

**AGENDA OF THE
SPECIAL MEETING OF
SOUTHSHORE METROPOLITAN DISTRICT**

Time: Tuesday, January 9, 2024, 6:00 p.m.

Location: This meeting will be held via Zoom and may be joined using the following link:
<https://us02web.zoom.us/j/88935891857>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 253 215 8782 or +1 346
248 7799 or +1 669 900 9128

Webinar ID: 889 3589 1857

Ryan Zent, President	May 2027
Kevin Stadler, Vice President/Secretary/Treasurer	May 2027
Jeffrey Bergeon, Vice President/Assistant Secretary/Treasurer	May 2025
Kevin Chan, Vice President/Assistant Secretary/Treasurer	May 2025
Colette Palmer, Vice President/Assistant Secretary/Treasurer	May 2025

AGENDA

1. Disclosures of any potential conflicts of interest.
2. Consent Agenda.
 - (a) Review and approve December 12, 2023 Regular Meeting Minutes.
 - (b) Review and approve Resolution Designating Posting Location.
 - (c) Review and approve Resolution Establishing Date, Time and Location of Regular Meetings.
 - (d) Review and approve Resolution Adopting the Colorado Special District Records Management Manual.
3. 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 minutes per person and the public comment portion of this meeting will not exceed 30 minutes.
4. Update on final dissolution of Southshore Metropolitan District No. 1 and name change of the District; approve and/or ratify any related items.

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF SOUTHSHORE METROPOLITAN DISTRICT F/K/A SOUTHSHORE METROPOLITAN DISTRICT NO. 2

HELD DECEMBER 12, 2023

A Regular Meeting of the Boards of Directors of the Southshore Metropolitan District f/k/a Southshore Metropolitan District No. 2 was held on December 12, 2023 at 3:00 p.m. The Meeting was held by virtual attendance on Zoom at <https://us02web.zoom.us/j/83957417542>, (669) 900-9128 or (346) 248-7799 or (646) 558-8656 or (253) 215-8782 or (301) 715-8592 or (312) 626-6799

ATTENDANCE

Directors in Attendance were:

Ryan Zent, President
Kevin Stadler, Vice President/Secretary/Treasurer
Jeff Bergeon, Vice President/Assistant Secretary/Treasurer
Kevin Chan, Vice President/Assistant Secretary/Treasurer
Colette Palmer, Vice President/Assistant Secretary/Treasurer

Absent (excused):

None.

Also in Attendance were:

Cathy Hamilton of Simmons & Wheeler
Doug Richter of Earnweald Consulting Services, LLC
Aaron Clutter of JR Engineering
David A. Greher of CEGR Law
Sarah H. Luetjen of CEGR Law
Brian Matisse of BK Matisse
Various members of the public

CONFLICTS OF INTEREST

Mr. Greher noted that none of the Directors have advised of any potential current conflict of interest for this meeting.

NOTICE

Mr. Greher stated that Notice had been properly posted at least 24 hours prior to the meeting on the District's website. Mr. Greher confirmed that such Notice was also placed at the entrance of the Lakehouse, Lighthouse and sent to the City of Aurora Clerk. The certification of posting is attached hereto. The notice also included the agenda items.

METROPOLITAN
DISTRICT TASK
FORCE

Director Chan introduced Mr. Matise to the Board. Mr. Matise discussed the creation and purpose of the Metropolitan District and Homeowners Association Task Forces and answered questions from the public about special districts.

NOVEMBER 14,
2023 MINUTES

The Board considered the Minutes of the November 14, 2023 Coordinated Special Board meeting. After discussion and upon motion duly made, seconded and unanimously carried, the Minutes of the District’s Board meeting were approved as presented.

PUBLIC COMMENT

The Board took comments and answered various questions from the members of the public.

UPDATE ON
STATUS OF
DISSOLUTION OF
SOUTHSHORE
METROPOLITAN
DISTRICT NO. 1

Mr. Greher informed the Board that the Order for Dissolution of Southshore Metropolitan District No. 1 has been recorded with the Arapahoe County (the “**County**”) Clerk and Recorder and subsequently forwarded to the County Assessor, Division of Local Government and the State Auditor’s office. Ms. Hamilton noted that the banking matters have been wrapped up and all bills are being paid directly by the District.

DISCUSS STATUS
OF DISTRICT
NAME CHANGE

Mr. Greher reported to the Board that the County District Court has granted the Order for Name Change and once the Order has been recorded with the County Clerk and Recorder, the District’s name will officially be Southshore Metropolitan District. This is expected to be complete by the end of the month.

ACCOUNTANT’S
REPORT

Ms. Hamilton reviewed the financials with the Board. She then presented a list of checks to ratify and invoices to be approved.

Following discussion and upon motion duly made, seconded and unanimously carried, the Board (a) approved and confirmed the disbursements as presented and (b) approved the checks.

Ms. Hamilton then discussed Requisition No. 24 for payment under the Metro District Escrow Improvements Agreement, in the amount of \$279.45 (plus accrued interest) payable to the District for the purposes of closing the account for future capital expenses. Following discussion, and upon motion duly made, seconded and unanimously carried, the Requisition was approved as presented.

2024 BUDGET
RESOLUTION

Ms. Hamilton then reviewed the budget and the Board discussed. Upon motion duly made, seconded and unanimously carried, the Board approved the budget, and adopted the Resolution to Adopt Budget, Certify Mill Levy and Appropriate Funds, subject to the final assessed valuation received from the County.

SNOWPLOW
AGREEMENT

Mr. Greher presented the Agreement between the District and the City of Aurora (the “**City**”) for snow removal and plowing operations on local streets within the boundaries of the District. Upon motion duly made, seconded and unanimously carried, the Board ratified the Agreement, subject to execution by the City and the addition of the December 18, 2023 effective date.

DISTRICT
ENGINEER’S ORAL
REPORT

Mr. Richter presented the engineer’s report. He noted that the District has received the acceptance for Pond C from the City. The chain link fence has been removed, allowing the public to access the open space and reservoir. The City will ensure the gate will be open daily between the hours of 8:00 a.m. and 5:00 p.m. Mr. Richter then noted that Colorado Water Well has winterized all pumps in preparation of the winter season.

TEMPORARY
CONSTRUCTION
EASEMENT
UPDATE

Mr. Richter provided an update on the status of the construction of a community member’s private pool. Comcast has given the approval of the vacation from its easement and the property owner is now waiting for Xcel to provide an update on the possible vacation from its easement. Once the owner receives the approval from Xcel the owner can move forward with the construction of the pool.

UNDERDRAIN
PROJECT UPDATE

Mr. Clutter provided an update on the underdrain project. Two feet of sediment was found in Pond B and the work will be done over the winter season using specialized equipment and he then noted that there will be additional costs associated with the pond maintenance done in 2023. Upon motion duly made, seconded and unanimously carried, the Board approved the Change Order in an amount not to exceed \$46,000.

Mr. Clutter then discussed the continued pond maintenance. He recommends that the maintenance done throughout the year in order to prevent large build-ups. Mr. Clutter noted that he will be sending bids out for the 2024 pond maintenance and will report back to the Board.

SAFETY AND
SECURITY
UPDATE

President Zent noted there was no update to provide. No action was taken.

NOTICE OF
TERMINATION

President Zent discussed the Notice of Termination of Amended and Restated Services Agreement and Amended and Restated Memorandum of Understanding with the Board. Upon motion duly made, seconded and unanimously carried, the Board ratified the Notice of Termination.

DISTRICT
MANAGEMENT
REQUEST FOR
PROPOSALS

Director Chan met with three District Management firms and conducted a walkthrough of the community, with each firm. Director Chan will continue to review the bids and proposals and will report back to the Board. Director Chan then noted he plans to begin the request for proposal process for landscape services and will provide an update at an upcoming meeting.

2024 MEETING
DATES

Ms. Luetjen discussed the current meeting schedule with the Board. It was decided the 2024 regular meeting dates will be held at 6:00 p.m. on the second Tuesday of each month.

DISTRICT
COMMITTEES

Director Stadler discussed the implementation of five separate committees to address various areas of District operations, along with the Charter for each. Each committee will focus on one of the following: Communication, Safety and Security, Finance and Landscape. Director Stadler noted that it would be preferable if at least six community members sat on each Board. Upon motion duly made, seconded and unanimously carried, the Board accepted each Committee Charter as presented.

EXECUTIVE
SESSION

Not needed.

ACTION ON
MATTERS
DISCUSSED IN
EXECUTIVE
SESSION

None.

OTHER MATTERS

Director Stadler informed the Board that he received a proposal from Front Range Recreation regarding pool management. The Board authorized President Zent and Director Stadler to work with Front Range Recreation regarding the terms of the Pool Management Agreement. Upon motion duly made, seconded and unanimously carried, the Board approved the Pool Management Agreement in an amount not to exceed \$330,000 and subject to review of the final form by legal counsel.

ADJOURNMENT

There being no other matters to come before the Board, the meeting was adjourned.

Respectively submitted,

Sarah H. Luetjen, Secretary for the meeting

APPROVED

Ryan Zent

Jeff Bergeon

Kevin Chan

Colette Palmer

Kevin Stadler

SOUTHSHORE METROPOLITAN DISTRICT

RESOLUTION DESIGNATING LOCATION TO POST NOTICE

WHEREAS, pursuant to §§24-6-402(2)(c) and 32-1-903(2), C.R.S., notice and, where possible, the agenda of the Southshore Metropolitan District (the “**District**”) Board of Directors (the “**Board**”) meetings at which the adoption of any formal action is to occur or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be posted within the boundaries of the District at least 24 hours prior to each meeting at a location designated at the first regular meeting of each year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Southshore Metropolitan District as follows:

Notices of meetings (regular, special and work/study session) of the Board required pursuant to Title 24, Article 6, Part 4, C.R.S., shall be posted at least 24 hours prior to each meeting on the District’s website: <https://www.southshoremetro.org/>

In the event of exigent or emergency circumstances such as a power outage or an interruption in internet service that prevents the public from accessing the online designated posting location or prevents the District from posting a notice at the online designated posting location, the District will post notice of public meetings at least 24 hours prior to the meeting at the following physical locations within the District:

Front door of the Lakehouse
27151 E. Lakeview Drive
Aurora, Colorado 80016

Front door of the Lighthouse
27301 E. Southshore Drive
Aurora, Colorado 80016

ADOPTED this 9th day of January, 2024

SOUTHSHORE METROPOLITAN DISTRICT

By _____
Chairman

ATTEST:

Secretary

**RESOLUTION ESTABLISHING THE DATE, TIME AND LOCATION FOR THE
REGULAR MEETINGS OF THE BOARD OF DIRECTORS OF SOUTHSORE
METROPOLITAN DISTRICT**

WHEREAS, pursuant to Section 32-1-903 C.R.S., the Board of Directors (the “**Board**”) of the Southshore Metropolitan District (the “**District**”) is required to meet regularly at a time and in a place to be designated by the Board; and

WHEREAS, pursuant to Section 32-1-903(1), C.R.S., all regular and special meetings of the Board shall be held at locations which are within the boundaries of the District or which are within the boundaries of any county in which the District is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the District boundaries unless such requirement is waived by the Board pursuant to Section 32-1-903(1)(a), C.R.S.; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTHSORE METROPOLITAN DISTRICT OF THE COUNTY OF ARAPAHOE, COLORADO AS FOLLOWS:

1. Regular Meetings.

Regular meetings of the Board of Directors of the Southshore Metropolitan District for the year 2024 shall be held on the second Tuesday of every month at 6:00 p.m. virtually or telephonically. Final information regarding the location or manner of meeting will be included on the District's meeting notice and agenda and posted at least 24 hours in advance on the District's website or physical posting location.

2. Special Meetings.

Special meeting may be called by any director by informing the other directors of the date, time and place of such special meeting, and the purpose for which it is called, and by posting notice as provided herein and required by law at least 24 hours prior to said meeting.

3. Change of Meeting Dates.

That until circumstances change and a future resolution of the Board so designates, the location of all special and regular meetings of the Board shall appear on the agenda of said special and regular meetings.

APPROVED AND ADOPTED this 9th day of January, 2024.

SOUTHSHORE METROPOLITAN DISTRICT

By: _____
Chairman

Attest:

Secretary

SOUTHSHORE METROPOLITAN DISTRICT

**RESOLUTION ADOPTING THE COLORADO SPECIAL DISTRICT
RECORDS MANAGEMENT MANUAL**

WHEREAS, the Southshore Metropolitan District (the “**District**”), acting by and through its duly appointed Board of Directors (the “**Board**”) recognizes a need for a comprehensive records management manual for the District’s non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Colorado State Archives has developed a state-wide Records Management Manual in cooperation with the Colorado Special District Association, the Colorado Attorney General’s Office and the State Auditor’s Office for special districts to use and follow.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Southshore Metropolitan District as follows:

1. The Board hereby adopts the Colorado Special Districts Records Management Manual (the “**Manual**”) and all subsequent revisions.
2. The Board authorizes the District to submit a request to the Colorado State Archives to adopt the Manual. Approval from the State Archivist is legal authority for the destruction and preservation of District records.
3. All Resolutions of the Board inconsistent with this Resolution are hereby repealed to the extent of such inconsistency and all actions of the officers, agents and employees of the District which are in furtherance of or in conformance with the purposes and intent of this Resolution are hereby in all respects ratified, approved and confirmed.

RESOLVED this 9th day of January, 2024.

SOUTHSHORE METROPOLITAN DISTRICT

By: _____
Chairman

Attest:

Secretary

Records Management Manual

Approval Request Form

County Municipality School District/BOCES Special District

NAME OF ENTITY

CONTACT PERSON/TITLE:

MAILING ADDRESS:

TELEPHONE:

E-MAIL:

LOCAL EXCEPTIONS:

(List and provide basis and description of any local exceptions for records retention periods that are specified by formal direction of the local ordinance, Home Rule Charter provision, by board resolution or formal direction of the school board, governing body, etc., that differ from those set out in the Records Retention Manual for your specific entity. Use additional pages if needed.)

THE ABOVE ENTITY HEREBY REQUESTS APPROVAL FROM THE COLORADO STATE ARCHIVES TO FOLLOW *THE SPECIFIC ENTITY'S RECORDS RETENTION MANUAL*, WITH THE LOCAL EXCEPTIONS INDICATED.

SIGNATURE OF AUTHORIZED ENTITY REPRESENTATIVE

DATE OF SUBMITTAL OF REQUEST FOR APPROVAL

SIGNATURE OF STATE ARCHIVIST AND DATE

Southshore Metropolitan District
 Claims to be approved - 1/9/2024 meeting

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Amount</u>
CMS Environmental Solutions, LLC	162479	1/1/2024	12 Inspection F14 Trail	\$ 625.00
Cockrel Ela Glesne Greher & Ruhland	12 31 23	12/31/2023	12 Legal	15,673.50
ColoradoScapes	7424	12/31/2023	Lights at Titus / Smoky Hill	11,699.69
Earnweald Consulting Services, LLC	SSMD-2023-54	12/31/2023	12 District Engineer	2,080.00
J. R. Engineering, LLC	83169	10/31/2023	10 Sports Complex	2,304.00
J. R. Engineering, LLC	83424	11/30/2023	11 Sports Complex	6,006.20
Metropolitan District Public Safety	1786	1/1/2024	12 Security Services	6,775.00
Notchcode Creative	SOU-001.1	1/4/2024	Interpretive sign panels	1,650.00
Simmons & Wheeler, P.C.	36941	11/30/2023	11 Accounting	1,369.90
				48,183.29