Josh Miller, Andrew Williams & Paul Wilson; CliftonLarsonAllen LLP  
Ron Lambert, P.E.; Mulhern MRE  
Tom George; Spencer Fane LLP

### ADMINISTRATIVE MATTERS

**Call to Order:** Director Pettway called to order at 5:15 p.m.

**Pledge of Allegiance:** Director Pettway led the Board and the audience in the Pledge of Allegiance.

**Declaration of Quorum, Qualifications and 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 Burley, and upon vote unanimously carried, the Board excused the absence of Director Hoover.

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

**Agenda:** The Board reviewed the Agenda for the meeting. Upon a motion duly made by Director Pettway, seconded by Director Mojica, and upon vote unanimously carried, the Board adopted the Agenda as presented.

### PUBLIC COMMENT

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.

### **Minutes of the February 16, 2021 Special Meeting:**

### **February 2021 Claims Totaling \$10,221.97 and Directors' Fees:**

### **March 2021 Cash Position Report:**

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

### MAINTENANCE AND CONSTRUCTION MATTERS

**Landscape Maintenance Report – Jeff Kyzer, BrightView:** Mr. Miller reviewed the report with the Board. He noted that the trash coming is coming in from the transfer yard and large pieces of trash are being wrapped around trees as well as being strewn across various parts of the property. The Board directed staff to send a letter to the trash station to notify them of these issues.

Mr. Kyzer stated that the median enhancements will be ordered in April.

**City of Centennial (COC) CTF Projects:** Director Mojica provided an update on his conversations with the City of Centennial (COC) and stated that benches will be added to their 2022 Budget and be replaced in 2022. He stated he discussed additional signage that includes soft trails along the bike trail with Ms. Schneider of Arapahoe County. He will continue discussions and work with Ms. Schneider.

He stated there is approximately 1.2 miles of area that has been mapped out for pea gravel soft trails. Mr. Miller recommended a class 4 or class 5 road base for a soft trail material.

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Mr. Lambert recommended pursuing work with the County to take advantage of their resources and the “know how” of the County’s public works and park abilities.

Mr. George noted that using the existing Cost Sharing IGA Agreement and extending that agreement to include the additional current items being discussed. The Board requested Director Mojica put together any anticipated projects including the dollar amount into a first amendment to the original agreement to cover the trail improvement projects.

Mr. Wilson stated that City of Centennial has provided an itemized list of previous project costs. He will research this list and provide the information to Director Mojica.

### LEGAL MATTERS

**Cost Sharing IGA with ACOS Regarding Broncos Parkway Trailhead Irrigation Usage (ACOS – 80% and PJMD – 20%):** Mr. George informed the Board that there is no update to provide regarding the status of the Cost Sharing IGA with ACOS at this time. He stated he will work with Mr. Lambert to coordinate with the County during water set up.

**Other:** None.

### FINANCIAL MATTERS

**February 28, 2021 Financial Statements:** Mr. Wilson reviewed the 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 accepted the February 28, 2021 Financial Statements as presented.

**Other:** None.

### MANAGER MATTERS

**Other:** Mr. Miller stated he will follow up with the transfer station trash item.

### DIRECTOR’S MATTERS

**Small Business Grants:** Mr. Miller review with the Board. Mr. Williams provided his suggested updates of the flyer. Discussion ensued regarding advertisement in April indicating a deadline of June 30<sup>th</sup> submittal to be approved at the July meeting.

The Board noted they would like the information to be placed on the website and a QR code on the flyer to direct individuals to the website.

**Website Update:** Mr. Miller stated the website has been reviewed and has suggested revisions to be updated.

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**Confirm Quorum for April 20, 2021 Meeting:** A quorum was confirmed.

ADJOURNMNT

Upon a motion duly made, seconded, and upon a vote unanimously carried, Director Pettway adjourned the meeting at 6:14 p.m.

Respectfully submitted,

DocuSigned by:

*Bill Lambertson*

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Secretary for the Meeting