

Parker Jordan Metropolitan District
www.pjmd.org

PARKER JORDAN METROPOLITAN DISTRICT
SPECIAL BOARD MEETING

AGENDA

Board of Directors:

Term Expires:

Bill Lamberton, President	May 2022
Kevin Pettway, Secretary	May 2022
Mark Hoover, Treasurer	May 2020
Troy Burley, Asst. Secretary/Treasurer	May 2020
Mike Mojica, Asst. Secretary/Treasurer	May 2020

DATE: **December 12, 2018**
 Special Board Meeting

TIME: **4:00 p.m.**

PLACE: **CliftonLarsonAllen LLP**
 8390 E. Crescent Pkwy., Suite 300
 Greenwood Village, CO 80111

Parker Jordan Metropolitan District

www.pjmd.org

AGENDA

Special Board Meeting

Tuesday, December 12, 2018 4:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Declaration of Quorum/Director Qualifications/Disclosure Matters
4. Consideration of Agenda
5. Public Comment – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes.

CONSENT AGENDA (4:05-4:10)

6. 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 November 20, 2018 Special Meeting (enclosed)
 - b. Approve November 2018 Claims Totaling \$TBD and Directors' Fees (enclosed)
 - c. Accept December Cash Position Report (enclosed)
 - d. Accept December Landscape Maintenance Report
 - e. Information Items

DISCUSSION AGENDA (4:10 – 4:30)

7. Discuss Conservation Trust Funds Usage (enclosed)
8. Maintenance and Construction Projects
 - a. Stamped Concrete Median Repairs – Discuss Schedule (enclosed)
 - b. Discuss Fremont Trail Extension Phase 2 Project (enclosed)
 - c. Other
9. Legal (4:30 – 4:35)
 - a. Other
10. Financial 4:35 – 4:40)
 - a. Other
11. Manager's Items (4:40 – 4:45)
 - a. Website Update
12. Director's Items (4:45 – 5:00)
 - a. Confirm Quorum for Next Meeting – January 15, 2019 at 5:00 p.m.
13. Other Business
14. Adjournment (5:00 p.m.) - Adjourn to Del Frisco's Steakhouse for Holiday Dinner

Draft
MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
PARKER JORDAN METROPOLITAN DISTRICT
HELD
NOVEMBER 20, 2018

A special meeting of the Board of Directors (the “Board”) of the Parker Jordan Metropolitan District (the “District”) was held on November 20, 2018 at 5:00 p.m. at CliftonLarsonAllen LLP, located at 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111.

Attendance In attendance were Directors:

- Bill Lamberton; President (via telephone @ 5:15 p.m.)
- Troy Burley; Assistant Secretary/Treasurer
- Mike Mojica, Assistant Secretary/Treasurer (via telephone)
- Kevin Pettway; Secretary (via telephone)

Also in attendance were:

- Bob Blodgett, Wendi McLaughlin, Kevin Collins, Paul Carpenter;
- CliftonLarsonAllen LLP
- Tom George; Spencer Fane LLP
- Ron Lambert; MulhernMRE
- Julie Christman; resident (via telephone)

Call to Order Director Burley called the meeting to order at 5:00 p.m. Upon a motion duly made by Director Pettway, seconded by Director Mojica and upon a vote, unanimously carried, the Board appointed Director Burley as Acting President until Director Lamberton was available by phone and excused the absence of Director Hoover.

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

Declaration of Quorum The Board was advised that pursuant to Colorado law, certain
Director disclosures by the Board members may be required prior to taking
Qualifications official action at the meeting. The Board then reviewed the agenda for
Disclosure the meeting, following which each Board member confirmed the
Matters 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 Upon a motion duly made by Director Burley, seconded by Director Pettway, and upon a vote, unanimously carried, the Board approved the agenda as submitted.

Public

Comments Ms. Christman stated she was on the telephone to listen to the Board meeting. .

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 16, 2018 Special Meeting
- b. Approve October 2018 Claims Totaling \$29,446.98 and Directors' Fees
- c. Accept October 31, 2018 Financial Statements
- d. Accept November Cash Position Report
- e. Accept November Landscape Maintenance Report
- f. Approve 2019 Annual Administrative Matters Resolution No. 2018-11-01
- g. Ratify Agreement with TerraCare for Median Repairs - \$48,975
- h. Ratify Agreement with BrightView for 2019 Landscape Maintenance Services - \$24,500
- i. Information Items

Director Pettway recommended that Item B - October Claims, be removed from the Agenda so he could ask several questions. The Board concurred.

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

DISCUSSION AGENDA

- a. Discuss Conservation Trust Funds Usage

The Board reviewed the email and spreadsheet of potential projects in PJCOS from Ms. Jonah Schneider, Parks Director of City of Centennial.

Director Mojica stated he liked the three number one priorities that are safety related. Following that, maybe the enhancement projects. Director Mojica asked if the City would be funding 50% of the projects.

Director Pettway asked who would provide oversight for each project. Will the Board be able to review and approve such projects as the gazebo and shelter in PJCOS?

After further discussion, the Board decided to invite the City to the January Board meeting for a work session with the Board regarding potential projects and to obtain more detail regarding their location, design and potential schedule for construction in 2019. They also would like to know if the City is going to participate financially in the projects. Mr. Blodgett's office will invite the City to this meeting. The Board asked that the City send additional information prior to the Board meeting.

Director Burley noted it appears that Phase I of the Fremont Trail Extension is not fully funded at this time. Mr. Lambert will clarify with Mr. Crehan.

Mr. Lambert reported he contacted the City of Aurora Parks Department. They have given him a contact in the Aurora Water Department to discuss the project. He will have additional information for the January Board meeting.

Maintenance
And
Construction
Projects

- a. Stamped Concrete Median Repairs – Discuss Schedule

Mr. Lambert reported TerraCare will attempt to begin the project, weather permitting, this month and complete by the end of the year. Mr. George noted the contract has a one year warranty by TerraCare.

- b. Discuss Fremont Trail Phase II Project

Mr. Lambert reported the City of Aurora initially recommended a meeting with Public Works, Planning, Engineering and the Water Department to coordinate all of the input related to the potential Phase II Project. However, due to workload, they decide the Aurora Water Department would meet with Mr. Lambert first. This meeting is pending.

- c. Other

None.

Legal

- a. Other

Mr. George reported he has completed the TerraCare agreement with the District during the past month. He recommended a two year warranty. However, TerraCare provides a one year warranty which is standard in the industry. He recommended this exception. The Board concurred. He also reported the attorney for the Dove Valley Metropolitan District (DVMD)

contacted him regarding the potential joint agreement with the City of Centennial regarding Jordan Road median maintenance. He informed DVMD that the City had declined and things would remain as is with the existing agreement for the time being.

Financial a. Discuss Increase in CLA Management Services' Hourly Rate to Match Competition

Mr. Blodgett reported that CLA Management services' hourly rate has been \$130 since 2012. He requested an increase to \$140 for services after January 2019. After discussion, upon a motion duly made by Director Mojica, seconded by Director Burley, and upon a vote, unanimously carried, the Board approved the hourly rate increase. Mr. Blodgett reported the CLA Management Services Budget will not increase.

b. Discussion and Approval of Additional \$500,000 Debt Reserve

Mr. Wilson and Mr. Collins reviewed their recommendation to provide an additional \$500,000 transfer into the Debt Service Reserve to call bonds early in the future. Mr. Wilson reported the estimated interest savings are approximately \$300,000. He sent his analysis to the Board during the meeting. After discussion, the Board decided to defer additional discussion for approval in the 2019 budget later in the meeting.

c. Conduct Public Hearing to Consider Amending 2018 Budget; Consider Adoption of Resolution No. 2018-11-02 to Amend 2018 Budget

Mr. Collins reported a 2018 Budget amendment is not needed.

d. Conduct Public Hearing to Consider Adoption of 2019 Budget, Appropriate Expenditures and certify Mill Levies; Consider Adoption of Resolution No. 2018-11-03 to Approve 2019 Budget, Appropriate Expenditures and Certify Mill Levies

Director Lamberton opened the public hearing at 5:52 p.m. He closed the public hearing at 5:53 p.m. There were no public comments. Ms. Christman asked for a copy of the 2019 Budget. Mr. Blodgett's office will send to her.

Mr. Collins reviewed the 2019 Budget with the Board. The present mill levy of 19.433 mills remains the same in 2019. He reviewed the Debt Service Fund and the transfer of \$500,000 within a Debt Service separate fund for early retirement of the District bonds.

After discussion, upon a motion duly made by Director Pettway, seconded by Director Burley, and upon a vote, unanimously carried, the Board approved the 2019 Budget including the additional \$500,000 Debt Service transfer and adopted Resolution 2018-11-03 to Approve the 2019 Budget, Appropriate Expenditures and Certify a Mill Levy of 19.433 mills.

- e. Approve Simmons & Wheeler Engagement Letter for Preparation of 2018 Audit - \$3,900

Upon a motion duly made by Director Pettway, seconded by Director Burley, and upon a vote, unanimously carried, the Board approved the Simmons & Wheeler engagement letter for preparation of the 2018 Audit in the amount of \$3,900.

- f. Other

Mr. Collins reviewed the October 31, 2018 Financial Statements with the Board. After discussion, upon a motion duly made by Director Burley, seconded by Director Mojica, and upon a vote, unanimously carried, the Board accepted the Financial Statements and Cash Position Report.

- g. October Claims

Director Pettway asked questions related to the Mulhern MRE invoice of \$100 and other amounts that had not yet been paid. Mr. Collins and Mr. Wilson clarified the receipt of the invoice. They reported some of it had been charged to DVMD for work on Jordan Road medians, per the agreement with DVMD.

After discussion, upon a motion duly made by Director Pettway, seconded by Director Mojica, and upon a vote, unanimously carried, the Board approved the October claims.

Manager's Items

- a. Website Update

Mr. Blodgett reported the website has been updated.

Director's Items

- a. Update on Dog and Weed Control Issues at PJCOS

No report.

- b. Confirm Quorum for the Next Meeting on December 18, 2018 at 5:00 p.m. – Discuss Changing to December 12th at 4:00 p.m. at CliftonLarsonAllen LLP prior to Holiday Dinner at 5:00 p.m.

The Board decided to cancel the December 18 regular Board meeting and reschedule a special meeting for December 12 at 4:00 p.m. at CliftonLarsonAllen LLP. The Board will adjourn to Del Frisco's for the annual holiday dinner at approximately 5:00 p.m.

Other
Business

Director Pettway asked about the information in the meeting packet sent by former Director Clint Waldron regarding annexation of Dove Valley Regional Park into the City of Centennial. Director Burley stated that it appears this is what is happening from the email information sent by Mr. Waldron.

Director Burley asked that Mr. Blodgett contact Arapahoe County Open Space and determine if they have any potential projects for the District's Conservation Trust Fund at the Cherry Creek Ecological Park, 17-Mile House or other Arapahoe County Open Space and trails within the District.

Upon a motion duly made by Director Burley, seconded by Director Pettway, and upon a vote, unanimously carried, the Board cancelled the December 18th regular meeting and called a special meeting for December 12th at 4:00 p.m. at CliftonLarsonAllen LLP.

Adjournment

Director Lamberton adjourned the meeting at 6:15 p.m.

Secretary for the Meeting

Parker Jordan Metropolitan District
Schedule of Cash Position
October 31, 2018
Updated as of December 6, 2018

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Lottery Proceeds Fund</u>	<u>Total</u>
<u>1st Bank</u>				
Balance as of 10/31/18	6,849.58	-	-	6,849.58
Subsequent activity:				
11/20/18 - Transfer from CSAFE	30,597.40	-	-	30,597.40
11/20/18 - ACWWA Utilities EFT	(746.00)	-	-	(746.00)
11/20/18 - ACWWA Utilities EFT	(131.40)	-	-	(131.40)
11/23/18 - Director fees	(430.60)	-	-	(430.60)
11/23/18 - Bill.com payment	(19,857.75)	-	-	(19,857.75)
12/05/18 - Transfer from CSAFE	15,000.00	-	-	15,000.00
<i>Anticipated November Claims</i>	(16,222.89)	-	-	(16,222.89)
<i>Anticipated balance</i>	<u>15,058.34</u>	<u>-</u>	<u>-</u>	<u>15,058.34</u>
<u>CSAFE (#84-1567986-01)</u>				
Balance as of 10/31/18	1,325,554.76	1,869,104.16	152,945.73	3,347,604.65
Subsequent activity:				
11/09/18 - September Property/SO taxes	13,919.42	8,868.75	-	22,788.17
11/20/18 - Transfer to 1st Bank	(30,597.40)	-	-	(30,597.40)
11/30/18 - Interest income	2,406.06	3,392.68	277.62	6,076.36
12/01/18 - 2015 Bond debt service payment	-	(314,207.34)	-	(314,207.34)
12/01/18 - 2012A Bond debt service payment	-	(222,310.50)	-	(222,310.50)
12/01/18 - 2012B Bond debt service payment	-	(563,782.00)	-	(563,782.00)
12/05/18 - Transfer to 1st Bank	(15,000.00)	-	-	(15,000.00)
<i>Anticipated balance</i>	<u>1,296,282.84</u>	<u>781,065.75</u>	<u>153,223.35</u>	<u>2,230,571.94</u>
<u>Charles Schwab and Co., Inc.</u>				
Balance as of 10/31/18	-	495,034.61	-	495,034.61
Subsequent activity:				
<i>None</i>	-	-	-	-
<i>Anticipated balance</i>	<u>-</u>	<u>495,034.61</u>	<u>-</u>	<u>495,034.61</u>
<i>Anticipated balance</i>	<u><u>\$ 1,311,341.18</u></u>	<u><u>\$ 1,276,100.36</u></u>	<u><u>\$ 153,223.35</u></u>	<u><u>\$ 2,740,664.89</u></u>

Yield information as of November 30, 2018

CSAFE - 2.30%

From: [Jonah Schneider](#)
To: [McLaughlin, Wendi](#); [Ron Lambert](#)
Cc: [Andrew Firestine](#); [Brandenburger, Sandy](#); [Blodgett, Bob](#)
Subject: RE: [External] Potential CTF Projects for PJMD- FREMONT TRAIL PHASE 2
Date: Thursday, November 29, 2018 1:44:28 PM

Wendi,

The City would be happy to attend the January meeting to answer any questions. Please note that since at this point we are simply looking to determine which projects the District may be interest in exploring, there are no designs for the shelter structure, though in general we would want the design to be similar to the kiosk shelter. That being said, we can definitely provide a map by 1/9 that shows potential locations of the trails and the shelter. Thank you and we look forward to further exploring opportunities for partnership with the District on January 15th.

Jonah Schneider | Park Administrator
City of Centennial

13133 E. Arapahoe Rd. Centennial, CO 80112

Main (303) 754-3358

jschneider@centennialco.gov

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From: McLaughlin, Wendi [mailto:Wendi.McLaughlin@claconnect.com]
Sent: Tuesday, November 27, 2018 2:20 PM
To: Ron Lambert <ron@mulhernmre.com>; Jonah Schneider <jschneider@centennialco.gov>
Cc: Andrew Firestine <afirestine@centennialco.gov>; Brandenburger, Sandy <Sandy.Brandenburger@claconnect.com>; Blodgett, Bob <Bob.Blodgett@claconnect.com>
Subject: RE: [External] Potential CTF Projects for PJMD- FREMONT TRAIL PHASE 2

Hi Jonah,

The PJMD Board had a few follow up questions for you from their meeting last week regarding potential shared CTF projects. Would you possibly be able to attend the January meeting (1/15/19 at 5pm), to address the following:

- Provide a map and designs for the proposed structures (if possible by 1/9 to be included in the packet)
- Clarification of whether the estimated costs provided are the project totals, or if that would be PJMD's contribution for each
- Any updates on the timeline for Phase 1 (DVMD's) portion of the Fremont Trail.

Let me know if you have any questions.

Thank you

Wendi McLaughlin

Assistant Public Manager, Outsourcing

Direct 303-265-7918 | Mobile 303-564-5220 | Main 303-779-5710 x37918 | Fax 303-779-0348
 CLA (CliftonLarsonAllen LLP) | 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111
wendi.mclaughlin@CLAconnect.com | CLAconnect.com

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From: Ron Lambert [mailto:ron@mulhernmre.com]
Sent: Thursday, November 15, 2018 11:50 AM
To: Jonah Schneider <jschneider@centennialco.gov>
Cc: Andrew Firestine <afirestine@centennialco.gov>; Brandenburger, Sandy
 <Sandy.Brandenburger@claconnect.com>; McLaughlin, Wendi
 <Wendi.McLaughlin@claconnect.com>; Blodgett, Bob <Bob.Blodgett@claconnect.com>
Subject: RE: [External] Potential CTF Projects for PJMD- FREMONT TRAIL PHASE 2

Hi Jonah,

Attached you will find the project status memo I will be including in the November Board Packet.

Thanks.

-Ron

Ronald L. Lambert, P.E.

Mulhern MRE, Inc.
 188 INVERNESS DRIVE WEST, SUITE 150
 ENGLEWOOD, COLORADO 80112
 C: 303.905.3829
WWW.MULHERNMRE.COM

From: Blodgett, Bob [mailto:Bob.Blodgett@claconnect.com]
Sent: Tuesday, November 13, 2018 4:16 PM
To: Jonah Schneider
Cc: Andrew Firestine; Brandenburger, Sandy; Ron Lambert; McLaughlin, Wendi
Subject: RE: [External] Potential CTF Projects for PJMD

Thanks Jonah,

We will send to the Board for review at the November 20 board meeting,

Ron – please update Jonah and Andy re the potential Phase 2 Fremont Trail extension,

Best regards,

bob

Bob Blodgett, Principal

Outsourcing, CliftonLarsonAllen LLP

Direct 303-265-7916, Mobile 303-807-0098

bob.blodgett@CLAconnect.com

Main 303-779-5710, Fax 303-779-0348

8390 E Crescent Parkway, Suite 500, Greenwood Village, CO 80111

CLAconnect.com

*Investment advisory services are offered through CliftonLarsonAllen
Wealth Advisors, LLC, an SEC-registered investment advisor.*

From: Jonah Schneider [<mailto:jschneider@centennialco.gov>]

Sent: Tuesday, November 13, 2018 4:09 PM

To: Blodgett, Bob <Bob.Blodgett@claconnect.com>

Cc: Andrew Firestine <afirestine@centennialco.gov>

Subject: [External] Potential CTF Projects for PJMD

Mr. Blodgett,

In response to a request received at the Parker Jordan Metropolitan District's October meeting, the City has compiled a list of potential Parker Jordan Centennial Open Space (PJCOS) projects that could be considered through a partnership between the City and the District. The attached list includes some ideas mentioned by the Board as well as other potential enhancements identified by City staff and the City's Trails and Recreation Plan. Hopefully the list will allow for initial discussion by the Board at the November meeting and result in some preliminary feedback that the City can more fully respond to at the December 18 meeting.

In addition to an interest in projects in PJCOS, the board also expressed a desire for more

information regarding Phase 2 of the Fremont Trail project. Phase 1 of the Fremont Trail project is currently in the design phase and if construction were to occur, it would likely be in 2020 at the soonest (no potential construction date has been communicated to the City at this time). Design for Phase 2 of the project has not begun and we are unaware of an intended timeframe. Due to this project being headed up by the Dove Valley Metropolitan District (DVMD), the City’s knowledge of the project is limited, and we would recommend contacting DVMD directly if there is an interest in funding this project.

We look forward to receiving input from the board and hope we will be able to find opportunities for partnership. Thank you.

**Jonah Schneider | Park Administrator
City of Centennial**

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CliftonLarsonAllen LLP

MEMO TO: Board of Directors, Parker Jordan Metropolitan District
FROM: Ron Lambert
RE: Project Updates
MEETING DATE: December 12, 2018

Item 8.a. – Stamped Concrete Median Repairs

A copy of the fully executed Contract was sent to the Project Manager at Terracare. An update on their schedule was requested.

From Terracare:

“... your project is next on our concrete schedule and we are trying to get the work done that we had on the books before we won your work, so weather permitting and the holidays we will more than likely be next year hopefully in January, I have checked with Centennial and they do not have any problem with us using concrete blankets.”

Item 8.b. - Fremont Trail, Phase 2 -

Previous Update:

The City's support of the project has been requested. PJMD has requested a meeting to discuss the project and that meeting is expected to include discussion of the trail, including any easements required and potential City participation as a financial partner.

As background of the project, the proposed alignment of the Fremont Trail, Phase 2, will be a continuation of the Fremont Trail that Dove Valley Metropolitan District will be constructing from the west. It would cross Jordan Road (City of Centennial) and follow the Fremont Drive Right of Way (Centennial) then turn north through a parcel owned by the Storm Soccer Club (also in Centennial). It then would follow the north and east boundary of the City of Aurora property where the Storm Soccer fields are located. Storm Soccer leases the City property for recreational and associated uses. A major element of the proposed alignment is an existing low water crossing bridge across Cherry Creek, to the northeast, where the trail would connect to the existing Cherry Creek Regional Trail.

Aurora Parks and Open Space reported that they are in the process of preparing a Strategic Plan for priorities and projects for 2019/2020. Curt Bish would typically organize an interdepartmental coordination meeting for a project like Fremont Trail to get input from the various City interests. However, due to their time commitment required for the Strategic Plan, it was suggested that PJMD contact Aurora Water directly about the property.

I attempted to contact Vern Adam at Aurora Water by telephone and email, but have not yet gotten any response a/o 12/6/18. I'll continue to follow up.

There are Arapahoe County Planning Grants available for 2019. Applications are due by April 12, 2019. I will get the application materials when they become available in January.

The Following Are Post Packet Items:
Items That Were Distributed At The Meeting
And Not in The Original Packet



E Sheehan
Mayor of Jan Metropolitan

HOME INBOX PAYABLES DOCUMENTS REPORTS NETWORK

Unpaid Bills

DOWNLOAD BACK

VENDOR	INVOICE #	DATE	DUE DATE	AGING	APPROVA. STATUS	OPEN BALANCE
Arapahoe County Water & Wastewater Authority	126OCT18	11/01/18	11/01/18	36	Approving	131.40
Arapahoe County Water & Wastewater Authority	193OCT18	11/01/18	11/01/18	36	Approving	746.00
IREA	25461002OCT18	11/12/18	11/12/18	25	Approving	21.00
CO Special District Property & Liability Pool	32C60491-1071	11/14/18	11/14/18	23	Approving	6067.04
IREA	25461102OCT18	11/14/18	11/14/18	23	Approving	21.00
The Villager Legals	8654	11/15/18	11/15/18	22	Approving	43.00
Pour La France	20181120MEETING	11/20/18	11/20/18	17	Approving	297.00
Keesen Landscape	44965	12/01/18	12/01/18	6	Approving	1581.74
Grand Total						8908.18

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