



NOTICE OF REGULAR MEETING

October 28, 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, October 28, 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 the monthly cash flows report.

5. Discussion and possible action to set meeting dates for November and December.

6. Discussion and possible action regarding 2019-2020 General Fund transfers.

7. Discussion and possible action regarding a Daktronics contract reimbursement.

8. Discussion and possible action to proceed with improvements at the I-45/Research Forest intersection and add a dedicated merge lane.

9. Discussion and possible action to approve the minutes of the August 26, 2020 regular meeting.

10. Discussion and possible action to ratify the accounts payable for September, 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 23 day of October 2020 at 11:40 o'clock a.m.

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







# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE: <u>October 28, 2020</u>	ITEM NUMBER: <u>5</u>
DEPARTMENT: <u>Administration</u>	PREPARED BY: <u>Kathie Reyer</u>
PRICING: _____	EXHIBITS: _____

### SUBJECT/PROCEEDING:

November and December meeting dates.

### RECOMMENDED ACTION:


### BACKGROUND/DISCUSSION:

Due to the holidays, City Council meets once in November and December. The MDD Board historically sets their meetings on the same dates as Council, on the second Wednesday of the month, but the Board has the option to choose alternative dates.

The dates for the second Wednesday in November and December are as follows:

- November 11
- December 9

### APPROVALS:

DEPARTMENT HEAD _____	DATE: _____
CITY ADMINISTRATOR  _____	DATE: <u>October 22, 2020</u>



# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE: <u>October 28, 2020</u>	ITEM NUMBER: <u>6</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING:	EXHIBITS:

**SUBJECT/PROCEEDING:**

Presentation of General Fund Reimbursements

**RECOMMENDED ACTION:**

Presentation Only

**BACKGROUND/DISCUSSION:**

Every year the MDD budgets for reimbursement to General Fund for shared costs. In the past the City Administrator and President have signed off on the transfers on a quarterly basis. The Finance Department wanted to promote financial transparency and present the transfers to all members of the MDD board and to the public at the end of the fiscal year.

**Below is a breakdown of reimbursement information:**

<b>2019 - 2020 MDD Budgeted General Fund Fees Reimbursement</b>			
Description	Budgeted Amount	Actual Amount	Difference
Admin. Fees (182 hours + benefits)	\$14,230.00	\$14,230.00	\$0.00
Finance Personnel (est. 33hrs/yr)	\$2,126.00	\$2,126.00	\$0.00
Staff time for projects	\$15,000.00	\$15,000.00	\$0.00
Special Audit	\$4,800.00	\$4,800.00	\$0.00
25% legal	\$30,000.00	\$30,000.00	\$0.00
80% Woodlands Fire Dept. agreement	\$520,000.00	\$459,081.60	(\$60,918.40)
Incode fees	\$800.00	\$800.00	\$0.00
Police Holiday Overtime	\$9,340.00	\$2,423.56	(\$6,916.44)
<b>TOTALS</b>	<b>\$596,296.00</b>	<b>\$528,461.16</b>	<b>(\$67,834.84)</b>

**APPROVALS:**

DEPARTMENT HEAD		DATE: <u>October 19, 2020</u>
CITY ADMINISTRATOR		DATE: <u>October 22, 2020</u>



# Shenandoah Municipal Development District

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## AGENDA REPORT

AGENDA DATE: <u>October 28, 2020</u>	ITEM NUMBER: <u>7</u>
DEPARTMENT: <u>Finance</u>	PREPARED BY: <u>Lisa Wasner</u>
PRICING:	EXHIBITS:

**SUBJECT/PROCEEDING:**

Discussion and Possible Action to Split the MDD Daktronics Agreement with CVB

**RECOMMENDED ACTION:**

Staff Recommends the Board Allow the Share of Cost with CVB

**BACKGROUND/DISCUSSION:**

At the 2020-2021 budget workshop Councilman Raymaker asked staff to research with the City Attorney the eligibility of the CVB funding part of the MDD’s current Daktronics agreement with the Conroe Independent School District. Staff has confirmed that this is an eligible CVB expenditure and are seeking what the cost share should be.

This contract was approved in 2018 for a yearly payment of \$20,000 for 5 years. This year’s payment will be the fourth payment installment.

**The current contract offers the following advertising:**

1. Four partner recognitions on water fountain signage 1’H x 2.5’W
2. Two partner recognition on side ramp wall 2’H x 3.75’W
3. Animated partner logo
4. Four instant replay logo bugs per regular home varsity football game
5. Two static logo-ad per game per regular home varsity football game
6. Two game day sponsorship/promotional opportunities
7. Two grouped (PA) announcements thanking sponsors involvement for each regular season home event
8. Two custom (PA) announcements on game-day sponsor night (per game)
9. Six radio and online streaming drop-ins for each broadcast game
10. One logo application on the Conroe ISD athletic website

**APPROVALS:**

DEPARTMENT HEAD		DATE: <u>October 18, 2020</u>
CITY ADMINISTRATOR		DATE: <u>October 22, 2020</u>



# Shenandoah Municipal Development District

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## AGENDA REPORT

AGENDA DATE: <u>October 28, 2020</u>	ITEM NUMBER: <u>8</u>
DEPARTMENT: <u>Administration</u>	PREPARED BY: <u>Kathie Reyer</u>
PRICING: <u>\$2,000,000 / \$400,000</u>	EXHIBITS: <u>Funding breakdown table</u>

**SUBJECT/PROCEEDING:**

Discussion and possible action to proceed with improvements at the I-45/Research Forest intersection and add a dedicated merge lane.

**RECOMMENDED ACTION:**

Staff is requesting to proceed with improvements and seeking funding for the acceleration lane.

**BACKGROUND/DISCUSSION:**

The City has received verbal commitments from all County Commissioners with jurisdiction over the I-45/Research Forest major intersection improvements, as follows:

- Precinct 2: \$250,000
- Precinct 3: \$250,000
- Precinct 4: \$500,000

Shenandoah’s portion of the project would be \$1,000,000, a portion of which has been spent on design. The three precincts will divide the remaining half of the project costs. The County Attorney will draft an agreement that will be brought to Council for approval, following the City Attorney’s review. The MDD Board agreed to proceed with the project if the three County precincts participated in the cost.

At Councilmember Fletcher’s request, the City Engineer recently presented cost estimates for an extended acceleration lane on the south bound service road from Research Forest for approximately \$400,000. The local TxDOT office is in favor of the project and we are awaiting approval from the district office. We also approached Precinct 3 Commissioner Noack about funding half of the project (\$200,000). Commissioner Noack agreed in principle to participate in the cost, once the merge lane is approved by TXDOT’s district office. Staff is requesting approval for funding half the estimated cost for the merge lane (\$200,000) subject to project approval by TXDOT.

The proposed extended Research Forest right turn lane would not be needed if the intersection merge lane is constructed. The savings would be approximately \$90,000.

**APPROVALS:**

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



**Research Forest/Tamina Road Intersection Improvements  
Funding Availability**

BE Project No. 12403

October 22, 2020

**INTERSECTION IMPROVEMENTS AT IH-45**

**Estimated Construction Cost per Precinct**

Montgomery County Precinct 2	\$ 230,000.00
Montgomery County Precinct 3	\$ 500,000.00
Montgomery County Precinct 4	\$ 1,270,000.00

**TOTAL ESTIMATED CONSTRUCTION COST \$ 2,000,000.00**

**FUNDS ALLOCATED FOR THE PROJECT**

City of Shenandoah (MDD) dedicated funds	\$ 1,000,000.00
Montgomery County Precinct 2	\$ 250,000.00
Montgomery County Precinct 3	\$ 250,000.00
Montgomery County Precinct 4	\$ 500,000.00

**TOTAL CONTRIBUTIONS \$ 2,000,000.00**

**RIGHT DEDICATED ACCELERATION LANE**

Estimated Construction Cost for adding a dedicated acceleration lane on the South West corner.	\$ 400,000.00
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## 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

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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

DRAFT



# Expense Approval Report

By Fund

Payment Dates 9/1/2020 - 9/30/2020

Vendor Name	Payment Date	Payment Number	Description (Item)	Amount
<b>Fund: 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT</b>				
BLEYL AND ASSOCIATES	09/23/2020	637	SEP 2020 CITY ENGINEER RETAINER	750.00
<b>Fund 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT Total:</b>				<b>750.00</b>
<b>Fund: 802 - Municipal Development District Capital Project Fun</b>				
STEPTOE & JOHNSON PLLC	09/16/2020	636	DEVELOPMENT CODE AND REDEVELOPMENT PLANNING	615.00
BLEYL AND ASSOCIATES	09/23/2020	637	AUG 2020 ENGINEERING SERVICES EAST RELIEF POND	11,750.00
BLEYL AND ASSOCIATES	09/30/2020	638	AUG 2020 FINAL DESIGN RESEARCH FOREST/TAMINA INTER	10,200.00
<b>Fund 802 - Municipal Development District Capital Project Fun Total:</b>				<b>22,565.00</b>
<b>Grand Total:</b>				<b>23,315.00</b>

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

<b>Fund</b>	<b>Payment Amount</b>
801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT	750.00
802 - Municipal Development District Capital Project Fun	22,565.00
<b>Grand Total:</b>	<b>23,315.00</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
801-15-62-621100	Engineer	750.00
802-15-62-621000	Consulting/Professional S...	615.00
802-15-66-663720	Tamina Rd/I-45/Research ...	10,200.00
802-15-66-669900	Capital Projects	11,750.00
	<b>Grand Total:</b>	<b>23,315.00</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	23,315.00
<b>Grand Total:</b>	<b>23,315.00</b>