

Jefferson Parkway Public Highway Authority Regular Board Meeting Agenda



January 21, 2016, 3:00 p.m.
Arvada City Hall
8101 Ralston Road, Arvada, CO 80002
Council Conference Room, 3rd Floor

- I. Call to Order
- II. Pledge of Allegiance
- III. Consent Items
 - A. Approval of December 11, 2015 meeting minutes
 - B. Resolution 16-01 Adopting a Public Records Retention Schedule
 - C. Icenogle Seaver Pogue 2016 Letter of Engagement
 - D. LS Gallegos 2016 Contract Extension
- IV. Annual Actions
 - A. Election of Officers
 - B. Resolution 16-2 Concerning Annual Administrative Items
- V. Report from Staff
 - A. Authorization to proceed with Traffic Consultant RFQ (Section 1601)
- VI. Report of the General Counsel
- VII. Report from the Board of Directors
- VIII. Public Hearing - None
- IX. Public Comment (3 minute limit)
- X. New Business
- XI. Executive Session

- A. Discussion of matters being negotiated, Pursuant to CRS 24-6-402(4)(e)
- B. Discussion of matters regarding land acquisitions, Pursuant to CRS 24-6-402(4)(a)
- C. Discussion of matters regarding legal advice, Pursuant to CRS 24-6-402(4)(b)

XII. Adjournment

**Jefferson Parkway Public Highway Authority
Summary of Minutes of Special Meeting**



**December 11, 2015
Arvada City Hall
8101 Ralston Rd., Arvada, CO
Council Conference Room, 3RD Floor**

I. Call to Order

Vice-Chairman Greg Stokes called the meeting of the Jefferson Parkway Public Highway Authority (JPPHA) to order at 9:20 a.m. Present were Director Marc Williams; and Director David Jones. Since two member jurisdictions were present, a quorum was declared.

Also in attendance were Bill Ray, *Staff to JPPHA*; Ed Icenogle, *Legal Counsel for the JPPHA*; Bill Tuthill, *Broomfield City and County Attorney*; Chris Daly, *Arvada City Attorney*, Kevin Standbridge, *City and County of Broomfield*, Kate Newman, *Jefferson County*, Steve Durian, *Jefferson County Transportation Director*; Howard Kenison and Pat Compton, *Special Counsel, Lindquist & Vennum*

II. Pledge of Allegiance

III. Consent Items

- A. Director Williams resolved to approve the October 30, 2015 meeting minutes. Director Jones seconded the Motion.

The following votes were cast on the Motion:

Those voting Yes: Stokes (*exercising 2 votes*), Williams, Jones
The Motion was approved.

Director Williams resolved to approve the November 30, 2015 meeting minutes. Director Jones seconded the Motion.

The following votes were cast on the Motion:

Those voting Yes: Stokes (*exercising 2 votes*), Williams, Jones
The Motion was approved.

IV. Organizational Matters: None

V. Report from Staff

A. Bill Ray asked the board to consider the quarterly board meeting dates for 2016 as follows:

Regular Meetings

January 21

April 21

July 21

October 20

Special Meeting

December 15 (Budget Public Hearing)

Director Williams moved to approve the board meeting dates as presented by Bill Ray, to be scheduled at 3:00 p.m. at Arvada City Hall, 8101 Ralston Rd., Arvada, CO 80002. Director Jones seconded the motion.

The following votes were cast on the Motion:

Those voting Yes: Stokes (*exercising 2 votes*), Williams, Jones

The Motion was approved.

VI. Report of the General Counsel

A. None

VII. Report from the Board of Directors

A. Director Williams introduced and welcomed new board member David Jones representing Arvada. Director Jones will also be serving as the WestConnect alternate.

VIII. Public Hearing

A. Director Stokes stated that the public hearing was now open. Bill Ray presented the amended 2015 budget and the 2016 budget. Director Williams moved to approve the amended 2015 budget. Director Jones seconded the motion.

The following votes were cast on the Motion:

Those voting Yes: Stokes (*exercising 2 votes*), Williams, Jones

The Motion was approved.

Director Williams moved to approve the 2016 budget. Director Jones seconded the motion.

The following votes were cast on the Motion:

Those voting Yes: Stokes (*exercising 2 votes*), Williams, Jones

The Motion was approved.

Vice Chairman Stokes closed the public hearing.

IX. **Public Comment**

- A. David Graham commented on the parkway's alignment, height, funding, safety, and possibility that the parkway won't be built.
- B. Cameron Olbert commented on the parkway's height.

X. **New Business**

- A. None

XI. **Executive Session**

- A. Discussion of matters being negotiated, Pursuant to CRS 24-6-402(4)(e)
- B. Discussion of matters regarding land acquisitions, Pursuant to CRS 24-6-402(4)(a)
- C. Discussion of matters regarding legal advice, Pursuant to CRS 24-6-402(4)(b)

Ed Icenogle, Legal Counsel, stated there were matters for executive session as shown above.

Director Williams moved to go into executive session for the above noted items. Director Jones seconded the Motion.

The following votes were cast on the Motion:

Those voting Yes: Stokes (*exercising 2 votes*) Williams, Jones
The Motion was approved.

Director Jones moved to come out of Executive Session. Director Williams seconded the Motion.

The following votes were cast on the Motion:

Those voting Yes: Stokes (*exercising 2 votes*), Williams, Jones
The Motion was approved.

XI. **Adjournment:** Vice Chairman Stokes adjourned the meeting at 10:24 a.m.

Don Rosier
Chairman

Michele Broski
Recording Secretary

**RESOLUTION
OF THE BOARD OF DIRECTORS
OF JEFFERSON PARKWAY PUBLIC HIGHWAY AUTHORITY**

A Resolution Adopting a Public Records Retention Schedule

Resolution 16-01

At a regular meeting of the Board of Directors of the Jefferson Parkway Public Highway Authority (the "Authority"), held at 3:00 p.m., on January 21, 2016, at Arvada City Hall, 8101 Ralston Road, Arvada, Colorado 80001 at which a quorum was present, the following resolution was adopted:

WHEREAS, the Authority was created pursuant to the Public Highway Authority Law, Section 43-4-501, *et seq.*, C.R.S., to finance, construct, operate and maintain the Jefferson Parkway Public Highway ("Jefferson Parkway"); and

WHEREAS, the Board of Directors of the Authority (the "Board") considers policies and other actions with the aim of assuring efficient operation of Jefferson Parkway and all Authority processes related thereto; and

WHEREAS, pursuant to Section 43-4-505(3)(c), C.R.S., the Board is authorized to pass resolutions necessary for the government and management of the affairs of the Authority and the execution of the powers vested in the Authority; and

WHEREAS, in the interest of efficiently using public resources, the Authority desires to retain its public records and have such records available for public inspection to the extent appropriate, necessary, and required by law; and

WHEREAS, the Authority recognizes the value of adopting a public records retention schedule to provide legal authority for the destruction of nonpermanent records of the Authority when they are no longer needed and the permanent retention of records of the Authority that have enduring value; and

WHEREAS, pursuant to Section 24-80-103, C.R.S. regarding the determination of value and disposition of public records, public officers of a political subdivision who have public records in their custody are required to consult periodically with the Colorado State Archives, as the designee of the Colorado Department of Personnel, and the Colorado Attorney General to determine whether the records in question are of legal, administrative, or historical value prior to disposal of any public records; and

WHEREAS, the Authority desires to adopt a Public Records Retention Schedule, as attached hereto and incorporated herein as **Exhibit A**, which sets forth a timeline for retaining and disposing of the Authority's public records, subject to approval from the Colorado State Archives.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE JEFFERSON PARKWAY PUBLIC HIGHWAY AUTHORITY HEREBY RESOLVES AS FOLLOWS:

1. The Board hereby adopts the Public Records Retention Schedule attached hereto as **Exhibit A** for purposes of identifying public records to be retained by the Authority for a specified time period as provided therein. Public records of the Authority shall be destroyed in accordance with the Public Records Retention Schedule by shredding, recycling, or disposing of such public records in a landfill; provided, however, that those public records deemed to be confidential in nature shall be destroyed by shredding or destroyed professionally by a company that can certify to the security of the destruction. The Authority hereby agrees to report yearly record destruction statistics to the Colorado State Archives as may be required by the Colorado State Archives.

2. The Board's adoption of the Public Records Retention Schedule is subject to approval by the State Archives. The Board directs legal counsel to present this Public Records Retention Schedule to the Colorado State Archives for review and approval. The Public Records Retention Schedule shall become effective upon final approval by the Colorado State Archives. In the event approval is denied, the Board's adoption of the Public Records Retention Schedule shall be void and of no force and effect.

[The remainder of this page is intentionally left blank.]

Whereupon, a motion was made and seconded, and upon a unanimous vote this Resolution was approved by the Board.

ADOPTED AND APPROVED THIS _____ **DAY OF** _____, 2016.

**JEFFERSON PARKWAY PUBLIC HIGHWAY
AUTHORITY**

By: _____
Its: _____

ATTEST:

By: _____
Its: _____

EXHIBIT A

**JEFFERSON PARKWAY PUBLIC HIGHWAY AUTHORITY
PUBLIC RECORDS RETENTION SCHEDULE**

**JEFFERSON PARKWAY PUBLIC HIGHWAY AUTHORITY
RECORDS RETENTION SCHEDULE**

RECORD TITLE	RETENTION PERIOD	COMMENTS
<p>ACCOUNTING RECORDS</p> <ol style="list-style-type: none"> 1) Accounts Payable Records 2) Accounts Receivable Records 3) Balance Sheets 4) Bank Records (See BANK RECORDS) 5) Bills Paid (invoices) 6) Budgets (See BUDGETS) 7) Cash Books, Receipts, & Reports 8) Expense Reports (travel, mileage, etc.) 9) Form 1099 (sent to vendors) 10) Invoices issued by Authority 11) General Ledger 12) Petty Cash Records 13) Subsidiary Ledgers & Journals 14) Vendor Files 15) W-9 Forms 	<ol style="list-style-type: none"> 1) 6 years + current 2) 6 years + current 3) Until updated 4) See BANK RECORDS 5) 6 years + current 6) See BUDGETS 7) 2 years + current 8) 2 years + current 9) 4 years 10) 6 years + current 11) Permanent 12) 1 year + current 13) 2 years 14) 6 years + current 15) 6 years + current 	
<p>AGREEMENTS AND CONTRACTS</p>	<p>Duration of agreement or contract plus 6 years.</p>	<p>Includes all agreements and contracts between the Authority and other parties, such as IGAs, memoranda of understandings, franchise agreements, professional services agreements, construction contracts, architectural and design contracts, etc. (Also see CONSTRUCTION CONTRACTS – SOLICITATION and LEASES)</p>
<p>AUDIT REPORT</p>	<p>Permanent</p>	
<p>BANK RECORDS</p> <ol style="list-style-type: none"> 1) Bank Statements 2) Cancelled Checks 3) Check Register 4) Check Stubs 5) Deposit Slips 6) Reconciliations 7) Certificates of Deposits 	<ol style="list-style-type: none"> 1) 6 years + current 2) 6 years + current 3) 6 years + current 4) 1 year + current 5) 6 years + current 6) 6 years + current 7) 6 years + current after maturity 	

RECORD TITLE	RETENTION PERIOD	COMMENTS
BOARD OF DIRECTORS: APPOINTMENTS	Permanent	
BOARD OF DIRECTORS: MEETINGS AND RELATED DOCUMENTATION 1) Agenda 2) Bylaws 3) Board Packets 4) Meeting Notices 5) Minutes 6) Recordings of Executive Sessions 7) Recordings of Regular and Special Meetings of the Board of Directors	1) Permanent 2) Permanent 3) 3 years + Current 4) 1 years + Current 5) Permanent 6) 90 days after meeting 7) 6 months after meeting	
BOND ISSUE RECORDS 1) Bond Issue Proceeding Books *contain all official bond documents for each bond issue 2) Bonds, Notes 3) Bond Registers and Ledgers	1) Permanent 2) 1 year after maturity 3) Permanent	All official documents related to Bonds will be kept as part of category 2.
BUDGET 1) Budget Workpapers 2) Fee & Rate Schedules 3) Final Adopted Budget 4) Reports – Monthly or Quarterly 5) Reports – Year-end	1) 1 year + current 2) Retain current & previous schedules 3) Permanent 4) 2 years + current 5) 6 years + current	
CONSTRUCTION CONTRACTS - SOLICITATION 1) Bids – Accepted 2) Bids – Rejected 3) Bids – Unsolicited 4) Solicitations and Specifications (RFPs, RFQs)	1) 6 years + current after acceptance of bid 2) 2 years + current 3) 2 years + current 4) 6 years + current	
CORRESPONDENCE & GENERAL DOCUMENTATION 1) Calendar & notes 2) Enduring Long Term Value 3) Routine Value 4) Transitory Value	1) 1 year 2) Permanent 3) 1 year + current 4) Until material is read	1) Routine planning and scheduling of meetings, appointments and similar activities 2) Administrative, policy, legal, fiscal, historical or research of enduring value 3) Includes routine letters or memos sent and received,

RECORD TITLE	RETENTION PERIOD	COMMENTS
		<p>reading or chronological files kept solely for convenience and contain duplicates of memos or letters that are also filed elsewhere, routine requests for information, transmittal documents, etc., and includes e-mail.</p> <p>4) Records of extremely short-term value, including advertisements, drafts and worksheets, desk notes, copies of materials circulated for informational "read only" purposes, other records with preliminary or short-term informational value.</p>
<p>ELECTRONIC RECORDS</p> <ul style="list-style-type: none"> - Computer-Maintained Records - Electronic Mail (E-Mail) 	<p>Follow retention schedule for the specific type of record</p>	
<p>EMPLOYEE RECORDS – ACTIVE AND TERMINATED</p>	<p>10 years after retirement or separation</p>	<p>Includes records having to do with hiring, promotion, demotion, transfer, layoff, or termination, rates of pay or other terms of compensation, and work history. (Also see PERSONNEL RECORDS – OTHER)</p>
<p>EMPLOYEE RECORDS – TEMPORARY AND SEASONAL EMPLOYEES</p>	<p>3 years after termination (does not include payroll records)</p>	<p>(Also see PERSONNEL RECORDS – OTHER)</p>
<p>ENVIRONMENTAL IMPACT STUDY ON PROJECTS</p>	<p>Permanent</p>	<p>Current Version</p>
<p>ANNEXATION RECORDS</p>	<p>Permanent</p>	<p>Includes petitions, ordinances and agreements.</p>
<p>FORMATION DOCUMENTS</p>	<p>Permanent</p>	<p>Includes all documents generated for purposes of forming and organizing the Authority including District Court hearing documents, consent(s) to provide overlapping services, etc.</p>

RECORD TITLE	RETENTION PERIOD	COMMENTS
INSURANCE RECORDS 1) Authority Certificates of Insurance for Major Projects 2) Other Authority Certificates of Insurance 3) Claim Records and Reports	1) 10 years after substantial completion 2) 6 years after expiration 3) 6 years + current	
LEASES	Duration of LEASE + 6 years after term expires	Real Property and Equipment
LEGAL COUNSEL RECORDS	Permanent	Includes formal and advisory legal opinions
LITIGATION RECORDS - Court Decisions Affecting Authority - Court Proceeding Files - Legal Memo Research Files - Litigation Case Files	Permanent	Legal documents, notes, reports, background material, etc.
MAPS/PLANS/PLATS AND SUPPORTING DOCUMENTATION	Permanent	Relating to real property
PAYROLL RECORDS 1) Time Sheets 2) Deduction Requests 3) End of Pay Period Reports 4) FICA Reports 5) Garnishments 6) Leave Requests 7) Payroll Register 8) Payroll Quarterly Reports 9) Payroll Year-End Reports 10) Unemployment Insurance Claims 11) W-2 Forms 12) W-4 Forms 13) Workers Compensation Records	1) 5 years ¹ 2) 1 year after superseded 3) 1 year + current 4) 6 years + current 5) 3 years 6) 1 year + current 7) Permanent 8) 2 years + current 9) 6 years + current 10) 6 years + current 11) 4 years + current 12) Throughout employment 13) 6 years + current	
PERMITS 1) Road Use and Oversize Loads 2) Utility	1) 1 year 2) Permanent	
PERSONNEL RECORDS – OTHER 1) I-9 Forms	1) 3 years from date of hire or 1 year after separation, whichever is later ²	

¹ This retention period is in conformance with the Colorado Employment Security Act, Section 8-72-107, C.R.S.

² This retention period is in conformance with 8 CFR 274a.2.

RECORD TITLE	RETENTION PERIOD	COMMENTS
2) Advertisements of Job Opportunities 3) Applications for Employment and Supporting Documentation 4) Applications for Employment – Not Hired 5) Job Descriptions and Specifications	2) 1 year + current ³ 3) 2 years from the date record was made or human resource action was taken, whichever is later ⁴ 4) 2 years from the date of the making of the record or the personnel action involved, whichever occurs later ⁵ 5) Until superseded	
POLICIES AND PROCEDURES	Current Version	
PROJECT AND CONSTRUCTION FILES 1) Construction Acceptance Document 2) Construction Files a) Enduring Long Term Value b) Routine 3) Engineering Files 4) Development Project Files 5) Project Performance Bonds	1) Permanent 2) Permanent a) Permanent b) 1 year + current 3) Permanent 4) 3 years + current after final payment 5) 1 year + current after project completion	
PROPERTY ACQUISITIONS - Appraisals - Condemnations - Deeds and Dedications - Easements - Encroachments - Land Acquisition - Rights-of-Way - Sale or Transfer of Property Records	Permanent	Relating to the sale and purchase of Authority property.
PUBLICATIONS - Proofs of Publications	6 years + current after publication	Affidavits, legal publication, etc.
PURCHASE ORDERS	6 years + current	
REPORTS 1) Annual Authority Reports 2) Financial Reports 3) Monthly Reports	1) Permanent 2) Permanent 3) Until annual report issued	

³ This retention period is in conformance with 29 CFR 1627.3(b)(1)(vi).

⁴ This retention period is in conformance with 29 CFR 1602.31.

⁵ This retention period is in conformance with 29 CFR 1602.31.

RECORD TITLE	RETENTION PERIOD	COMMENTS
4) Incident/Accident Reports	4) 6 years + current	
RESOLUTIONS	Permanent	
RULES AND REGULATIONS	Permanent	
CUSTOMER BILLING 1) Account History 2) Adjustment Records 3) Billing Journals 4) Nonpayment Billing Notices 5) Statements	1) 2 years + current after account closed 2) 2 years 3) 6 years + current 4) 1 year 5) 3 years + current	Tolls, etc.

**FIRST AMENDMENT TO
AGREEMENT
FOR
ENGINEERING CONSULTING SERVICES
BY AND BETWEEN
JEFFERSON PARKWAY PUBLIC HIGHWAY AUTHORITY
AND
LS GALLEGOS & ASSOCIATES, INC**

This **FIRST AMENDMENT TO AGREEMENT FOR ENGINEERING CONSULTING SERVICES** (this "Amendment") is entered into this 21st day of January, 2016 by and between the **JEFFERSON PARKWAY PUBLIC HIGHWAY AUTHORITY**, a body corporate and political subdivision of the State of Colorado ("JPPHA"), and **LS GALLEGOS & ASSOCIATES, INC.**, a Colorado corporation ("Consultant"), (JPPHA and Consultant may individually be referred to herein as a "Party" or collectively referred to herein as the "Parties").

RECITALS

WHEREAS, JPPHA entered into the Agreement for Engineering Services with Consultant which was effective as of December 24, 2013 (the "Agreement"); and

WHEREAS, the JPPHA and the Consultant desire to make certain amendments to the Agreement; and

WHEREAS, in accordance with Paragraph 17 of the Agreement, the parties may modify the Agreement upon by a writing executed by both the Consultant and the JPPHA.

NOW THEREFORE, in consideration of the mutual covenants and stipulations hereinafter set forth, the sufficiency of which is hereby acknowledged, the parties do hereto agree to amend the Agreement as follows:

TERMS AND CONDITIONS

1. **AMENDMENT TO PARAGRAPH 3 OF AGREEMENT.** Paragraph 3 of the Agreement is hereby amended to extend the term of the Agreement by the addition of the following language:

The term of this Agreement shall be extended for one additional year commencing on January 1, 2016 and continue through December 31, 2016.

2. **EFFECTIVE DATE OF AMENDMENT.** This Amendment is effective as of January 1, 2016.

3. **FULL FORCE AND EFFECT.** Except as expressly modified by this Amendment, all other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be as of the day and year first above written. By signature of its representatives below, each party affirms it has taken all necessary action to authorize said representative to execute this Amendment.

**JEFFERSON PARKWAY PUBLIC HIGHWAY
AUTHORITY**

By: _____
Its: _____

ATTEST:

By: _____
Its: _____

LS GALLEGOS & ASSOCIATES, INC.

Matthew M. Dole
By: Matthew M. Dole
Its: Vice President - Transportation

ATTEST:

Sharon D. Adams

**RESOLUTION
OF THE BOARD OF DIRECTORS OF THE
JEFFERSON PARKWAY PUBLIC HIGHWAY AUTHORITY**

A Resolution Concerning Annual Administrative Items

Resolution 16-02

At a regular meeting of the Board of Directors of the Jefferson Parkway Public Highway Authority (the "Authority"), held at 3:00 P.M., on Thursday, January 21, 2016, at Arvada City Hall, 8101 Ralston Road, Arvada, Colorado 80001, at which a quorum was present, the following resolution was adopted:

WHEREAS, the Authority was created pursuant to the Public Highway Authority Law, Sections 43-4-501, *et seq.*, C.R.S., to finance, construct, operate and maintain the Jefferson Parkway Public Highway; and

WHEREAS, the Board of Directors of the Authority (the "Board") has a duty to perform certain obligations in order to assure the efficient operation of the Authority; and

WHEREAS, pursuant to Section 43-4-505(3)(c), C.R.S., the Board is authorized to make orders and pass resolutions necessary for the government and management of the affairs of the Authority and the execution of the powers vested in the Authority; and

WHEREAS, pursuant to Section 43-4-505(3)(e), C.R.S., the Board is authorized to designate the location of its office or offices; and

WHEREAS, pursuant to Section 43-4-505(3)(b), C.R.S., the Board is authorized to fix the time and place of meetings either within or without the boundaries of the Authority; and

WHEREAS, pursuant to Section 43-4-505(3)(b), C.R.S., the Board is authorized to designate the method of providing notice of the meetings; and

WHEREAS, Section 43-4-513(2), C.R.S. requires that at least seven (7) days prior to a regular meeting the Board shall make available to the public written or electronic notice of the time and agenda of such meeting; and

WHEREAS, Section 24-6-402(2)(c), C.R.S., specifies the duty of the Board to designate a posting place, within the boundaries of the Authority, for notices of meetings which are not otherwise posted as regular or special meetings under Title 43, C.R.S., and that such notices shall be posted no less than twenty-four (24) hours prior to such meeting; and

WHEREAS, the Establishing Contract of the Authority specifies that regular meetings of the Board shall be held at such time, on such day, and at such hour as the Board shall from time to time establish; and

WHEREAS, the Establishing Contract of the Authority specifies that special meetings of the Board may be held at any time at any place within the Denver metropolitan region, upon twenty-four (24) hours written notice delivered to the home or place of employment of each Member of the Board, unless such notice be waived in writing; and

WHEREAS, in accordance with certain provisions in the Public Highway Authority Law, Sections 43-4-501, *et seq.*, C.R.S., and the Local Government Budget Law, Sections 29-1-101, *et seq.*, C.R.S., the Board is to publish certain legal notices in a newspaper of general circulation within the boundaries of the Authority; and

WHEREAS, the Local Government Budget Law requires the Board to designate or appoint a person to prepare yearly budgets and submit the same to the Board, to hold a public hearing on the proposed budgets and any amendments thereto, to adopt budgets and to file copies of the budgets and amendments thereto with the proper governmental entities; and

WHEREAS, pursuant to Section 43-4-505(1)(a), C.R.S., the Board is authorized to delegate, by resolution, any of the powers of the board to any of the officers or agents of the Board except as specifically prohibited therein; and

WHEREAS, in accordance with the Bylaws of the Board, the Board shall elect a chairman, vice-chairman and treasurer, each of whom must also be a Member-appointed Director, and the Board shall also elect a secretary who may be, but need not be, a Director; and

WHEREAS, Section 24-6-402(2)(d.5)(II)(A), C.R.S., specifies that discussions that occur in an executive session of a local public body shall be electronically recorded; and

WHEREAS, pursuant to Section 24-6-402(2)(d.5)(II)(E), C.R.S., such electronic recording of executive sessions shall be retained for at least ninety (90) days after the date of the executive session.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE JEFFERSON PARKWAY PUBLIC HIGHWAY AUTHORITY THAT RESOLVES AS FOLLOWS:

1. The Board designates Arvada City Hall, 8101 Ralston Road, Arvada, Colorado 80001 as the Authority's principal office.
2. The Board fixes regular meetings as the third Thursday of January, April, July and October at 3:00 P.M., at Arvada City Hall, 8101 Ralston Road, Arvada, Colorado 80001.
3. That the Board designates, as the method of providing notice of meetings as required by statute, the posting of such notices at these locations, for notice of both regular and special meetings: (1) Arvada City Hall, 8101 Ralston Road, Arvada, Colorado 80001; (2) Broomfield City and County Administration Building, One DesCombes Drive, Broomfield, Colorado 80020; and (3) Jefferson

County Administration and Courts Facility, 100 Jefferson County Parkway, Golden, Colorado 80419.

4. For purposes of Section 43-4-513(2), C.R.S., the Board directs that notice of the time and agenda of regular meetings shall be made available to the public at Arvada City Hall, 8101 Ralston Road, Arvada, Colorado 80001 and/or <http://www.ippha.org> at least seven (7) business days prior to regular meetings of the Board.
5. For purposes of the Colorado Open Meetings Law, the Arvada City Hall, 8101 Ralston Road, Arvada, Colorado 80001 is designated as the place at which meeting notices shall be posted.
6. The Board directs that the Secretary of the Authority deliver notice of special meetings to each Member or Affiliate Non-Voting Member by email, fax or physical delivery to the address retained by the Secretary for the receipt of such notices not less than twenty-four (24) hours prior to the time fixed for the meeting.
7. That the Board designates the Denver Post as the newspaper for publication of legal notices.
8. The Board directs the Executive Director for the Authority, or such person to whom the Executive Director may delegate, to prepare and submit a proposed budget and a final budget annually and budget amendments as necessary to the governing body of the Authority; and to file the approved budgets and amendments thereto with the proper governmental entities in accordance with the Local Government Budget Law.
9. That the Board authorizes the Executive Director, in addition to any other grants of authority, to execute on behalf of the Authority all documents, including but not limited to contracts, options, purchase agreements, deeds and easements, which have been approved by the Board.
10. The Board hereby elects the following officers for the Authority:

Chairman: _____
Vice-Chairman: _____
Secretary: _____
Treasurer: _____
11. The Board directs staff and legal counsel to retain electronic recordings of executive sessions for purposes of the Colorado Open Meetings Law for ninety (90) days after the date of the executive session. The Board further directs legal counsel to systematically delete all recordings of executive sessions made for

purposes of the Colorado Open Meetings Law at its earliest convenience after the ninetieth (90th) day after the date of the executive session.

Whereupon, a motion was made and seconded, and upon a majority vote this Resolution was approved by the Board.

ADOPTED AND APPROVED THIS 21st DAY OF JANUARY 2016.

**JEFFERSON PARKWAY
PUBLIC HIGHWAY AUTHORITY**

By: _____
Its: _____

ATTEST:

By: _____
Its: _____