



NOTICE OF REGULAR MEETING

September 23, 2020

SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT

STATE OF TEXAS  
COUNTY OF MONTGOMERY  
CITY OF SHENANDOAH

AGENDA

NOTICE IS HEREBY GIVEN that a Meeting of the Shenandoah Municipal Development District will be held on Wednesday, September 23, 2020 at 6:00 p.m. for the purpose of considering the following:

1. CALL TO ORDER
2. CALL OF ROLL
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 the Board shall be limited to a proposal to place the subject on the agenda of a future meeting.*
4. Presentation of monthly cash flow report.
5. Discussion and possible action regarding the reserve policy.
6. Discussion regarding estimated cost to extend the merge lane at the south bound service road at Research Forest.
7. Discussion and possible action regarding the following items:
  - a. Release allocated funds
  - b. Updated CIP
8. Discussion regarding a project ranking process.
9. Discussion and possible action to adopt the 2020-2021 MDD Budget.
10. Discussion and possible action to approve a proposal from Bleyl Engineering for drainage improvements east of David Memorial Drive.
11. Discussion and possible action to approve the minutes of the July 22, 2020 and the August 26, 2020 regular meetings.
12. Discussion and possible action to ratify the accounts payable for August, 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

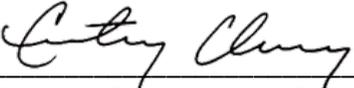
*Public notice is given that the Municipal Development District Board may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive 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 18 day of September 2020 at 1:15 o'clock p.m.

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



**MDD Cash Flows 2019-2020**

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
<b>Beginning Cash</b>	<b>4,625,631.00</b>	<b>3,085,053.86</b>	<b>3,242,539.98</b>	<b>3,412,953.55</b>	<b>3,467,117.78</b>	<b>3,672,887.54</b>	<b>3,671,702.30</b>	<b>3,808,211.55</b>	<b>3,920,343.32</b>	<b>3,997,795.14</b>	<b>4,006,717.12</b>	
<b>Revenues</b>	<b>156,755.53</b>	<b>162,620.14</b>	<b>173,102.74</b>	<b>190,775.60</b>	<b>211,366.43</b>	<b>163,739.38</b>	<b>140,783.92</b>	<b>135,642.41</b>	<b>119,754.24</b>	<b>144,780.63</b>	<b>190,485.37</b>	<b>-</b>
<i>Sales Tax</i>	154,895.19	161,037.71	170,373.02	188,314.94	208,869.55	161,745.33	139,963.48	135,379.02	119,548.64	144,576.27	190,311.71	
<i>Bank Interest</i>	1,860.34	1,582.43	2,729.72	2,460.66	2,496.88	1,994.05	820.44	263.39	205.60	204.36	173.66	
<b>MDD Fund Expenses</b>	<b>1,614,750.00</b>	<b>1,324.85</b>	<b>1,322.50</b>	<b>1,336.25</b>	<b>-</b>	<b>5,348.75</b>	<b>1,100.00</b>	<b>22,743.97</b>	<b>11,000.00</b>	<b>1,410.00</b>	<b>22,540.00</b>	<b>-</b>
<i>Operating</i>	750.00	750.00	750.00	750.00	-	1,500.00	750.00	-	1,500.00	750.00	20,750.00	
<i>MDD Capital</i>	1,614,000.00	574.85	572.50	586.25	-	3,848.75	350.00	22,743.97	9,500.00	660.00	1,790.00	
<b>MDD Expenses - Transfers Needed</b>	<b>82,582.67</b>	<b>3,809.17</b>	<b>1,366.67</b>	<b>135,275.12</b>	<b>5,596.67</b>	<b>159,575.87</b>	<b>3,174.67</b>	<b>766.67</b>	<b>31,302.42</b>	<b>134,448.65</b>	<b>766.67</b>	<b>-</b>
<i>GF Capital</i>	-	-	-	-	-	-	-	-	-	-	-	
<i>WS Capital</i>		3,342.50		8,853.25	4,830.00	33,154.00	2,408.00		30,535.75	8,026.78		
<i>GF Fees</i>	82,582.67	466.67	1,366.67	126,421.87	766.67	126,421.87	766.67	766.67	766.67	126,421.87	766.67	
<b>Ending Cash</b>	<b>3,085,053.86</b>	<b>3,242,539.98</b>	<b>3,412,953.55</b>	<b>3,467,117.78</b>	<b>3,672,887.54</b>	<b>3,671,702.30</b>	<b>3,808,211.55</b>	<b>3,920,343.32</b>	<b>3,997,795.14</b>	<b>4,006,717.12</b>	<b>4,173,895.82</b>	<b>-</b>

<b>Required Reserve Balance (100% Operating Expenses)</b>	<b>596,296.00</b>											
<b>Available Cash Less Required Reserve Balance*</b>	<b>2,488,757.86</b>	<b>2,646,243.98</b>	<b>2,816,657.55</b>	<b>2,870,821.78</b>	<b>3,076,591.54</b>	<b>3,075,406.30</b>	<b>3,211,915.55</b>	<b>3,324,047.32</b>	<b>3,401,499.14</b>	<b>3,410,421.12</b>	<b>3,577,599.82</b>	<b>(596,296.00)</b>

\*Reserve balance currently set at 100% - Will change with adoption of the reserve policy

<b>Available Cash Less Allocated Projects</b>	<b>(32,272.50)</b>	<b>125,213.62</b>	<b>295,627.19</b>	<b>349,791.42</b>	<b>555,561.18</b>	<b>554,375.94</b>	<b>690,885.19</b>	<b>803,016.96</b>	<b>880,468.78</b>	<b>889,390.76</b>	<b>1,056,569.46</b>	<b>(3,117,326.36)</b>
<b>Allocated Projects - Balance (Adjusts Every Month)</b>	<b>2,521,030.36</b>											
<i>East Relief Pond (Option 1B)</i>	772,810.00											
<i>Tamina to I-45 Feeder *</i>	652,595.11											
<i>I-45 and Research Forest Dr. Intersection Improvements *</i>	1,024,523.75											
<i>IDC Rework</i>	71,101.50											

\*Subject to change with approval or project fund releases



# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE: <u>September 23, 2020</u>	ITEM NUMBER: <u>5</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:

2020 - 2021 Proposed MDD Operating Budget		
<b>801-15-62-620700</b>	<b>The Woodlands Area Economic Development Partnership</b>	<b>\$ 7,500.00</b>
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	\$ 12,024.00
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>	\$ 663,682.00
	<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>\$ 793,552.00</b>

**APPROVALS:**

DEPARTMENT HEAD		DATE: <u>September 14, 2020</u>
CITY ADMINISTRATOR		DATE: <u>September 17, 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

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## AGENDA REPORT

AGENDA DATE: <u>September 23, 2020</u>	ITEM NUMBER: <u>6</u>
DEPARTMENT: <u>Administration</u>	PREPARED BY: <u>Kathie Reyer</u>
PRICING: _____	EXHIBITS: _____

**SUBJECT/PROCEEDING:**

Discussion regarding estimated cost to extend the merge lane at the south bound service road at Research Forest.

**RECOMMENDED ACTION:**

Discussion only.

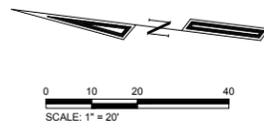
**BACKGROUND/DISCUSSION:**

At a previous meeting, Director Fletcher expressed interest in extending the merge lane onto the southbound service road, which would enhance the flow of traffic from the planned extension of the right turn lane on Research Forest. Bleyl Engineering provided a cost estimate for consideration (attached). If Council wishes to pursue the project, the City would seek partial funding from Precinct 3 and it would be combined with the major intersection improvement project under TxDOT jurisdiction.

Bleyl Engineering indicated that the local TxDOT office is favorable to the project and the district office must review it next.

**APPROVALS:**

DEPARTMENT HEAD		DATE: _____
CITY ADMINISTRATOR		DATE: <u>September 17, 2020</u>



REV	DATE	BY	APP	COMMENT

PREPARED FOR:  
**CITY OF SHENANDOAH**  
 29955 I-45 NORTH  
 SHENANDOAH, TEXAS 77381

**BLEYL ENGINEERING**  
 PLANNING • DESIGN • MANAGEMENT  
 1722 Broadmoor, Suite 210, Bryan Tx 77802  
 Texas Firm Registration No. F-678  
 Tel. 979-268-1125 Fax 979-260-3849  
 www.bleylengineering.com

AUSTIN    BRYAN    CONROE    HOUSTON

**EXHIBIT - IH45 SBFR ACCELERATION LANE**  
**RESEARCH FOREST/ TAMINA @ I-45 FRONTAGE ROAD INTERSECTION IMPROVEMENTS**

**DRAFT FOR AGENCY REVIEW ONLY**

THIS SET OF PLANS WAS PREPARED UNDER THE DIRECTION OF DAVID L. BESLY, P.E., SEAL No. 81873 ON 9/9/2020. THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW ONLY AND IS NOT TO BE USED FOR CONSTRUCTION.

DESIGN:	DAVID L. BESLY, PE
CAD:	RVW
PROJECT NO:	12403
SHEET:	OF:

I-45 SBFR ACCELERATION LANE IMPROVEMENTS						
ITEM	CODE	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
104	6001	REMOVING CONC (PAV)	SY	173	\$ 10.00	\$ 1,730.00
104	6021	REMOVING CONC (CURB)	LF	650	\$ 5.00	\$ 3,250.00
110	6001	EXCAVATION (ROADWAY)	CY	360	\$ 8.00	\$ 2,880.00
		EMBANKMENT (FINAL)(DENS CONT)(TY A)	CY	360	\$ 10.00	\$ 3,600.00
360	6002	CONC PVMT (CONT REINF - CRCP) (8")	SY	1,035	\$ 80.00	\$ 82,800.00
400	6005	CEMENT STABIL BKFL	SY	1180	\$ 80.00	\$ 94,400.00
464	6007	RC PIPE (CL III)(30 IN)	LF	782	\$ 90.00	\$ 70,380.00
465	6175	INLET (COMPL)(CURB)(TY C)	EA	3	\$ 4,000.00	\$ 12,000.00
465	6259	INLET (COMPL)(EXT TY C)	EA	4	\$ 1,000.00	\$ 4,000.00
496	6002	REMOV STR (INLET)	EA	3	\$ 400.00	\$ 1,200.00
496	6007	REMOV STR (PIPE)	LF	766	\$ 20.00	\$ 15,320.00
						\$ -
500	6001	MOBILIZATION	LS	1	\$ 25,940.00	\$ 25,940.00
529	6002	CONC CURB (MONO) (TY II)	LF	650	\$ 10.00	\$ 6,500.00
		TRAFFIC CONTROL	MO	2	\$ 7,500.00	\$ 15,000.00
		EROSION CONTROL	LS	1	\$ 8,000.00	\$ 8,000.00
		CENTERPOINT GAS RELOCATE UNDERGROUND LINES	LS	1	\$ 40,000.00	\$ 40,000.00

Note:

This estimate represents my best judgment as a design professional familiar with the construction industry. Bleyl Engineering has no control over the cost of labor, materials, or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding or market conditions. Therefore, we cannot and do not guarantee that bids will not vary from this cost estimate.

Subtotal	\$	387,000.00
Contingency (20%)	\$	77,000.00
<b>Est. Construction Cost</b>	<b>\$</b>	<b>464,000.00</b>
Est. Engineering and Survey	\$	41,000.00
<b>Estimated Project Cost</b>	<b>\$</b>	<b>505,000.00</b>

This Document is Released for the Purpose of: Project Programming  
Under the Authority of: Engineer: David L. Besly, P.E.  
License No.: 81873 Date: 2020-06-30  
Bleyl Engineering F-678



# Shenandoah Municipal Development District

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## AGENDA REPORT

AGENDA DATE: <u>September 23, 2020</u>	ITEM NUMBER: <u>7</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING:	EXHIBITS: <u>Updated MDD Capital Improvement Plan Sheet</u>

**SUBJECT/PROCEEDING:**

Discussion and Possible Action to a.) Release Allocated Project Funds and, b.) Review Updated Capital Improvement Plan

**RECOMMENDED ACTION:**

Staff recommends that the Board approve the release of the current allocated project funds

**BACKGROUND/DISCUSSION:**

**A. Action to Release Allocated Project Funds**

In the 2017, two projects were approved for road projects. There were never any capital sheets that were presented with the proposed projects. Staff and the Board have developed the projects for these funds that do not cost as much as the original budgeted amounts. To make this more transparent and for an easier understanding, the Board directed staff to include these projects on the next budget year's CIP sheet and to release the prior funds to put back in the available cash balance. Staff is recommending the Board release the following allocated projects that will move to the 2020-2021 MDD Budget for funding:

Project Name	Allocated Funds Balance to be Released
Tamina Rd/I-45/Research Forest Intersection	921,023.75
Tamina Rd. to I-45 Feeder	652,595.11
<b>Totals</b>	<b>1,573,618.86</b>

**B. Review the Updated Capital Improvement Plan for MDD**

The updated MDD Capital Improvement Plan has been updated with changes from the August 26 meeting and attached as an exhibit in this agenda item. The budget document has been updated to follow this plan and the release of the above allocated projects.

**APPROVALS:**

DEPARTMENT HEAD		DATE: <u>September 17, 2020</u>
CITY ADMINISTRATOR		DATE: <u>September 17, 2020</u>

## Capital Improvement Plan 2020-2025

Legend	
Planning & Design	15%
Construction	85%

5 Year CIP Projects					MDD CIP Schedule					
Project	Cost Estimate	Priority (H, M, L)	% MDD Funded	2020	2021	2022	2023	2024	2025	
<b>Water Plant #2 - 1984 - well #4 - 2010</b>										
Motor Control Center (MCC) Replacement	\$ 482,000	H	70%		\$ 337,400					
<b>Water Distribution System</b>										
ACP Waterline Replacement - I-45 at Texaco	\$ 336,000	H	70%		\$ 235,200					
ACP Waterline Replacement - Memorial Hermann	\$ 445,000	H	70%		\$ 311,500					
ACP Waterline Replacement - David Memorial at Vetter	\$ 207,000	H	70%		\$ 144,900					
ACP Waterline Replacement - I-45 Crossing at Research	\$ 182,000	H	70%		\$ 127,400					
<b>Wastewater Treatment Plant - 1984 (expanded 2004)</b>										
WWTP Improvements*	\$ 6,000,000	H	0%		\$ 250,000	\$ -	\$ -			
<b>Equipment</b>										
Sewer Inspection Camera System	\$ 13,000	H	70%		\$ 9,100					
<b>Detention Ponds</b>										
East Relief Pond	\$ 24,000,000	H	0%				\$ -	\$ -	\$ -	
Sediment Removal	\$ 250,000	M	0%						\$ -	
<b>Stormwater Conveyance</b>										
Wellman Road Bridge - Drainage Expansion	\$ 239,000	M	0%		\$ -					
Cedarwood Reserve	\$ 130,000	L	0%					\$ -		
Holly Hill Reserve	\$ 90,000	H	0%		\$ -					
Cedarwood to Headwall Improvements	\$ 70,000	L	0%					\$ -		
Stormwater Mapping	\$ 50,000	M	0%		\$ -					
<b>Road Maintenance Projects</b>										
David Memorial at Tamina Intersection Improvements	\$ 277,000	H	0%				\$ -	\$ -		
David Memorial Extension	\$ 1,718,400	H	100%		\$ 87,500	\$ 859,200	\$ 859,200			
Research Forest Right Turn Lane Extension	\$ 101,400	H	100%		\$ 101,400					
I-45 Intersection Improvements	\$ 1,950,000	H	100%		\$ 476,068	\$ 476,068				
Tamina Rd. Lane & Driveway Modification	\$ 57,800	H	100%		\$ 57,800					
<b>Road Replacement</b>										
Shenandoah Park Drive Roadway Replacement	\$ 50,000	L	0%		\$ -					
<b>Pathways</b>										
David Memorial and Shenandoah Park	\$ 400,000	L	0%				\$ -			
<b>Park Projects Main Park - updated 2014</b>										
All Court Resurfacing at Main Park	\$ 25,000	H	0%				\$ -			
Additional Parking at Toddler Park	\$ 57,000	L	0%		\$ -					
Construction of Holly Hill Park	\$ 150,000	M	0%			\$ -				
Main Park Security Cameras	\$ 27,000	H	0%		\$ -					
<b>Pool Facilities - updated 2013</b>										
Deck Resurface	\$ 45,000	H	0%				\$ -			
<b>Software</b>										
Questica Software (25%)	\$ 6,125	H	100%		\$ 6,125					
<b>Allocated Projects - (Carry Over)</b>										
IDC Rework - In Progress (Carry Over Project)	\$ 71,102	H	100%		\$ 71,102					
I45 Intersection Improvements - Remaining Design Costs	\$ 103,000	H	100%		\$ 103,000					
East Side Detention Pond - Option 1B (Waiting on Grant)	\$ 774,860	H	100%		\$ 58,115	\$ 58,115	\$ 658,631			
<b>Total</b>	<b>\$ 38,307,687</b>			\$ -	\$ 2,376,610	\$ 1,393,383	\$ 1,517,831	\$ -	\$ -	
<b>Water and Sewer Portion</b>	<b>\$ 7,665,000</b>			\$ -	\$ 1,415,500	\$ -	\$ -	\$ -	\$ -	
<b>General Fund Portion</b>	<b>\$ 30,642,687</b>			\$ -	\$ 961,110	\$ 1,393,383	\$ 1,517,831	\$ -	\$ -	

<b>Beginning Cash</b>	\$ 4,625,631	\$ 3,996,910	\$ 3,034,672	\$ 2,860,172	\$ 2,618,152	\$ 3,953,414
<b>Revenue</b>	\$ 1,911,015	\$ 2,207,924	\$ 2,036,241	\$ 2,117,691	\$ 2,202,398	\$ 2,290,494
<b>Sales Tax &amp; Interest</b>	\$ 1,911,015	\$ 1,957,924	\$ 2,036,241	\$ 2,117,691	\$ 2,202,398	\$ 2,290,494
<b>Reimbursement from Water Sewer</b>	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
<b>Expenses</b>	\$ 2,539,736	\$ 3,170,162	\$ 2,210,742	\$ 2,359,710	\$ 867,136	\$ 893,150
<b>Operating Expenses</b>	\$ 646,846	\$ 793,552	\$ 817,359	\$ 841,879	\$ 867,136	\$ 893,150
<b>Capital Expenses</b>	\$ 1,892,890	\$ 2,144,393	\$ 1,335,268	\$ 859,200	\$ -	\$ -
<b>Carry Over Capital Projects</b>	\$ -	\$ 232,217	\$ 58,115	\$ 658,631	\$ -	\$ -
<b>Ending Cash</b>	\$ 3,996,910	\$ 3,034,672	\$ 2,860,172	\$ 2,618,152	\$ 3,953,414	\$ 5,350,759
<b>Operating Reserves (Proposed 100%)</b>	\$ 646,846	\$ 793,552	\$ 817,359	\$ 841,879	\$ 867,136	\$ 893,150
<b>Ending Cash Less Operating Reserves</b>	\$ 3,350,064	\$ 2,241,120	\$ 2,042,813	\$ 1,776,272	\$ 3,086,279	\$ 4,457,609

\*Beginning Cash for 2020 is Cash Balance - Developer's Contribution from Centro for Detention Pond Buy In  
4,912,039 - 286,408 = 4,625,631

Requested to be separated out since project might be allocated towards it



# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE: <u>September 23, 2020</u>	ITEM NUMBER: <u>8</u>
DEPARTMENT: <u>Administration</u>	PREPARED BY: <u>Kathie Reyer</u>
PRICING: _____	EXHIBITS: <u>Project Ranking List</u>

### SUBJECT/PROCEEDING:

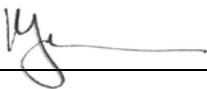
Discussion regarding a project ranking process.

### RECOMMENDED ACTION:

### BACKGROUND/DISCUSSION:

Director Raymaker has proposed a refined project ranking process to help prioritize and track capital projects/purchases. He presented it to Council at the last regular meeting and it was well received.

### APPROVALS:

DEPARTMENT HEAD		DATE: _____
CITY ADMINISTRATOR		DATE: <u>September 18, 2020</u>

<b>MDD Eligible Capital Projects 2020 - 2021</b>					
<b>Rank</b>	<b>Fund</b>	<b>Project Name</b>	<b>Priority</b>	<b>Cost</b>	<b>MDD Eligible Amount</b>
<i>Priority 1, 2 and 3 Projects</i>					
<b>1</b>	Water & Sewer	ACP Waterline Replacement - Memorial Hermann	HIGH	445,000	311,500
<b>2</b>	Water & Sewer	ACP Waterline Replacement - I-45 Crossing at Research	HIGH	182,000	127,400
<b>3</b>	Water & Sewer	ACP Waterline Replacement - I-45 at Texaco	HIGH	336,000	235,200
<b>4</b>	Water & Sewer	ACP Waterline Replacement - David Memorial at Vetter	HIGH	207,000	144,900
<b>5</b>	Water & Sewer	WWTP Improvements - Preliminary Engineering	HIGH	250,000	250,000
<b>6</b>	Water & Sewer	Motor Control Center (MCC) Replacement	HIGH	482,000	337,400
<b>7</b>	General Fund	David Memorial Extension - <i>Final Design</i>	HIGH	85,920	85,920
<b>8</b>	General Fund	Questica Budgeting & Capital Planning Software (25% Share)	HIGH-2	5,625	5,625
<b>9</b>	General Fund	I-45 and Research Forest Dr. Intersection Improvements	HIGH	1,026,250	1,026,250
<b>10</b>	Water & Sewer	Sewer Inspection Camera System	HIGH-2	13,000	9,100
<b>11</b>	Water & Sewer	Replacement Fencing	HIGH-2	44,000	30,800
<b>12</b>	General Fund	Holly Hill Reserve - Plan, Study, & Engineering	HIGH-2	60,000	60,000
<b>13</b>	General Fund	Wellman Road Bridge - Drainage Expansion - Design Only	MODERATE	20,000	20,000
<b>14</b>	General Fund	Main Park Security Cameras	MODERATE	27,000	27,000
<b>15</b>	General Fund	Stormwater Mapping	MODERATE	50,000	50,000
<b>16</b>	General Fund	Skid Loader	LOW	46,000	32,200
<b>17</b>	General Fund	Shenandoah Park Drive Roadway Replacement	LOW	50,000	50,000
<b>18</b>	General Fund	Additional Parking at Toddler Park	LOW	57,000	57,000
<b>TOTALS FOR PROJECTS</b>				<b>3,386,795</b>	<b>2,860,295</b>



# Shenandoah Municipal Development District AGENDA REPORT

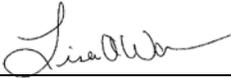
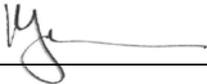
AGENDA DATE:	<u>September 23, 2020</u>	ITEM NUMBER:	<u>9</u>
DEPARTMENT:	<u>Finance</u>	PREPARED BY:	<u>Lisa Wasner</u>
PRICING:	<u></u>	EXHIBITS:	<u></u>

**SUBJECT/PROCEEDING:**  
Adoption of the 2020-2021 MDD Budget

**RECOMMENDED ACTION:**  
Staff recommends MDD Adopt the 2020-2021 Budget

**BACKGROUND/DISCUSSION:**  
Staff presents the updated proposed budget with the changes to capital discussed at the August 26 meeting.

**APPROVALS:**

DEPARTMENT HEAD	<u></u>	DATE:	<u>September 17, 2020</u>
CITY ADMINISTRATOR	<u></u>	DATE:	<u>September 17, 2020</u>

**2020 - 2021 Adopted MDD Operating Budget**

801-00 MDD Revenue							2020 - 2021	2019 - 2020	2019-2020	2018 - 2019	2018-2019	2017-2018	2017-2018
							Adopted	Adopted	YTD	Adopted	Actual	Budgeted	Actual
801-00-51-513000	Sales Tax						1,947,424	2,162,400	1,590,703	1,843,404	2,008,758	1,728,965	2,032,589
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>									
	<i>Based on historical</i>	1	1,947,424	1,947,424									
100-00-56-561000	Interest						10,500	10,500	14,208	10,500	34,132	10,000	23,885
<b>Revenue Total</b>							<b>1,957,924</b>	<b>2,172,900</b>	<b>1,604,911</b>	<b>1,853,904</b>	<b>2,042,890</b>	<b>1,738,965</b>	<b>2,056,474</b>

2020 - 2021 Adopted MDD Operating Budget

801-15 MDD Expense				2020 - 2021 Adopted	2019 - 2020 Adopted	2019-2020 YTD	2018 - 2019 Adopted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
<b>801-15-62-620700</b>	<b>Economic Development Partnership</b>			7,500	7,500	7,500	7,500	7,500	7,500	7,500
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>The Woodlands Area Economic Development Partnership</i>	1	7,500	7,500						
<b>801-15-67-670300</b>	<b>Public Relations</b>			21,000	21,000	-	26,000	20,000	26,000	20,000
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>CSID Agreement</i>	1	20,000	20,000						
	<i>Business Development</i>	1	1,000	1,000						
<b>801-15-67-670900</b>	<b>Dues/Memberships</b>			50	50		50	-	350	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>ICSC Membership</i>	1	50	50						
<b>801-15-67-672000</b>	<b>Engineering</b>			23,024	20,000	6,750	17,000	35,516	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Retainer</i>	12	1,002	12,024						
	<i>Engineering Services</i>	1	11,000	11,000						
<b>801-15-62-621300</b>	<b>Legal Notices</b>			2,000	2,000	-	-	2,063	-	-
<b>801-15-68-681100</b>	<b>Transfer to General Operating</b>			739,978	596,296	-	626,959	518,641	562,485	519,589
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Financial audit</i>	1	4,800	4,800						
	<i>80% Woodlands Fire Dept. agreement</i>	1	663,682	663,682						
	<i>Administration/CPI personnel (252 hrs. benefits)</i>	1	14,230	14,230						
	<i>Finance personnel (58 hrs. + benefits)</i>	1	2,126	2,126						
	<i>Staff time for projects</i>	1	15,000	15,000						
	<i>25% legal</i>	1	30,000	30,000						
	<i>Police Holiday Overtime</i>	1	9,340	9,340						
	<i>Incode fees</i>	1	800	800						
<b>801-15-68-681400</b>	<b>Transfer to Capital Projects</b>			2,142,813	1,892,890	-	938,000	2,761,175	2,103,235	558,080
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>						
	<i>Motor Control Center (MCC) Replacement (70% Share)</i>	1	337,400	337,400						
	<i>ACP Waterline Replacement - I45 at Texaco (70% Share)</i>	1	235,200	235,200						
	<i>ACP Waterline Replacement - Memorial Hermann (70% Share)</i>	1	311,500	311,500						
	<i>ACP Waterline Replacement - David Memorial at Vetter (70% Share)</i>	1	144,900	144,900						
	<i>ACP Waterline Replacement - I-45 Crossing at Research (70% Share)</i>	1	127,400	127,400						
	<i>WWTP Improvements - Professional Services</i>	1	250,000	250,000						
	<i>Sewer Inspection Camera (70% Share)</i>	1	9,100	9,100						
	<i>I-45 Intersection Improvements</i>	1	476,068	476,068						
	<i>Research Forest Right Turn Lane Extension</i>	1	101,400	101,400						
	<i>Tamina Rd. Lane &amp; Driveway Modification</i>	1	57,800	57,800						
	<i>David Memorial Drive Extension - Phase 2 - Final Design</i>	1	85,920	85,920						
	<i>Questica Budget Software (25% Share)</i>	1	6,125	6,125						
<b>Expense Total</b>				<b>2,936,365</b>	<b>2,539,736</b>	<b>14,250</b>	<b>1,615,509</b>	<b>3,344,894</b>	<b>2,699,570</b>	<b>1,105,169</b>
<b>Surplus/(Deficit)</b>				<b>(978,441)</b>	<b>(366,836)</b>	<b>1,590,661</b>	<b>238,395</b>	<b>(1,302,004)</b>	<b>(960,605)</b>	<b>951,305</b>







# BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

100 Nugent Street  
Conroe, Texas 77301  
Phone: (936) 441-7833  
Fax: (936) 760-3833  
Texas Reg. No. F-678

September 17, 2020

City of Shenandoah  
29955 I-45 North  
Shenandoah, TX 77381

Attn: Ms. Kathie Reyer  
City Administrator

Re: City of Shenandoah Proposal for Professional Services  
Proposed Drainage Improvements for the East Side Pond

Dear Ms. Reyer:

We are pleased to submit this proposal for Professional Services for the project engineering and management services to plan, design, bid, and oversee construction for the proposed channel improvements east of the east side pond (see attached exhibit). A more specific scope of work for each phase is included in Attachment A and in the Preliminary Opinion of Costs, both attached.

**This project will require coordination and approvals from Union Pacific Railroad, Montgomery County, FEMA, and the Corps of Engineers.**

Based on the above described scope, the following is an estimated schedule for each phase of the project:

Phase	Begin Date	Days to Completion	Completion Date
Design / Const.			
Documents/Permits	October 2020	150	February 2021
Bidding	March 2021	60	April 2021
Contract Award/Construction	June 2021	90	August 2021



**The fees for the proposed scope of work will be as described in Attachment A.**

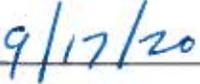
**Notes:**

1. Lump sum prices for the construction phase services are based on the assumption that the project will be completed in a timely manner within the estimated contract times. Extensions or delays to the construction phase out of Bleyl Engineering's control may result in additional fees to be billed on a time and materials basis and estimated at \$200 per day.
2. Any extra services not included in this scope and authorized in writing by the City shall be billed per the attached fee schedule.

If this proposal is approved by MDD and City Council, please sign and return a copy for our files. We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Authorized by:

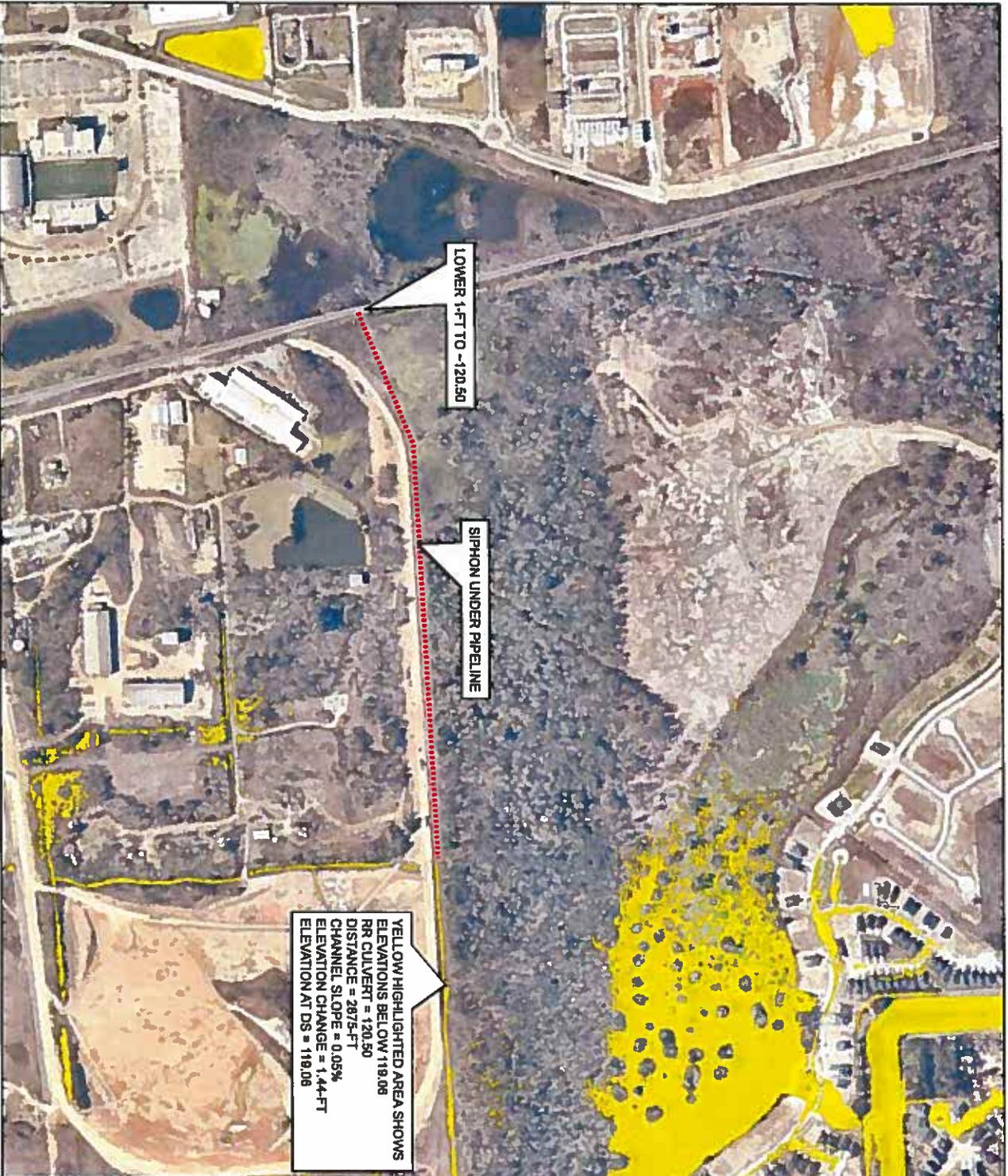
  
\_\_\_\_\_  
John D. Bleyl, P.E.

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathie Reyer, City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Purchase Order Number



YELLOW HIGHLIGHTED AREA SHOWS  
ELEVATIONS BELOW 119.08  
RR CULVERT = 120.50  
DISTANCE = 2875-FT  
CHANNEL SLOPE = 0.05%  
ELEVATION CHANGE = 1.44-FT  
ELEVATION AT DS = 119.08

LOWER 1-FT TO -120.50

SIPHON UNDER PIPELINE

# DENTON DITCH OVERVIEW

146 FRONTAGE ROAD FLOODING



Date: 6/20/2020 Author: AGV Job No. N/A



**Attachment A**  
**Scope of Services**  
**Proposed Channel Improvements**  
**East of Railroad to Harper's Horse Pen**  
**City of Shenandoah - 29955 IH-45 North, Shenandoah, Texas 77831**  
**Attn: Joseph Peart - jpeart@shenandoahtx.us - 832-585-8143**  
**September 16, 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 the proposed drainage channel from the pipeline easement east until it daylights. Drawings will include approximately 2,800 linear feet of channel grading, new storm culvert under the railroad new storm siphon under the existing pipeline easement, temporary erosion control, construction notes, and detail sheets.	101		\$ 7,500.00
b. Preliminary Hydraulic Analysis: Perform storm water modeling to determine the size of the storm culvert under the railroad and for the siphon.	102		Complete
c. Contract Documents & Specifications: Prepare project contract document and specifications for bidding.	103		\$ 2,000.00
<b>Phase Sub-Total:</b>			<b>\$ 9,500.00</b>
<b>2. Final Design Services</b>	<b>200</b>	<b>Lump Sum</b>	
a. Civil Drawings: Finalize civil drawings for the proposed drainage channel from the existing pond on David Memorial east until it daylights. Drawings will include approximately 3,400 linear feet of channel grading, new storm culvert under the railroad (to be designed by a sub consultant), new storm siphon under the existing pipeline easement, temporary erosion control, construction notes, and detail sheets.	201		\$ 10,000.00
b. Finalize Hydraulic Analysis: Perform storm water modeling to determine the size of the storm culvert under the railroad and for the siphon. Includes a final drainage report, County & FEMA approvals	202		\$ 8,500.00
c. Contract Documents & Specifications: Prepare project contract document and specifications for bidding.	203		\$ 2,000.00
<b>Phase Sub-Total:</b>			<b>\$ 20,500.00</b>

CLIENT Initials:

ENGINEER Initials:

<b>3. Construction Administration Services</b>	<b>300</b>	<b>Lump Sum</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		\$ 7,500.00
b. Record Drawings: Prepare record drawings based on contractor redlines and field observations for [MUD, County, City, etc.] acceptance.	302		\$ 2,000.00
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		\$ 1,500.00
<b>Phase Sub-Total:</b>			<b>\$ 11,000.00</b>
<b>4. Project Representation Services</b>	<b>400</b>		
a. Civil Site Field Project Representation: A field inspector will visit the construction site periodically as determined by the Client prior to construction. This will be prepared after the project is bid and the contractor provides his construction schedule.	401	NIC	\$ -
<b>Phase Sub-Total:</b>			<b>\$ -</b>
<b>5. Sub-Consultant Services</b>	<b>500</b>		
a. Boundary & Topographic Survey (Core Surveying): Provide a topographic survey with boundary verification that includes existing ground elevations, improvements, and a vertical control.	501	Cost + 10%	\$ 4,070.00
b. Easement Descriptions (Core Surveying): Provide easement descriptions for the proposed 35-foot drainage easement.	502	Cost + 10%	\$ 605.00
c. Environmental (Raba Kistner): Provide an environmental report to be submitted to the USACE for wetlands mitigation for the drainage easement.	503	Cost + 10%	\$ 9,185.00
d. Soils Investigation (QC Labs): Provide a soils investigation report that includes recommendations for siphon design and trenchless culvert installation under the railroad.	504	Cost + 10%	\$ 3,850.00
<b>Phase Sub-Total:</b>			<b>\$ 17,710.00</b>
<b>6. Permitting</b>	<b>600</b>		
a. USACE Approval: Prepare and submit to USACE a wetlands mitigation application	601	Hourly Estimate (Attachment B)	\$ 2,500.00
<b>Phase Sub-Total:</b>			<b>\$ 2,500.00</b>

CLIENT Initials:

ENGINEER Initials:

<b>7. General Consultation &amp; Coordination</b>	<b>900</b>		
a. Project Coordination: Coordination with Client, including site visits, submittal review, phone calls, meetings, and Union Pacific Railroad coordination.	901	Lump Sum	\$ 5,000.00
b. Reimbursable Fees: Includes reproduction, deliveries, and other non-labor expenses.	902	Cost + 10%	\$ 250.00
<b>Phase Sub-Total:</b>			<b>\$ 5,250.00</b>
<b>Total Fee:</b>			<b>\$ 66,460.00</b>

**Notes**

1. Tax will be added to the above fees when required by law.
2. 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.
3. Scope of work excludes structural/MEP engineering, materials testing, and historical impact assessments.
4. All permits shall be obtained by Owner or Owner's Representative.
5. Jurisdictional review fees (of drawings) shall be paid by Client or reimbursed at Cost + 10%.
6. Client will be notified of all changes in scope of work and/or changes in estimated fees.

CM: Derek Wind  
PM: Jennifer Steen

Form 1295 Required

CLIENT Initials:

ENGINEER Initials:



# BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

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

## ENGINEERING OPINION OF COST Proposed Channel Improvements 9/16/2020

NO.	DESCRIPTION OF WORK	UNIT	QTY.	UNIT COST	TOTAL
1	Mobilization, performance and payment bonds, insurance (5% max)	LS	1	\$ 13,000.00	\$ 13,000.00
2	Channel Excavation and Grading (2800 linear feet)	CY	4,500	\$ 25.00	\$ 112,500.00
3	Construction access road (crushed concrete)	LF	1,000	\$ 30.00	\$ 30,000.00
4	Storm sewer manhole/E-inlet	EA	2	\$ 5,000.00	\$ 10,000.00
5	Siphon pipe (one 36" RCP at 60-feet)	LF	60	\$ 80.00	\$ 4,800.00
6	Railroad culvert (42" RCP at 100-feet) trenchless	LF	50	\$ 500.00	\$ 25,000.00
7	Rock rip-rap	SY	300	\$ 65.00	\$ 19,500.00
8	Silt fence	LF	3,400	\$ 1.00	\$ 3,400.00
9	Trench safety	LF	100	\$ 1.00	\$ 100.00
10	Rock filter dam	LF	35	\$ 50.00	\$ 1,750.00
11	Hydromulching	AC	2.7	\$ 2,000.00	\$ 5,400.00
12	Wetlands mitigation	LS	1	\$ 20,000.00	\$ 20,000.00
13	Dewatering/Coffer dams	LF	3,400	\$ 5.00	\$ 17,000.00
SUBTOTAL					\$262,500.00
CONTINGENCIES (20%)					\$52,500.00
ENGINEERING					\$66,460.00
<b>TOTAL</b>					<b>\$381,500.00</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

## MINUTES OF REGULAR MEETING

July 22, 2020

### SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT

The meeting was called to order by President Byron Bevers at 6:03 p.m. Board members present, Director David Hoover, Director Mike Sorich, Director Ted Fletcher and Director Ron Raymaker. City Administrator Kathie Reyer, City Attorney Bill Ferebee, Communications Manager Debbie Pilcher, Finance Director/Assistant Treasurer Lisa Wasner, Interim Chief of Police Troye Dunlap, and Public Works Director Joseph Peart.

1. CALL TO ORDER

President Bevers called the meeting to order at 6:03 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. Discussion regarding the Capital Improvement Plan (CIP).

Director Hoover stated requested to see a monthly report that reflects the MDD fund balance and projected revenues. Director Raymaker stated that he too would like to see a monthly report with a running total of funds.

Director Sorich stated that he agreed with most of the priority rankings but felt that some could be moved down on the list. Ms. Reyer stated that there were seven critical projects on the list and that other projects could be postponed if needed.

Director Fletcher stated that he would like clarification from County Commissioners regarding their participation in funding the Interstate 45 intersection project before moving forward with allocating funds to other projects. President Bevers agreed and requested that staff and Bleyl Engineering move forward with contacting County Commissioners as soon as possible.

5. Discussion of the 2020 – 2021 proposed budget.

Ms. Wasner stated that revenues had been budgeted lower than the previous year in anticipation that revenues were still low in the first quarter, and that the operating budget would remain the same with the exception of the contracted 5% increase for the Woodlands Fire Department agreement.

6. Discussion and possible action to ratify the accounts payable for June, 2020.

DIRECTOR HOOVER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR JUNE, 2020, DIRECTOR FLETCHER 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 6:25 p.m.

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

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

DRAFT

## MINUTES OF REGULAR MEETING

August 26, 2020

### SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT

The meeting was called to order by President Byron Bevers at 6:02 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, Interim Chief of Police Troye Dunlap, and Public Works Director Joseph Peart.

1. CALL TO ORDER

President Bevers called the meeting to order at 6:02 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. Presentation of Cash Flow Schedule Report for MDD.

To view the presentation, please click [HERE](#)

5. Discussion of the 2020-2021 Proposed MDD Budget.

Mayor Wheeler spoke to the Board and stated that he met with Commissioner Noack regarding precinct 3 funding 50% of the Interstate 45/Research Forest Drive/Tamina project. After some discussion it was discovered that the project is located within three precincts. Mayor Wheeler stated that Precinct 3 would no longer commit to funding 50% of the project after these findings, however Commissioner Noack did discuss funding 50% of the Research Forest/Interstate

45 project regarding the southbound right hand turn lane on the feeder road including relocating the traffic lights at that location.

John Bleyl stated that the plans for the project were about 60% complete and an Advanced Funding Agreement (AFA) with TxDOT and the City was under review. Mr. Bleyl suggested completing the project design as well as the AFA with TxDot and then move into bidding and construction once outside funding arrangements were finalized.

6. Discussion and possible action to adopt the 2020-2021 MDD Budget.

PRESIDENT BEVERS MADE A MOTION TO TABLE THE ADOPTION OF THE 2020-2021 MDD BUDGET, DIRECTOR FLETCHER SECONDED. THE MOTION CARRIED 5/0.

7. Discussion and possible action to approve the minutes of the May 27, 2020 and the June 24, 2020 regular meetings.

DIRECTOR SORICH MADE A MOTION TO APPROVE THE MINUTES OF THE MAY 27, 2020 AND THE JUNE 24, 2020 REGULAR MEETINGS, DIRECTOR HOOVER SECONDED. THE MOTION CARRIED 5/0.

8. Discussion and possible action to ratify the accounts payable for July, 2020.

DIRECTOR FLETCHER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR JULY, 2020, DIRECTOR HOOVER 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 7:53 p.m.

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



City of Shenandoah

# Expense Approval Report By Fund

Payment Dates 8/1/2020 - 8/31/2020

Vendor Name	Payment Date	Payment Number	Description (Item)	Amount
<b>Fund: 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT</b>				
CONROE ISD FINANCE OFFICE	08/25/2020	635	ADVERTISING FEES- CISD 3 OF 5 ANNUAL PAYMENTS	20,000.00
BLEYL AND ASSOCIATES	08/25/2020	634	AUG 2020 CITY ENGINEER RETAINER	750.00
<b>Fund 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT Total:</b>				<b>20,750.00</b>
<b>Fund: 802 - Municipal Development District Capital Project Fun</b>				
BLEYL AND ASSOCIATES	08/25/2020	634	JUL 2020 SERVICES EAST SIDE WETLANDS PERMIT	190.00
BLEYL AND ASSOCIATES	08/25/2020	634	JUL 2020 EAST RELIEF POND PRELIM ENG. REPORT	1,600.00
BLEYL AND ASSOCIATES	08/25/2020	634	JUL 2020 FINAL DESIGN RESEARCH FOREST/TAMINA	6,800.00
<b>Fund 802 - Municipal Development District Capital Project Fun Total:</b>				<b>8,590.00</b>
<b>Grand Total:</b>				<b>29,340.00</b>

**Report Summary****Fund Summary**

<b>Fund</b>	<b>Payment Amount</b>
801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT	20,750.00
802 - Municipal Development District Capital Project Fun	8,590.00
<b>Grand Total:</b>	<b>29,340.00</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
801-15-62-621100	Engineer	750.00
801-15-67-670300	Public Relations	20,000.00
802-15-66-663720	Tamina Rd/I-45/Research ...	6,800.00
802-15-66-669900	Capital Projects	1,790.00
	<b>Grand Total:</b>	<b>29,340.00</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	29,340.00
<b>Grand Total:</b>	<b>29,340.00</b>