

# 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 REGULAR MEETING AND AGENDA

**DATE:** Tuesday, February 21, 2023  
**TIME:** 5:00 p.m.  
**LOCATION:** CliftonLarsonAllen LLP (CLA)  
8390 E. Crescent Pkwy., Ste. 300  
Greenwood Village, CO 80111

Or via Microsoft Teams:

**ACCESS:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmlwMjQ5ZDMtZGJkMC00YzY2LWlzYzYtN2I3ZTM4OTljODdh%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_MmlwMjQ5ZDMtZGJkMC00YzY2LWlzYzYtN2I3ZTM4OTljODdh%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)

To attend via telephone, dial 720-547-5281 and enter the following additional information: Conference ID: 295 764 808#

<u>Board of Directors</u>	<u>Office</u>	<u>Terms</u>
Kevin Pettway	President	May 2023
Lady Alice Shyong	Assistant Secretary	May 2023
Kimberly Nuttall	Treasurer	May 2025
Christopher Sellers	Assistant Secretary	May 2025
Vacancy	Secretary	May 2025

- I. CALL TO ORDER**
- II. DECLARATION OF QUORUM / DIRECTOR QUALIFICATIONS / DISCLOSURE MATTERS**
- III. CONSIDERATION OF AGENDA**
- IV. 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.
- V. 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 January 17, 2023 Regular Meeting and January 26, 2023 Special Meeting (enclosures).
- b. Approve Current bill.com claims (enclosure).

**VI. MAINTENANCE AND CONSTRUCTION PROJECTS**

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

**VII. FINANCIAL MATTERS**

- a. Other.

**VIII. MANAGER’S MATTERS**

- a. Other.

**IX. LEGAL MATTERS**

- a. Presentation by Mountain-Plains; discussion and possible action regarding same.
- b. Executive Session may be called pursuant to C.R.S. Section 24-6-402(4), for discussion of items pertaining to the Mountain-Plains / Vermilion Creek property.
- c. Set hearing date on Mountain-Plains Petition for Exclusion.
- d. Other.

**X. DIRECTOR MATTERS**

- a. Confirm Quorum for March 21, 2023 Regular Meeting at 5:00 p.m.

**XI. OTHER MATTERS**

**XII. ADJOURNMENT**

## RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
PARKER JORDAN METROPOLITAN DISTRICT (THE “DISTRICT”)  
HELD  
JANUARY 17, 2023

A regular meeting of the Board of Directors of the Parker Jordan Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, January 17, 2023 at 5:00 p.m. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Kevin Pettway, President  
Kimberly Nuttall, Treasurer (via teleconference)  
Christopher Sellers, Assistant Secretary  
Lady Alice Shyong, Assistant Secretary

#### Also In Attendance Were:

Nic Carlson and Paul Wilson; CliftonLarsonAllen LLP  
Tom George, Esq. & Brenden Desmond; Spencer Fane LLP  
David Seek; Member of the Public

### CALL TO ORDER

President Pettway called the meeting to order at 5:01 p.m.

### PLEDGE OF ALLEGIANCE

President Pettway led 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 Sellers, seconded by Director Nuttall and, upon vote, unanimously carried, the Board approved the Agenda as presented.

### PUBLIC COMMENT

None.

### CONSENT AGENDA

**Minutes of November 15, 2022 Regular Meeting**

## RECORD OF PROCEEDINGS

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President Pettway reviewed the Consent items with the Board, and the Board determined to move the bill.com item under Financial Matters for further discussion. Following review, upon a motion duly made by Director Sellers, seconded by Director Nuttall and, upon vote, unanimously carried the Board approved the Minutes of the November 15, 2022 Regular Meeting.

### MAINTENANCE AND CONSTRUCTION

**Landscape Maintenance Report:** Mr. Kyzer was unavailable for the meeting and Mr. Carlson will follow up with BrightView regarding winter watering advanced notice and approval.

**Approval of 2023 Amendment to Landscape Management Services Agreement:** Following review, upon a motion duly made by Director Sellers, seconded by Director Nuttall and, upon vote, unanimously carried, the Board approved the 2023 Amendment to Landscape Management Services Agreement at a NTE amount of \$35,030. CliftonLarsonAllen LLP will follow up on a monthly payment cost.

### FINACIAL MATTTERS

**Current bill.com claims totaling \$34,094.30:** Mr. Wilson reviewed and discussed the claims with the Board. Mr. Wilson requested the addition of \$5,000 for the 2022 Grant presented to WALK LLC. He also was asked to reflect a credit to BrightView in the future claims report. Following review and discussion, upon a motion duly made by Director Sellers, seconded by Director Nuttall and, upon vote, unanimously carried, the Board approved the claims totaling \$34,094.30 as amended.

**December 31, 2022 Financial Statements and Cash Position Report:** Mr. Wilson reviewed the Financial Statements and Cash Position Report with the Board. Following review, upon a motion duly made by Director Sellers, seconded by Director Nuttall and, upon vote, unanimously carried, the Board accepted the December 31, 2022 Financial Statements and Cash Position Report as presented.

### MANAGER MATTERS

**Other:** Mr. Nicholson discussed the future 2023 meeting schedule with the Board. The Board determined to change to bi-monthly meetings and possibly transitioning to quarterly meetings later in the year.

### LEGAL MATTERS

**Executive Session pursuant to C.R.S. Section 24-6-402(4), for discussion of items pertaining to Vermilion Creek:** Upon a motion duly made by President Pettway, seconded by Director Sellers and, upon vote, unanimously carried, the Board entered into Executive Session at 6:23 p.m.

Upon a motion duly made by President Pettway, seconded by Director Sellers and, upon vote, unanimously carried, the Board adjourned out of Executive Session at 7:41 p.m.



## RECORD OF PROCEEDINGS

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No action was taken.

**Other:** The Board determined to call a virtual Special Meeting for Thursday, January 26, 2023 at 4:30 p.m.

DIRECTOR  
MATTERS

**Confirm quorum for February 21, 2023 regular meeting at 5:00 p.m.:** Per the Board's decision to meet bi-monthly, the Board confirmed a quorum for March 21, 2023 at 5:00 p.m.

OTHER  
MATTERS

None.

ADJOURNMENT

Upon a motion duly made by President Pettway, seconded by Director Sellers and, upon vote, unanimously carried, the Board adjourned the meeting at 7:41 p.m.

Respectfully submitted,

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Secretary for the Meeting

## 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  
JANUARY 26, 2023

A special meeting of the Board of Directors of the Parker Jordan Metropolitan District (referred to hereafter as the “Board”) was convened on Thursday, January 26, 2023 at 4:30 p.m. via Microsoft TEAMS. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Kevin Pettway, President  
Kimberly Nuttall, Treasurer  
Christopher Sellers, Assistant Secretary  
Lady Alice Shyong, Assistant Secretary

#### Also In Attendance Were:

Nic Carlson; CliftonLarsonAllen LLP  
Tom George, Esq. & Brenden Desmond; Spencer Fane LLP

### CALL TO ORDER

The meeting was called to order at 4:33 p.m.

### 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, seconded and, upon vote, unanimously carried, the Board approved the Agenda as presented.

### PUBLIC COMMENT

None.

### DIRECTOR MATTERS

a. Executive Session may be called pursuant to C.R.S. Section 24-6-402(4), for discussion of items pertaining to Vermilion Creek.

Upon a motion duly made by Director Shyong, seconded by Director Sellers and, upon vote, unanimously carried, the Board entered into Executive Session pursuant to C.R.S. Section 24-6-402(4)(b), for the purposes of conferring with legal counsel on specific legal questions related to the Vermilion Creek development at 4:36 p.m.

## RECORD OF PROCEEDINGS

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The Board adjourned out of Executive Session at 5:10 p.m.

Upon a motion duly made by Director Sellers, seconded by Director Shyong and, upon vote of 3 in favor, with Director Pettway opposed, the Board directed legal counsel to contact Mountain-Plains Investment Company, Inc. in an effort to finalize an agreement for consideration by the Board consistent with Mountain-Plain's June and July 2022 correspondence, as further discussed in executive session.

### OTHER MATTERS

None.

### ADJOURNMENT

With there being no other business to come before the Board, President Pettway adjourned the meeting at 5:12 p.m.

Respectfully submitted,

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Secretary for the Meeting

**Parker Jordan Metropolitan District  
Claims as of 2/17/2023**

<b>Vendor</b>	<b>Invoice #</b>	<b>Date</b>	<b>Open Balance</b>
BR Printers INC	39542	7/31/2022	\$ 689.46
Pepperdines Marketing Products LTD	2031997	11/29/2022	26.00
CliftonLarsonAllen, LLP	3539523	12/31/2022	1,433.25
Domain Listings	242-1848	1/30/2023	288.00
Arapahoe County Water & Wastewater Authority	126 JAN23	1/31/2023	102.99
Arapahoe County Water & Wastewater Authority	193 JAN23	1/31/2023	385.38
CliftonLarsonAllen, LLP	3564991	1/31/2023	4,799.98
CliftonLarsonAllen, LLP	3563967	1/31/2023	5,621.18
CORE Electric Cooperative	25461002 JAN23	1/31/2023	21.00
CORE Electric Cooperative	25461102 JAN23	1/31/2023	21.00
Spencer Fane LLP	1170164	1/31/2023	5,646.07
			<b><u>\$ 19,034.31</u></b>

## ***MONTHLY MAINTENANCE Feb 2023 REPORT***

**FOR: Parker Jordan Metropolitan District**

**SUBMITTED BY: Jeff Kyzer**

**DATE: 02/08/23**

### **REVIEW OF GANTTED OPERATIONS**

**Island Beds:**

The beds are in good condition. Winter clean-up is in progress. I am continuing to check moisture levels. The median islands dry out faster than beds on flat ground that is not surrounded by pavement. The last moisture check was on 2-7-23 and the soil had reached the point of being ready for water. We will see if we get snow on 2-8 and check again.

**Trees and Shrubs:**

The trees are in good condition and area in dormancy.

**Winter Watering:**

No Winter watering was preformed in Jan. It currently looks like we may need to water in Feb. I will continue to check moisture levels.

**Weed Control:**

There are no weeds to contend with this time of year.

**Irrigation:**

The system has been winterized.

**Site Policing:**

The trash is being picked up with our winter trashing crew.

**Overall Site:**

The site is in good condition for Feb. We will continue to monitor and service the medial islands over winter and inspect plant material in the Spring. The current snow totals this season has helped all plant material above last years levels. Soil moisture levels have been good this year so far with minimal watering needed.

**REVIEW OF OUT OF SCOPE OPERATIONS:**

**Proposed:**

**Approved and Scheduled:**

Winter Watering as needed.

**Completed Work Orders:**

**Proposed but not approved:**

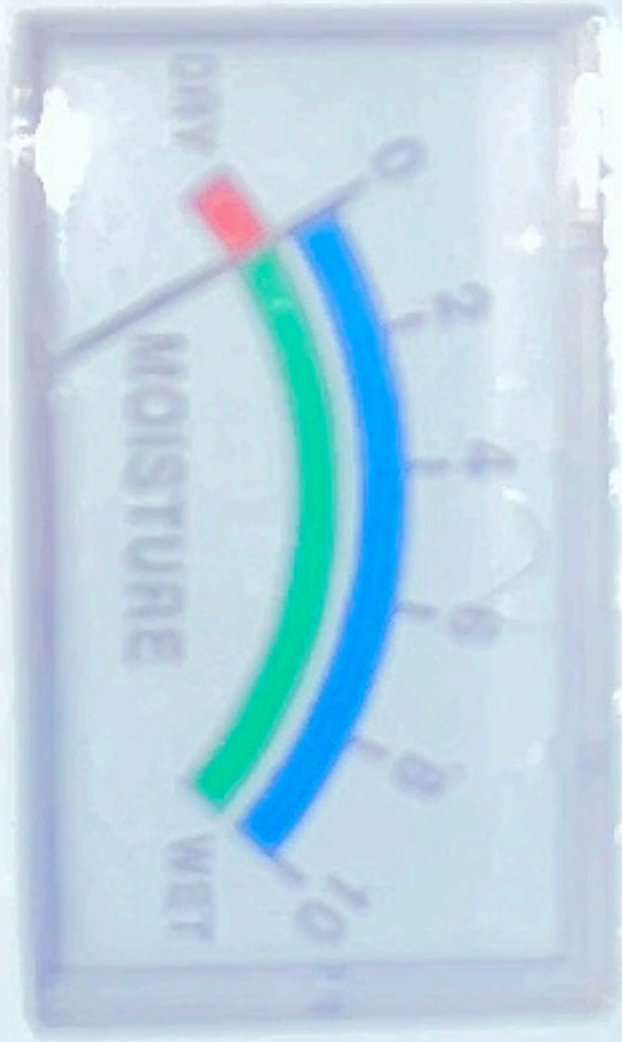
**Next Meeting Scheduled:**

Date:

Time:

Location: Video meeting/call in











## 2023 Landscape Management Gantt Chart Parker Jordan Metropolitan District

As of Feb 08, 2022

Operation	Occ.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Winter Grounds Policing	10	OO	0X	XX								XX	XX
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	X
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	XX	XX		
Trash Policing - Apr to Oct	28				XXXX	XXXXX	XXXX	XXXX	XXXX	XXXX	XXXX		
Irrigation Activation	1					X	X						
Irrigation Inspections	12				O	OX	X	XX	XX	XX	X		
System Winterization	1										X		
Fall Cleanup - As Needed	2											X	X

**LEGEND:**

**X - indicates Complete**

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

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