

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

Time: Tuesday, March 12, 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/82259514192>

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: 822 5951 4192

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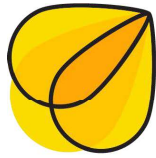
Ryan Zent, President	May 2027
Kevin Stadler, Vice President/Secretary/Treasurer	May 2027
Jeffrey Bergeon, Vice President/Assistant Secretary/Treasurer	May 2025
Kevin Chan, Vice President/Assistant Secretary/Treasurer	May 2025
Colette Palmer, Vice President/Assistant Secretary/Treasurer	May 2025

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**AGENDA**

1. Disclosures of any potential conflicts of interest.
2. Consideration of Agenda.
3. Consent Agenda.
  - (a) February 13, 2024 Regular Meeting Minutes.
  - (b) March 8, 2024 Special Meeting Minutes.
4. Updates:
  - (a) Southshore Parkway entrance lights.
  - (b) Discuss retaining wall.
  - (c) Status of Axis Oil and Gas Lease.
  - (d) Status of Sports Court.
  - (e) Dog Park/Ridgeline trail.
  - (f) Safety and security.
5. 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.





# HIGHSTREET

TCW Risk Management

AGENCY SERVICES AGREEMENT

**District Name:**

TCW Risk Management ("the Agency") agrees to act as Insurance Agent, representing its multiple resources, for the above-named District. The agent's services for property and liability shall include the following:

1. Review the District's coverage needs, budgets and future plans with the District's Project Manager and, if requested, the District's Board or the Board's designated representative.
2. Review property coverage including physical inspection of the District's property locations (if requested), if the District has real and/or personal property it wishes to insure.
3. Prepare and submit applications to the Colorado Special Districts Property and Liability Pool and at the request of District other standard carriers.
4. Present all quotations on a "net of commission" basis (no commissions in the price) if total annual premiums are less than \$6,000. If over \$6,000, quotes will include commission and no fee will be charged.
5. Prepare separate billings – one for quoted net premiums and one for the services of the Agency.
6. Provide claim services including but not limited to: taking initial calls or reports of claims from Districts Representative or claimants; reporting claims to the districts insurance company; providing insurance related counsel and advice during the claim process to the District and its Representatives; fielding calls from claimants; directing insurance company adjustors to District Representatives.
7. Provide ancillary services on an as-needed basis, including, but not limited to contract language review for insurance purposes (only) or aid in negotiating required insurance terms with entities either requiring insurance of the District or required to have insurance by the District.



**FEES**

If the total annual premiums of the below policies purchased by the district through the Agency are less than \$6,000, then the Agency shall charge the following fees in lieu of commissions:

**\$595.00** annual fee: Liability, Public Officials Liability, Automobile Liability.

**\$280.00** annual fee: Additional if property coverage is required.

**\$200.00** annual fee: Inactive District Liability.

***\*Fees are invoiced annually and subject to normal increases.***

**Please acknowledge your agreement with the terms herein by signing below. The obligation for payment of the above fees shall be the responsibility of the District signing below.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person Signing – Printed or Typed

\_\_\_\_\_  
Name of Organization represented by  
above signor – Printed or Typed

\_\_\_\_\_  
Date

**SOUTHSHORE METROPOLITAN DISTRICT**  
**BOARD COMMUNICATION**

DATE	SUBJECT	AGENDA
3/04/2024	Award of Maintenance and Administrative Oversight associated with Southshore Metropolitan District 2024 Drainage Facility Maintenance	

INITIATED BY
Aaron Clutter

STAFF RECOMMENDATIONS/BOARD CONSIDERATIONS
<p>Board should consider the following:</p> <ol style="list-style-type: none"><li>Award a maintenance contract to the lowest responsive bidder to maintain the following improvements:<ul style="list-style-type: none"><li><b>Southshore 2024 Drainage Facility Maintenance</b> - routine maintenance of nine (9) stormwater facilities to include trash &amp; debris removal, weed control, and minor repair work.</li></ul></li></ol> <p>Attached to this board communication is a separate Evaluation of Bids prepared by JR Engineering; JR Engineering recommends awarding the contract to <b>Consolidated Divisions, Inc. dba CDI</b>.</p> <ol style="list-style-type: none"><li>Enter into a consultant agreement with <b>JR Engineering</b> for construction administration, oversight, and inspection. A detailed scope and fees are attached to this board communication for review and consideration.</li></ol>

## BACKGROUND INFORMATION

The Drainage Facility Maintenance will provide the necessary cleaning and maintenance of select District ponds and channels. These facilities were inspected by JR Engineering in December 2023 to determine specific maintenance needs. This project was bid in January of 2024.

### **SOUTHSHORE METROPOLITAN DISTRICT NO. 2** AURORA, CO 80016 **2024 STORMWATER FACILITIES EXHIBIT**



## FINANCIAL DETAILS

Directly below are the financial details for awarding the contract and entering into consultant agreements associated with this board communication:

### **Maintenance Costs:**

Maintenance Contract to CDI -	\$80,931
10% Contingency -	<u>\$8,093</u>
<b>Maintenance Subtotal:</b>	<b>\$89,024.00</b>

### **Maintenance Bidding and Oversight Costs:**

Bidding Services –	\$3,140.00
Contractor Oversight -	\$11,310.00
Contract Administration -	<u>\$4,780.00</u>
<b>Construction Bidding and Assistance Subtotal:</b>	<b>\$19,230.00</b>

**Total Funding Budget - \$108,254.00**



February 29, 2024

Board of Directors  
**Southshore Metropolitan District**  
c/o Cockrel Ela Glesne Greher & Ruhland, P.D.  
44 Cook Street, Suite 620  
Denver, CO 80206

**RE: Recommendation/Evaluation of Bids for 2024 Drainage Facility Maintenance**

Dear Board of Directors:

This letter is a Recommendation and Evaluation of Bids received in February 2024 for the Southshore Metropolitan District for 2024 Drainage Facility Maintenance. JR Engineering performed a complete evaluation of the Contractor's bid form pricing and have provided a recommendation based on lowest responsive Bidder.

The project consists of annual 2024 Drainage Facility Maintenance for eight (8) Southshore Metropolitan District water quality/detention ponds and drainage channels. Specific items include debris & trash removal, weed control, and minor repair work to ensure all systems are functioning as intended.

JR Engineering received two bids for the Southshore Metro District 2024 Drainage Facility Maintenance. The Contractor and their respective bid is as follows:

<b>CONTRACTOR</b>	<b>TOTAL BID</b>
Clearwater Property & Resource Mgmt.	\$97,760.00
Consolidated Divisions, Inc.	\$80,931.00

**1. Bid Price**

Based on the information provided within the bid documents an evaluation was done on the Bid Price. JR Engineering prepared a bid tabulation (Attachment #1) of each Contractor's bid to verify the accuracy of the bids. The bid tabulation and the table above both show the correct total cost for each Bid based on the proposed quantities and provided unit prices.





JR Engineering also utilized the OSHA Web Page to check if the Contractor's had any major outstanding OSHA violations on record. No major violations were found within the past three years for either contractor.

**5. Summary**

Based on review of the bid proposals received by JR Engineering, the following is our recommendation of award of the bid schedule based on the above categories for the 2024 Drainage Facility Maintenance located within the Southshore Metropolitan District.

CONTRACTOR	RECOMMENDATION
Consolidated Divisions, Inc.	Award Qualified Bidder

If you have any questions or concerns, please feel free to contact me at (303) 267-6220.

Sincerely,

**JR ENGINEERING, LLC**

A handwritten signature in blue ink that reads "Aaron L. Clutter".

Aaron Clutter, P.E.

**BID TABULATION**  
**2024 POND MAINTENANCE**  
**SOUTHSHORE METROPOLITAN DISTRICT NO. 2**

**Clearwater Resource & Property  
 Management**

**Consolidated Divisions, Inc.**

Facility	Item#	Area	Description	Qty	U/M	AVERAGE COST	Clearwater Resource & Property Management			Consolidated Divisions, Inc.		
							Unit Price	% AVG	Cost	Unit Price	% AVG	Cost
<b>General</b>		General	Force Account - Incidental Items	1	LS	\$ 10,000.00	\$10,000.00	100%	\$ 10,000.00	\$10,000.00	100%	\$ 10,000.00
<b>Filing 1 Irrigation Pond</b>	1	General	Remove all trash & debris (2X Annually)	2	EA	\$ 1,358.00	\$1,050.00	155%	\$ 2,100.00	\$308.00	45%	\$ 616.00
	2	General	Weed Control (2X Annually)	2	EA	\$ 1,551.50	\$1,200.00	128%	\$ 2,400.00	\$351.50	45%	\$ 703.00
	3	General	Insect Control (One application annually)	1	LS	\$ 2,089.00	\$1,785.00	85%	\$ 1,785.00	\$2,393.00	115%	\$ 2,393.00
	4	Storm Inflow Points (2)	Remove trash, debris, & excess vegetative growth	1	LS	\$ 1,189.25	\$1,650.00	139%	\$ 1,650.00	\$728.50	61%	\$ 728.50
	5	Pond Outlet	Remove trash, debris, & excess vegetative growth	1	LS	\$ 767.75	\$1,100.00	143%	\$ 1,100.00	\$435.50	57%	\$ 435.50
<b>Senac Creek Channel A</b>	6	General	Remove all trash & debris (2X Annually)	2	EA	\$ 1,358.00	\$1,050.00	155%	\$ 2,100.00	\$308.00	45%	\$ 616.00
	7	General	Weed Control (2X Annually)	2	EA	\$ 1,490.00	\$1,200.00	161%	\$ 2,400.00	\$290.00	39%	\$ 580.00
	8	General	Insect Control (One application annually)	1	LS	\$ 1,661.00	\$1,785.00	107%	\$ 1,785.00	\$1,537.00	93%	\$ 1,537.00
	9	Drop Structures (3)	Remove vegetation, debris, & sediment	3	EA	\$ 6,759.00	\$400.00	18%	\$ 1,200.00	\$4,106.00	182%	\$ 12,318.00
	10	Channel	Remove vegetation, debris, & sediment	1	LS	\$ 3,336.00	\$5,200.00	156%	\$ 5,200.00	\$1,472.00	44%	\$ 1,472.00
	11	Storm Inlets (2)	Remove vegetation, debris, & sediment from entire structure	2	EA	\$ 939.00	\$550.00	131%	\$ 1,100.00	\$289.00	69%	\$ 578.00
<b>Senac Creek Channel B</b>	12	General	Remove all trash & debris (2X Annually)	2	EA	\$ 1,187.00	\$770.00	130%	\$ 1,540.00	\$417.00	70%	\$ 834.00
	13	General	Weed Control (2X Annually)	2	EA	\$ 1,232.00	\$850.00	138%	\$ 1,700.00	\$382.00	62%	\$ 764.00
	14	General	Insect Control (One application annually)	1	LS	\$ 1,863.50	\$1,785.00	96%	\$ 1,785.00	\$1,942.00	104%	\$ 1,942.00
	15	Box Culvert (Includes in and outflow bays)	Remove all sediment, debris, vegetation	1	LS	\$ 1,780.75	\$2,600.00	146%	\$ 2,600.00	\$961.50	54%	\$ 961.50
	16	Outlet Structure	Remove vegetation, debris, & sediment from entire structure	1	LS	\$ 2,821.50	\$1,100.00	39%	\$ 1,100.00	\$4,543.00	161%	\$ 4,543.00
<b>Filing 13 Pond</b>	17	General	Remove all trash & debris (2X Annually)	2	EA	\$ 1,467.00	\$1,050.00	143%	\$ 2,100.00	\$417.00	57%	\$ 834.00
	18	General	Weed Control (2X Annually)	2	EA	\$ 1,651.00	\$1,200.00	145%	\$ 2,400.00	\$451.00	55%	\$ 902.00
	19	General	Insect Control (One application annually)	1	LS	\$ 2,201.50	\$1,785.00	81%	\$ 1,785.00	\$2,618.00	119%	\$ 2,618.00
	20	Storm Inflow Points (2)	Remove excess vegetation	1	LS	\$ 1,640.00	\$1,650.00	101%	\$ 1,650.00	\$1,630.00	99%	\$ 1,630.00
	21	Outlet Structure	Remove vegetation, debris, & sediment from entire structure	1	LS	\$ 2,772.75	\$5,200.00	188%	\$ 5,200.00	\$345.50	12%	\$ 345.50
<b>Filing 13 Low Flow Channel</b>	22	General	Remove all trash & debris (2X Annually)	2	EA	\$ 1,386.00	\$770.00	111%	\$ 1,540.00	\$616.00	89%	\$ 1,232.00
	23	General	Weed Control (2X Annually)	2	EA	\$ 1,181.00	\$850.00	144%	\$ 1,700.00	\$331.00	56%	\$ 662.00
	24	General	Insect Control (One application annually)	1	LS	\$ 1,553.00	\$1,785.00	115%	\$ 1,785.00	\$1,321.00	85%	\$ 1,321.00
	25	Drop Structures (3)	Remove vegetation, debris, & sediment	3	EA	\$ 3,022.50	\$550.00	55%	\$ 1,650.00	\$1,465.00	145%	\$ 4,395.00
	26	Beaver Dams	*Drainage of beaver dams	2	EA	\$ 1,663.00	\$1,100.00	132%	\$ 2,200.00	\$563.00	68%	\$ 1,126.00
	26.1	Inlet	Remove vegetation, debris, & sediment	1	EA	\$ 767.75	\$1,100.00	143%	\$ 1,100.00	\$435.50	57%	\$ 435.50
<b>Detention Pond D</b>	27	General	Remove all trash & debris (2X Annually)	2	EA	\$ 1,187.00	\$770.00	130%	\$ 1,540.00	\$417.00	70%	\$ 834.00
	28	General	Weed Control (2X Annually)	2	EA	\$ 1,272.50	\$850.00	134%	\$ 1,700.00	\$422.50	65%	\$ 845.00
	29	General	Insect Control (One application annually)	1	LS	\$ 1,630.50	\$1,785.00	109%	\$ 1,785.00	\$1,476.00	91%	\$ 1,476.00
	30	Drop Structure/Forebay	Remove vegetation, debris, & sediment	1	LS	\$ 447.75	\$550.00	123%	\$ 550.00	\$345.50	77%	\$ 345.50
	31	Trickle Channel	Remove vegetation, debris, & sediment	1	LS	\$ 575.25	\$550.00	96%	\$ 550.00	\$600.50	104%	\$ 600.50
	32	Outlet Structure	Remove vegetation, debris, & sediment from entire structure	1	LS	\$ 1,101.50	\$1,820.00	165%	\$ 1,820.00	\$383.00	35%	\$ 383.00
<b>Filing 14 Pond A</b>	33	General	Remove all trash & debris (2X Annually)	2	EA	\$ 988.00	\$770.00	156%	\$ 1,540.00	\$218.00	44%	\$ 436.00
	34	General	Weed Control (2X Annually)	2	EA	\$ 1,140.00	\$850.00	149%	\$ 1,700.00	\$290.00	51%	\$ 580.00
	35	General	Insect Control (One application annually)	1	LS	\$ 1,421.00	\$1,785.00	126%	\$ 1,785.00	\$1,057.00	74%	\$ 1,057.00
	36	Forebays (2)	Remove vegetation, debris & sediment	2	EA	\$ 1,641.00	\$770.00	94%	\$ 1,540.00	\$871.00	106%	\$ 1,742.00
	37	Trickle Channel	Remove vegetation, debris & sediment	1	LS	\$ 876.75	\$1,100.00	125%	\$ 1,100.00	\$653.50	75%	\$ 653.50
	38	Outlet Structure	Remove vegetation, debris, & sediment from entire structure	1	LS	\$ 1,390.75	\$1,820.00	131%	\$ 1,820.00	\$961.50	69%	\$ 961.50
<b>Filing 14 Pond B</b>	39	General	Remove all trash & debris (2X Annually)	2	EA	\$ 1,467.00	\$1,050.00	143%	\$ 2,100.00	\$417.00	57%	\$ 834.00
	40	General	Weed Control (2X Annually)	2	EA	\$ 1,632.50	\$1,200.00	147%	\$ 2,400.00	\$432.50	53%	\$ 865.00
	41	General	Insect Control (One application annually)	1	LS	\$ 1,786.00	\$1,785.00	100%	\$ 1,785.00	\$1,787.00	100%	\$ 1,787.00
	42	Inflow Points (3)	Remove excess vegetation, debris, & sediment	1	LS	\$ 2,313.00	\$2,200.00	95%	\$ 2,200.00	\$2,426.00	105%	\$ 2,426.00
	43	Forebay	Remove vegetation, debris, & sediment	1	LS	\$ 1,759.00	\$770.00	44%	\$ 770.00	\$2,748.00	156%	\$ 2,748.00
	44	Trickle Channel	Remove vegetation, debris, & sediment	1	LS	\$ 914.25	\$1,100.00	120%	\$ 1,100.00	\$728.50	80%	\$ 728.50
	45	Outlet Structure	Remove vegetation, debris, & sediment from entire structure	1	LS	\$ 1,146.50	\$1,820.00	159%	\$ 1,820.00	\$473.00	41%	\$ 473.00
	46	Erosion Repair	Install soil riprap at exposed pipe (S. Side)	1	LS	\$ 4,066.50	\$3,500.00	86%	\$ 3,500.00	\$4,633.00	114%	\$ 4,633.00
<b>Total Bid:</b>						<b>\$</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>		<b>\$</b>
							<b>97,760.00</b>		<b>97,760.00</b>			<b>80,931.00</b>



# REQUEST FOR PROPOSAL

FEBRUARY 28, 2024

BIDDING AND CONSTRUCTION OVERSIGHT SERVICES  
FOR THE 2024 SOUTHSHORE DRAINAGE FACILITY  
MAINTENANCE PROGRAM

PREPARED BY



CIVIL ENGINEERING & PLANNING · CONSTRUCTION SERVICES  
LANDSCAPE ARCHITECTURE · SURVEYING · TRANSPORTATION · WATER RESOURCES

SERVICE ♦ EXPERTISE ♦ QUALITY

February 29, 2024

Southshore Metropolitan District  
c/o Cockrel Ela Glesne Greher & Ruhland, P.D.  
44 Cook Street, Suite 620  
Denver, CO 80206



RE: Bidding and Contractor Oversight Services for the 2024 Southshore District Drainage Facility Maintenance Program

Dear Board of Directors:

On behalf of **JR ENGINEERING, LLC (JR)**, I would like to thank you for this opportunity to assist the Southshore Metropolitan District with the Bidding and Construction Oversight Services for the 2024 Southshore Drainage Facility Maintenance Program. Our team has immediate availability to meet your project goals and has similar experience in providing similar services for private and public clients in the Denver Metropolitan area.

Mr. Tim Graf will provide the bidding support, observation, and inspection services during the maintenance of the drainage facilities. Mr. Graf has 5 years of experience in the administration, observation, and inspection of infrastructure projects for numerous private and public clients located in the Denver Metropolitan area. Mr. Graf will be the primary point of contact during the maintenance phase of the project and will conduct all progress meetings, provide observations and inspections, and coordinate all pay applications.

I will serve as Project Principal and will ensure that you are provided with the staff and resources necessary to complete the project within budget and on schedule.

Enclosed is a work plan outlining our project approach/scope of services, and the fees to provide the scope of services.

We look forward to providing our services to the District and discussing the scope of work presented in this proposal. If additional information or clarification is needed to support our proposal, please do not hesitate to contact me at (303) 267-6220.

Respectfully submitted

**JR ENGINEERING, LLC**

A handwritten signature in blue ink that reads 'Aaron L. Clutter'.

Aaron L. Clutter, PE  
President

Ph: (303) 267-6220

Email: [aclutter@jrengineering.com](mailto:aclutter@jrengineering.com)

## PROJECT UNDERSTANDING

Based on our understanding, the Southshore Metropolitan District is required to maintain the drainage facilities constructed within the Southshore Community. The project maintenance consists of 3 water quality/detention ponds, 2 retention ponds, and 3 drainage channels. The maintenance items include weed control, insect control, sediment removal, trash removal and structure cleanout.

With this understanding of the scope of work, JR will assist the Southshore Metropolitan District with selecting a contractor and confirming that the required maintenance is completed by the contractor in accordance the maintenance plans established for the drainage facilities. With this understanding of the project, we have prepared the following scope of services:

## SCOPE OF SERVICES

Bidding Services: JR personnel will prepare a bid package for the Southshore 2024 Drainage Facility Maintenance Program. JR will perform the following tasks during the bid phase:

- Prepare Bid Documents including bid schedule, and instructions to bidders;
- Coordinate and upload bid documents on JR's FTP site;
- Attend and conduct a Pre-Bid Meeting;
- Answer bidder questions, provide clarifications, and prepare addendum(s) as needed;
- Review received bids and prepare a computerized bid tab of all bids received; and
- Prepare a written board recommendation and evaluation of the bids received.

Pre-Maintenance Meeting: JR personnel will conduct a pre-maintenance meeting with the Contractor for this project. JR will prepare an agenda for the conference, and record, prepare, and distribute meeting minutes. The pre-construction conference shall include a discussion of the following:

- Clarification of any items in the plans or specifications;
- Exchange names and phone numbers of contact personnel;
- Request and review the construction schedule provided by the Contractor;
- Request and review all work safety and construction traffic control plans;
- Establish with the contractor the process and dates for submitting payment requests;
- Establish a process for requesting information and responding to such requests;
- Any other special construction conditions will be clarified; and

- JR will ensure that all permits, safety plans, easements, or other required information are in place prior to construction.

Respond to RFIs: JR will coordinate with applicable parties (owners, utilities, designers) and prepare a written response to the Contractor's Request for Information. We will also keep and maintain a submittal, RFI, and safety log for the project.

Pay Request Review: JR will review and approve pay requests forwarded from the Contractor. JR will forward the application for payment to the Client. JR's review will be to provide a general review of the payment request. JR will also review and verify the quantities of work performed during the pay request period. We have assumed that we will have two (2) separate pay requests from the contractor.

Change Order Request Review: JR will provide documentation and administer the processing of change orders, including applications for extension of construction time. JR will evaluate the cost and scheduling aspects of all change orders and, where necessary, negotiate with the Contractor to obtain a fair price for the work. Said negotiation shall be subject to the approval of the Client.

Construction Observation and Inspection: JR will visit the project at appropriate intervals to observe the progress of the maintenance work and field check for general conformance to the maintenance plans.

Final Inspection Report: JR will prepare a final inspection report for all drainage facilities and submit it to the Client and City of Aurora prior to December 31<sup>st</sup>, 2024.



### COST OF SERVICES SUMMARY

The following are the summarized costs of Bidding and Construction Oversight Services. A Fee Schedule & Resource Allocation chart has been included that provides more detail of the man-hour breakdown for each individual task. An estimate has been provided for "Reimbursable Expenses" below. The items associated with "Reimbursable Expenses" are outlined within the "Assumptions" section. The project will be billed as a Fixed-Fee for all tasks as outlined below.

JR Engineering Services Cost:

Task 100 – Bidding Services	\$3,140.00
Task 200 – Construction Oversight	\$11,310.00
Task 300 – Final Inspection Report	\$4,180.00
Task 400 – Reimbursable Expenses Estimate	<u>\$600.00</u>
Total Cost	\$19,230.00

### ASSUMPTIONS AND ADDITIONAL SERVICES

The following are additional fees, if necessary:

Reimbursable Expenses:

The above fee includes an estimated budget for Reimbursable Expenses, which includes final payment advertisement, reproduction of plans, and miscellaneous delivery costs. These expenses will be reimbursed on a time and materials basis.

Review and Application Fees:

JR has not included costs for applications and review fees for the City, County, State, U.S. Army Corp of Engineers, FEMA, Urban Drainage, U.S. Fish and Wildlife, Colorado Department of Health, Office of the State Engineer, or other agencies.

Construction Oversight, Administration, and Observation Assumptions:

1. By performing the scope of services, JR shall not have the authority or responsibility to supervise, direct, or control the Contractor’s work or the Contractor’s means, methods, techniques, sequences, or procedures of construction. JR shall not have authority or responsibility for safety precautions and programs incident to the Contractor’s work or for any failure of the Contractor to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the Contractor furnishing and performing the work. JR shall have the authority or responsibility to reject and/or accept Contractor’s workmanship and materials.

Fee Schedule & Resource Allocation  
SOUTHSHORE METROPOLITAN DISTRICT NO. 2  
BIDDING AND CONSTRUCTION OVERSIGHT FOR SOUTHSHORE DRAINAGE FACILITY MAINTENANCE

TASKS	WORK ITEM							Sub-Consultant	Direct Expense	Totals
		Principal	Manager / Group Lead	Project Lead	Project Engineer/ Surveyor	Engineer/ Surveyor	Two-Man Field Survey			
		\$200	\$185	\$165	\$150	\$135	\$180	L.S.	L.S.	
100	<u>Bidding Services</u>									
110	Prepare Bid Documents				4.0	2.0				\$870
120	Attend and Conduct a Pre-Bid Meeting				2.0					\$300
130	Answer Bidder Questions and issue Addendum's				4.0	2.0				\$870
140	Prepare bid tabulation				2.0					\$300
150	Prepare Board Communication with evaluation and recommendation for award	1.0			4.0					\$800
	Subtotal									\$3,140
200	<u>Construction Oversight</u>									
210	Attend/Conduct Pre-Maintenance Meeting				4.0	2.0				\$870
220	Respond to RFI's				8.0	2.0				\$1,470
230	Review, Process, and Approve Pay Requests (Assumed 2 pay applications)				6.0	2.0				\$1,170
240	Change Order Request Review				4.0					\$600
250	Construction Observation, Inspection, and Coordination with Contractor and City (Assumed 6 hrs. per Week for 2 - 4 Week maintenance periods)				48.0					\$7,200
	Subtotal									\$11,310
300	<u>Final Inspection Report</u>									
310	Perform Field Inspection of all Drainage Facilities in November/December				10.0					\$1,500
320	Prepare Report with a summary of findings and corrections for 2024 maintenance program	2.0			8.0	8.0				\$2,680
	Subtotal									\$4,180
400	<u>Reimbursable Fees Estimate</u>									
401	Advertisement for Final Release of Payment								\$500	\$500
402	Reproduction								\$50	\$50
403	Delivery Expenses								\$50	\$50
	Subtotal									\$600
	Total:	3			104	18			\$600	\$19,230

**SOUTHSHORE METROPOLITAN DISTRICT #2**  
**BOARD COMMUNICATION**

DATE	SUBJECT	AGENDA
3/7/2024	Approve a budget for the 2024 SSMD #2 Underdrain Maintenance	

INITIATED BY
Michele Tom

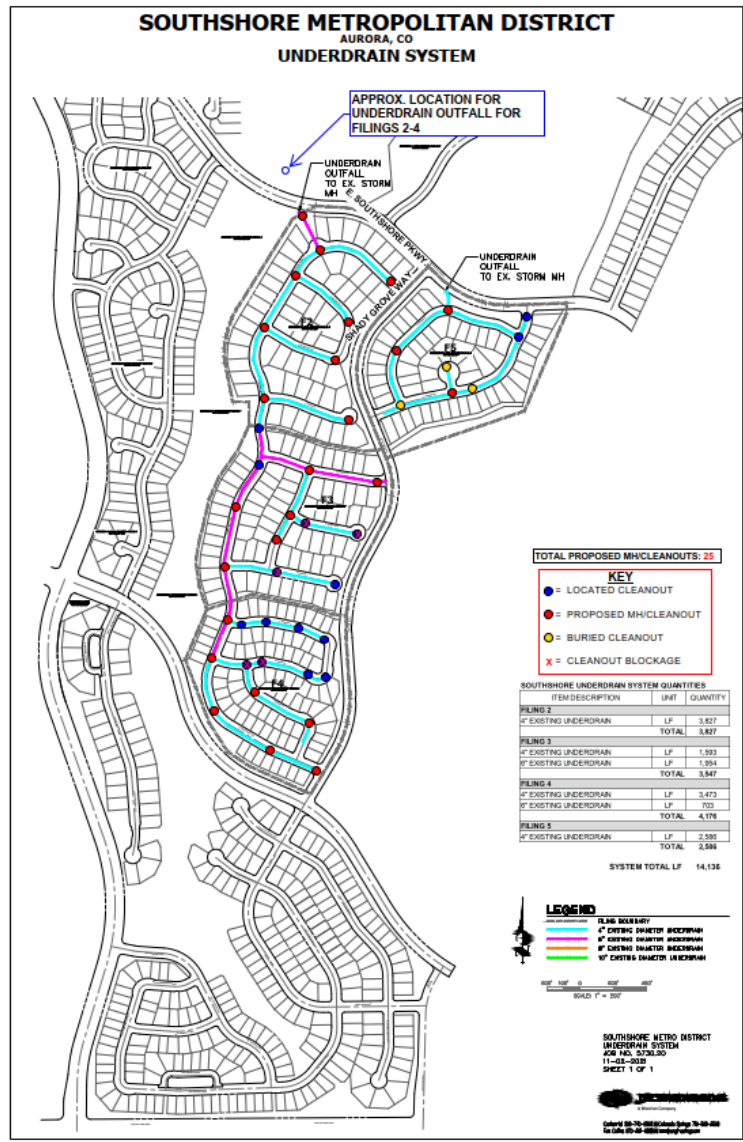
STAFF RECOMMENDATIONS/BOARD CONSIDERATIONS
<p>Board should consider the following:</p> <p>Approve a 2024 budget to maintain the existing underdrain system for Filings #2-#5. We are proposing on starting maintenance and repairs in Filing #2 and working upstream in the underdrain system. The intent is to get as far as we can with the maintenance and repairs within the allocated budget determined by the Board of Directors. We are recommending a budget of \$500k for 2024 to include services by JR Engineering and QP. Below is the general scope outline/order that will direct QP to work on the Underdrain:</p> <ul style="list-style-type: none"> <li>• <b>Filing 2 –</b> <ul style="list-style-type: none"> <li>➤ Clean/assess existing outfall.</li> <li>➤ Continue to video/locate next existing manhole/cleanout. Repair lines along the way as needed. Obtain ROW permit for manhole/cleanouts installation. Install manhole or cleanouts as needed at end-of-lines and pipe intersection points.</li> </ul> </li> <li>• <b>Filing 3 –</b> <ul style="list-style-type: none"> <li>➤ Continue to video/locate next existing manhole/cleanout (after F2 is complete). Repair lines along the way as needed. Obtain ROW permit for manhole/cleanouts installation. Install manhole or cleanouts as needed at end-of-lines and pipe intersection points.</li> </ul> </li> <li>• <b>Filing 4 –</b> <ul style="list-style-type: none"> <li>➤ Continue to video/locate next existing manhole/cleanout (after F3 is complete). Repair lines along the way as needed. Obtain ROW permit for manhole/cleanouts installation. Install manhole or cleanouts as needed at end-of-lines and pipe intersection points.</li> </ul> </li> <li>• <b>Filing 5 –</b> <ul style="list-style-type: none"> <li>➤ Video from existing outfall. Continue to video/locate next existing manhole/cleanout. Repair lines along the way as needed. Obtain ROW permit for manhole/cleanouts installation. Install manhole or cleanouts as needed at end-of-lines and pipe intersection points.</li> </ul> </li> </ul>



JR Engineering recommends to issues change order's on a monthly basis to QP based on the actual work they accomplish to ensure we don't exceed the overall 2024 approved budget. The change orders would be issued to their current 2023 Underdrain Maintenance Improvements contract.

### BACKGROUND INFORMATION

In June 2023, QP Services was contracted with the District for the Underdrain Maintenance Improvements for Filings #2-#5. From June to December of 2023 QP was able to video approximately 1300 LF of pipe and locate 17 cleanouts (see below).



## **FINANCIAL DETAILS**

Directly below are the financial details for budgeting purposes:

### **2024 Maintenance Costs:**

Construction Management, Construction, Video, and Repair Budget Recommendation -  
**\$500,000**

\*See attached proposal from JR Engineering and QP budget sheets for unit pricing



# REQUEST FOR PROPOSAL

MARCH 6, 2024

CONTRACT AND CONSTRUCTION OVERSIGHT SERVICES  
FOR THE 2024 SOUTHSHORE UNDERDRAIN  
MAINTENANCE PROGRAM

PREPARED BY



CIVIL ENGINEERING & PLANNING · CONSTRUCTION SERVICES  
LANDSCAPE ARCHITECTURE · SURVEYING · TRANSPORTATION · WATER  
RESOURCES

**SERVICE ♦ EXPERTISE ♦ QUALITY**

March 6, 2024



**Southshore Metropolitan District**

RE: Underdrain Maintenance and Repairs in Filing 2-5 at Southshore

Dear Board of Directors:

On behalf of **JR Engineering**, I would like to thank you for this opportunity to assist Southshore Metropolitan District with Contract and Construction Administration, Observation, Inspection, and Construction Coordination services associated with the Underdrain Maintenance and Repairs in Filing #2-#5 at Southshore. Our team has immediate availability to meet your project goals and has similar experience in providing similar services for numerous clients in the Denver area.

Ms. Michele Tom, PE will provide the contract support, observation, and inspection services during the maintenance of the underdrain system. Ms. Tom has 10 years of experience in the administration, observation, and inspection of infrastructure projects for numerous private and public clients located in the Denver Metropolitan area. Ms. Tom will be the primary point of contact during the maintenance of the project and will conduct all progress meetings, provide observations and inspections, and coordinate all pay applications.

Our team is committed to delivering the project on time and within budget while meeting the goals of Southshore Metropolitan District. **JR Engineering** would like to be a part of your team and help make your vision a reality.

We look forward to providing our services to you and discussing the scope of work presented in this proposal. If additional information or clarification is needed to support our proposal, please do not hesitate to contact me at (303) 267-6220.

Respectfully submitted,

**JR ENGINEERING, LLC**

A handwritten signature in blue ink that reads "Aaron L. Clutter".

Aaron L. Clutter, PE

President

Ph: (303) 267-6220

Email: [aclutter@jrengineering.com](mailto:aclutter@jrengineering.com)

## PROJECT UNDERSTANDING

Based on our understanding, the Southshore Metropolitan District is wanting the existing underdrain system within Filing #2-#5 at Southshore to be maintained and repaired. The project is generally located in Aurora, CO at East Southshore Parkway and Shady Grove Way. The District would like to employ a contractor to continue this work in Filing #2-#5 in 2024. The maintenance items include cleaning/assessing the existing outfalls, continue to video/locate existing manholes/cleanouts, repair lines along the way as needed, and install manhole/cleanouts as needed.

With this understanding of the scope of work, **JR** will assist the Southshore Metropolitan District with confirming that the required maintenance and repairs, and replacements are completed by the contractor for the underdrain system within Filing #2-#5. With this understanding of the project, we have prepared the following scope of services:

## SCOPE OF SERVICES

**Contract Coordination:** **JR Engineering** will prepare monthly change order's to the 2023 Underdrain Maintenance Contract with QP Services to include the 2024 Services. **JR Engineering** will perform the following tasks during this phase:

- Prepare a bid schedule for Filings #2-#5;
- Prepare Project Standards;
- Coordination with QP on maintenance plan for 2024;
- Review unit costs provided by QP;
- Preparation of the monthly change order's to include 2024 services into QP's existing contract for the UD Maintenance; and
- Prepare a written monthly board progress report to accompany the change order.

**Weekly Maintenance Meetings:** **JR** personnel will conduct a pre-maintenance meeting and weekly progress meetings with the Contractor for this project. **JR** will prepare an agenda for the conferences, and record, prepare, and distribute meeting minutes. The construction meetings shall include a discussion of the following:

- Clarification of any items in the plans or specifications;
- Exchange names and phone numbers of contact personnel;
- Request and review the construction schedule provided by the Contractor;
- Request and review all work safety and construction traffic control plans;
- Establish with the contractor the process and dates for submitting payment requests;
- Establish a process for requesting information and responding to such requests;

- Any other special construction conditions will be clarified;
- JR will ensure that all permits, safety plans, easements, or other required information are in place prior to construction;
- Address any construction issues; and
- Discuss and update schedule as needed.

**Respond to RFIs:** **JR** will coordinate with applicable parties (owners, utilities, designers) and prepare a written response to the Contractor's Request for Information. We will also keep and maintain a submittal, RFI, and safety log for the project.

**Pay Request Review:** **JR** will review and approve pay requests forwarded from the Contractor. **JR** will forward the application for payment to the *District*. JR's review will be to provide a general review of the payment request. **JR** will also review and verify the quantities of work performed during the pay request period. We have assumed that we will have four (4) separate pay requests from the contractor.

**Change Order Request Review:** **JR** will provide documentation and administer the processing of change orders, including applications for extension of construction time. **JR** will evaluate the cost and scheduling aspects of all change orders and, where necessary, negotiate with the Contractor to obtain a fair price for the work. Said negotiation shall be subject to the approval of the *District Board of Directors*.

**Construction Observation and Inspection:** **JR** will visit the project at appropriate intervals to observe the progress of the maintenance work and field check for general conformance to the maintenance plans.

**Final Inspection Report:** **JR** will prepare a final inspection report for the underdrain system and submit it to the Client at the completion of work.

## COST OF SERVICES SUMMARY

The following are the summarized costs of Construction Oversight Services. A Fee Schedule & Resource Allocation chart has been included that provides more detail of the man-hour breakdown for each individual task. An estimate has been provided for “Reimbursable Expenses” below. The items associated with “Reimbursable Expenses” are outlined within the “Assumptions” section. The project will be billed as a Fixed-Fee for all tasks as outlined below.

**JR Engineering Services Cost:**

<b>Task 100 – Contract Services</b>	<b>\$3,200.00</b>
<b>Task 200 – Construction Oversight</b>	<b>\$52,400.00</b>
<b>Task 300 – Final Inspection Report</b>	<b>\$1,600.00</b>
<b>Task 400 – Reimbursable Expenses Estimate</b>	<b><u>\$650.00</u></b>
<b>Total Cost</b>	<b>\$57,850.00</b>

## ASSUMPTIONS AND ADDITIONAL SERVICES

The following are additional fees, if necessary:

**Reimbursable Expenses:**

The above fee includes an estimated budget for Reimbursable Expenses, which includes final payment advertisement, reproduction of plans, vehicle mileage, and miscellaneous delivery costs. These expenses will be reimbursed on a time and materials basis.

**Review and Application Fees:**

JR has not included costs for applications and review fees for the City, County, State, U.S. Army Corp of Engineers, FEMA, Urban Drainage, U.S. Fish and Wildlife, Colorado Department of Health, Office of the State Engineer, or other agencies.

**Construction Oversight, Administration, and Observation Assumptions:**

1. By performing the scope of services, JR shall not have the authority or responsibility to supervise, direct, or control the Contractor’s work or the Contractor’s means, methods, techniques, sequences, or procedures of construction. JR shall not have authority or responsibility for safety precautions and programs incident to the Contractor’s work or for any failure of the Contractor to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the Contractor furnishing and performing the work. JR **shall** have the authority or responsibility to reject and/or accept Contractor’s workmanship and materials.





TASKS	WORK ITEM	JR Engineering										Sub-Consultant	Direct Expense	Totals	
		Principal	Manager / Group Lead	Project Lead	Project Engineer/ Surveyor	Engineer/ Surveyor	Construction Inspector/ Survey Tech	Clerical	One-Man Field Survey	Two-Man Field Survey	Drone Survey	L.S.	L.S.		
		\$200	\$185	\$165	\$150	\$135	\$120	\$80	\$130	\$180	\$250				
<b>100</b>	<b>Contract Services</b>														
101	Prepare and Coordinate with QP Services on Unit Prices for 2024 Maintenance Program	2.0			12.0										\$2,200
102	Prepare Board Communication	2.0			4.0										\$1,000
	<b>Subtotal</b>														<b>\$3,200</b>
<b>200</b>	<b>Construction Oversight and Contract Management</b>														
201	Attend/Conduct Pre-Maintenance Meeting	2.0			4.0										\$1,000
202	Attend/Conduct Weekly Progress Meetings (Assumed 12 meetings)				12.0										\$1,800
203	Respond to RFI's				8.0										\$1,200
204	Review, Process, and Approve Pay Requests				12.0										\$1,800
205	Change Order Request Review				12.0										\$1,800
206	Construction Observation, Inspection, and Coordination with Contractor (Assumed 3 months of Construction/Maintenance)	24.0			240.0										\$40,800
207	Assist Contractor with obtaining Permits and Approvals from the City of Aurora	2.0			24.0										\$4,000
	<b>Subtotal</b>														<b>\$52,400</b>
<b>300</b>	<b>Final Inspection Report</b>														
301	Prepare Report with a summary of findings and repairs for 2024 Maintenance	2.0			8.0										\$1,600
	<b>Subtotal</b>														<b>\$1,600</b>
<b>400</b>	<b>Reimbursable Fees Estimate</b>														
401	Advertisement for Final Release of Payment													\$500	\$500
402	Reproduction													\$50	\$50
403	Delivery Expenses													\$100	\$100
	<b>Subtotal</b>														<b>\$650</b>
	<b>Total:</b>	<b>34</b>			<b>336</b>									<b>\$650</b>	<b>\$57,850</b>

\*Pricing good through 2024

FILING 2			
ITEM	DESCRIPTION	UNIT	UNIT PRICE
1.1	Install Headwall @ Outfall (including cleanup around outfall)	EA	\$ 18,925.00
1.2	Install Underdrain Dual Cleanout w/concrete collar in F1 Tract C (includes spoils disposal offsite)	EA	\$ 52,961.40
1.3	Video/cleaning 4" Underdrain	LF	\$ 5.44
1.4	Remove/Replace 4" UD Pipe ( <i>Estimated</i> )	LF	\$ 1,297.74
1.5	Install Full Depth Underdrain Manhole (10'-15' Depth)	EA	\$ 50,452.71
1.6	Install Dual Underdrain Cleanout (10'-15' Depth)	EA	\$ 50,675.66
1.7	Remove/Replace 4" UD Pipe ( <i>Estimated</i> )	LF	\$ 1,297.74
1.8	Install Full Depth Underdrain Manhole (10'-15' Depth)	EA	\$ 50,452.71
1.9	Install Full Depth Underdrain Manhole (15'-20' Depth)	EA	\$ 81,999.13
2.0	Install Dual Underdrain Cleanout (10'-15' Depth)	EA	\$ 50,675.66
2.1	Install Single Underdrain Cleanout (10'-15' Depth)	EA	\$ 46,007.94
2.2	Force Account - Traffic Control	LS	\$ 50,000.00
2.3	Force Account - Permits	LS	\$ 50,000.00
2.4	Force Account - Dewatering	LS	\$ 50,000.00
2.5	Force Account - Erosion Control/Sod/Seed/Street Sweeping	LS	\$ 15,000.00
2.6	Force Account - Asphalt Patching	LS	\$ 75,000.00
2.7	Force Account - Testing	LS	\$ 10,000.00
2.8	Force Account - Survey	LS	\$ 10,000.00

FILING 3			
ITEM	DESCRIPTION	UNIT	UNIT PRICE
1.1	Video/cleaning 4"/6" Underdrain	LF	\$ 5.46
1.2	Remove/Replace 4" UD Pipe ( <i>Estimated</i> )	LF	\$ 2,187.55
1.3	Remove/Replace 6" UD Pipe ( <i>Estimated</i> )	LF	\$ 2,191.53
1.4	Install Dual Underdrain Cleanout (10'-15' Depth)	EA	\$ 60,735.44
1.5	Install Full Depth Underdrain Manhole (10'-15' Depth)	EA	\$ 50,439.69
1.6	Remove/Replace 4" UD Pipe ( <i>Estimated</i> )	LF	\$ 2,187.55
1.7	Remove/Replace 6" UD Pipe ( <i>Estimated</i> )	LF	\$ 2,191.53
1.8	Install Full Depth Underdrain Manhole (10'-15' Depth)	EA	\$ 50,439.69
1.9	Install Full Depth Underdrain Manhole (20'-25' Depth)	EA	\$ 81,977.97
2.0	Install Dual Underdrain Cleanout (10'-15' Depth)	EA	\$ 60,735.44
2.1	Install Single Underdrain Cleanout (10'-15' Depth)	EA	\$ 46,007.94
2.2	Install Dual Underdrain Cleanout (15'-20' Depth)	EA	\$ 62,879.61
2.3	Install Single Underdrain Cleanout (15'-20' Depth)	EA	\$ 49,873.56
2.4	Force Account - Traffic Control	LS	\$ 50,000.00
2.5	Force Account - Permits	LS	\$ 50,000.00
2.6	Force Account - Dewatering	LS	\$ 50,000.00
2.7	Force Account - Erosion Control/Sod/Seed	LS	\$ 15,000.00
2.8	Force Account - Asphalt	LS	\$ 75,000.00
2.9	Force Account - Testing	LS	\$ 10,000.00
3.0	Force Account - Survey	LS	\$ 10,000.00
3.1	Force Account - Blockage Removal	LS	\$ 10,000.00



FILING 4			
ITEM	DESCRIPTION	UNIT	UNIT PRICE
1.1	Video/cleaning 4" Underdrain	LF	\$ 5.41
1.2	Remove/Replace 4" UD Pipe ( <i>Estimated</i> )	LF	\$ 2,187.59
1.3	Remove/Replace 6" UD Pipe ( <i>Estimated</i> )	LF	\$ 2,191.58
1.4	Install Full Depth Underdrain Manhole (10'-15' Depth)	EA	\$ 54,151.89
1.5	Install Full Depth Underdrain Manhole (15'-20' Depth)	EA	\$ 81,979.71
1.6	Remove/Replace 4" UD Pipe ( <i>Estimated</i> )	LF	\$ 2,187.59
1.7	Remove/Replace 6" UD Pipe ( <i>Estimated</i> )	LF	\$ 2,191.58
1.8	Install Full Depth Underdrain Manhole (10'-15' Depth)	EA	\$ 54,151.89
1.9	Install Full Depth Underdrain Manhole (15'-20' Depth)	EA	\$ 81,979.71
2.0	Install Single Underdrain Cleanout (10'-15' Depth)	EA	\$ 46,007.94
2.1	Install Dual Underdrain Cleanout (10'-15' Depth)	EA	\$ 47,447.46
2.2	Force Account - Traffic Control	LS	\$ 50,000.00
2.3	Force Account - Permits	LS	\$ 50,000.00
2.4	Force Account - Dewatering	LS	\$ 50,000.00
2.5	Force Account - Erosion Control/Sod/Seed	LS	\$ 15,000.00
2.6	Force Account - Asphalt	LS	\$ 75,000.00
2.7	Force Account - Testing	LS	\$ 10,000.00
2.8	Force Account - Survey	LS	\$ 10,000.00
2.9	Force Account - Blockage Removal	LS	\$ 10,000.00

FILING 5			
ITEM	DESCRIPTION	UNIT	UNIT PRICE
1.1	Video/cleaning 4" Underdrain	LF	\$ 5.59
1.2	Remove/Replace 4" UD Pipe ( <i>Estimated</i> )	LF	\$ 1,297.93
1.3	Install Full Depth Underdrain Manhole (10'-15' Depth)	EA	\$ 54,172.52
1.4	Install Dual Underdrain Cleanout (15'-20' Depth)	EA	\$ 82,010.92
1.5	Remove/Replace 4" UD Pipe ( <i>Estimated</i> )	LF	\$ 1,297.93
1.6	Install Full Depth Underdrain Manhole (10'-15' Depth)	EA	\$ 54,172.52
1.7	Install Dual Underdrain Cleanout (15'-20' Depth)	EA	\$ 82,010.92
1.8	Force Account - Traffic Control	LS	\$ 50,000.00
1.9	Force Account - Permits	LS	\$ 50,000.00
2.0	Force Account - Dewatering	LS	\$ 50,000.00
2.1	Force Account - Erosion Control/Sod/Seed	LS	\$ 15,000.00
2.2	Force Account - Asphalt	LS	\$ 75,000.00
2.3	Force Account - Testing	LS	\$ 10,000.00
2.4	Force Account - Survey	LS	\$ 10,000.00
2.5	Force Account - Uncover Cleanouts	LS	\$ 15,000.00

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF SOUTHSHORE METROPOLITAN DISTRICT

HELD FEBRUARY 13, 2024

A Regular Meeting of the Board of Directors of the Southshore Metropolitan District was held on February 13, 2024 at 6:00 p.m. The Meeting was held by virtual attendance on Zoom at <https://us02web.zoom.us/j/82259514192>, (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:

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

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#### Absent (excused):

Ryan Zent, President

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#### Also in Attendance were:

Cathy Hamilton of Simmons & Wheeler  
David A. Greher of CEGR Law  
Sarah H. Luetjen of CEGR Law  
Andy Carroll of Metropolitan District Public Safety Group, LLC  
Jennifer Thomas of Front Range Recreation  
Lyndi Fielitz of Southshore Homeowners Association  
Various members of the public

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### CONFLICTS OF INTEREST

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

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### 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.

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2023 Annual Report

After discussion and upon motion duly made, seconded and unanimously carried, the Board approved the Consent Agenda, as presented.

DISTRICT  
UPDATES

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Name change: Mr. Greher informed the Board that the process of changing the District’s name has now been completed. The Order for Name Change of Southshore Metropolitan District No. 2 to Southshore Metropolitan District 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.

Snowplow Agreement with the City of Aurora: Mr. Greher noted that the Snowplow Agreement had been signed by the City and the District has started snowplow services.

Safety and Security: Mr. Carroll provided an update on safety and security, noting a ninety percent decrease in safety issues in the community.

Flooding at Lakehouse: Mr. Richter informed the Board that a sprinkler head inside the Lakehouse had malfunctioned and caused minor flooding. He met with Ms. Fielitz to review the site and reported that the damage was minimal and large fans had been placed to assist in drying the floors. Mr. Richter will continue to work with Ms. Fielitz on the remediation process.

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PUBLIC COMMENT

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

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DISTRICT  
COMMITTEES  
UPDATE

Director Stadler discussed the appointment of Committee members to each of the five separate committees to address various areas of District operations. Director Stadler then noted that the Communication Committee is looking for additional members.

Upon motion duly made, seconded and unanimously carried, the Board appointed the following members and liaisons to their respective committees:

**Finance Committee:**

Liaison: Director Stadler  
Committee Members: Christopher Koch  
Tamara Fuller Rook  
Allison Reese Van Allen

**Facilities Committee:**

Liaison: Director Bergeon  
Committee Members: Margherita Ryan  
Carol Kopecky  
Chris Handley

**Landscape Committee:**

Liaison: Director Palmer  
Committee Members: Barbara J. Moore League  
Mukesh Gandhi  
Scott Finn

**Communications Committee:**

Liaison: Director Chan  
Committee Members: None.

President Zent was designated as the liaison to the District Management Company once a firm has been picked.

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ACCOUNTANT’S  
REPORT

Ms. Hamilton 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.

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MOU WITH  
SOUTHSHORE  
MASTER  
ASSOCIATION

The Board discussed the proposed MoU with the Master Association and authorized the President to execute a final MoU in substantially the form previously approved by the Board.

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FRONT RANGE  
RECREATION  
FACILITIES  
MANAGEMENT  
AGREEMENT

Mr. Greher informed the Board that the Pool Management Agreement between the District and Front Range Recreation regarding pool management is in its near final form. The Board authorized Mr. Greher to work with Front Range Recreation and the Board to finalize the terms of the Recreation Facilities Management Agreement Upon motion duly made, seconded and unanimously carried, the Board approved the Recreation

Facilities Management Agreement subject to legal counsel review.

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2024 PROPERTY  
AND LIABILITY  
COVERAGE

Mr. Greher noted that the District's policy has been updated to reflect the recent name change of the District.

---

REQUEST FOR  
PROPOSALS

The Board discussed the proposals for District Management and Landscaping Services. No action was taken.

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DISTRICT  
ENGINEER'S ORAL  
REPORT

Mr. Richter provided an update on the dredging project and issues with the Boat House pump station. After discussion and upon motion duly made, seconded and unanimously carried, the Board approved the proposal and invoice from Pump Man to repair the pump station in an amount of \$14,896.60.

Mr. Richter then discussed the retaining wall, noting that repairs will be needed and will bring proposals to the Board at a future meeting. After discussion and upon motion duly made, seconded and unanimously carried, the Board approved the retaining wall repair in an amount not to exceed \$10,000. Mr. Richter will meet with Director Chan to discuss.

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RESOLUTION  
ACCEPTING  
ENGINEER'S  
WRITTEN REPORT  
AND REQUISITION  
OF FUNDS

Tabled. No action was taken.

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UNDERDRAIN  
PROJECT

Mr. Clutter presented Change Order #1 with QP Services to the Board. After discussion and upon motion duly made, seconded and unanimously carried, the Board approved Change Order #1 with QP Services.

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DREDGING  
PROJECT

Mr. Clutter discussed the Application for Alteration, Modification, or Repair of a Dam and Reservoir with the Board. No action was taken.

Mr. Clutter then presented Change Order #1 with RCD Construction to the Board. After discussion and upon motion duly made, seconded and unanimously carried, the Board approved Change Order #1 with RCD Construction.

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TEMPORARY  
CONSTRUCTION  
EASEMENT

Tabled.

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EXECUTIVE  
SESSION

The Board moved that the special meeting of the Board be temporarily adjourned and that the Board reconvene in Executive Session pursuant to Section 24-6-402(4)(b), C.R.S., to confer with District Counsel to obtain legal advice regarding inclusion of property, District facilities, RFP responses, coordination with Master Association contracts on Agenda, IGA with the City, and related matters. The Board temporarily left the regular meeting at 7:34 and reconvened in Executive Session.

The Board concluded the Executive Session and reconvened in regular session at 8:41 p.m.

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ACTION ON  
MATTERS  
DISCUSSED IN  
EXECUTIVE  
SESSION

None.

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DISTRICT PARK  
USE

The Board discussed whether to allow a private company to use park space for a community marketing event. No action was taken on this matter, but the Board indicated a willingness to consider future events after adoption of relevant District policies.

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OTHER MATTERS

None.

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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

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Jeff Bergeon

---

Kevin Chan

---

Colette Palmer

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Kevin Stadler



Pursuant to Section 24-6-402(2)(d.5)(I)(B), C.R.S., I hereby attest that I am the attorney of the District, that I was in attendance during the Executive Session of the Board of the District convened on February 13, 2024, and that the discussion during the Executive Session constituted a privileged attorney-client communication for which no record is required to be kept by law.

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David A. Greher, General Counsel

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF SOUTHSHORE METROPOLITAN DISTRICT

HELD MARCH 8, 2024

A Special Meeting of the Board of Directors of the Southshore Metropolitan District was held on March 8, 2024 at 2:00 p.m. The Meeting was held by virtual attendance on Zoom at <https://us02web.zoom.us/j/87562202139>, (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  
Kevin Chan, Vice President/Assistant Secretary/Treasurer

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#### Absent (excused):

Jeff Bergeon, Vice President/Assistant Secretary/Treasurer  
Colette Palmer, Vice President/Assistant Secretary/Treasurer

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#### Also in Attendance were:

David A. Greher of CEGR Law  
Sarah H. Luetjen of CEGR Law  
Monique Diego of The Management Trust  
Michele Rittgers of the Management Trust

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### CONFLICTS OF INTEREST

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

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### 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.

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EXECUTIVE  
SESSION

The Board moved that the special meeting of the Board be temporarily adjourned and that the Board reconvene in Executive Session pursuant to Section 24-6-402(4)(b), C.R.S., to confer with District Counsel to obtain legal advice regarding proposed contracts with Management Trust and Cox Professional Landscaping Services, and related matters. The Board temporarily left the special meeting at 2:03 p.m. and reconvened in Executive Session.

The Board concluded the Executive Session and reconvened in regular session at 2:27 p.m.

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DISTRICT  
MANAGEMENT  
RETAINER  
AGREEMENT

After discussion and upon motion duly made, seconded and unanimously carried, the Board approved the District Management Retainer Agreement by and between the District and The Management Trust, for District Management services.

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LANDSCAPE  
MANAGEMENT  
AGREEMENT

After discussion and upon motion duly made, seconded and unanimously carried, the Board approved the Landscape Management Agreement by and between the District and Cox Professional Landscaping Services, for District landscaping services.

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ACTION ON  
MATTERS  
DISCUSSED IN  
EXECUTIVE  
SESSION

None.

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OTHER MATTERS

None.

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ADJOURNMENT

There being no other matters to come before the Board, the meeting was adjourned at 2:35 p.m.

Respectively submitted,

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Sarah H. Luetjen, Secretary for the meeting

APPROVED

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Kevin Chan

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Ryan Zent

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Kevin Stadler

Pursuant to Section 24-6-402(2)(d.5)(I)(B), C.R.S., I hereby attest that I am the attorney of the District, that I was in attendance during the Executive Session of the Board of the District convened on March 8, 2024, and that the discussion during the Executive Session constituted a privileged attorney-client communication for which no record is required to be kept by law.

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David A. Greher, General Counsel

Southshore Metropolitan District  
Financial Statements

January 31, 2024

ACCOUNTANT'S COMPILATION REPORT

Board of Directors  
Southshore Metropolitan District

Management is responsible for the accompanying financial statements of each major fund of Southshore Metropolitan District, as of and for the period ended January 31, 2024, which are comprised of the Balance Sheet and the related Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Governmental Funds and account groups for the one month then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit the Statement of Net Position, Statement of Activities, Management Discussion and Analysis and all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Southshore Metropolitan District because we performed certain accounting services that impaired our independence.

*Simmons & Wheeler P.C.*

March 12, 2024  
Englewood, Colorado



Southshore Metropolitan District No. 2  
Balance Sheet - Governmental Funds and Account Groups  
January 31, 2024

See Accountant's Compilation Report

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Account Groups</u>	<u>Total All Funds</u>
<b>Assets:</b>					
<b>Current assets</b>					
Cash and investments	\$ 1,862,855	\$ -	\$ -	\$ -	\$ 1,862,855
Cash and investments - restricted	-	4,369,627	687	-	4,370,314
Cash with county treasurer	<u>54,390</u>	<u>5,865</u>	<u>-</u>	<u>-</u>	<u>60,255</u>
	<u>1,917,245</u>	<u>4,375,492</u>	<u>687</u>	<u>-</u>	<u>6,293,424</u>
<b>Other assets</b>					
Capital improvements	-	-	-	18,423,513	18,423,513
Amount available in debt service fund	-	-	-	4,375,492	4,375,492
Amount to be provided for retirement of debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>53,154,508</u>	<u>53,154,508</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>75,953,513</u>	<u>75,953,513</u>
	<u>\$ 1,917,245</u>	<u>\$ 4,375,492</u>	<u>\$ 687</u>	<u>\$ 75,953,513</u>	<u>\$ 82,246,937</u>
<b>Liabilities:</b>					
<b>Current liabilities</b>					
Accounts payable	<u>\$ 430,463</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 430,463</u>
	<u>430,463</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>430,463</u>
Bonds Payable - Series 2020A-1	-	-	-	25,575,000	25,575,000
Bonds Payable - Series 2020A-2	-	-	-	12,780,000	12,780,000
Bonds Payable - Series 2020B	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,175,000</u>	<u>19,175,000</u>
Total liabilities	<u>430,463</u>	<u>-</u>	<u>-</u>	<u>57,530,000</u>	<u>57,960,463</u>
<b>Fund Equity:</b>					
Investment in capital improvements				18,423,513	18,423,513
<b>Fund balance:</b>					
<b>    Nonspendable:</b>					
Prepays	-	-	-	-	-
<b>    Restricted:</b>					
Emergencies	145,523	-	-	-	145,523
Debt service	-	4,375,492	-	-	4,375,492
Capital projects	-	-	687	-	687
Unrestricted	<u>1,341,259</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,341,259</u>
	<u>1,486,782</u>	<u>4,375,492</u>	<u>687</u>	<u>18,423,513</u>	<u>24,286,474</u>
	<u>\$ 1,917,245</u>	<u>\$ 4,375,492</u>	<u>\$ 687</u>	<u>\$ 75,953,513</u>	<u>\$ 82,246,937</u>

Southshore Metropolitan District No. 2  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
For the One Month Ended January 31, 2024  
General Fund

See Accountant's Compilation Report

	Annual Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues</b>			
Property taxes	\$ 5,005,048	\$ 15,910	\$ (4,989,138)
Specific ownership taxes	411,400	38,719	(372,681)
Interest income	<u>40,000</u>	<u>7,061</u>	<u>(32,939)</u>
	<u>5,456,448</u>	<u>61,690</u>	<u>(5,394,758)</u>
<b>Expenditures</b>			
Administrative	115,000	-	115,000
Engineering	-	1,260	(1,260)
Landscaping & Maintenance	1,687,500	18,591	1,668,909
Facilities & Pool Operations	1,108,250	-	1,108,250
Safety & Security	100,000	6,750	93,250
Utilities	-	1,940	(1,940)
Insurance	90,000	109,002	(19,002)
Legal	50,000	19,942	30,058
Accounting / Audit	50,000	1,822	48,178
Capital replacements:			
Underdrain Management	750,000	-	750,000
Stormwater Management	-	208,099	(208,099)
Safety & Security Enhancements	245,000	-	245,000
Pool Resurfacing	50,000	-	50,000
Lakehouse Deck & Railings	100,000	-	100,000
Irrigation Enhancements	100,000	-	100,000
Immediate Needs (Reserve Study)	300,000	-	300,000
Furniture, Fixture & Equipment	50,000	-	50,000
Sod Replacement	25,000	-	25,000
A&E Expenses	30,000	-	30,000
Miscellaneous	-	1,167	(1,167)
Treasurer fees	75,076	239	74,837
Reserves	385,099	-	385,099
Emergency reserve (3%)	<u>145,523</u>	<u>-</u>	<u>145,523</u>
	<u>5,456,448</u>	<u>368,812</u>	<u>5,087,636</u>
Excess (deficiency) of revenues over expenditures	-	(307,122)	(307,122)
Fund balance - beginning	<u>243,266</u>	<u>1,793,904</u>	<u>1,550,638</u>
Fund balance - ending	<u>\$ 243,266</u>	<u>\$ 1,486,782</u>	<u>\$ 1,243,516</u>

Southshore Metropolitan District No. 2  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
For the One Month Ended January 31, 2024  
Debt Service Fund

See Accountant's Compilation Report

	<u>Annual Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues</b>			
Property taxes	\$ 1,891,472	\$ 5,954	\$ (1,885,518)
System development fees	62,500	65,000	2,500
Interest income	<u>10,000</u>	<u>21,718</u>	<u>11,718</u>
	<u>1,963,972</u>	<u>92,672</u>	<u>(1,871,300)</u>
<b>Expenditures</b>			
Bond principal - 2020 A-1	1,230,000	-	1,230,000
Bond interest - 2020 A-1	560,093	-	560,093
Bond interest - 2020 A-2	511,200	-	511,200
Bond principal - 2020 B	215,000	-	215,000
Bond interest - 2020 B	777,850	-	777,850
Treasurer's fee	28,096	89	28,007
Trustee / paying agent fees	<u>10,000</u>	<u>-</u>	<u>10,000</u>
	<u>3,332,239</u>	<u>89</u>	<u>3,332,150</u>
Excess (deficiency) of revenues over expenditures	(1,368,267)	92,583	1,460,850
Fund balance - beginning	<u>4,803,203</u>	<u>4,282,909</u>	<u>(520,294)</u>
Fund balance - ending	<u>\$ 3,434,936</u>	<u>\$ 4,375,492</u>	<u>\$ 940,556</u>

Southshore Metropolitan District No. 2  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
For the One Month Ended January 31, 2024  
Capital Projects Fund

See Accountant's Compilation Report

	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues			
Interest	\$ -	\$ 3	\$ 3
	<u>-</u>	<u>3</u>	<u>3</u>
Expenditures			
Transfer to District 1	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	-	3	3
Other Financing Sources (Uses)			
Transfer (to) from other funds	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	-	3	3
Fund balance - beginning	<u>-</u>	<u>684</u>	<u>684</u>
Fund balance - ending	<u>\$ -</u>	<u>\$ 687</u>	<u>\$ 687</u>

Southshore Metropolitan District No. 2  
Financial Statements

December 31, 2023

ACCOUNTANT'S COMPILATION REPORT

Board of Directors  
Southshore Metropolitan District No. 2

Management is responsible for the accompanying financial statements of each major fund of Southshore Metropolitan District No. 2, as of and for the period ended December 31, 2023, which are comprised of the Balance Sheet and the related Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Governmental Funds and account groups for the twelve months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit the Statement of Net Position, Statement of Activities, Management Discussion and Analysis and all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Southshore Metropolitan District No. 2 because we performed certain accounting services that impaired our independence.

*Simmons & Wheeler P.C.*

March 11, 2024  
Englewood, Colorado

Southshore Metropolitan District No. 2  
Balance Sheet - Governmental Funds and Account Groups  
December 31, 2023

See Accountant's Compilation Report

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Account Groups</u>	<u>Total All Funds</u>
<b>Assets:</b>					
<b>Current assets</b>					
Cash and investments	\$ 1,794,738	\$ -	\$ -	\$ -	\$ 1,794,738
Cash and investments - restricted	-	4,280,409	684	-	4,281,093
Cash with county treasurer	19,142	-	-	-	19,142
Accounts receivable - development fees	-	2,500	-	-	2,500
Accounts receivable - District 1	88,959	-	-	-	88,959
Taxes receivable	5,005,048	1,873,038	-	-	6,878,086
Prepaid expenses	<u>2,076</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,076</u>
	<u>6,909,963</u>	<u>6,155,947</u>	<u>684</u>	<u>-</u>	<u>13,066,594</u>
<b>Other assets</b>					
Capital improvements	-	-	-	18,423,513	18,423,513
Amount available in debt service fund	-	-	-	4,282,909	4,282,909
Amount to be provided for retirement of debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>53,247,091</u>	<u>53,247,091</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>75,953,513</u>	<u>75,953,513</u>
	<u>\$ 6,909,963</u>	<u>\$ 6,155,947</u>	<u>\$ 684</u>	<u>\$ 75,953,513</u>	<u>\$ 89,020,107</u>
<b>Liabilities:</b>					
<b>Current liabilities</b>					
Accounts payable	<u>\$ 111,011</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 111,011</u>
	<u>111,011</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>111,011</u>
Bonds Payable - Series 2020A-1	-	-	-	25,575,000	25,575,000
Bonds Payable - Series 2020A-2	-	-	-	12,780,000	12,780,000
Bonds Payable - Series 2020B	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,175,000</u>	<u>19,175,000</u>
Total liabilities	<u>111,011</u>	<u>-</u>	<u>-</u>	<u>57,530,000</u>	<u>57,641,011</u>
<b>Deferred Inflows of Resources:</b>					
Deferred property taxes	<u>5,005,048</u>	<u>1,873,038</u>	<u>-</u>	<u>-</u>	<u>6,878,086</u>
Total Deferred Inflows of Resources	<u>5,005,048</u>	<u>1,873,038</u>	<u>-</u>	<u>-</u>	<u>6,878,086</u>
<b>Fund Equity:</b>					
Investment in capital improvements				18,423,513	18,423,513
<b>Fund balance:</b>					
<b>Nonspendable:</b>					
Prepays	2,076	-	-	-	2,076
<b>Restricted:</b>					
Emergencies	145,523	-	-	-	145,523
Debt service	-	4,282,909	-	-	4,282,909
Capital projects	-	-	684	-	684
Unrestricted	<u>1,646,305</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,646,305</u>
	<u>1,793,904</u>	<u>4,282,909</u>	<u>684</u>	<u>18,423,513</u>	<u>24,501,010</u>
	<u>\$ 6,909,963</u>	<u>\$ 6,155,947</u>	<u>\$ 684</u>	<u>\$ 75,953,513</u>	<u>\$ 89,020,107</u>

Southshore Metropolitan District No. 2  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
For the Twelve Months Ended December 31, 2023  
General Fund

See Accountant's Compilation Report

	<u>Annual</u> <u>Budget</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>
<b>Revenues</b>			
Property taxes	\$ 2,619,764	\$ 2,597,563	\$ (22,201)
Specific ownership taxes	269,366	295,599	26,233
Miscellaneous income	-	280	280
Transfer from District 1	-	88,959	88,959
Interest income	<u>3,500</u>	<u>86,279</u>	<u>82,779</u>
	<u>2,892,630</u>	<u>3,068,680</u>	<u>176,050</u>
<b>Expenditures</b>			
Accounting & audit	-	7,347	(7,347)
Engineering	-	15,172	(15,172)
Insurance	-	-	-
Legal	-	50,462	(50,462)
Election expenses	-	-	-
Irrigation water & electric	-	3,209	(3,209)
Landscape maintenance	-	13,280	(13,280)
Repairs and maintenance / fencing	-	57,177	(57,177)
Security services	-	20,325	(20,325)
Stormwater management	-	51,726	(51,726)
Pump system monitoring	-	-	-
Underdrain management	-	55,259	(55,259)
Miscellaneous expense	100	893	(793)
Treasurer fees	39,296	38,984	312
Transfer to District #1	3,095,336	1,293,981	1,801,355
Emergency reserve	<u>1,164</u>	<u>-</u>	<u>1,164</u>
	<u>3,135,896</u>	<u>1,607,815</u>	<u>1,528,081</u>
Excess (deficiency) of revenues over expenditures	(243,266)	1,460,865	1,704,131
<b>Other Financing Sources (Uses)</b>			
Transfer (to) from other funds	<u>-</u>	<u>3,280</u>	<u>3,280</u>
Total other financing sources (uses)	<u>-</u>	<u>3,280</u>	<u>3,280</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(243,266)	1,464,145	1,707,411
Fund balance - beginning	<u>243,266</u>	<u>329,759</u>	<u>86,493</u>
Fund balance - ending	<u>\$ -</u>	<u>\$ 1,793,904</u>	<u>\$ 1,793,904</u>



Southshore Metropolitan District No. 2  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
For the Twelve Months Ended December 31, 2023  
Debt Service Fund

See Accountant's Compilation Report

	<u>Annual</u> <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
<b>Revenues</b>			
Property taxes	\$ 1,891,472	\$ 1,875,698	\$ (15,774)
System development fees	62,500	262,500	200,000
Interest income	<u>10,000</u>	<u>293,815</u>	<u>283,815</u>
	<u>1,963,972</u>	<u>2,432,013</u>	<u>468,041</u>
<b>Expenditures</b>			
Bond principal - 2020 A-1	1,170,000	1,170,000	-
Bond interest - 2020 A-1	585,716	585,716	-
Bond interest - 2020 A-2	511,200	511,200	-
Bond interest - 2020 B	777,850	777,850	-
Treasurer's fee	28,681	28,150	531
Trustee / paying agent fees	<u>10,000</u>	<u>7,000</u>	<u>3,000</u>
	<u>3,083,447</u>	<u>3,079,916</u>	<u>3,531</u>
Excess (deficiency) of revenues over expenditures	(1,119,475)	(647,903)	471,572
Fund balance - beginning	<u>4,803,203</u>	<u>4,930,812</u>	<u>127,609</u>
Fund balance - ending	<u>\$ 3,683,728</u>	<u>\$ 4,282,909</u>	<u>\$ 599,181</u>

Southshore Metropolitan District No. 2  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
For the Twelve Months Ended December 31, 2023  
Capital Projects Fund

See Accountant's Compilation Report

	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
Revenues			
Interest	\$ -	\$ 55	\$ 55
	<u>-</u>	<u>55</u>	<u>55</u>
Expenditures			
Transfer to District 1	<u>720</u>	<u>-</u>	<u>720</u>
	<u>720</u>	<u>-</u>	<u>720</u>
Excess (deficiency) of revenues over expenditures	(720)	55	775
Other Financing Sources (Uses)			
Transfer (to) from other funds	<u>(3,280)</u>	<u>(3,280)</u>	<u>-</u>
Total other financing sources (uses)	<u>(3,280)</u>	<u>(3,280)</u>	<u>-</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	(4,000)	(3,225)	775
Fund balance - beginning	<u>4,000</u>	<u>3,909</u>	<u>(91)</u>
Fund balance - ending	<u>\$ -</u>	<u>\$ 684</u>	<u>\$ 684</u>

Southshore Metropolitan District  
 Claims to be approved - 3.12.2024 Meeting

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Amount</u>
Cockrel Ela Glesne Greher & Ruhland	02 29 24	2/29/2024	02 Legal	\$ 17,380.00
CMS Environmental Solutions, LLC	165764	3/1/2024	02 Inspection F14 Trail	265.00
Colorado Water Well, Inc.	24-0770	2/22/2024	Boathouse lake screens	14,896.60
Earnweald Consulting Services, LLC	SSMD-2024-56	2/29/2024	02 District Engineer	2,730.00
J. R. Engineering, LLC	83267	10/31/2023	10 Certification of Costs	3,745.00
J. R. Engineering, LLC	83380	11/30/2023	11 Certification of Costs	1,287.50
J. R. Engineering, LLC	83382	11/30/2023	11 Storm Drainage Pond	6,144.00
J. R. Engineering, LLC	83383	11/30/2023	11 Underdrain System	1,876.00
J. R. Engineering, LLC	83582	12/31/2023	12 Storm Drainage Pond	7,750.00
J. R. Engineering, LLC	83807	1/31/2024	01 Sports Complex	5,508.00
J. R. Engineering, LLC	83808	1/31/2024	01 Storm Drainage Pond	13,084.00
Metropolitan District Public Safety	1793	2/1/2024	01 Security Services	6,750.00
Notchcode Creative Services, LLC	SOU-001.2	1/31/2024	Interpretive Sign Panels	10,524.00
R&S The Retaining Walls Specialists	35460	3/5/2024	Misc retaining wall repairs	6,206.00
Simmons & Wheeler, P.C.	37439	1/31/2024	01 Accounting	1,822.57
Special District Association	2024 Dues	3/6/2024	2024 Membership Dues	1,237.50
Terminix Processing Center	440813639	11/2/2023	01 Pest Control	142.00
				\$ 101,348.17