

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

NOTICE OF SPECIAL MEETING AND AGENDA

DATE: Tuesday, September 19, 2023
TIME: 5:00 p.m.
LOCATION: CliftonLarsonAllen LLP (CLA)
8390 E. Crescent Pkwy., Ste. 275
Greenwood Village, CO 80111

Or via Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmZiOTA3MGltZjJhZS00MTRiLWI2NmItYTJhNDM3NzRhOTRi%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

ACCESS:

Or call in:

To attend via telephone, dial 720-547-5281 and enter the following additional information: Conference ID: 553 800 906#

| <u>Board of Directors</u> | <u>Office</u> | <u>Terms</u> |
|---------------------------|---------------------|--------------|
| Kevin Pettway | President | May 2025 |
| Michael Mojica | Secretary | May 2027 |
| Kimberly Nuttall | Treasurer | May 2025 |
| Christopher Sellers | Assistant Secretary | May 2025 |
| Lady Alice Shyong | Assistant Secretary | May 2027 |

- 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. 2023 GRANT REQUEST** – Red Hawk Ridge Elementary School Presentation
- 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 August 15, 2023 Regular Meeting (enclosure).
- b. Accept Prior bill.com claims and Current bill.com claims (enclosure).

VII. MAINTENANCE AND CONSTRUCTION PROJECTS

- a. Landscape Maintenance Report – Jeff Kyzer, BrightView (to be distributed).

VIII. FINANCIAL MATTERS

IX. MANAGER’S MATTERS

X. LEGAL MATTERS

XI. DIRECTOR MATTERS

- a. Confirm Quorum for October 17, 2023 Regular Meeting at 5:00 p.m.

XII. OTHER MATTERS

XIII. ADJOURNMENT

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
PARKER JORDAN METROPOLITAN DISTRICT (THE “DISTRICT”)
HELD
AUGUST 15, 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, August 15, 2023 at 5:00 p.m. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Kevin Pettway, President
Michael Mojica; Secretary
Kimberly Nuttall, Treasurer (via MS Teams)
Christopher Sellers, Assistant Secretary
Lady Alice Shyong, Assistant Secretary

Also In Attendance Were:

Nic Carlson & Paul Wilson; CliftonLarsonAllen LLP
Tom George, Esq.; Spencer Fane LLP
Jeff Kyzer; BrightView Landscaping (via MS Teams)

CALL TO ORDER

President Pettway called the meeting to order at 5:02 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 by Director Mojica, seconded by Director Sellers and, upon vote, unanimously carried, the Board approved the Agenda as amended.

PUBLIC COMMENT

No public comment.

CONSENT AGENDA

Minutes of July 18, 2023 Regular Meeting
Prior bill.com Claims and Current bill.com claims totaling \$19,193.68

President Pettway reviewed the Consent items with the Board. Following review, upon a motion duly made by Director Sellers, seconded by Director

RECORD OF PROCEEDINGS

Mojica and, upon vote, unanimously carried the Board approved the Consent Agenda items.

MAINTENANCE AND CONSTRUCTION

Landscape Maintenance Report: Mr. Kyzer reviewed the monthly report with the Board. The Board accepted the report.

Consider Approval of Proposal for Median Beds 2023 Warranty and Improvements - \$36,409.09: Mr. Kyzer reviewed with the Board. Upon a motion duly made by Director Sellers, seconded by Director Mojica and, upon vote, unanimously carried, the Board approved the proposal, subject to traffic control pricing and before and after pictures.

FINANCIAL MATTERS

None.

MANAGER MATTERS

Consider Request for August 26th Rex Run for PAWSitivity Sponsorship: Following discussion, upon a motion duly made by Director Sellers, seconded by Director Mojica and, upon vote, unanimously carried, the Board approved sponsorship for the August 26th Rex Run for PAWSitivity in the amount of \$500.

Consider Request for the August 24th Cherry Creek Watershed Conference Sponsorship: Following discussion, upon a motion duly made by Director Mojica, seconded by Director Shyong, with Director Sellers opposing with the vote of 4 approving and 1 opposing, the Board approved sponsorship for the August 24th Cherry Creek Watershed Conference Sponsorship in the amount of \$500.

Review Consultant Engagement Dates: Board discussed routinely bidding out services including landscaping, accounting, management and legal services. The board directed CLA to administer an RFP for 2024 landscaping to be distributed in January of 2024. Additionally the board determined to seek proposals for legal services in Spring of 2024 and accounting/management services in Summer 2024.

Red Hawk Ridge Sponsorship Request: Upon a motion duly made by Director Sellers, seconded by Director Nuttall and, upon vote, unanimously carried, the Board requested to table this sponsorship request. The Board then discussed and determined to ask Red Hawk Ridge to refine the sponsorship around specific outdoor recreation request and return to the next Board meeting.

Grandview High School Cross Country Team Sponsorship Request: Following discussion, upon a motion duly made by Director Nuttall, seconded by Director Shyong, with President Pettway opposing with the vote of 4

RECORD OF PROCEEDINGS

approving and 1 opposing, the Board approved sponsorship to Grandview High School Cross Country Team in the amount of \$500.

LEGAL MATTERS

None.

DIRECTOR MATTERS

Confirm quorum for September 19, 2023 regular meeting at 5:00 p.m.: The Board confirmed a quorum for September 19, 2023 at 5:00 p.m.

SDA Conference Attendance Discussion: The Board determined to pay registration fees for any interested Board members.

Dove Valley Working Group: Director Mojica asked for a Board member to attend the Working Group session. President Pettway noted he would attend if available.

OTHER MATTERS

None.

ADJOURNMENT

There being no other business to come before the Board, President Pettway adjourned the meeting at 7:42 p.m.

Respectfully submitted,

Secretary for the Meeting

PARKER JORDAN METROPOLITAN DISTRICT
Claims as of 9/14/2023

| Vendor | Invoice # | Date | Open Balance |
|--|------------------|-------------|----------------------------|
| CliftonLarsonAllen, LLP | 3834904 | 7/31/2023 | \$ 5,876.39 |
| Arapahoe County Water & Wastewater Authority | 126 AUG23 | 8/31/2023 | 102.99 |
| Arapahoe County Water & Wastewater Authority | 193 AUG23 | 8/31/2023 | 1,314.86 |
| CliftonLarsonAllen, LLP | 3870853 | 8/31/2023 | 2,609.16 |
| CORE Electric Cooperative | 25461002 AUG23 | 8/31/2023 | 21.00 |
| CORE Electric Cooperative | 25461102 AUG23 | 8/31/2023 | 21.00 |
| Spencer Fane LLP | 1217875 | 8/31/2023 | 2,290.00 |
| Brightview landscape | 8575943 | 9/1/2023 | 2,919.17 |
| Back The Blue K-9 Force | Sep-23 | 9/13/2023 | 500.00 |
| Cherry Creek Stewardship Partners | 2023 013 | 9/13/2023 | 500.00 |
| | | Grand Total | <u>\$ 16,154.57</u> |