



NOTICE OF REGULAR MEETING

February 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, February 26, 2020 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. Update from Bleyl Engineering regarding the east side detention pond.
5. Discussion regarding a draft 5-10 year Capital Improvement Projects plan.
6. Discussion and possible action regarding budgeted projects.
7. Discussion and possible action regarding parking at the Toddler Park.
8. Discussion and possible action to approve the minutes of the January 22, 2020 regular meeting.
9. Discussion and possible action to ratify the accounts payable for January, 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

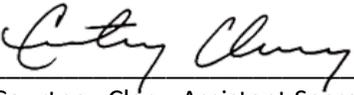
*Public notice is given that the Municipal Development District Board may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive 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 21 day of February 2020 at 2:15 o'clock p.m.

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





# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE: <u>February 26, 2020</u>	ITEM NUMBER: <u>4</u>
DEPARTMENT: <u>Administration</u>	PREPARED BY: <u>Kathie Reyer</u>
PRICING: _____	EXHIBITS: _____

## SUBJECT/PROCEEDING:

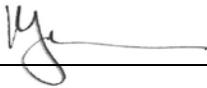
Update from Bleyl Engineering regarding the east side detention pond

## RECOMMENDED ACTION:

## BACKGROUND/DISCUSSION:

At the President's request, a representative from Bleyl Engineering will present an update on the status of the east side detention pond.

## APPROVALS:

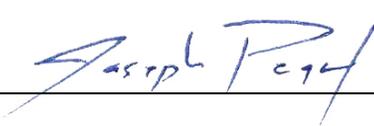
DEPARTMENT HEAD		DATE: <u>Click here to enter a date.</u>
CITY ADMINISTRATOR		DATE: <u>February 21, 2020</u>



# Shenandoah Municipal Development District AGENDA REPORT

AGENDA DATE:	<u>February 26, 2020</u>	ITEM NUMBER:	<u>5</u>
DEPARTMENT:	<u>Public Works</u>	PREPARED BY:	<u>Joseph Peart</u>
PRICING:	<u></u>	EXHIBITS:	<u>5 and 10 Year CIP</u>

<b>SUBJECT/PROCEEDING:</b>
Discussion regarding 5 and 10 year CIP.
<b>RECOMMENDED ACTION:</b>
Discussion only.
<b>BACKGROUND/DISCUSSION:</b>
5 and 10 year Capital Improvement Plan (CIP) is attached.  This stage of planning only considered future projects that are unfunded or partially funded from the Public Works Department. CIP assumes MDD funding at maximum contribution.

<b>APPROVALS:</b>			
DEPARTMENT HEAD	<u></u>	DATE:	<u>February 17, 2020</u>
CITY ADMINISTRATOR	<u></u>	DATE:	<u>February 21, 2020</u>





# Shenandoah Municipal Development District AGENDA REPORT

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

**SUBJECT/PROCEEDING:**

Discussion and Possible Action of Funded MDD Projects

**RECOMMENDED ACTION:**

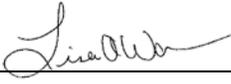
Staff Recommends MDD Provide Guidance Towards Current and Carry Over Projects

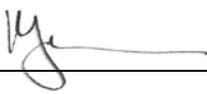
**BACKGROUND/DISCUSSION:**

The MDD Board requested a list of current and carry-over projects that have been funded.

MDD CAPITAL PROJECTS				
PROJECT NAME	STATUS	AMOUNT ALLOCATED	AMOUNT USED	BALANCE
CARRY OVER PROJECTS				
DAVID MEMORIAL DR - PHASE 2	ON HOLD	\$ 1,980,326.00	\$ 43,777.77	\$ 1,936,548.23
EAST RELIEF POND - OPTION 1B	ON HOLD	\$ 864,900.00	\$ 46,100.00	\$ 818,800.00
PARK IMPROVEMENTS - (HOLLY HILL)	ON HOLD	\$ 50,000.00	\$ 7,473.80	\$ 42,526.20
PARK & PATHWAY PLAN	ON HOLD	\$ 10,000.00	\$ 1,843.75	\$ 8,156.25
SPECIAL EVENTS CENTER FEASIBILITY STUDY	NOT STARTED	\$ 100,000.00	\$ -	\$ 100,000.00
TAMINA RD/I45/RESEARCH FOREST INTERSECTION	ONGOING	\$ 1,173,750.00	\$ 92,210.00	\$ 1,081,540.00
TAMINA RD TO I45 FEEDER	ONGOING	\$ 696,000.00	\$ 23,078.75	\$ 672,921.25
EAST SIDE WETLANDS PERMIT	ONGOING	\$ 108,500.00	\$ 88,189.58	\$ 20,310.42
IDC REWORK	ONGOING	\$ 120,000.00	\$ 27,593.00	\$ 92,407.00
TOTAL		\$ 5,103,476.00	\$ 330,266.65	\$ 4,773,209.35
2019 - 2020 PROJECTS				
WETLANDS MITIGATION CREDIT PURCHASE (TRANCHE 2)	COMPLETED	\$ 1,614,000.00	\$ 1,614,000.00	\$ -
GREENSPACE IMPROVEMENTS	COMPLETED	\$ 23,000.00	\$ 20,700.00	\$ 2,300.00
MAIN PARK DRAINAGE	COMPLETED	\$ 26,000.00	\$ 24,500.00	\$ 1,500.00
MAIN PARK SURGE PROTECTION	IN PROGRESS	\$ 7,500.00	\$ -	\$ 7,500.00
PINECROFT ROAD IMPROVEMENTS	IN PROGRESS	\$ 21,000.00	\$ -	\$ 21,000.00
70% OF WATER & SEWER PROJECTS*	IN PROGRESS	\$ 201,390.00	\$ -	\$ 201,390.00
TOTAL		\$ 1,892,890.00	\$ 1,659,200.00	\$ 233,690.00
<b>TOTALS</b>		<b>\$ 6,996,366.00</b>	<b>\$ 1,989,466.65</b>	<b>\$ 5,006,899.35</b>

**APPROVALS:**

DEPARTMENT HEAD  DATE: February 20, 2020

CITY ADMINISTRATOR  DATE: February 21, 2020



# Shenandoah Municipal Development District --- AGENDA REPORT

AGENDA DATE: <u>February 26, 2020</u>	ITEM NUMBER: <u>7</u>
DEPARTMENT: <u>Public Works</u>	PREPARED BY: <u>Joseph Peart</u>
PRICING: <u>\$10,000 to \$45,000</u>	EXHIBITS: <u>Sketch and photos</u>

**SUBJECT/PROCEEDING:**

Discussion regarding adding parking spaces at the Toddler Park.

**RECOMMENDED ACTION:**

Discussion only.

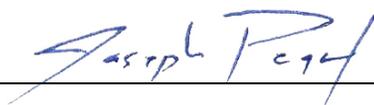
**BACKGROUND/DISCUSSION:**

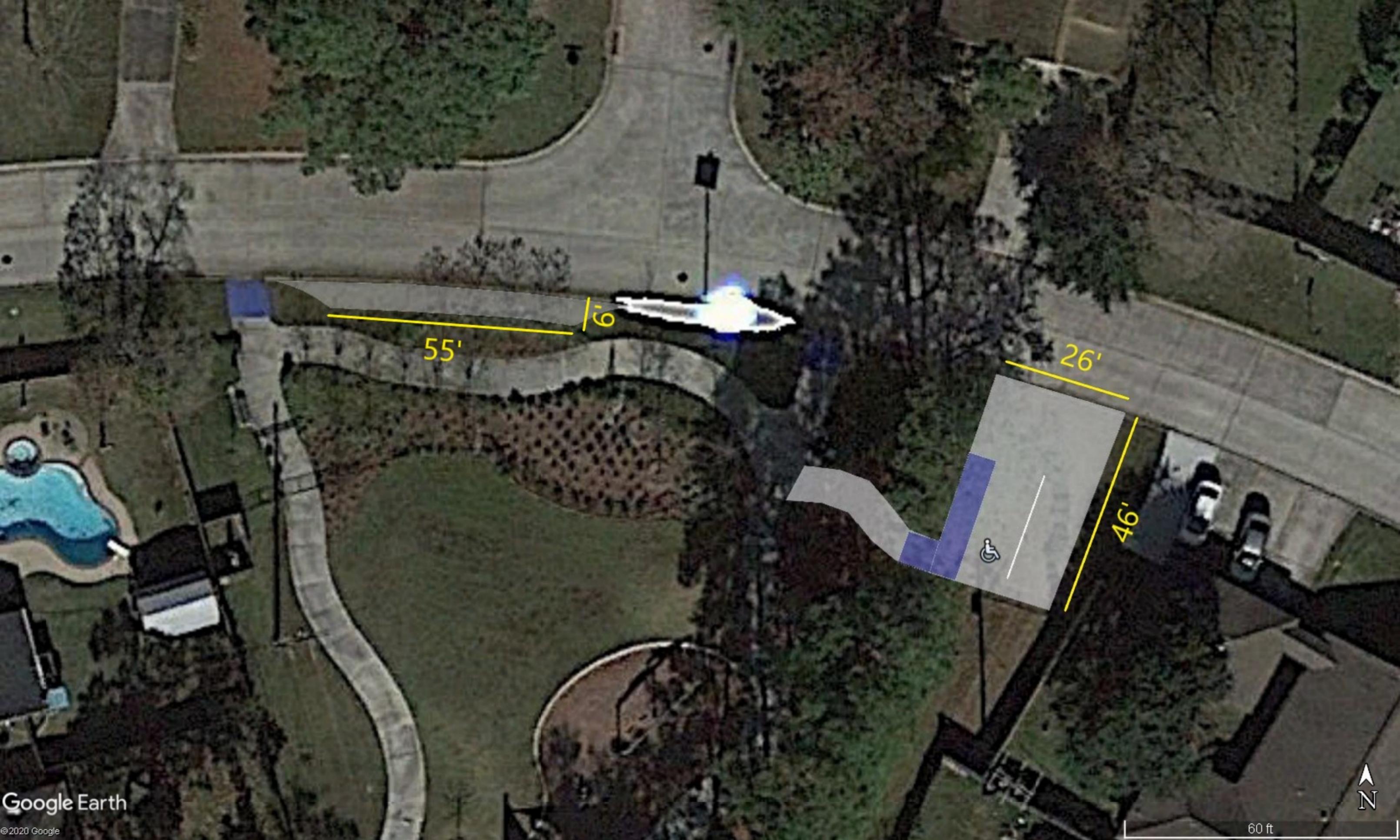
At the January 22, 2020 Municipal Development District (MDD) meeting, the board requested staff to design and provide cost estimates to add parking spaces at the Toddler Park. The board stated that they would like to consider funding for the project.

City Council discussed additional parking during the February 12, 2020 meeting and requested staff to pursue pricing options for pull-in parking space perpendicular to Shenandoah Drive. Staff calculates that two parking spaces could be added on the eastern portion of the property with one space being van access handicapped parking. This is after applying the 25' setback from front and 5' setback from side. A connecting pathway could also be constructed for handicapped access. Rough cost estimates place the project at \$35,000 to \$45,000.

Another option would be to expand the shoulder of the roadway at the Toddler Park which would allow additional space for on-street parking. Adding an additional 6' of shoulder between the existing sidewalk ramps would cost approximately \$10,000 to \$15,000

**APPROVALS:**

DEPARTMENT HEAD	 _____	DATE: <u>February 17, 2020</u>
CITY ADMINISTRATOR	 _____	DATE: <u>February 21, 2020</u>



55'

6'

26'

46'









MINUTES OF REGULAR MEETING

January 22, 2020

SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT

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

1. CALL TO ORDER

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

2. CALL OF ROLL

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

3. CITIZENS INQUIRY

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

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

4. Update regarding mobility projects from Bleyl Engineering.

John Bleyl with Bleyl Engineering commended Ms. Reyer, Mr. Peart and Kenny Eickelberg for their help with the project. Mr. Bleyl had the following updates:

• **Intersection Improvements I-45 at Research Forest Dr./Tamina Rd**

Met with TxDOT on December 12, 2019 and they are on board with the project and Bleyl Engineering has been authorized to move forward with the final design. The project design will take about one year with TxDOT. The third quarter of 2021 is the anticipated time to begin construction.

- **Home Depot Driveway Modifications**

Proposed new driveway with the extension of the existing right turn lane to the east on Tamina, and existing driveway to be removed once new driveway is in place. Discussions are ongoing and this will be a summer construction schedule.

- **Research Forest Dr. Right Turn Lane**

Has been submitted to Commissioner Noack's office and has been approved to move forward.

- **David Memorial Drive Extension**

Multiple meetings have taken place and a lot of progress has been made. Anticipated to have 30% of plans sent to staff and to county for review sometime in February.

- **Right turn Lane on Grogans Mill Going South to Research Forest Dr.**

This project is not in Shenandoah city limits but will affect the residents. Bleyl Engineering completed their portion of the project for the county. The advertisement for construction bid scheduled for February 19, 2020. The project is completely funded by the county.

5. Discussion and possible action to approve a proposal for final design of the Home Depot driveway and Research Forest right turn lane projects.

DIRECTOR RAYMAKER MADE A MOTION TO APPROVE A PROPOSAL FOR FINAL DESIGN OF THE HOME DEPOT DRIVEWAY AND RESEARCH FOREST RIGHT TURN LANE PROJECTS, DIRECTOR FLETCHER SECONDED. THE MOTION CARRIED 5/0.

6. Discussion and possible action to approve a change order for the Pincroft waterline project.

DIRECTOR RAYMAKER MADE A MOTION TO APPROVE A CHANGE ORDER FOR THE PINECROFT WATERLINE PROJECT, DIRECTOR FLETCHER SECONDED. THE MOTION CARRIED 5/0.

7. Discussion and possible action to approve the minutes of the October 30, 2019 and the November 13, 2019 regular meetings.

DIRECTOR RAYMAKER MADE A MOTION TO APPROVE THE MINUTES OF THE OCTOBER 30, 2019 AND THE NOVEMBER 13, 2019 REGULAR MEETINGS, DIRECTOR SORICH SECONDED. THE MOTION CARRIED 5/0.

8. Discussion and possible action to ratify the accounts payable for November and December, 2019.

DIRECTOR RAYMAKER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR NOVEMBER AND DECEMBER, 2019, 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.

Director Raymaker inquired about funds that were on hold for MDD. President Bevers stated that Ms. Reyer was working on a 10 year timeline of projects and that the board would see a draft at the next meeting.

Director Sorich inquired about parking at the Toddler Park. Mr. Peart stated that he would bring back information regarding past discussions of the subject at the next meeting. Director Sorich also asked what was happening with the park project. Ms. Reyer stated that it was not funded in the budget.

President Bevers stated that the goal of the CIP draft was to have the information ready before the budget. President Bevers also requested an update on drainage at the detention pond at the next meeting.

## EXECUTIVE SESSION

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## ADJOURN

There being no further business, President Bevers announced that the meeting was adjourned at 6:17 p.m.

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

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

DRAFT



# Expense Approval Report

By Fund

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

Vendor Name	Payment Date	Payment Number	Description (Item)	(None)	Amount
<b>Fund: 801 - SHENANDOAH MUNICIPAL DEVELOPMENT DISTRICT</b>					
BLEYL AND ASSOCIATES	01/29/2020	615	JAN 2020 MDD 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	01/14/2020	614	SEP 2019 DEVELOPMENT CODE AND REDEVELOPMENT PLANNI		5,043.00
BLEYL AND ASSOCIATES	01/29/2020	615	DEC 2019 ENGINEERING/PRO SERVICES EAST SIDE WETLAN		586.25
BLEYL AND ASSOCIATES	01/29/2020	615	DEC 2019 RESEARCH FOREST/TAMINA IMPROVEMENTS		1,868.75
<b>Fund 802 - Municipal Development District Capital Project Fun Total:</b>					<b>7,498.00</b>
<b>Grand Total:</b>					<b>8,248.00</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	7,498.00
<b>Grand Total:</b>	<b>8,248.00</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...	5,043.00
802-15-66-663720	Tamina Rd/I-45/Research ...	1,868.75
802-15-66-669900	Capital Projects	586.25
<b>Grand Total:</b>		<b>8,248.00</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>
**None**	6,379.25
PROFESSIONAL SERVICE 00-00-03	1,868.75
<b>Grand Total:</b>	<b>8,248.00</b>