



NOTICE OF REGULAR MEETING

February 27, 2019

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, February 27, 2019 at 6:00 p.m., at the City of Shenandoah Municipal Complex, 29955 IH-45 North, Shenandoah, Texas 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. Discussion and possible action regarding the Tamina median closure reimbursement.
5. Discussion and possible action regarding the Wastewater Treatment Plant master plan project.
6. Discussion and possible action to approve the minutes of the December 12, 2018 meeting.
7. Ratify the accounts payable for January, 2019.

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 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 22 day of February 2019 at 3:35 o'clock p.m.



Courtney Clary, Assistant Secretary





Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE:	<u>February 27, 2019</u>	ITEM NUMBER:	<u>4</u>
DEPARTMENT:	<u>Public Works</u>	PREPARED BY:	<u>Joseph Peart</u>
PRICING:	<u>\$33,472.23</u>	EXHIBITS:	<u>Proposal</u>

SUBJECT/PROCEEDING:

Tamina median closure project on Tamina Rd. between Home Depot and Research Plaza driveways.

RECOMMENDED ACTION:

MDD to provide reimbursement for the Tamina median closure.

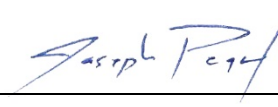
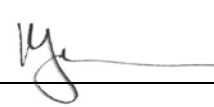
BACKGROUND/DISCUSSION:

The Tamina median closure was one of the projects included in the Transportation Corridor Study. Staff received a proposal from Lone Star Pavement to perform the work for \$33,472.23.

At the January 23, 2019 meeting, city council approved funding for the roadway improvements in the amount of \$33,472.23. At the February 13 city council meeting, city council passed a resolution determining that public safety required a closure of the Tamina Rd. median. Construction was completed on February 21.

The project is eligible for MDD funding.

APPROVALS:

DEPARTMENT HEAD	<u></u>	DATE:	<u>February 21, 2019</u>
CITY ADMINISTRATOR	<u></u>	DATE:	<u>February 21, 2019</u>



Pavement Installation, Marking & Maintenance Specialists

PROPOSAL

Name: City of Shenandoah
29955 I-45 North
Shenandoah, TX 77385

Date: 1/3/19
Proposal: 19001 w/s#8738
Phone: 281-289-5522
Email: jpeart@shenandoahtx.com

Attention: Joseph Peart

Reference: Tamina Median Reconstruction

We at Lone Star Pavement Svcs, LLC. are pleased to submit our proposal for the following:

- A. Block road per TCP.
- B. Remove concrete as per plan – approx. 8 SY and remove approx. 99 lin. ft. of curb.
- C. Install #4 rebar dowelled and epoxied for approx. 213 lin. ft. of new curb.
- D. Install approx. 6 CY of sand bedding.
- E. Install #4 rebar – 12” OC and pour back approx. 77 SY of 3500 PSI stamped concrete – pattern to be determined.

Proposal based on the following:

- There will be an additional \$500.00 (per trip) charge if project is not accessible as scheduled.

<i>Proposal Amount</i>	\$ 33,472.23
<i>Sales Tax</i>	\$ 0.00*
<i>Proposal Total</i>	\$ 33,472.23

Prices quoted can be guaranteed for 30 days only.

Payment Terms: Net due upon completion.

Signed contractual agreement must be returned prior to start of proposed and accepted work.

**Tax exempt jobs must provide tax exempt certificate PRIOR to start of proposed work.*

Authorized Signature: _____

LONE STAR SERVICES

Rodney Otto

Date: _____

By signing proposal, signer accepts proposal price and acknowledges receipt of and is in agreement with Terms and Conditions attached to proposal.



Shenandoah Municipal Development District

AGENDA REPORT

AGENDA DATE: <u>February 27, 2019</u>	ITEM NUMBER: <u>5</u>
DEPARTMENT: <u>Water and Sewer</u>	PREPARED BY: <u>Kenny Eickelberg</u>
PRICING: <u>\$39,000.00</u>	EXHIBITS: <u>Bleyl - Scope of Services</u>

SUBJECT/PROCEEDING:

Wastewater Treatment Plant Master Plan Project

RECOMMENDED ACTION:

Approve reimbursement to the city for the project at 70%, \$27,300.00.

BACKGROUND/DISCUSSION:

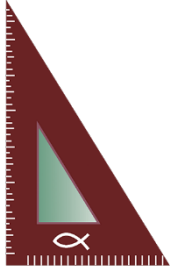
The Wastewater Treatment Plant has been modified over the years to handle the increases in flow and loads to meet the discharge permit. As needs have come up the plant has been modified without an overall plant expansion plan in place. This project will look at the future growth of the city and how it is projected to increase the flow and loading on the plant. The plan will also look at future potential permit requirements and plan treatment system space to fit additional systems into the plant treatment process in the future if the need arises. This plan will guide build-out so that everything is in a location that will not interfere with future needs and plans.

City council authorized a total project cost of \$50,000 with a 30/70 percent split between City (Water/Sewer Fund and MDD respectively). MDD budgeted 70% of this project at \$37,500.00. Staff will be presenting to City Council for project approval and water/sewer funding.

Staff recommends that MDD approve funding from in the amount of \$27,300.00.

APPROVALS:

DEPARTMENT HEAD		DATE: <u>February 21, 2019</u>
CITY ADMINISTRATOR		DATE: <u>February 21, 2019</u>



BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

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

January 25, 2019

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

Attn: Kenny Eickelberg, P.E.

Re: City of Shenandoah Proposal for Professional Services for the
Shenandoah Wastewater Treatment Plant Master Plan

Dear Mr. Eickelberg:

We are pleased to submit this proposal for Professional Services for the 2018 Wastewater Treatment Plant (WWTP) Master Plan. A more specific scope of work for each task is included in **Attachment A** included with this proposal.

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

Phase	Days to Completion
Research and Evaluation	60
Prepare Master Plan	30
Total	90

Bleyl Engineering agrees to coordinate this work on behalf of Shenandoah and provide supporting documentation and planning per the fees listed in **Attachment A**.

Any extra services not included in this scope and authorized in writing by the City shall be billed per the attached fee schedule (Attachment B). If this proposal meets with your approval, please sign both copies provided and return one for our files.



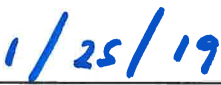
We appreciate the opportunity to submit this proposal and look forward to working with you on this project.

Authorized by:



Derek Wind, P.E.

Kenny Eickelberg, P.E.



Date

Date

Attachment A
Scope of Services
Shenandoah WWTP Master Plan
City of Shenandoah - 29955 I-45 North
Attn: Kenny Eickelberg, keickelberg@shenandoah.tx.us, 281-298-5522
29955 Interstate 45 North
January 25, 2019

- C
- H
- H2
- O

DESCRIPTION	PHASE	BASIS	FEE
3. Preliminary Design Services		100	
a. Preliminary Engineering: Research Update and evaluate system demands and projections and hydraulic and biological capacities based on current data related to influent testing, annexations, permitting and anticipated changes to regulations and limits.	101	Lump Sum	\$ 15,000.00
b. Preliminary Engineering: Master Plan Based on research and evaluation completed in item 3.a. above, Prepare preliminary layouts and drawings for future planning and phasing to meet expected demands and requirements. Includes review with client and necessary revisions. Does not include detailed design or cost estimates of proposed improvements..	102	Lump Sum	\$ 10,000.00
b. Preliminary Engineering: Drainage Evaluate the existing WWTP site and provide preliminary plan and cost estimates for proposed berm and drainage improvements necessary to protect buildings and equipment from local flooding along adjacent roads and Drainage ways.	102	Lump Sum	\$ 5,000.00
c. Preliminary Engineering: Final Report Prepare a final report summarizing the findings of the study and conclusions of the Master Plan	103	Lump Sum	\$ 2,500.00
Phase Sub-Total:			\$ 32,500.00
4. Sub-Consultant Services		500	
a. Topographic Survey as needed to evaluate proposed berm and drainage improvements. (Does not include complete as-built survey of the WWTP site)	501		\$ 3,500.00
Phase Sub-Total:			\$ 3,500.00
5. General Consultation & Coordination		900	
a. Project Coordination: Coordination with Review Agencies and Client, including site visits, submittals, phone calls, and meetings.	901	Hourly Estimate (Attachment B)	\$ 2,500.00
b. Reimbursable Fees: Includes reproduction, deliveries, and other non-labor expenses.	902	Hourly Estimate (Attachment B)	\$ 500.00
Phase Sub-Total:			\$ 3,000.00
Total Fee:			\$ 39,000.00

CLIENT Initials:

ENGINEER Initials:

Notes

1. Client is responsible for complying with all storm water pollution prevention requirements. Bleyl Engineering recommends consulting a storm water management specialist.
2. NIC denotes that item is "Not In Contract" and is not included in this proposal.
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. Client to provide: Site plan, boundary survey, title report and deeds listed in title report.
5. Scope of work excludes offsite utilities or drainage, drainage studies, floodplain evaluations/revisions, structural/MEP/geotechnical engineering, materials testing, boundary surveying, construction administration or oversight, and historical or environmental impact assessments.
6. Client will be notified of all changes in scope of work and/or changes in estimated fees.

CM: **Derek Wind**

PM: **Derek Wind**

Form 1295 Required

CLIENT Initials:

ENGINEER Initials:



BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

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

Attachment B

Professional Engineering Fee Schedule Effective January 1, 2016

Compensation to Bleyl Engineering for all work accomplished shall be according to the Standard Billing set forth in this fee schedule, and will be the sum of all the items listed below unless otherwise provided by a written contract.

Fees may be negotiated using the Texas Society of Professional Engineers criteria for general engineering services, as published by the Consulting Engineers Council of Texas and the TSPE.

The following is a breakdown of rates and fees to be charged by this office:

Staff Classifications and Rate

Principal/Senior Director	\$190.00	Project Representative III	\$90.00
Senior Project Manager II	\$175.00	Project Representative II	\$85.00
Senior Project Manager I	\$165.00	Project Representative I	\$70.00
Project Engineer III	\$145.00	Production Manager	\$105.00
Project Engineer II	\$135.00	CAD Tech III	\$90.00
Project Engineer I	\$115.00	CAD Tech II	\$80.00
Project Manager	\$105.00	CAD Tech I	\$65.00
Graduate Engineer II	\$100.00	Administrative Assistant I	\$50.00
Graduate Engineer I	\$90.00	Administrative Assistant II	\$60.00

Reimbursable Expenses

Cost Plus 10%

Method of Billing

Invoices are prepared monthly. Payment is due upon receipt. Interest at the rate of 1½% per month (an annual percentage of 18%) will be charged on all accounts not paid by the 30th day after the billing date. Rates are subject to change without notice.

CLIENT Initials

ENGINEER Initials

MINUTES OF REGULAR MEETING
December 12, 2018
SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT

The meeting was called to order by President M. Ritchey Wheeler at 6:00 p.m. Board members present, Director John Blalock, Director Mike Sorich, Director David Hoover, and Director Byron Bevers. City Administrator Kathie Reyer, City Attorney Bill Ferebee, Finance Director/Assistant Treasurer Lisa Wasner, Chief of Police Raymond Shaw, Public Works Director Joseph Peart, and Communications Manager Debbie Pilcher were also present.

1. CALL TO ORDER

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

2. CALL OF ROLL

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

4. Presentation regarding U-turn improvements at the I-45/Tamina intersection.

Jennifer Steen, the Public Works Department Manager with Bleyl & Associates presented information on the U-turn improvements. She stated that the presentation was regarding the U-turn in front of Home Depot on the North East corner of the intersection, and that motorists traveling southbound were being affected.

Jennifer Steen with Bleyl Engineering started by explaining the location of the U-turn located on Tamina/Research Forest at I-45 at the northeast corner near Home Depot. She stated

that the southbound traffic on the feeder road turning underneath I-45 to the northside by the Home Depot will stop at that location and attempt to cross three lanes to turn into the Home Depot parking lot which causes a lot of traffic due to vehicles blocking the U-turn.

Ms. Steen stated that a temporary solution came after meeting with Adam Galland the area engineer with TxDOT who was familiar with the intersection. Mr. Galland volunteered to move forward quickly with the delineator option from his maintenance budget.

Ms. Steen shared photos of examples of what the delineators would look like and stated that the option they were looking at would look cleaner than the ones near Rayford Road.

5. Discussion and possible action to approve a Request for Proposal to update the Integrated Development Code, Comprehensive Plan and Sign Ordinance.

DIRECTOR BEVERS MADE A MOTION TO APPROVE A REQUEST FOR PROPOSAL TO UPDATE THE INTEGRATED DEVELOPMENT CODE, COMPREHENSIVE PLAN AND SIGN ORDINANCE, DIRECTOR SORICH SECONDED. THE MOTION CARRIED 5/0.

6. Discussion and possible action to approve a scope of services with Bleyl Engineering for the water model update.

DIRECTOR BEVERS MADE A MOTION TO APPROVE A SCOPE OF SERVICES WITH BLEYL ENGINEERING FOR THE WATER MODEL UPDATE, DIRECTOR BLALOCK SECONDED. THE MOTION CARRIED 5/0.

7. Discussion and possible action to approve a scope of services with Bleyl Engineering for the Pinecroft waterline replacement.

DIRECTOR SORICH MADE A MOTION TO APPROVE A SCOPE OF SERVICES WITH BLEYL ENGINEERING FOR THE PINECROFT WATERLINE REPLACEMENT, DIRECTOR HOOVER SECONDED. THE MOTION CARRIED 5/0.

8. Discussion and possible action to approve reimbursement to the City for an engineering survey.

DIRECTOR BEVERS MADE A MOTION TO APPROVE REIMBURSEMENT TO THE CITY FOR AN ENGINEERING SURVEY, DIRECTOR SORICH SECONDED. THE MOTION CARRIED 5/0.

9. Ratify the accounts payable for October and November, 2018.

DIRECTOR BLALOCK MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR OCTOBER AND NOVEMBER, 2018, DIRECTOR BEVERS 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 Wheeler stated that he would be reappointing Director Sorich, Director Bevers, and himself, and that he would be taking it to Council.

Director Sorich apologized for missing the last 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.

President Wheeler stated for the record that the Board would recess to executive session at 6:27 p.m.

Executive Session – According to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code as follows:

- i) Government Code §551.071. Consultation with Attorney; Contract Negotiations;
 - Wetland Mitigation Credits

- a) Consideration and if determined appropriate, take action resulting from the item(s) listed under Executive Session.

President Wheeler reconvened the meeting at 7:00 p.m. and stated for the record that no action was taken in executive session.

ADJOURN

There being no further business, President Wheeler announced that the meeting was adjourned at 7:01 p.m.

SUBMITTED BY: _____ DATE APPROVED: _____
Assistant Secretary, Courtney Clary

M. Ritchey Wheeler, President



City of Shenandoah

Expense Approval Report

By Fund

Payment Dates 01/01/2019 - 01/31/2019

Vendor Name	Payment Date	Payment Number	Description (Item)	(None)	Amount
Fund: 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT					
BLEYL AND ASSOCIATES	01/23/2019	582	DEC 2018 - DENTON DAM HYDRAULIC STUDY		8,135.38
Fund 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT Total:					8,135.38
Fund: 802 - Municipal Development District Capital Project Fun					
BLEYL AND ASSOCIATES	01/23/2019	582	DEC 2018 EAST REGIONAL POND OPTION 1B PUMP STATION		2,850.00
BLEYL AND ASSOCIATES	01/23/2019	582	DEC 2018 I-45 U-TURN MODIFICATIONS @ TAMINA		868.75
Fund 802 - Municipal Development District Capital Project Fun Total:					3,718.75
Grand Total:					11,854.13

Report Summary**Fund Summary**

Fund	Payment Amount
801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT	8,135.38
802 - Municipal Development District Capital Project Fun	3,718.75
Grand Total:	11,854.13

Account Summary

Account Number	Account Name	Payment Amount
801-15-62-621100	Engineer	8,135.38
802-15-66-663720	Tamina Rd/I-45/Research ...	868.75
802-15-66-669900	Capital Projects	2,850.00
	Grand Total:	11,854.13

Project Account Summary

Project Account Key	Payment Amount
None	11,854.13
Grand Total:	11,854.13