

**PARKER JORDAN METROPOLITAN DISTRICT**

8390 E. Crescent Pkwy., Ste. 300  
Greenwood Village, CO 80111  
303-779-5710 (O) 303-779-0348 (F)  
[www.pjmd.org](http://www.pjmd.org)

**NOTICE OF SPECIAL MEETING AND AGENDA**

**DATE:** Tuesday, December 7, 2021  
**TIME:** 5:00 p.m.  
**LOCATION:** CliftonLarsonAllen LLP (CLA)  
8390 E. Crescent Pkwy., Ste. 275  
Greenwood Village, CO 80111

**ACCESS:** To attend via telephone, dial 720-547-5281 and enter the following additional information: Conference ID: 817 809 949#

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Bill Lamberton	President	May 2022
Kevin Pettway	Secretary	May 2022
Mark Hoover	Treasurer	May 2022
Troy Burley	Assistant Secretary/Treasurer	May 2023
Mike Mojica	Assistant Secretary/Treasurer	May 2023

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. DECLARATION OF QUORUM / DIRECTOR QUALIFICATIONS / DISCLOSURE MATTERS**
- IV. CONSIDERATION OF AGENDA**
- V. 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 per person.
- VI. 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 November 16, 2021 Regular Meeting (enclosure).

**VII. MAINTENANCE AND CONSTRUCTION PROJECTS**

- a. Landscape Maintenance Report – Jeff Kyzer, BrightView (enclosure).

**VIII. LEGAL**

- a. Other

**IX. FINANCIAL**

- a. Review Cash Position Report (enclosure).
- b. Review Bond Prepayment Summary (enclosure).

**X. MANAGER’S ITEMS**

- a. Other

**XI. DIRECTOR’S ITEMS**

- a. Confirm Quorum for January 18, 2021 Regular Meeting at 5:00 p.m.
- b. Other.

**XII. AJOURNMENT (5:45) – Proceed to Ruth Chris Steak House, 7001 E. Belleview Ave., Suite 100, Denver, CO 80237 (Dinner at 6:00 p.m.) Go Belleview Ave. west, go under I-25 and take right on Olive Street. Location is on the right. There is a parking garage on the left as you turn onto Olive Street.**

## RECORD OF PROCEEDINGS

---

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
PARKER JORDAN METROPOLITAN DISTRICT (THE “DISTRICT”)  
HELD  
NOVEMBER 16, 2021

A regular meeting of the Board of Directors of the Parker Jordan Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, November 16, 2021, at 5:00 p.m. at 8390 E. Crescent Pkwy., Ste. 275, Greenwood Village, Colorado 80111. This meeting was held also via teleconference call. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Bill Lamberton, President  
Mark Hoover, Treasurer  
Troy Burley, Secretary/Treasurer  
Mike Mojica, Assistant Secretary/Treasurer

Director Pettway was absent and excused.

#### Also, In Attendance Were:

Josh Miller & Paul Wilson; CliftonLarsonAllen LLP  
Tom George & Brenden Desmond; Spencer Fane LLP  
Ron Lambert, P.E.; Mulhern MRE  
Kevin Collins; Consultant

### CALL TO ORDER

Director Lamberton called the meeting to order at 5:00 p.m. The Board excused the absence of Directors Pettway.

### PLEDGE OF ALLEGIANCE

Paul Wilson 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.

### AGENDA

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

## RECORD OF PROCEEDINGS

---

### 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 October 19, 2021 Regular Meeting:**

#### **2022 Insurance Renewal and SDA Membership Renewal:**

**CliftonLarsonAllen LLP Master Service Agreement and related statement(s) of work:** Upon a motion duly made by Director Mojica, seconded by Director Hoover 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 Landscape Maintenance Report with the Board, as Mr. Kyzer was unavailable to provide the report. Director Lamberton noted concerns on the timing and approach of scheduled maintenance items.

**Arapahoe County Open Space (ACOS) CTF Projects:** Director Mojica reported no update at this time but remarked on his attempts to follow up.

Mr. Lambert stated that he has looked at the pavement/curbing area that is sinking and is investigating the potential cause. He indicated the first step is by requesting this work repair through the City of Centennial. He and Mr. Miller will contact the City in hopes to begin the process for repair.

### LEGAL MATTERS

**Resolution 2021-11-01; Annual Administrative Matters:** Mr. George reviewed the resolution with the Board. He noted several updates related to recent statutory changes. Discussion ensued and Director Mojica expressed concerns regarding the Call for Nominations being published and posted to the District's website, suggesting that the District should also consider also sending some form of notice to the District's eligible electors by mail. The Board discussed options and concerns. Suggestions included information being sent out with the ACWWA water bills and/or by a separate postcard to reach an audience of eligible electors that may have interest in serving on the Board. The Board directed staff to look into the feasibility and potential costs of these and other similar options.

Following review and discussion, upon a motion duly made by Director Burley, seconded by Director Mojica and, upon vote, unanimously carried, the Board approved Resolution 2021-11-01; 2022 Annual Administrative Matters subject

## RECORD OF PROCEEDINGS

---

to final review and approval by the Board President.

**Resolution 2021-11-02; Calling May 3, 2022 Directors' Regular Election:**

Mr. George reviewed the resolution with the Board. Following review, upon a motion duly made by Director Burley, seconded by Director Mojica and, upon vote, unanimously carried, the Board approved Resolution 2021-11-02, Calling May 3, 3033 Directors' Regular Election subject to final review and approval by the Board President.

FINANCIAL  
MATTERS

**Bill.com Claims Totaling \$17,023.59 and Directors' Fees:**

Mr. Wilson reviewed the bill.com claims with the Board. Following discussion, upon a vote duly made by Director Mojica, seconded by Director Hoover and, upon vote, unanimously carried, the Board approved the bill.com claims totaling \$17,023.59.

**October 31, 2021 Financial Statements and Cash Position Report:**

Mr. Wilson reviewed the October 31, 2021 Financial Statements and Cash Position Report with the Board, and noted the confirmation from Mr. Poole on the payments received. He stated that the Debt Service details were presented as well as the Lottery proceeds fund. Following discussion, upon a motion duly made by Director Burley, seconded by Director Mojica and, upon vote, unanimously carried, the Board accepted the October 31, 2021 Financial Statements and Cash Position Report.

**Public Hearing to Consider Amending 2021 Budget; Adoption of Resolution 2021-11-03, to Amend 2021 Budget:**

Director Lamberton opened the public hearing. There were no public comments. Director Lamberton closed the public hearing.

Mr. Wilson informed the Board that the General Fund will need amendment to \$1,135,000 and Debt Service Fund will need an amendment to \$2,980,000. Following discussion, upon a motion duly made by Director Mojica, seconded by Director Burley and, upon vote, unanimously carried, the Board approved amending the 2021 Budget and the adoption of Resolution 2021-11-03 to Amend the 2021 Budget as presented.

**Public Hearing to Approve 2022 Budget, Appropriate Expenditures and Certify Mill Levies; Adoption of Resolution 2021-11-04 to Approve 2022 Budget, Appropriate Expenditures and Certify Mill Levies:**

Director Lamberton opened the public hearing. There were no public comments. Director Lamberton closed the public hearing.

Mr. Wilson reviewed the 2022 Budget with the Board. Following review and discussion, upon a motion duly made by Director Burley, seconded by Director

## RECORD OF PROCEEDINGS

---

Mojica and, upon vote, unanimously carried, the Board approved the 2022 Budget and adoption of Resolution 2021-11-04 to Approve 2022 Budget, Appropriate Expenditures and Certify Mill Levies as presented.

### MANAGER MATTERS

**Website Update:** Mr. Miller informed the Board of the retirement of Mr. Nearing and changes of turnover for website management. After discussion, the Board confirmed that CliftonLarsonAllen LLP will take over the services of management to the website and prepare for this transfer.

**Other:** None.

### DIRECTOR'S MATTERS

**Confirm Quorum for December 7, 2021 Special Meeting and Holiday Dinner:** A quorum was confirmed for the December 7, 2021 meeting and holiday dinner.

**Other:** None.

### **Executive Session pursuant to C.R.S. Section 24-6-402(4)**

Upon a motion duly made to enter into executive session pursuant to C.R.S. Section 24-6-402(4)(b) for the purpose of conferencing with the District's legal counsel regarding legal advice on specific legal questions related to the proposed Vermillion Creek development, seconded and, upon vote, unanimously carried, the Board entered into Executive Session. Upon a motion duly made, seconded and, upon vote, unanimously carried, the Board adjourned out of Executive Session. No action was taken.

### ADJOURNMENT

There being no further business to come before the Board, Director Lamberton adjourned the meeting at 7:48 p.m.

Respectfully submitted,

---

Secretary for the Meeting

**MONTHLY MAINTENANCE  
December 2021 REPORT**

**FOR: Parker Jordan Metropolitan District**

**SUBMITTED BY: Jeff Kyzer**

**DATE: 12/01/21**

**REVIEW OF GANTTED OPERATIONS**

<b><u>Island Beds:</u></b>	The trees and plants in the Islands are in dormancy. The Landscape renovation work has begun for median Islands. We are in the process of demo and install in the islands.
<b><u>Trees and Shrubs:</u></b>	The trees and shrubs are doing exactly what they should be doing for fall. Trees and shrubs will be watered starting this month. We are removing the dead trees and installing new ones as per the landscape renovation project.
<b><u>Winter Watering:</u></b>	The winter watering has begun. We are watering trees and newer plants.
<b><u>Weed Control:</u></b>	The weeds in the islands are minimal as they move into dormancy.
<b><u>Irrigation:</u></b>	The system has been turned off and is blown out.
<b><u>Site Policing:</u></b>	The trash is being picked up with our regular service. We will continue to trash the site and we expect increased trash as winter storms bring in higher winds.
<b><u>Overall Site:</u></b>	The site is in good condition.

**REVIEW OF OUT OF SCOPE OPERATIONS:**

**Proposed:**

**Approved and Scheduled:**

Island Renovations Winter Water – 7649601 - \$9,105.03

Island Renovations – 7648247 - \$50K

**Completed Work Orders:**

**Proposed but not approved:**

**Next Meeting Scheduled:**

Date:

Time:

Location: Video meeting/call in



## 2021 Landscape Management Gantt Chart

### Parker Jordan Metropolitan District

As of June 10, 2021

Operation	Occ.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Winter Grounds Policing	10	XX	XX	XX								XX	OO
Spring Cleanup	1			X									
Trim Perennials	1		X	X									
Trim Orn Grasses	1		X	X									
Bed Fertilization	3				X		X			X			
Prune Shrubs	2		X	X				X	X			X	O
Prune Trees/Raise Limbs	1						X	X					
Pre-emergent in Beds	1			X									
Weed Control in Beds	26				XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XX		
Roundup cracks and curbs	13				XX	XXXX	XX	XX	XX	XXXX	X		
Trash Policing - Apr to Oct	28				XXXX	XXXXX	XXXX	XXXX	XXXXX	XXXX	XXXX		
Irrigation Activation	1					O	X						
Irrigation Inspections	12				O	OO	X	XX	XX	XX	X		
System Winterization	1										X		
Fall Cleanup - As Needed	2											X	O

**LEGEND:**

**X - indicates Complete**

**O - indicates to be Completed or Not Complete**

**\*\*Note: Services not completed due to weather conditions.**

**Parker Jordan Metropolitan District**  
**Schedule of Cash Position**  
**October 31, 2021**  
**Updated as of December 1, 2021**

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Lottery Proceeds Fund</u>	<u>Total</u>
<b><u>1st Bank</u></b>				
Balance as of 10/31/2021	\$ 27,665.85	\$ -	\$ -	\$ 27,665.85
Subsequent activity:				
11/4/21 - IREA Autopay	(21.00)	-	-	(21.00)
11/5/21 - Bill.com Payments	(14,183.35)	-	-	(14,183.35)
11/10/21 - Void Bill.com	250.00	-	-	250.00
11/16/21 - IREA Autopay	(21.00)	-	-	(21.00)
11/22/21 - ACWWA Autopay	(1,367.16)	-	-	(1,367.16)
11/23/21 - Director's Checks	(430.60)	-	-	(430.60)
<i>Anticipated Transfer from CSAFE</i>	<i>25,000.00</i>	<i>190,232.00</i>	-	<i>215,232.00</i>
<i>Anticipated Voucher Payables</i>	<i>(15,565.91)</i>	<i>(190,232.00)</i>	-	<i>(205,797.91)</i>
<i>Anticipated balance</i>	<u>21,326.83</u>	<u>-</u>	<u>-</u>	<u>21,326.83</u>
<b><u>CSAFE (#84-1567986-01)</u></b>				
Balance as of 10/31/2021	991,325.72	2,397,810.39	194,244.15	3,583,380.26
Subsequent activity:				
11/10/21 - Oct P/SO Tax	15,102.93	2,162.85	-	17,265.78
11/26/21- Debt Service Payment - Series 2012B	-	(2,640,694.00)	-	(2,640,694.00)
11/26/21 - Interfund Transfer	(680,000.00)	680,000.00	-	-
11/30/21 - Interest	11.47	28.68	0.82	40.97
12/01/21 - Debt Service Interest	-	(42,212.00)	-	(42,212.00)
<i>Anticipated Transfer to 1st Bank</i>	<i>(25,000.00)</i>	<i>(190,232.00)</i>	-	<i>(215,232.00)</i>
<i>Anticipated balance</i>	<u>301,440.12</u>	<u>206,863.92</u>	<u>194,244.97</u>	<u>702,549.01</u>
<b><i>Anticipated balance</i></b>	<u><u>\$ 322,766.95</u></u>	<u><u>\$ 206,863.92</u></u>	<u><u>\$ 194,244.97</u></u>	<u><u>\$ 723,875.84</u></u>

**Yield information as of November 30, 2021**

CSAFE - 0.02%

**Parker Jordan MD  
Bond Prepayment Summary**

**2015 Bonds**

- Original payoff date 12/01/2026
- Paid in full 12/01/2020
- \$153,458 interest saved

**2012A Bonds**

- Original payoff date 12/01/2027
- Paid in full 12/01/2020
- \$157,798 interest saved

**2012B Bonds**

- Original payoff date 12/01/2027
- Projected payoff date 12/01/2022
- \$150,000 projected interest savings

**Summary**

- Bonds paid 5-7 years early
- More than \$450,000 projected interest savings