

# 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, January 16, 2024  
**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\\_ZjNkZjA0YTItZDA4Yi00MDA5LTkyMmMtODUxNGRjYTk5MGU4%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjNkZjA0YTItZDA4Yi00MDA5LTkyMmMtODUxNGRjYTk5MGU4%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:** [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZjNkZjA0YTItZDA4Yi00MDA5LTkyMmMtODUxNGRjYTk5MGU4%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](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjNkZjA0YTItZDA4Yi00MDA5LTkyMmMtODUxNGRjYTk5MGU4%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)

**Or call in:**

To attend via telephone, dial 720-547-5281 and enter the following additional information: Conference ID: 279 014 50#

| <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. 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 October 17, 2023 Special Meeting (enclosure).

**VI. MAINTENANCE AND CONSTRUCTION PROJECTS**

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

**VII. FINANCIAL MATTERS**

**VIII. MANAGER’S MATTERS**

- a. Discuss 2024 Meeting Schedule.

**IX. LEGAL MATTERS**

- a. Update on Red Hawk Ridge Elementary School Grant Process.

**X. DIRECTOR MATTERS**

- a. Confirm Quorum for February 20, 2024 Regular Meeting at 5:00 p.m.

**XI. OTHER MATTERS**

**XII. ADJOURNMENT**

## 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 OCTOBER 17, 2023

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

#### ATTENDANCE

##### Directors In Attendance Were:

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

Kevin Pettway, President was absent and excused

##### Also In Attendance Were:

Nic Carlson & Paul Wilson; CliftonLarsonAllen LLP  
Brenden Desmond, Esq.; Spencer Fane LLP  
Hilary Schell & Dr. Michelle Chambers; Red Hawk Ridge Elementary School

#### CALL TO ORDER

Director Mojica called the meeting to order at 5:17 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 Nuttall, seconded by Director Shyong and, upon vote, unanimously carried, the Board approved the Agenda as amended with the removal of the Bill.com claims from Consent Agenda.

#### PUBLIC COMMENT

No public comment.

#### CONSENT AGENDA

##### **Minutes of September 19, 2023 Special Meeting:**

Following review, upon a motion duly made by Director Mojica, seconded by Director Nuttall and, upon vote, unanimously carried, the Board approved the Consent Agenda item.

## RECORD OF PROCEEDINGS

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MAINTENANCE  
AND  
CONSTRUCTION

**Landscape Maintenance Report:** The Board reviewed the monthly report with the Board, and the proposal for winter watering in the amount of \$13,500. Following review, upon a motion duly made by Director Nuttall, seconded by Director Mojica and, upon vote, unanimously carried, the Board accepted the report and requested further details on the winter water proposal.

FINANCIAL  
MATTERS

**Prior bill.com Claims and Current bill.com Claims:** Mr. Wilson reviewed the prior and current claims from bill.com with the Board. He added additional claims including a \$500 payment to CCXC, \$900 payment for a computer renewal, and \$230,000 payment to Redhawk Ridge Grant, totaling the claim amount to \$247,429.93.

Upon a motion duly made by Director Nuttall, seconded by Director Sellers and, upon vote, unanimously carried, the Board approved the prior and current claims from bill.com, as amended, to include the above stated additional claims.

**September 30, 2023 Financial Statements and Cash Position Report:** Mr. Wilson reviewed the September 30, 2023 Financial Statements and October 2023 Cash Position Report with the Board. Following discussion, upon a motion duly made by Director Nuttall, seconded by Director Sellers and, upon vote, unanimously carried, the Board accepted the September 30, 2023 Financial Statements and Cash Position Report, as presented.

**Public Hearing on Amendment to 2023 Budget; if necessary, Adoption of Resolution No. 2023-10- to Amend 2023 Budget:** It was noted that no amendment to the 2023 Budget was required.

**Public Hearing on Proposed 2024 Budget and Adoption of Resolution No. 2023-10- to Adopt 2024 Budget and Appropriate Sums of Money and Set Mill Levies:** Mr. Wilson reviewed the proposed 2024 Budget with the Board, noting the corrections to property tax revenue.

Upon a motion duly made by Director Nuttall, seconded by Director Shyong and, upon vote, unanimously carried, the Board opened the public hearing to consider the proposed 2024 Budget at 7:10 p.m.

It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received. Upon a motion duly made by Director Nuttall, seconded by Director Shyong and, upon vote, unanimously carried, the Board closed the public hearing at 7:11 p.m.

## RECORD OF PROCEEDINGS

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Upon motion duly made by Director Nuttall, seconded by Director Shyong and, upon vote, unanimously carried, the Board approved the 2024 Budget, as discussed, and considered adoption of Resolution No. 2023-10-01 to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution No. 2023-10-02 to Set Mill Levies (3.5 mills in the General Fund and 1.38 mills in the Debt Service Fund, for a total mill levy of 4.88 mills.)

**District Accountant to Prepare DLG-70 Certification of Tax Levies Form for Certification to the Board of County Commissioners and other interested parties:** Following discussion, upon a motion duly made by Director Mojica, seconded by Director Nuttall and, upon vote, unanimously carried, the Board authorized the District's accountant to prepare the DLG-70 Certification of Tax Levies Form for certification to the Board of County Commissioners and other interested parties.

**Engagement Letter with Wipfli LLC to Prepare 2023 Audit:** Following discussion, upon a motion duly made by Director Mojica, seconded by Director Nuttall and, upon vote, unanimously carried, the Board approved the engagement letter with Wipfli LLC to prepare the 2023 Audit, if needed.

**District Accountant to Prepare 2025 Budget:** Following discussion, upon a motion duly made by Director Mojica, seconded by Director Nuttall and, upon vote, unanimously carried, the Board appointed the District accountant to prepare the 2025 Budget.

**Resolution No. 2023-10-04 Regarding 2024 Annual Administrative Matters:** Following discussion, upon a motion duly made by Director Mojica, seconded by Director Sellers and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-10-04 regarding 2024 Annual Administrative Matters.

**2024 Insurance Renewal; Documents Needed to Obtain or Maintain Insurance Coverage through the Colorado Special Districts Property and Liability Pool or T. Charles Wilson Risk Management and Membership in Special District Association:** Following discussion, upon a motion duly made by Director Mojica, seconded by Director Sellers and, upon vote, unanimously carried, the Board approved the renewal of 2024 insurance, adopted documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool or T. Charles Wilson Risk Management, and authorized membership in the Special District Association.

**CliftonLarsonAllen LLP Master Service Agreement and Related Statement(s) of Work:** Following discussion, upon a motion duly made by Director Mojica, seconded by Director Sellers and, upon vote, unanimously carried, the Board approved CliftonLarsonAllen LLP Master Service Agreement and related

MANAGER  
MATTERS

## RECORD OF PROCEEDINGS

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statement(s) of work. Director Pettway and Director Nuttall delegated authority to review and sign.

None.

### LEGAL MATTERS

**Update Regarding Red Hawk Ridge Elementary School for CTF Funds Request:** Ms. Schell and Dr. Chambers reviewed the CTF funds request and additional information.

### DIRECTOR MATTERS

**Red Hawk Ridge Elementary School CTF Fund Request in the amount of \$230,000:** Following discussion, upon a motion duly made by Director Sellers, seconded by Director Nuttall and, upon vote, unanimously carried, the Board approved the CTF funds request in the amount of \$230,000. Payment is to be made to the Cherry Creek Schools Foundation specifically used for the Red Hawk Ridge Playground Project.

**Quorum for November 21, 2023 Special Meeting at 5:00 p.m. and Remaining 2023 Meeting Schedule:** The Board determined to not meet the remainder of 2023, and CLA will check venues for the January Holiday meeting date.

None.

### OTHER MATTERS

There being no other business to come before the Board, Director Mojica adjourned the meeting at 7:29 p.m.

### ADJOURNMENT

Respectfully submitted,

\_\_\_\_\_  
Secretary for the Meeting

# *MONTHLY MAINTENANCE January 2024 REPORT*

**FOR: Parker Jordan Metropolitan District**

**SUBMITTED BY: Jeff Kyzer**

**DATE: 01/10/24**

## REVIEW OF GANTTED OPERATIONS

|                                 |  |
|---------------------------------|--|
| <b><u>Island Beds:</u></b>      | The Island beds are in full dormancy.  |
| <b><u>Trees and Shrubs:</u></b> | All Deciduous trees, shrubs and perennials have lost their leaves and are ready for the dormant months.  |
| <b><u>Winter Watering:</u></b>  | The beds have been recently watered. Currently all beds are frozen with adequate moisture as a result of watering and recent snow. I will continue to monitor the moisture levels. |
| <b><u>Weed Control:</u></b>     | Weeds are no longer an issue until Spring  |
| <b><u>Irrigation:</u></b>       | The irrigation system is turned off and is winterized.   |
| <b><u>Site Policing:</u></b>    | This is an on-going service as crews are on site for weekly maintenance.   |
| <b><u>Overall Site:</u></b>     | The site condition is very good. Winter storms often bring in trash. Old tree stakes have been removed in most areas.  |

## REVIEW OF OUT OF SCOPE OPERATIONS:

**Proposed:**

**Approved and Scheduled:**

2023 warranty replacements and install \$41,269.08 – Spring 2024

**Completed Work Orders:**

**Proposed but not approved:**

Winter watering

**Next Meeting Scheduled:**

Date:

Time:

Location: Video meeting/call in



## 2024 Landscape Management Gantt Chart Parker Jordan Metropolitan District

As of Jan 10, 2024

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

**LEGEND:**

**X** - indicates Complete

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

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