



NOTICE OF REGULAR MEETING

August 26, 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, August 26, 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 Cash Flow Schedule Report for MDD.

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

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

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

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

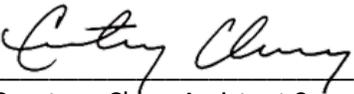
Public notice is given that the Municipal Development District Board may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive 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 22 day of August 2020 at 7:15 o'clock p.m.



Courtney Clary, Assistant Secretary





Shenandoah Municipal Development District

AGENDA REPORT

AGENDA DATE: <u>August 26, 2020</u>	ITEM NUMBER: <u>4</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING:	EXHIBITS: <u>Yearly Cash Flow Chart; Monthly Cash Flow Report</u>

SUBJECT/PROCEEDING:

Presentation of MDD Cash Flows

RECOMMENDED ACTION:

Presentation Only

BACKGROUND/DISCUSSION:

As requested at the July 22 meeting, staff has created a visual for a 5-year cash flow projection for the MDD as well as a monthly cash flow report for future agendas.

The 5-year cash flow projection takes into consideration:

- 2019-2020 modified revenue projection from COVID
- Eligible Projects for MDD per the Capital Improvement Plan
- Allocated Projects that are expected to start construction and complete in 2020-2021
 1. IDC Rework – In Progress
 2. I-45 and Research Forest Dr. Intersection Improvements – In Progress
 3. East Relief Pond (Option 1B) – In Progress
 4. Tamina to I-45 Feeder – In Progress

The monthly cash flow report will look at the monthly transactions and be a good visual to see what the fund’s cash balance is at the end of each month to help with spending decisions.

Currently the placeholder for the reserve balance is 100%. Staff can modify to meet the boards suggestion.

APPROVALS:

DEPARTMENT HEAD		DATE: <u>August 21, 2020</u>
CITY ADMINISTRATOR		DATE: <u>August 21, 2020</u>

MDD Yearly Cashflow Report 2020 - 2025

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Beginning Cash	4,912,039	4,283,318	584,103	(157,574)	606,687	1,506,499
Operating Reserves	646,846	793,552	817,359	841,879	867,136	893,150
Revenue	1,911,015	1,957,924	2,036,241	2,117,691	2,202,398	2,290,494
Operating Expenses	646,846	793,552	817,359	841,879	867,136	893,150
Capital Expenses	1,892,890	2,447,875	1,960,560	511,550	435,450	250,000
Allocated Projects		2,415,712				
Ending Cash	4,283,318	584,103	(157,574)	606,687	1,506,499	2,653,844
Ending Cash Less Operating Reserves	3,636,472	(209,449)	(974,933)	(235,192)	639,364	1,760,694



Shenandoah Municipal Development District

AGENDA REPORT

AGENDA DATE: <u>August 26, 2020</u>	ITEM NUMBER: <u>5</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING: _____	EXHIBITS: <u>Proposed Budget</u>

SUBJECT/PROCEEDING:

Discussion of 2020 – 2021 Proposed MDD Budget

RECOMMENDED ACTION:

Discussion Only

BACKGROUND/DISCUSSION:

Every year the Shenandoah Municipal Development District must produce an annual budget. City staff helps prepare the budget document with reoccurring costs and provides an anticipated surplus/deficit.

2020 -2021 Proposed Operating Budget	
Revenue	\$ 1,957,924.00
Expenses	\$ 3,241,427.00
Surplus/(Deficit)	\$ (1,283,503.00)
Money to be reimbursed from Water Loan	250,000.00
Surplus/(Deficit) after Reimbursement	\$ (1,033,503.00)

A. Proposed Operating Budget

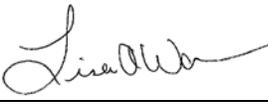
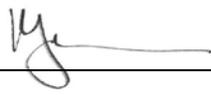
- Change to Transfer to General Operating – The Woodlands Township want to remove the credit for patrol services for the City’s fire services contract. Staff has added \$152,000 to the transfer record to General Operating to pay for the 80% share.

B. Capital Projects

- Council accepted the 70% funding from MDD for the following projects:
 1. Motor Control Center (MCC Replacement) - \$337,400
 2. ACP Waterline Projects - \$819,000
 3. Sewer Inspection Cameras - \$9,100
- Council accepted 100% of the funding from MDD for the WWTP Improvements with the understanding that the \$250,000 will be paid back from the proceeds of the TWDB loan.
- Council accepted 100% of the funding from MDD for the I-45 & Research Forest Dr. Intersection Improvements - \$1,026,250.

- Council accepted the 25% funding from MDD for the Questica Budget & Capital Project Software – \$6,125.
- Council declined the 100% reimbursement for the Hydropillar (Elevated Storage Tank) Rehabilitation.
- Council approved the following projects for possible MDD funding for several priority 2 & 3 projects after the \$250,000 is returned and if revenues are increased later in the fiscal year.
 1. City Park Video Cameras
 2. Storm System Mapping
 3. Skid Loader
 4. Wellman Road Drainage Improvements
 5. Holly Hill Drainage
 6. David Memorial Extension – Final Design
 7. Shenandoah Park Drive Roadway Repair
 8. Toddler Park Additional Parking

APPROVALS:

DEPARTMENT HEAD		DATE: August 17, 2020
CITY ADMINISTRATOR		DATE: August 20, 2020



Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE: <u>August 26, 2020</u>	ITEM NUMBER: <u>6</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING:	EXHIBITS:

SUBJECT/PROCEEDING:

Adoption of the 2020-2021 MDD Budget

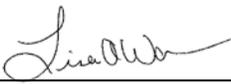
RECOMMENDED ACTION:

Staff recommends MDD Adopt the 2020-2021 Budget

BACKGROUND/DISCUSSION:

Staff presents the updated proposed budget with the capital projects agreed upon at the July 22 meeting.

APPROVALS:

DEPARTMENT HEAD		DATE: <u>August 17, 2020</u>
CITY ADMINISTRATOR		DATE: <u>August 20, 2020</u>

2020 - 2021 Adopted MDD Operating Budget

801-00 MDD Revenue						2020 - 2021 Adopted	2019 - 2020 Adopted	2019-2020 YTD	2018 - 2019 Adopted	2018-2019 Actual	2017-2018 Budged	2017-2018 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
Revenue Total						1,957,924	2,172,900	1,604,911	1,853,904	2,042,890	1,738,965	2,056,474

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
801-15-62-620700	Economic Development Partnership			7,500	7,500	7,500	7,500	7,500	7,500	7,500
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>The Woodlands Area Economic Development Partnership</i>	1	7,500							
801-15-67-670300	Public Relations			21,000	21,000	-	26,000	20,000	26,000	20,000
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>CSID Agreement</i>	1	20,000							
	<i>Business Development</i>	1	1,000							
801-15-67-670900	Dues/Memberships			50	50	-	50	-	350	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>ICSC Membership</i>	1	50							
801-15-67-672000	Engineering			23,024	20,000	6,750	17,000	35,516	-	-
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Retainer</i>	12	1,002							
	<i>Engineering Services</i>	1	11,000							
801-15-62-621300	Legal Notices			2,000	2,000	-	-	2,063	-	-
801-15-68-681100	Transfer to General Operating			739,978	596,296	-	626,959	518,641	562,485	519,589
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Financial audit</i>	1	4,800							
	<i>80% Woodlands Fire Dept. agreement</i>	1	663,682							
	<i>Administration/CPI personnel (252 hrs. benefits)</i>	1	14,230							
	<i>Finance personnel (58 hrs. + benefits)</i>	1	2,126							
	<i>Staff time for projects</i>	1	15,000							
	<i>25% legal</i>	1	30,000							
	<i>Police Holiday Overtime</i>	1	9,340							
	<i>Incode fees</i>	1	800							
801-15-68-681400	Transfer to Capital Projects			2,447,875	1,892,890	-	938,000	2,761,175	2,103,235	558,080
	<i>Description</i>	<i>Units</i>	<i>Price</i>							
	<i>Motor Control Center (MCC) Replacement (70% Share)</i>	1	337,400							
	<i>ACP Waterline Replacement - I45 at Texaco (70% Share)</i>	1	235,200							
	<i>ACP Waterline Replacement - Memorial Hermann (70% Share)</i>	1	311,500							
	<i>ACP Waterline Replacement - David Memorial at Vetter (70% Share)</i>	1	144,900							
	<i>ACP Waterline Replacement - I-45 Crossing at Research (70% Share)</i>	1	127,400							
	<i>WWTP Improvements - Professional Services</i>	1	250,000							
	<i>Sewer Inspection Camera (70% Share)</i>	1	9,100							
	<i>I-45 & Research Forest Dr. Intersection Improvements</i>	1	1,026,250							
	<i>Questica Budget Software (25% Share)</i>	1	6,125							
Expense Total				3,241,427	2,539,736	14,250	1,615,509	3,344,894	2,699,570	1,105,169
Surplus/(Deficit)				(1,283,503)	(366,836)	1,590,661	238,395	(1,302,004)	(960,605)	951,305

2020 - 2021 Adopted MDD Operating Budget

802-00 MDD Revenue					2020 - 2021 Adopted	2019 - 2020 Adopted	2019-2020 YTD	2018 - 2019 Adopted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
802-00-56-568500	Transfer from Development District				1,026,250	1,691,500	-	210,000	1,713,502	21,032,350	588,080
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>I-45 & Research Forest Dr. Intersection Improvements</i>	1	1,026,250	1,026,250							
Revenue Total					1,026,250	1,691,500	-	210,000	1,713,502	21,032,350	588,080

2020 - 2021 Adopted MDD Operating Budget

802-15 MDD Expense					2020 - 2021 Adopted	2019 - 2020 Adopted	2019-2020 YTD	2018 - 2019 Adopted	2018-2019 Actual	2017-2018 Budgeted	2017-2018 Actual
802-15-66-663720	Tamina Rd/I-45/Research Forest Intersection				1,026,250	-	51,415	-	37,795	1,173,750	53,216
	<i>Description</i>	<i>Units</i>	<i>Price</i>	<i>Amount</i>							
	<i>I-45 & Research Forest Dr. Intersection Improvements</i>	1	1,026,250	1,026,250							
Expense Total					1,026,250	-	51,415	-	37,795	1,173,750	53,216

MINUTES OF REGULAR MEETING

May 27, 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, Interim Chief of Police Troye Dunlap, and Public Works Director Joseph Peart.

1. CALL TO ORDER

President Bevers called the meeting to order at 6:00 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. Discussion of General Fund Capital Improvement Plan (CIP) Projects.

To view the Capital Improvement Plan 2020 – 2030 presentation, please click [HERE](#)

After some discussion among the Directors, President Bevers stated that he would like to see the drainage improvements for the wastewater treatment plant under wastewater rather than under storm sewer. President Bevers also requested to combine pathway, park, and pool improvements into one group on the CIP plan as opposed to those types of projects being spread throughout other project groups.

5. Discussion and possible action to approve a bid for test pumping at the east side pond.

Mr. Peart stated that further discussions were needed and requested that the item be moved to a future meeting.

6. Discussion and possible to approve the purchase of a booster pump for Water Plant No.2.

DIRECTOR RAYMAKER MADE A MOTION TO APPROVE THE PURCHASE OF A BOOSTER PUMP FOR WATER PLANT NO.2, PRESIDENT BEVERS SECONDED. THE MOTION CARRIED 5/0.

At this time, due to technical difficulties, the Board moved into executive session at 6:20 p.m. while the audio problem was corrected.

7. Discussion and possible action regarding a proposal from HDL Companies.

DIRECTOR RAYMAKER MADE A MOTION TO MOVE FORWARD WITH HDL COMPANIES AS PRESENTED, DIRECTOR SORICH SECONDED. THE MOTION CARRIED 4/1 WITH PRESIDENT BEVERS AS THE OPPOSING VOTE.

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

DIRECTOR RAYMAKER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR APRIL, 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.

Note: Executive session took place after agenda item number six.

President Bevers recessed the regular meeting to move into executive session at 6:20 p.m.

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

- i) Government Code § Sec. 551.071. Consultation with Attorney; Pending Litigation
 - Harold Denton
- a) Consideration and if determined appropriate, take action resulting from the item(s) listed under Executive Session.

President Bevers reconvened the regular meeting at 6:51 p.m. and stated for the record that no action was taken in executive session.

ADJOURN

There being no further business, President Bevers announced that the meeting was adjourned at 7:02 p.m.

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

Byron Bevers, President

MINUTES OF REGULAR MEETING

June 24, 2020

SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT

The meeting was called to order by President Byron Bevers at 6:01 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 6:01 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 of Capital Improvement Plan (CIP).

To view revised Capital Improvement Plan 2020 – 2030 presentation, please click [HERE](#)

Mr. Peart explained updates and changes made to the Capital Improvement Plan.

President Bevers requested a Special Funding category for projects that would benefit from outside funding sources. He also suggested that the Research Forest and I-45 Improvements project be moved to high priority in the improvement plan.

5. Discussion and possible action to approve the minutes of the April 22, 2020 regular meeting.

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

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

DIRECTOR FLETCHER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR MAY, 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 6:20 p.m.

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

Byron Bevers, President



Expense Approval Report By Fund

Payment Dates 7/1/2020 - 7/31/2020

Vendor Name	Payment Date	Payment Number	Description (Item)	Amount
Fund: 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT				
BLEYL AND ASSOCIATES	07/01/2020	631	JUN 2020 MDD ENGINEER RETAINER	750.00
BLEYL AND ASSOCIATES	07/28/2020	633	JUL 2020 CITY ENGINEER RETAINER	750.00
Fund 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT Total:				1,500.00
Fund: 802 - Municipal Development District Capital Project Fun				
BLEYL AND ASSOCIATES	07/01/2020	631	MAY 2020 FINAL DESIGN RESEARCH FOREST/TAMINA INTER	11,900.00
BLEYL AND ASSOCIATES	07/01/2020	631	MAY 2020 ENGINEERING SERVICES EAST RELIEF POND	5,500.00
BLEYL AND ASSOCIATES	07/01/2020	631	MAY 2020 TAMINA WEST BOUND TURN LANE @ I45	595.38
STEPTOE & JOHNSON PLLC	07/15/2020	632	JUN 2020 DEVELOPMENT CODE AND REDEVELOPMENT PLANNI	1,640.00
BLEYL AND ASSOCIATES	07/28/2020	633	JUN 2020 FINAL DESIGN RESEARCH FOREST/TAMINA INTER	6,800.00
BLEYL AND ASSOCIATES	07/28/2020	633	JUN 2020 ENGINEERING SERVICES EAST RELIEF POND	660.00
Fund 802 - Municipal Development District Capital Project Fun Total:				27,095.38
Grand Total:				28,595.38

Report Summary**Fund Summary**

Fund	Payment Amount
801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT	1,500.00
802 - Municipal Development District Capital Project Fun	27,095.38
Grand Total:	28,595.38

Account Summary

Account Number	Account Name	Payment Amount
801-15-62-621100	Engineer	1,500.00
802-15-62-621000	Consulting/Professional S...	1,640.00
802-15-66-663710	Tamina Rd. to I-45 feeder	595.38
802-15-66-663720	Tamina Rd/I-45/Research ...	18,700.00
802-15-66-669900	Capital Projects	6,160.00
	Grand Total:	28,595.38

Project Account Summary

Project Account Key	Payment Amount
None	28,000.00
PROFESSIONAL SERVICE 00-00-02	595.38
Grand Total:	28,595.38