



NOTICE OF REGULAR MEETING

April 22, 2020

SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT

STATE OF TEXAS  
COUNTY OF MONTGOMERY  
CITY OF SHENANDOAH

AGENDA

**This meeting will be closed to in person attendance by the public.** A temporary suspension of the Open Meetings Act to allow telephone or videoconference public meetings has been granted by Governor Greg Abbott. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code. Telephonic and videoconferencing capabilities will be utilized to allow individuals to address the Board. Emails may also be submitted. **Members of the public are entitled to participate remotely by WebEx.**

**Participants may join the MDD meeting by calling 408-418-9388 and the meeting access code is: 625 586 848 and the password is 8965532.** Audio from the meeting will be recorded as usual.

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah Municipal Development District will be held on Wednesday, April 22, 2020 at 6:00 p.m. for the purpose of considering the following:

1. CALL TO ORDER
2. CALL OF ROLL
3. CITIZENS INQUIRY (**TELECONFERENCE ONLY**)  
*Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by the Board shall be limited to a proposal to place the subject on the agenda of a future meeting.*
4. Discussion regarding Capital Improvement Projects for water/sewer.
5. Discussion and possible action to authorize final designs for Research Forest and IH-45 Intersection improvements.
6. Discussion and possible action to approve funding for installation of streetlights on David Memorial.
7. Discussion and possible action to establish a reserve balance requirement
8. Discussion and possible action regarding funded projects.
9. Discussion and possible action regarding funding a local ad campaign.
10. Discussion and possible action to approve the minutes of the February 26, 2020 regular meeting.
11. Discussion and possible action to ratify the accounts payable for February and March, 2020.

## DIRECTORS' INQUIRY

*Pursuant to Texas Government Code Sect. 551.042, the Directors may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.*

## EXECUTIVE SESSION

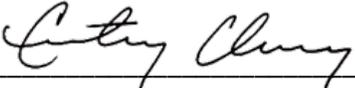
*Public notice is given that the Municipal Development District Board may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this Agenda. Prior to any such closed session, the President, in open session, will identify the agenda item to be discussed and the Section or Sections of Chapter 551 under which the closed discussion is authorized.*

## ADJOURN

**There is the potential for a quorum of City Council members to be present at this meeting.**

City Hall is wheelchair accessible. A sloped entry is available at the entrance with specially marked parking spaces available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (281) 298-5522 or Fax (281) 367-2225 for further information.

I certify that the attached notice of meeting was posted on the bulletin board at City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas, on the 17 day of April 2020 at 11:45 o'clock a.m.

  
\_\_\_\_\_  
Courtney Clary, Assistant Secretary





# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE:	<u>April 22, 2020</u>	ITEM NUMBER:	<u>4</u>
DEPARTMENT:	<u>Public Works</u>	PREPARED BY:	<u>Joseph Peart</u>
PRICING:	<u>NA</u>	EXHIBITS:	<u>Capital Improvement Plan (CIP)</u>

### SUBJECT/PROCEEDING:

Discussion regarding five year CIP for water and sewer projects.

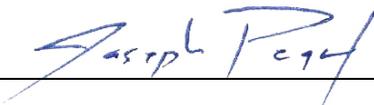
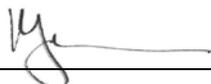
### RECOMMENDED ACTION:

Discussion only.

### BACKGROUND/DISCUSSION:

This stage of planning only considered future projects that are unfunded or partially funded from the Public Works Department. CIP assumes MDD funding at maximum contribution. A brief description of each project is provided in the exhibit.

### APPROVALS:

DEPARTMENT HEAD	<u></u>	DATE:	<u>April 14, 2020</u>
CITY ADMINISTRATOR	<u></u>	DATE:	<u>April 16, 2020</u>





**CAPITAL IMPROVEMENT PLAN**  
**2020-2025**

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**DEPARTMENT OF PUBLIC WORKS**

**JANUARY 2020**

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# Water Capital Projects

## Water Plant #2

### Booster Pump Deck Cover

- Construction of a fixed metal shade structure
- Protects booster pumps from the outdoor elements and reduces maintenance and replacement of pumps

### Motor Control Center (MCC) Replacement

- Original MCC since construction
- MCC components are aging and failing more frequently, replacement is recommended by city engineers

### Chlorine System Replacement and Building Update

- Original chlorination system
- Components are aging and requiring regular maintenance, replacement is recommended by staff

## Water Plant #3

### Chlorine System Maintenance

- Repair and replacement of worn components

### Hydropillar Rehabilitation

- Repair and replacement of water storage tank protective coating
- Replacement of exterior and interior protective coating
- Repair of overflow drain piping

## Water Distribution System

### IH-45 and Texaco Asbestos Cement Pipe (ACP)

- Replacement of existing ACP along Interstate 45 service road between Shenandoah Dr. and Research Forest Dr.
- Unknown length of pipe, pot hole digging will need to be completed to determine extent

### Memorial Hermann ACP

- Replacement of ACP under the west parking lot at Memorial Hermann hospital
- Unknown length of pipe, pot hole digging will need to be completed to determine extent

- Very disruptive project due to ACP being located under concrete parking spaces

David Memorial and David Vetter ACP

- Replacement of existing ACP at the intersection of David Memorial Dr. and David J. Vetter Blvd.
- Unknown length of pipe, pot hole digging will need to be completed to determine extent

# Wastewater Capital Projects

## Wastewater Treatment Plant (WWTP)

### Replacement Fencing

- Replacement of wooden 8' fencing surrounding the wastewater treatment facility with cedar pickets and rot board

### WWTP Improvements

- Upgrades recommended by the city engineer as follows:
  - Replace blowers, upgrade electrical system, and expand MCC room
  - Upgrade generator
  - Repair uneven airflow in chlorine contact basin
  - Extend 3-phase power to chemical building
  - Recoat Clarifier No. 1 bearing ring
  - Modify Return Activated Sludge (RAS) transfer from Clarifier No. 2
  - Begin building first half of digester complex
  - Convert existing aerobic digester to aeration
  - Supervisory Control and Data Acquisition (SCADA) improvements
  - Modify dewatering method

## Lift Stations

### New Pump at NTB Lift Station

- Purchase and installation of new pump

### Construct Solids Removal System at Pineroft Lift Station

- The Pineroft Lift Station handles a large amount of rags from the hospital districts
- A solids removal system will extract the rags and prevent them from effecting three separate lift stations, reducing wear and tear on impellers

## Wastewater Collection System

### Inflow and Infiltration (I&I) Testing

- City data shows that our wastewater collection system has evidence of I&I
- Testing of the wastewater collection lines will identify and locate areas of inflow of storm water and infiltration of groundwater
- Often pressurized smoke is used during testing, public notifications are strongly recommended

## Equipment

### Sewer Inspection Camera System

- Purchase of camera to replace camera system from 2007



# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE:	<u>April 22, 2020</u>	ITEM NUMBER:	<u>5</u>
DEPARTMENT:	<u>Public Works</u>	PREPARED BY:	<u>Joseph Peart</u>
PRICING:	<u>\$139,500.00</u>	EXHIBITS:	<u>Bleyl Proposal</u>

## SUBJECT/PROCEEDING:

Discussion and possible action regarding final design for the Research Forest/Tamina Major intersection Improvements at IH-45.

## RECOMMENDED ACTION:

Staff recommends approval of proposal from Bleyl Engineering for final design in the amount of \$139,500.00.

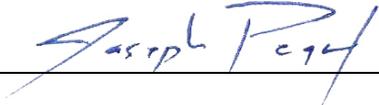
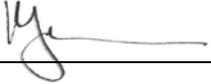
## BACKGROUND/DISCUSSION:

This project has been considered since the inception of the corridor improvements study for the Research Forest/Tamina intersection below IH-45. Bleyl Engineering was authorized to prepare preliminary design plans to add a lane in each direction for this intersection. Forward progress has been made with each step being evaluated and discussed with all involved entities, to include TxDOT, Montgomery County Precinct 3, and Precinct 4.

Preliminary design, traffic modeling, and surveying information have all been completed and submitted to TxDOT for review. TxDOT has approved the preliminary design and approved the City to complete final design of the intersection modification.

This project is eligible for MDD funding and funds are currently available.

## APPROVALS:

DEPARTMENT HEAD		DATE:	<u>April 14, 2020</u>
CITY ADMINISTRATOR		DATE:	<u>April 16, 2020</u>

**Attachment A**  
**Scope of Services**  
**Research Forest/Tamina Major Intersection Improvements**  
**I-45 at Research Forest and Tamina**  
City of Shenandoah - 29955 I-45 North, Shenandoah, Texas 77381  
Attn: Kenny Eickelberg - keickelberg@shenandoahtx.com - 832-585-8142  
April 1, 2020

- C
- H
- H2
- O

DESCRIPTION	PHASE	BASIS	FEE
<b>1. Preliminary Design Services</b>	<b>100</b>	<b>Lump Sum</b>	
a. Civil Drawings: Prepare civil drawings for modifying the existing Tamina and Research Forest intersection under I-45. Civil drawings include striping, pavement design, pedestrian improvements, signage, traffic control, temporary erosion control, construction notes, and detail sheets.	101		\$ 17,000.00
b. Traffic Signal: Prepare preliminary traffic signal design modifications.	102		\$ 24,000.00
c. Preliminary Contract Documents & Specifications: Prepare project contract document and specifications for bidding.	103		\$ 4,000.00
<b>Phase Sub-Total:</b>			<b>\$ 45,000.00</b>
<b>2. Final Design Services</b>	<b>200</b>	<b>Lump Sum</b>	
a. Civil Drawings: Prepare civil drawings for modifying the existing Tamina and Research Forest intersection under I-45. Civil drawings include striping, pavement design, pedestrian improvements, signage, traffic control, temporary erosion control, construction notes, and detail sheets.	201		\$ 10,000.00
b. Traffic Signal: Prepare final traffic signal design modifications.	202		\$ 20,000.00
c. Final Contract Documents & Specifications: Prepare project contract document and specifications for bidding.	203		\$ 4,000.00
<b>Phase Sub-Total:</b>			<b>\$ 34,000.00</b>
<b>3. Construction Administration Services</b>	<b>300</b>		
a. Contract Administration: Services include a project bidding, pre-bid conference, bid opening, recommendation of award, pre-construction conference, notice to proceed, pay request processing, change order processing, periodic construction oversight, and a final inspection.	301	Hourly Estimate (Attachment B)	\$ 12,000.00
b. Record Drawings: Prepare record drawings based on contractor redlines and field observations for City, County, and TxDOT acceptance.	302	Lump Sum	\$ 5,000.00
c. One Year Inspection & Acceptance: Coordinate and attend a one-year inspection, instruct contractor to make required repairs, and when deemed appropriate issue recommendation to acceptance for maintenance.	303	Lump Sum	\$ 2,000.00

CLIENT Initials:

ENGINEER Initials:

*ADB*

**BLEYL ENGINEERING**  
PLANNING • DESIGN • MANAGEMENT

<b>Phase Sub-Total: \$ 19,000.00</b>			
<b>4. Project Representation Services</b>	<b>400</b>		
a. A detailed inspection proposal will be provided after the project has bid, based on the contractor's actual construction schedule.	401	\$	-
<b>Phase Sub-Total: \$ -</b>			
<b>5. Sub-Consultant Services</b>	<b>500</b>		
a. Right-of-Way Descriptions (Core Surveying): Provide ROW descriptions for the Home Depot and gas station.	501	Cost + 10%	\$ 1,500.00
<b>Phase Sub-Total: \$ 1,500.00</b>			
<b>6. Permitting</b>	<b>600</b>		
a. TDLR Submittal: Prepare and submit for TDLR review.	601	Lump Sum	\$ 1,500.00
<b>Phase Sub-Total: \$ 1,500.00</b>			
<b>7. General Consultation &amp; Coordination</b>	<b>900</b>		
a. Project Coordination: Coordination with City of Shenandoah and Montgomery County, including site visits, submittal review meetings, phone calls, and meetings.	901	Lump Sum	\$ 10,000.00
b. Reimbursable Fees: Includes reproduction, deliveries, and other non-labor expenses.	902	Cost + 10%	\$ 1,500.00
c. Coordinate with TxDOT on submittals, meetings, relocating the CTMS panel, etc.	903	Hourly Estimate (Attachment B)	\$ 12,000.00
d. Coordinate with Entergy on relocating overhead utilities.	904	Hourly Estimate (Attachment B)	\$ 10,000.00
e. Coordinate with CenterPoint on relocating gas lines.	905	Hourly Estimate (Attachment B)	\$ 5,000.00
<b>Phase Sub-Total: \$ 38,500.00</b>			
<b>Total Fee: \$139,500.00</b>			

**Notes**

1. Client is responsible for complying with all storm water pollution prevention requirements. The Client's Contractor is responsible for implemented, and maintaining the storm water pollution prevention.
2. Tax will be added to the above fees when required by law.
3. These fees are presented in the understanding that the Client, if a public entity, has selected Bleyl Engineering for the Project based on qualifications in accordance with state law and is not soliciting competitive proposals on professional services.
4. Scope of work excludes drainage studies, and historical or environmental impact assessments.
5. All permits shall be obtained by Owner or Owner's Representative.
6. Jurisdictional review fees (of drawings) shall be paid by Client or reimbursed at Cost + 10%.
7. Client will be notified of all changes in scope of work and/or changes in estimated fees.

CM: Jennifer Steen  
PM: David Besly

Form 1295 Required

CLIENT Initials:

ENGINEER Initials:

*JDS*

**BLEYL ENGINEERING**  
PLANNING • DESIGN • MANAGEMENT



# BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

100 Nugent Street  
Conroe, Texas 77301  
Phase (936) 441-7833  
Firm No. F-678

## PRELIMINARY ENGINEERING OPINION OF COST Research Forest/Tamina Major Intersection Improvements 4/1/2020

NO.	DESCRIPTION OF WORK	UNIT	QTY.	UNIT COST	TOTAL
1	500-6001 Mobilization, performance and payment bonds (5% max)	LS	1	\$ 83,000.00	\$ 83,000.00
2	104-6001 Removing Concrete	SY	475	\$ 10.00	\$ 4,750.00
3	104-6010 Removing riprap	CY	14	\$ 75.00	\$ 1,050.00
4	104-6021 Removing concrete curb	LF	3,500	\$ 5.00	\$ 17,500.00
5	360-6002 8-inch Concrete Pavement	SY	2,300	\$ 70.00	\$ 161,000.00
6	432-6001 4-inch concrete slope paving	CY	10	\$ 400.00	\$ 4,000.00
7	432-6044 Concrete riprap flume	CY	4	\$ 400.00	\$ 1,600.00
8	450-6054 Rail (TY SSTR) with drain slots	LF	626	\$ 50.00	\$ 31,300.00
9	464-6003 18-inch concrete pipe	LF	10	\$ 70.00	\$ 700.00
10	496-6035 Remove structural drilled shaft	EA	4	\$ 1,000.00	\$ 4,000.00
11	529-6002 Concrete curb type II	LF	3,600	\$ 10.00	\$ 36,000.00
12	531-6001 4-inch concrete sidewalks	SY	100	\$ 65.00	\$ 6,500.00
13	531-6004 Type 1 pedestrian ramp	EA	8	\$ 1,500.00	\$ 12,000.00
14	531-6015 Type 20 pedestrian ramp	EA	1	\$ 2,500.00	\$ 2,500.00
15	531-6016 Type 21 pedestrian ramp	EA	1	\$ 2,500.00	\$ 2,500.00
16	531-6017 Type 22 pedestrian ramp	EA	3	\$ 3,000.00	\$ 9,000.00
17	545-6006 crash cushion atten (install)(L)(N)(TL2)	EA	2	\$ 32,000.00	\$ 64,000.00
18	Signs and pavement markings	LS	1	\$ 15,000.00	\$ 15,000.00
19	Traffic signal modifications	LS	1	\$ 385,000.00	\$ 385,000.00
20	traffic Control	MO	12	\$ 7,500.00	\$ 90,000.00
21	Entergy Relocate overhead lines, poles	LS	1	\$ 250,000.00	\$ 250,000.00
22	CenterPoint relocate gas underground	LS	1	\$ 100,000.00	\$ 100,000.00
23	Relocate TxDOT communication shack	LS	1	\$ 450,000.00	\$ 450,000.00
SUBTOTAL					\$1,731,400.00
CONTINGENCIES (20%)					\$346,300.00
ENGINEERING					\$139,500.00
<b>TOTAL</b>					<b>\$2,217,200.00</b>

### NOTES:

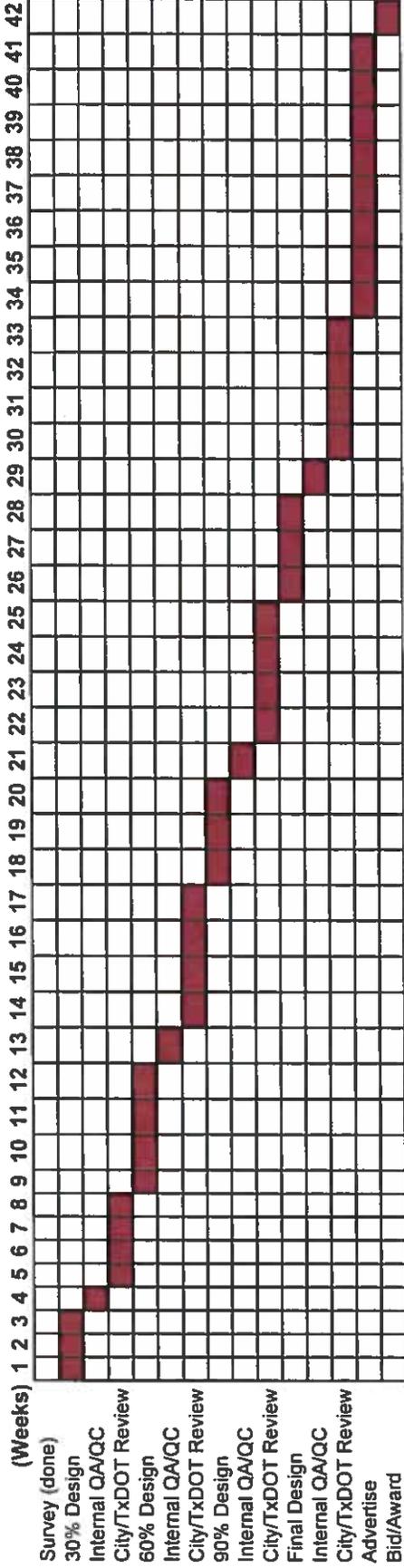
1. This estimate was completed without the benefit of detailed design or studies and is subject to change based on final design considerations.
2. Opinion of costs is based on current bids of similar work and subject to change based on market conditions at the time of actual bid.

This Document is Released for the Purpose of:  
**General Planning**  
Under the Authority of:  
Engineer: **Jennifer Steen, P.E.**  
License No.: **105177**  
It is Preliminary in Nature and not to be Used

## DESIGN SCHEDULE

### Research Forest/Tamina Major Intersection Improvements

4/1/2020



Schedule is dependent on TxDOT and County review. Construction will not be able to start until TxDOT has approved and utilities are relocated.



# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE:	<u>April 22, 2020</u>	ITEM NUMBER:	<u>6</u>
DEPARTMENT:	<u>Public Works</u>	PREPARED BY:	<u>Kenny Eickelberg</u>
PRICING:	<u>\$22,743.97</u>	EXHIBITS:	<u>Entergy Estimate</u> <u>Streetlight Location Drawing</u>

### SUBJECT/PROCEEDING:

Discussion and possible action regarding David Memorial Roadway Extension – Phase I streetlight installation.

### RECOMMENDED ACTION:

Staff recommends reimbursement of the David Memorial Roadway Extension – Phase I streetlight installation for three additional streetlights in the amount of \$22,743.97.

### BACKGROUND/DISCUSSION:

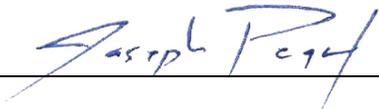
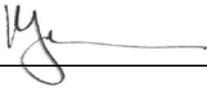
Construction of the David Memorial Roadway Extension Phase 1 continues north from the intersection of Shenandoah Park Dr. to the south property line of the Sam Moon Development. This section of the roadway, paving and drainage, is an MDD reimbursed project.

The City has worked directly with Entergy to consider adding streetlights to this section of the roadway separate from the current contract. We have an invoice from Entergy for the last three of the six total streetlights proposed for Phase 1. These three lights, as shown on the attached drawing, are focused on the north end. Entergy’s proposal covers the costs of the upgrade to a cobra head LED style fixture that matches the first three lights installed on Shenandoah Park Dr.

This project was approved as part of the 2015-2016 MDD budget. MDD approved budget for this project was \$2,310,000.00, of which \$85,000 was for street lighting and \$15,777.99 was spent funding street lights along Shenandoah Park Drive and in the traffic circle. The unused funds were placed back in reserve as staff awaiting pricing from Entergy.

Streetlights were not placed in the civil (main) contract, but conduits placed during the main construction will allow electrical wires to be placed throughout the project to streetlight locations without having to demolish new street paving or curbs.

### APPROVALS:

DEPARTMENT HEAD		DATE:	<u>April 14, 2020</u>
CITY ADMINISTRATOR		DATE:	<u>April 16, 2020</u>



# PROFORMA

Entergy Texas, Inc.  
PO Box 679505  
Dallas TX 75267-9505

Invoice amount is valid for 30 days from date of invoice. After 30 days the amount is subject to change.  
For Payments via Wire  
Please Remit to: Capital One  
ABA# 065000090, Account# 672225647

Invoice : 2245820  
Invoice Date: 03/10/2020  
Page: 1 of 2  
3

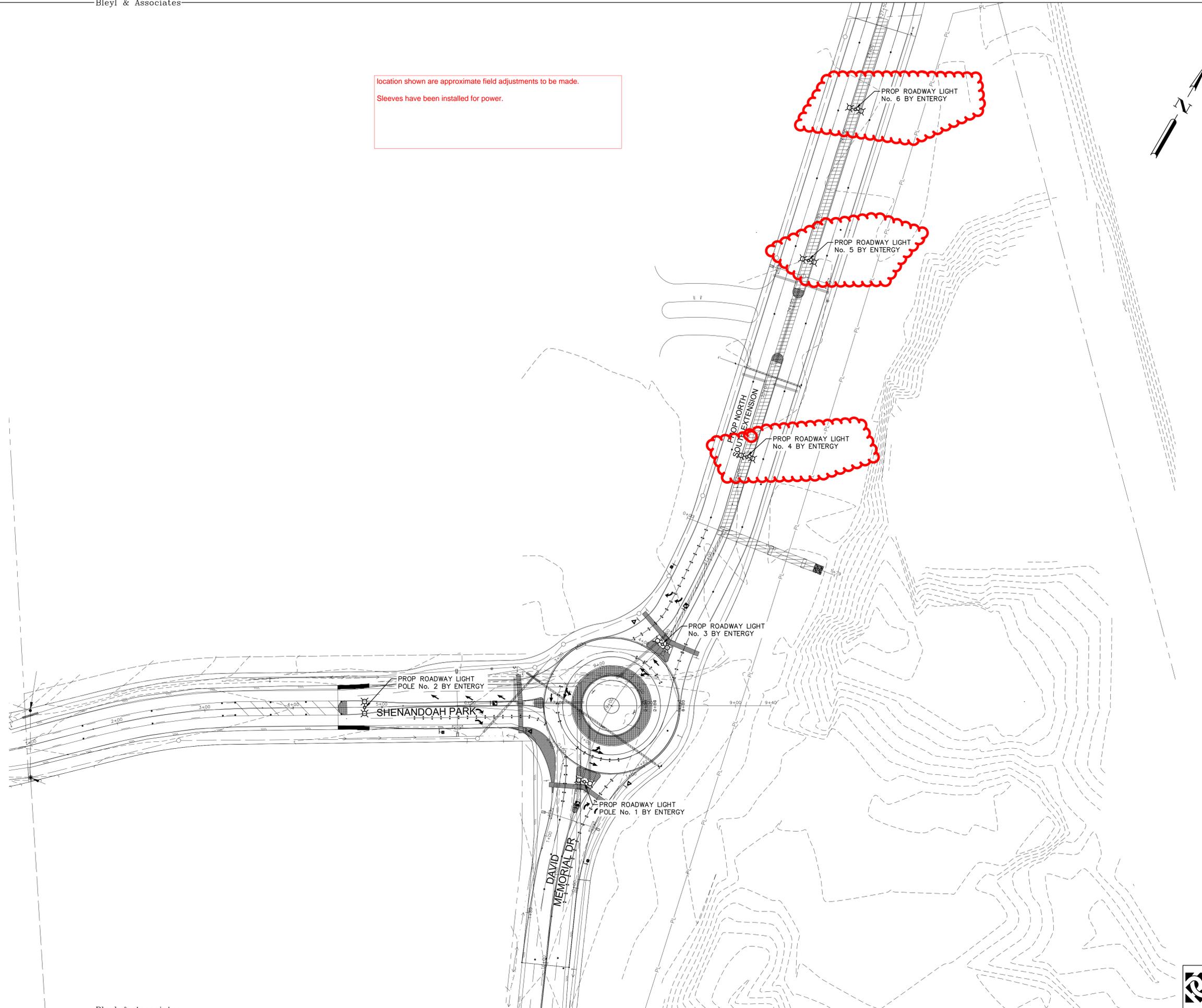
Customer No: 29806  
Payment Terms: Net 30  
Due Date: 04/09/2020  
PO Reference: A/N 133959551  
Work Rqst # : 1040694

CITY OF SHENANDOAH  
KENNY ELCKELBERG  
29811 I-45 NORTH  
SHENANDOAH TX 77381

For billing questions, please call: 1-844-387-9675 OPT 3, 3

Line	Description	Quantity	UOM	Unit Amt	Net Amount
1	Electric Underground Services Customer request for the installation of UG secondary and 3 streetlights at 29955 I45 North in Shenandoah. EA Emma Benitez 936-525-2088  DELAYS MAY RESULT IF THIS PAYMENT IS COMBINED WITH ANY OTHER PAYMENT TO ENTERGY.	1.00	EA	22,743.97	22,743.97
<b>Subtotal:</b>					22,743.97
<b>Amount Due:</b>					<b>22,743.97 USD</b>

location shown are approximate field adjustments to be made.  
Sleeves have been installed for power.



REV	DATE	BY	APP	COMMENT

SCALE: 1" = 50'  
DATE: DECEMBER, 2015  
DRAWN BY: JWC  
PROJECT MANAGER: BEREK WIND, P.E.

PREPARED FOR:  
SHEPHERD & ASSOCIATES  
29955 FM 145 NORTH  
SHENANDOAH, TX 77381  
(281) 298-5522

**Bleyl & Associates**  
Texas Firm Registration No. 678  
WWW.BLEYLENGINEERING.COM

**B & A**

CONROE OFFICE: 10000 W. STATE ST., CONROE, TEXAS 77385 (936) 441-7833 PHONE (936) 760-3833 FAX

BRYAN OFFICE: 1728 BRYAN BLVD., BRYAN, TEXAS 77802 (979) 268-1125 PHONE (979) 260-3849 FAX

SAN ANGELO OFFICE: 1000 W. 17TH ST., SAN ANGELO, TEXAS 76903 (325) 262-4082 PHONE (325) 480-0451 FAX

LA EDGETTE OFFICE: 811 LA EDGETTE BLVD., LA EDGETTE, TEXAS 77551 (281) 470-0955 PHONE (281) 470-0952 FAX

AUSTIN OFFICE: 715 CAPITAL OF TEXAS HWY. S., AUSTIN, TEXAS 78746 (512) 328-7878 PHONE (512) 328-7884 FAX

STREET LIGHTING PLAN  
**SHENANDOAH NORTH SOUTH ROAD EXTENSION**  
IN THE MONTGOMERY COUNTY, TEXAS SURVEY, A-350  
MONTGOMERY COUNTY, TEXAS

THESE PLANS ARE ISSUED FOR THE PURPOSE OF PRELIMINARY REVIEW AND ARE NOT INTENDED FOR CONSTRUCTION. WHEN ISSUED IN FINAL FORM THEY WILL BE SEALED, SIGNED AND DATED.  
RESPONSIBLE ENGINEER:  
BAIRD & GILROY LLC  
F-16575  
JOHN W. GILROY, JR., P.E.  
TEXAS REGISTRATION NO. 112871  
DECEMBER 30, 2015

PROJECT NUMBER  
**11619**  
FILE NAME:  
103-0009 Elec.dwg  
SHEET:  
**E1** OF: 26

**BAIRD & GILROY**  
ELECTRICAL ENGINEERS  
2002 Riverknoll Ct.  
Richmond, TX 77469  
(281) 529-5005  
www.bairdgilroy.com  
TYPE No. F-16575  
Job No. 103-0009



# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE: <u>April 22, 2020</u>	ITEM NUMBER: <u>7</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING:	EXHIBITS: <u>Example Policy</u>

**SUBJECT/PROCEEDING:**

Discussion & Possible Action to Establish a Reserve Balance Requirement

**RECOMMENDED ACTION:**

Staff Recommends the Board Establish a Reserve Balance Requirement

**BACKGROUND/DISCUSSION:**

Director Bevers requested that the board discuss and establish a minimum reserve balance in the MDD fund. Council adopted a reserve balance in the general fund of 180 regular days of operating expenditures. Due to the significant difference in operational costs between the general fund and MDD, staff recommends a reserve balance of a percentage of operating costs. A copy of a draft policy is included in this agenda.

MDD's operational costs include the following:

2019 - 2020 MDD Operating Budget		
801-15-62-620700	The Woodlands Area Economic Development Partnership	\$ 7,500.00
801-15-67-670300	Conroe Independent School District Agreement (Daktronics)	\$ 20,000.00
801-15-67-670300	Public Relations - Business Development	\$ 1,000.00
801-15-67-670900	ICSC Membership	\$ 50.00
801-15-67-672000	Engineering Retainer	\$ 9,000.00
801-15-67-672000	Engineering Services	\$ 11,000.00
801-15-62-621300	Legal Notices	\$ 2,000.00
801-15-68-681100	Transfer to General Operating	
	<i>Financial Audit</i>	\$ 4,800.00
	<i>80% Woodlands Fire Department</i>	\$ 520,000.00
	<i>Administration/CPI Personnel</i>	\$ 14,230.00
	<i>Finance Personnel</i>	\$ 2,126.00
	<i>Staff Time for Projects</i>	\$ 15,000.00
	<i>25% Legal</i>	\$ 30,000.00
	<i>Police Holiday Overtime</i>	\$ 9,340.00
	<i>Incode Fees</i>	\$ 800.00
	<b>Totals</b>	<b>\$ 646,846.00</b>

**APPROVALS:**

DEPARTMENT HEAD		DATE: <u>March 6, 2020</u>
CITY ADMINISTRATOR		DATE: <u>April 16, 2020</u>



# Shenandoah Municipal Development District (MDD)

## Fund Balance Policy

### Purpose

This policy establishes that the Board will strive to maintain an appropriate level of in its MDD Fund Balance; allowed uses of the fund balance; and the conditions under which the fund balance can be used.

This policy will also ensure the MDD maintains adequate fund balances in the operating fund with the capacity to:

1. Provide sufficient cash flow for daily financial needs;
3. Offset significant economic downturns or revenue shortfalls, and;
4. Provide funds for unforeseen expenditures related to emergencies.

**For purposes of the Policy, the definition of “reserves” is limited to the portion of the MDD balance that is unallocated or unassigned. Reserves are the amount of cash that is available after all other financial obligations are met.**

### Amounts Held in Reserve

The City shall maintain the reserves to no less than **XX%** of operation expenditures. The expenditures variable will fluctuate year-to-year based on the adopted operating budget.

### Use of Reserves

Any reserves in excess may be used for the following with MDD approval:

1. Non-recurring purchases
2. Capital improvements that cannot be accommodated through the current year’s budgeted revenues
3. Fixed or capital assets replacement related to machinery or equipment that are not included in the equipment replacement fund projections
4. Emergency situations or disasters
5. Investments as approved per the City’s Investment Policy
6. Budget Stabilization for economic uncertainty, new rules or regulations, and/or anticipated future obligations

## **Conditions for Use of Reserves**

The use of reserves shall be limited to unanticipated, non-recurring needs, or anticipated future obligations. Reserves shall not be used for normal or recurring annual operating expenditures.

The City Administrator is authorized to make recommendations to the MDD Board for use of reserves. A majority vote of the MDD Board will be required to use reserves. Any recommendations that decrease the reserve balance below the minimum appropriate level of **XX% of operating expenses** shall be accompanied by a proposal for the replenishment of the reserves to the MDD Board within **XX days** of approval of expenditures.

## **Monitoring and Reporting**

The Finance Director shall be responsible for monitoring and reporting the MDD's reserve balance. The reserve balance shall be reported quarterly to the public.

Compliance with the provisions of the policy shall be reviewed as a part of the annual operating budget adoption process and subsequent review will be included in the annual audit and financial statement preparation procedures.



# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE: <u>April 22, 2020</u>	ITEM NUMBER: <u>8</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING: _____	EXHIBITS: _____

**SUBJECT/PROCEEDING:**

Discussion and Possible Action Regarding Funded Projects

**RECOMMENDED ACTION:**

Staff recommends that the Board provide direction.

**BACKGROUND/DISCUSSION:**

The following projects have been funded in previous budget years and those funds have been reserved but there has been little to no activity on them. Joseph Peart has created a capital project improvement plan that includes some of these projects with funding from that year's revenues in upcoming years. With adoption of that capital project schedule we can release those funds back into reserves.

MDD CAPITAL PROJECTS					
PROJECT NAME	STATUS	AMOUNT ALLOCATED	AMOUNT USED		BALANCE
<i>CARRY OVER PROJECTS</i>					
DAVID MEMORIAL DR - PHASE 2	ON HOLD	\$ 1,980,326.00	\$ 43,777.77		\$ 1,936,548.23
PARK IMPROVEMENTS - (HOLLY HILL)	ON HOLD	\$ 50,000.00	\$ 7,473.80		\$ 42,526.20
PARK & PATHWAY PLAN	ON HOLD	\$ 10,000.00	\$ 1,843.75		\$ 8,156.25
SPECIAL EVENTS CENTER FEASIBILITY STUDY	NOT STARTED	\$ 100,000.00	\$ -		\$ 100,000.00
TOTAL		\$ 2,140,326.00	\$ 53,095.32		\$ 2,087,230.68

**APPROVALS:**

DEPARTMENT HEAD		DATE: <u>April 16, 2020</u>
CITY ADMINISTRATOR		DATE: <u>April 16, 2020</u>



# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE: <u>April 22, 2020</u>	ITEM NUMBER: <u>9</u>
DEPARTMENT: <u>Administration</u>	PREPARED BY: <u>Kathie Reyer</u>
PRICING: _____	EXHIBITS: _____

### SUBJECT/PROCEEDING:

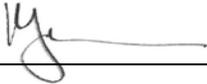
Discussion and possible action to approve funding of a local ad campaign.

### RECOMMENDED ACTION:

### BACKGROUND/DISCUSSION:

At the April 8 meeting, Council discussed funding a local ad campaign to support our restaurants and retailers once they reopen and proposed allocating \$17,000 for a campaign that will be digitally driven. Councilman Fletcher asked staff to request funding from the MDD board.

### APPROVALS:

DEPARTMENT HEAD _____	DATE: _____
CITY ADMINISTRATOR  _____	DATE: <u>April 16, 2020</u>

## MINUTES OF REGULAR MEETING

February 26, 2020

### SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT

The meeting was called to order by President Byron Bevers at 6:00 p.m. Board members present, Director David Hoover, Director Mike Sorich, Director Ted Fletcher and Director Ron Raymaker. City Administrator Kathie Reyer, City Secretary/Assistant Secretary Courtney Clary, City Attorney Bill Ferebee, Communications Manager Debbie Pilcher, Finance Director/Assistant Treasurer Lisa Wasner, Chief of Police Raymond Shaw, and Public Works Director Joseph Peart.

1. CALL TO ORDER

President Bevers called the meeting to order at 6:00 p.m.

2. CALL OF ROLL

President Bevers stated for the record that all members were present.

3. CITIZENS INQUIRY

*Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.*

President Bevers stated for the record that there were no citizens wishing to speak.

4. Update from Bleyl Engineering regarding the east side detention pond.

Derek Wind stated that Council approved Option 1B from the preliminary study in 2018 and the hydraulic study on Carters Slough tributary was completed in June 2019. Mr. Wind stated the following action items were ongoing:

- Ongoing coordination with core of engineers for permit application approval
- Ongoing coordination with incoming developments
- Actively In discussions with downstream property owners for options to improve City drainage
- Considering test pumping scenario in Summer of 2020 for four to six weeks
- Created 2D model to evaluate further options

5. Discussion regarding a draft 5-10 year Capital Improvement Projects plan.

President Bevers stated that the idea was to take a broader look at Capital Improvement Projects and that in-depth discussions were needed for the operating budget and reserve balance.

Director Raymaker stated that the first draft was a great overview of what is available.

President Bevers stated that he would like to prioritize what projects the Board would be interested in funding first and what which projects would require other funding options.

Director Hoover commended staff on their work putting the plan together.

Director Fletcher thanked the staff for their work and stated that it was something that has not been done previously.

President Bevers requested to look closer at water/sewer projects at the next meeting and asked for summaries of each project with more detailed information added as they draw closer. He also requested a discussion on reserves at the next meeting.

6. Discussion and possible action regarding budgeted projects.

President Bevers suggested that any projects on rolled or that had not been started be zeroed out and to roll active projects into one in order to identify projects and funds set to be spent in the current year. He requested to see the current phases of active projects with current funds laid out.

7. Discussion and possible action regarding parking at the Toddler Park.

President Bevers stated that if Council was interested in the project the Board could consider funding options for the next budget year.

8. Discussion and possible action to approve the minutes of the January 22, 2020 regular meeting.

DIRECTOR FLETCHER MADE A MOTION TO APPROVE THE MINUTES OF THE JANUARY 22, 2020 REGULAR MEETING, DIRECTOR RAYMAKER SECONDED. THE MOTION CARRIED 5/0.

9. Discussion and possible action to ratify the accounts payable for January, 2020.

DIRECTOR FLETCHER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR JANUARY, 2020, DIRECTOR SORICH SECONDED. THE MOTION CARRIED 5/0.

DIRECTORS' INQUIRY

Pursuant to Texas Government Code Sect. 551.042, the Directors may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

President Bevers stated that there were no Director inquiries.

EXECUTIVE SESSION

**Public notice is given that the Municipal Development District Board may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this Agenda. Prior to any such closed session, the President, in open session, will identify the agenda item to be discussed and the Section or Sections of Chapter 551 under which the closed discussion is authorized.**

ADJOURN

There being no further business, President Bevers announced that the meeting was adjourned at 6:30 p.m.

SUBMITTED BY: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_  
Assistant Secretary, Courtney Clary

\_\_\_\_\_  
Byron Bevers, President



City of Shenandoah

# Expense Approval Report By Fund

Payment Dates 02/01/2020 - 02/29/2020

Vendor Name	Payment Date	Payment Number	Description (Item)	(None)	Amount
<b>Fund: 802 - Municipal Development District Capital Project Fun</b>					
DL GLOVER INC	02/05/2020	616	PARK GREENSPACE IMPROVEMENTS PAY 1		8,280.00
DL GLOVER INC	02/05/2020	616	PARK GREENSPACE IMPROVEMENTS PAY 1		10,350.00
DL GLOVER INC	02/05/2020	616	PARK DRAINAGE IMPROVEMENTS PAY 1		22,050.00
DL GLOVER INC	02/18/2020	617	PARK GREENSPACE IMPROVEMENTS - NORTH FINAL PAY		2,070.00
DL GLOVER INC	02/18/2020	617	PARK DRAINAGE IMPROVEMENTS FINAL PAY		2,450.00
STEPTOE & JOHNSON PLLC	02/25/2020	618	JAN 2020 DEVELOPMENT CODE & REDEVELOPMENT PLANNING		1,385.50
<b>Fund 802 - Municipal Development District Capital Project Fun Total:</b>					<b>46,585.50</b>
<b>Grand Total:</b>					<b>46,585.50</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
802 - Municipal Development District Capital Project Fun	46,585.50
<b>Grand Total:</b>	<b>46,585.50</b>

### Account Summary

Account Number	Account Name	Payment Amount
802-15-62-621000	Consulting/Professional S...	1,385.50
802-15-66-664601	Park Improvements	24,500.00
802-15-66-669904	Pool Improvements	20,700.00
	<b>Grand Total:</b>	<b>46,585.50</b>

### Project Account Summary

Project Account Key	Payment Amount
**None**	46,585.50
<b>Grand Total:</b>	<b>46,585.50</b>



# Expense Approval Report By Fund

Payment Dates 03/01/2020 - 03/31/2020

Vendor Name	Payment Date	Payment Number	Description (Item)	(None)	Amount
<b>Fund: 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT</b>					
BLEYL AND ASSOCIATES	03/04/2020	619	FEB 2020 CITY ENGINEER RETAINER		750.00
BLEYL AND ASSOCIATES	03/17/2020	622	MAR 2020 MDD ENGINEER RETAINER		750.00
<b>Fund 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT Total:</b>					<b>1,500.00</b>
<b>Fund: 802 - Municipal Development District Capital Project Fun</b>					
BLEYL AND ASSOCIATES	03/04/2020	619	JAN 2020 ENGINEERING/PRO SERVICES EAST SIDE WETLAN		2,747.50
BLEYL AND ASSOCIATES	03/09/2020	620	OCT 2019 TAMINA WEST BOUND TURN LANE @ I45		1,385.00
BLEYL AND ASSOCIATES	03/09/2020	620	JAN 2020 TAMINA WEST BOUND TURN LANE @ I45		14,524.36
STEPTOE & JOHNSON PLLC	03/09/2020	621	FEB 2020 DEVELOPMENT CODE AND REDEVELOPMENT PLANNI		8,124.50
BLEYL AND ASSOCIATES	03/17/2020	622	JAN 2020 RESEARCH FOREST/TAMINA IMPROVEMENTS		8,308.92
BLEYL AND ASSOCIATES	03/17/2020	622	JAN 2020 TRAFFIC STUDY UPDATE 145/RESEARCH FOREST		1,760.00
BLEYL AND ASSOCIATES	03/17/2020	622	FEB 2020 RESEARCH FOREST/TAMINA IMPROVEMENTS		1,747.33
BLEYL AND ASSOCIATES	03/17/2020	622	FEB 2020 TRAFFIC STUDY UPDATE 145/RESEARCH FOREST		7,380.00
BLEYL AND ASSOCIATES	03/17/2020	622	FEB 2020 TAMINA WEST BOUND TURN LANE @ I45		922.18
BLEYL AND ASSOCIATES	03/17/2020	622	FEB 2020 ENGINEERING/PRO SERVICES EAST SIDE WETLAN		761.25
BLEYL AND ASSOCIATES	03/17/2020	622	FEB 2020 ENGINEERING SERVICES EAST RELIEF POND		340.00
SUPERIOR GROUTING SERVICES, INC.	03/31/2020	623	PINECROFT ROAD IMPROVEMENTS		20,836.67
<b>Fund 802 - Municipal Development District Capital Project Fun Total:</b>					<b>68,837.71</b>
<b>Grand Total:</b>					<b>70,337.71</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT	1,500.00
802 - Municipal Development District Capital Project Fun	68,837.71
<b>Grand Total:</b>	<b>70,337.71</b>

## Account Summary

Account Number	Account Name	Payment Amount
801-15-62-621100	Engineer	1,500.00
802-15-62-621000	Consulting/Professional S...	8,124.50
802-15-66-663710	Tamina Rd. to I-45 feeder	16,831.54
802-15-66-663720	Tamina Rd/I-45/Research ...	19,196.25
802-15-66-669900	Capital Projects	3,848.75
802-15-66-669905	Pinecroft Road Improvem...	20,836.67
<b>Grand Total:</b>		<b>70,337.71</b>

## Project Account Summary

Project Account Key	Payment Amount
**None**	22,613.25
CONSTRUCTION 20-30-08	20,836.67
PROFESSIONAL SERVICE 00-00-02	16,831.54
PROFESSIONAL SERVICE 00-00-03	10,056.25
<b>Grand Total:</b>	<b>70,337.71</b>