

## CITY OF FAIR OAKS RANCH

# MUNICIPAL DEVELOPMENT DISTRICT MEETING

Wednesday, April 10, 2024 at 4:00 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

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## AGENDA

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### OPEN MEETING

1. Roll Call - Declaration of a Quorum
2. Pledge of Allegiance

### CITIZENS and GUEST FORUM

*To address the Board, please sign the Attendance Roster located on the table at the entrance in the foyer of the Public Safety Training Room. In accordance with the Open Meetings Act, the MDD Board may not discuss or take action on any item which has not been posted on the agenda. Speakers shall limit their comments to five (5) minutes each.*

3. Citizens to be heard.

### CONSENT AGENDA

4. Approval of the January 10, 2024 Regular MDD Board meeting minutes.

Keith Rhoden, MDD Secretary

5. Approval of the March 27, 2024 Special MDD Board meeting minutes.

Keith Rhoden, MDD Secretary

### REPORTS

6. Quarterly Financial & Investment Report - Q2 FY2024.

Summer Fleming, MDD Investment Officer

### CONSIDERATION / ACTION ITEMS

7. Discussion, consideration, and possible action on amendments to the existing Fair Oaks Ranch Municipal Development District Policy for Evaluation of Development Projects.

Steven Robertson, MDD Board Member

8. Discussion, consideration, and possible action on the MDD Funding Application from Leon Springs Fire Department.

Steven Robertson, Application Review Committee Member

9. Discussion, consideration, and possible action on recommendations from the Small Scope / Small Dollar Subcommittee.

Mike Lovelace, Small Scope / Small Dollar Subcommittee Chairman

10. Discussion, consideration, and possible action on MDD policies, rules, procedures, document reviews, and committees.

Laura Koerner, MDD President

**ADJOURNMENT**

Next quarterly meeting: July 10, 2024 AT 4:00 PM.

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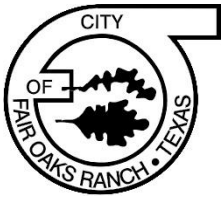
Signature of Agenda Approval: s/ **Laura Koerner**

Laura Koerner, MDD President

I, Amanda Valdez, TRMC, Deputy City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the City’s website [www.fairoaksranchtx.org](http://www.fairoaksranchtx.org), both places being convenient and readily accessible to the general public at all times.

As per Texas Government Code 551.045, said Notice was posted by 4:00 PM, April 7, 2024 and remained so posted continuously for at least 72 hours before said meeting was convened. A quorum of City Council and various boards, committees, and commissions may attend the Municipal Development District board meeting.

The Fair Oaks Ranch Police Station is wheelchair accessible at the front main entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary’s office at (210) 698-0900. Braille is not available.



**CITY OF FAIR OAKS RANCH**

**MUNICIPAL DEVELOPMENT DISTRICT MEETING**

Wednesday, January 10, 2024 at 4:00 PM

Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

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**MINUTES**

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**OPEN MEETING**

**1. Roll Call - Declaration of a Quorum.**

Present: President Laura Koerner, Vice President Nicholas DiCianni, Steven Robertson Keith Rhoden, David Fairhurst, and Ruben Olvera

Absent Treasurer, Mike Lovelace

With a quorum present, the meeting was called to order at 4:00 PM.

**2. Pledge of Allegiance** – The Pledge of Allegiance was recited in unison.

**CITIZENS and GUEST FORUM**

**3. Citizens to be heard** – None.

**CONSENT AGENDA**

**4. Approval of the October 11, 2023 Regular MDD Board meeting minutes.**

The consent agenda was approved by consensus.

**REPORTS**

**5. Quarterly Financial & Investment Report - Q1 FY2024.**

Summer Fleming, MDD Investment Officer, presented the Quarterly Financial and Investment report to the Board of Directors.

**6. Fair Oaks Ranch civic center project status update.**

Scott Huizenga, City Manager, provided an update on the civic center status. The next update to City council will be on February 15, 2024. A Town Hall is scheduled for February 27, 2024, to update the residents of the city, answer questions, and gain feedback.

**7. Bond Advisory Committee update.**

Seth Mitchell, Committee Chairman, presented an update on the Bond Advisory Committee recommendations. The recommendations will be delivered to City Council on January 18, 2024.

**CONSIDERATION / ACTION ITEMS**

**8. Consideration and possible action to approve the MDD Audit Report for the fiscal year ended September 30, 2023.**

Summer Fleming, MDD Investment Officer, and Michael Del Toro, Partner with ABIP, presented the MDD Audit Report for fiscal year ended September 30, 2023. Michael Del Toro reviewed the report with the Board and noted the opinion was an unqualified opinion and the financial statements were fairly presented.

MOTION Made by Keith Rhoden and seconded by Nicholas DiCianni moved to accept the report as stated.

VOTE: 6-0; Motion Passed.

**9. Consideration and possible action on the Small Dollar/Small Project program for the MDD.**

There was no presentation due to absence of the subcommittee chairman, Mike Lovelace. No action taken.

**10. Consideration and possible action on the Marketing & Project Opportunities Subcommittee.**

Nicholas DiCianni reported on the improvements in the marketing pages on web for the application process. No Action Taken.

**11. Consideration and possible action regarding an application from the Leon Springs Fire Department.**

Laura Koerner, MDD President, presented a request from the Leon Springs Fire Department. She reviewed the evaluation process with the Board. The Board recommended a subcommittee consisting of Steven Robertson, Ruben Olvera and Nicholas DiCianni to do a full evaluation of the request and present it at a future meeting. Additionally, President Koerner and Board Member, David Fairhurst, reported they would recuse themselves from a decision on this matter due to possible conflict of interest. Both reported they had executed documents noting the possible conflict.

MOTION: President Koerner made the motion, seconded by Keith Rhoden, to establish a subcommittee to evaluate the application for an MDD grant by the Leon Springs Fire Department to consist of Nicholas DiCianni, Ruben Olvera, and Steven Robertson

VOTE: 6-0; Motion Passed.

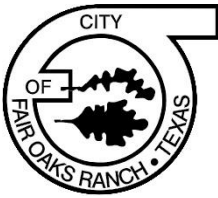
**ADJOURNMENT**

President Koerner adjourned the meeting at 4:50 PM.

ATTEST:

\_\_\_\_\_  
Laura Koerner, MDD President

\_\_\_\_\_  
Keith Rhoden, MDD Secretary



**CITY OF FAIR OAKS RANCH  
MUNICIPAL DEVELOPMENT DISTRICT SPECIAL  
MEETING**

Wednesday, March 27, 2024 at 4:00 PM  
Public Safety Training Room, Police Station, 7286 Dietz Elkhorn, Fair Oaks Ranch

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**MINUTES**

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**OPEN MEETING**

**1. Roll Call - Declaration of a Quorum.**

Present: President Laura Koerner, Vice President Nicholas DiCianni, Secretary Keith Rhoden, David Fairhurst, and Ruben Olvera

Absent Treasurer Mike Lovelace

With a quorum present, the meeting was called to order at 4:08 PM.

**2. Pledge of Allegiance** – The Pledge of Allegiance was recited in unison.

**CITIZENS and GUEST FORUM**

**3. Citizens to be heard** – None

*MDD President, Laura Koerner and MDD Board Member, David Fairhurst, recused themselves from the item due to a conflict of interest.*

**PURPOSE OF SPECIAL CALLED MEETING**

**4. Consideration and possible action to approve an MDD Funding Application from Leon Springs Fire Department.**

Nicholas DiCianni, presented the findings of the subcommittee and recommended that the MDD Board not approve the funding application due to ineligibility under the “Fair Oaks Ranch Municipal Development District Policy for Evaluation of Development Projects”.

MOTION: Made by Nicholas DiCianni, seconded by Ruben Olvera, to approve the MDD Funding Application from Leon Springs Fire Department for a 1,000-gallon mobile tank for an amount not to exceed \$12,333.75.

VOTE: 0-4; Motion Failed.

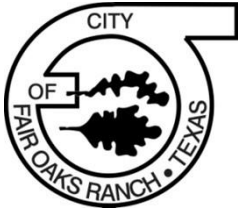
**ADJOURNMENT**

President Koerner adjourned the meeting at 4:19 PM.

ATTEST:

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Laura Koerner, MDD President

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Keith Rhoden, MDD Secretary




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**MUNICIPAL DEVELOPMENT DISTRICT  
REPORT ITEM**  
CITY OF FAIR OAKS RANCH, TEXAS

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AGENDA TOPIC: Quarterly Financial & Investment Report – Q2 FY2024  
 DATE: April 10, 2024  
 Department: Finance  
 PRESENTED BY: Summer Fleming, MDD Investment Officer

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**INTRODUCTION/BACKGROUND:**

Pursuant to Government Code Section 2256.023 and the MDD’s Investment Policy Section 11, the Investment Officer is required, on a quarterly basis, to prepare and submit to the MDD Board a written report of investment assets and the market value of the current investments.

The attached presentation is being made to comply with the Q2 FY2024 reporting requirements.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Frequent review and reporting of the MDD’s assets and investment vehicles is both prudent and necessary to verify that the MDD’s investment portfolio is being managed according to the investment policy.

**BUDGETARY IMPACT:**

The District has received \$174,403 in sales taxes through the month of January, as sales taxes are collected two months in arrears, and earned \$75,439 in interest this fiscal year-to-date. Additionally, \$36,097 in expenditures have been incurred for the annual management fee, audit and legal fees. Based on year-to-date revenues, the District is projected to add \$593,000 to fund balance.

Investments are currently held in two local government investment pools with a combined balance of \$2.9 million as of March 31, 2024.

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Fair Oaks Ranch  
Municipal Development District  
Quarterly Financial & Investment Report

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For the Quarter Ended  
March 31, 2024

Prepared by:  
Summer Fleming, MDD Investment Officer

Fair Oaks Ranch Municipal Development District  
 Statement of Revenues and Expenditures  
 For the Quarter Ended March 31, 2024

	<u>Budget</u>	<u>Projection</u>	<u>YTD Actual</u>	<u>Actual vs Budget</u>	<u>Percent of Budget</u>
Beginning Fund Balance	2,671,885	2,701,087	2,701,087		
<b>Revenues</b>					
Local Sales Tax	450,000	485,000	174,403	(275,597)	38.76%
Interest	83,000	150,000	75,439	(7,561)	90.89%
Total Revenue	<u>533,000</u>	<u>635,000</u>	<u>249,842</u>	<u>(283,158)</u>	<u>46.87%</u>
<b>Expenditures</b>					
Supplies	250	250	-	250	0.00%
Training/Seminars	250	250	-	250	0.00%
Attorney	3,500	3,500	1,265	2,235	36.14%
Auditor	4,550	4,500	4,500	50	98.90%
Professional Services	33,450	33,450	30,282	3,168	90.53%
Insurance	50	50	50	-	100.00%
Total Expenditures	<u>42,050</u>	<u>42,000</u>	<u>36,097</u>	<u>5,953</u>	<u>85.84%</u>
Revenues over/(under) expenditures	490,950	593,000	213,745	(277,205)	43.54%
Ending Fund Balance	3,162,835	3,294,087	2,914,832	(277,205)	92.16%



Fair Oaks Ranch Municipal Development District  
 Investment Report  
 For the Quarter Ended March 31, 2024

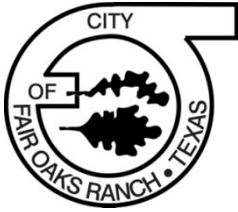
Description	Beginning Balance	Ending Balance	Market Value	QTD Interest	Fiscal YTD Interest	Avg Yield	Weighted Avg Maturity
Frost Bank	69,213	64,335	64,335	686	1,443	0.34%	N/A
TexPool	581,988	728,551	728,551	8,858	16,001	5.33%	36 Days
Texas Class	2,093,477	2,122,280	2,122,280	28,803	57,995	5.57%	46 Days
<b>Total</b>	<b>2,744,678</b>	<b>2,915,165</b>	<b>2,915,165</b>	<b>38,347</b>	<b>75,439</b>		

**Interest Rate Comparison**

Qtr Ended	MDD	TexPool	Texas CLASS	3 Month T-bill	6 Month T-bill	2 Year Treasury Note	CDARS 6 month CD
Jun-23	3.91%	4.95%	5.17%	5.17%	5.24%	4.87%	4.72%
Sep-23	5.21%	5.25%	5.44%	5.45%	5.52%	5.12%	4.93%
Dec-23	5.40%	5.36%	5.57%	5.44%	5.46%	4.81%	4.93%
Mar-24	5.40%	5.33%	5.57%	5.37%	5.34%	4.59%	4.73%
<b>Year Average</b>	<b>4.98%</b>	<b>5.22%</b>	<b>5.44%</b>	<b>5.36%</b>	<b>5.39%</b>	<b>4.85%</b>	<b>4.83%</b>

**Trends and Future Outlook**

- The Federal Reserve left the federal funds rate steady at 5.25%-5.5% for a fifth consecutive meeting in March 2024, in line with expectations. Policymakers still plan to cut interest rates three times this year, similar to the quarterly forecast in December.




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**MUNICIPAL DEVELOPMENT DISTRICT  
CONSIDERATION ITEM  
CITY OF FAIR OAKS RANCH, TEXAS**

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AGENDA TOPIC: Discussion, consideration, and possible action on amendments to the existing Fair Oaks Ranch Municipal Development District Policy for Evaluation of Development Projects

DATE: April 10, 2024

Department: MDD Board of Directors

PRESENTED BY: Steven Robertson, MDD Board Member

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**INTRODUCTION/BACKGROUND:**

The Fair Oaks Ranch Municipal Development District Policy for Evaluation of Development Projects was adopted October 14, 2020 and amended on October 13, 2021. The policy's Eligible Category List currently lists the following description for Infrastructure Projects:

- Contributions in aid of construction for utility infrastructure as an incentive for qualified commercial or mixed-use development projects, or
- Reimbursements for costs incurred on projects or initiatives that enable or promote business development

The recommendation to add the following additional bullet is meant to enable the Board to fund public safety organizations that benefit the residents of the MDD District.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Texas Law establishes legal guidance for use of MDD funds. Within that guidance the MDD Board of Directors has established clear processes to request, review, approve and implement projects that ensure MDD funds utilization provide long term enduring value to all Citizens in accordance with the Law and the City's Comprehensive Plan.

These processes and policies should be reviewed annually to ensure regulatory compliance and a consistent, repeatable process that is appropriately detailed without being unduly burdensome for the Board or for the grant applicants.

**BUDGETARY IMPACT:**

No financial or budgetary impact

**LEGAL ANALYSIS:**

Pending

**RECOMMENDATION/PROPOSED MOTION:**

I move to approve the amendments to the MDD Project Evaluation/Grant Process Policy by adding the following bullet to Appendix A, Infrastructure Projects:

- Contributions in aid to Public Safety Organizations that provide a benefit and service to the citizens of the MDD

# FAIR OAKS RANCH MUNICIPAL DEVELOPMENT DISTRICT POLICY FOR EVALUATION OF DEVELOPMENT PROJECTS

## POLICY STATEMENT

### Purpose

The purpose of the Policy for Evaluation of Development Projects is to establish an objective and consistent process for evaluating proposed development projects to ensure that Fair Oaks Ranch Municipal Development District (MDD) Board (the Board) project grant awards are in compliance with legal and policy requirements and provide enduring value for Fair Oaks Ranch.

### Policy Statement

It is the policy of the Board that evaluation, approval, and funding of development project grants will be conducted in accordance with approved guidelines established by the Board.

### Process Framework

A development project evaluation process will be established through guidelines approved by Board to ensure that development project grant proposals are consistently and objectively evaluated. The overall framework for the guidelines will include the following:

1. Each proposed development project grant will be evaluated to determine merit for funding based on the MDD Board’s assessment of eligibility and quality.
2. To assess eligibility of proposed development project grants, the Board will establish a Eligible Project Category List (Appendix A) to describe the types of projects that are qualified for MDD funding consideration. The categories on the Eligible Project Category List may be modified at the discretion of the Board. Items may be placed on the Eligible Project Category List by the MDD Board based on the following criteria:
  - 2.1. Compliance with relevant statutes and City ordinances & codes
  - 2.2. Alignment with MDD Board’s mission, goals & objectives
3. The Board will establish Project Application & Evaluation Guidelines (Appendix B) to evaluate eligible development project grant proposals in an objective and consistent method. The Project Application & Evaluation Guidelines may be modified at the discretion of the Board.

### Process Implementation and Review

1. The MDD Board Treasurer is responsible for implementing and managing the evaluation process (Appendices A and B) and reporting results to the Board
2. Any member of the Board may propose changes to the evaluation process, but action of the Board is required to make a material change to the evaluation process and associated guidelines.
3. The Board will review this policy and associated guidelines (Appendices A and B), as deemed necessary, but no less often than once every two years, and will take action to reaffirm, modify or replace the policy or guidelines.

## Appendix A MDD Eligible Project Category List

Category Name	Category Description
Façade Improvement Program	Matching funds reimbursement to incentivize façade improvements to bring existing qualified store fronts up to FOR form-based zoning standards
Infrastructure Projects	<ul style="list-style-type: none"><li>• Contributions in aid of construction for utility infrastructure as an incentive for qualified commercial or mixed-use development projects, or</li><li>• Reimbursements for costs incurred on projects or initiatives that enable or promote business development</li><li>• <u>Contributions in aid to Public Safety Organizations that provide a benefit and service to the citizens of the MDD</u></li></ul>
Civic Venues & Related Improvements	Reimbursement for construction or remodeling costs as an incentive for qualified civic venue projects
Recreation & Community Projects	<ul style="list-style-type: none"><li>• Contributions in aid of construction for qualified recreational facility projects, or</li><li>• Reimbursements for costs incurred on qualified projects or initiatives that enable pedestrian and bicycle mobility by means of a contiguous park &amp; trail system</li></ul>

## **Appendix B**

### **Project Application and Evaluation Guidelines**

#### **1. Project Application Guidelines**

##### **1.1. Project Scoring Dimensions**

For each proposed project, information & documentation should be collected and analyzed to gain satisfaction that the project is eligible for funding based on reasonably satisfying the requirements under each of the following dimensions:

- Compliance: MDD statutory constraints; City ordinances & codes
- Fit to FOR MDD mission, goals & objectives
- Economic and/or quality of life benefits: extent & duration
- Project quality: counterparty qualifications, project delivery risk and ongoing operations risk

##### **1.2. Application Submittals**

The required information & documentation may be satisfied via the following means:

- The required type and extent of information required may be submitted using an application form provided by the MDD or a grant proposal submitted by the applicant.
- Additional information required to assess an application may be requested from the applicant via a direct request from the designated MDD representative.
- Additional information required to make a final decision could be requested via a direct request from the MDD Board to the applicant.

##### **1.3. Applicant Contact & Background Information**

- Names and contact information for the natural person and/or entities that will have primary responsibility for delivery of the project and outcomes/ongoing benefits.
- If applicant is an entity, names and contact information for all principals who will have a significant role in the project.
- Legal form of entity
- Primary area of business activity
- Single point of contact for communication regarding application
- Resume: Applicant experience relevant to ability and capacity to deliver on project commitments

#### 1.4. Project Contact Information

- Project site physical address
- Name of owner of project site property
- Site Owner's physical mail address, telephone number and email address

#### 1.5. Project Summary Information

- Project Title
- Project Executive Summary (Template provided by MDD):
  - Executive outline of project objectives, desired outcomes & community benefits, including economic impact
  - Total project cost
  - Grant request
  - Other sources of financing
  - Target commencement date
  - Target completion date

#### 1.6. Application Documents (provided at Applicant's discretion or requested by MDD based on project category & scope)

- Property owner acknowledgment & consent
- Detailed project work plan & timeline
- Project budget
- Plan for post-construction upkeep and ongoing operations of asset
- Design drawings
- Contractors & subcontractors
- Material specifications
- City zoning & permits documentation, as applicable
- Detailed information relating to project objectives, outcomes & community benefits (optional at Applicant's discretion)

#### 1.7. Conditions & Acknowledgements

- One grant at a time per applicant/property owner.
- Grant acceptance is at MDD discretion.
- Grant is based on availability of funds within the MDD budget.

- Grant is subject to acceptance of MDD Terms & Conditions.
- Grantee is obligated to fulfill commitments of project objectives & benefits.

**2. Project Evaluation Guidelines**

**2.1. Due Diligence Evaluation Criteria**

For each proposed project, sufficient and competent information should be collected and analyzed to allow the Board to determine that the project reasonably meets the Board’s standards for granting funds to a project. For all proposed projects, the following dimensions will be evaluated:

- **COMPLIANCE**
- **FIT**
- **BENEFITS** - Economic and/or quality of life benefits: extent & duration
- **RISK** - Project quality: counterparty qualifications, project delivery risk and ongoing operations risk

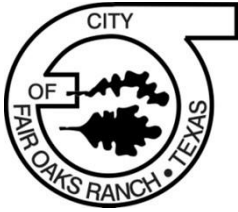
**2.2. Evaluation Methodology**

All project proposals will be assessed as follows:

- The President of the Board may choose to establish a subcommittee to perform the evaluation.
- If a subcommittee is used to perform the evaluation, the subcommittee will provide a report and recommendation to the Board for consideration and possible action.
- The project evaluation represents one aspect of the Board’s considerations in making a grant award decision.
- COMPLIANCE will be evaluated based on the eligibility of project in accordance with Eligible Project Category List (Appendix A).
- Information provided by the applicant will be evaluated to determine FIT, BENEFITS, and RISK.
- FIT will be evaluated based on conformance with the MDD mission goals and objectives.
- BENEFITS will be evaluated for economic and/or quality of life benefits, including extent and duration of the benefits to Fair Oaks Ranch.
- RISK will be evaluated for project quality considering counterparty qualifications, project delivery risks and ongoing operations risks.

- The desired outcome of the Boards deliberation will be to arrive at a decision that a project qualifies or does not qualify for funding based on COMPLIANCE, FIT, BENEFITS and RISK.
- The decision to approve project grant funding and funding amount is at the discretion of the Board.
- The decision regarding the availability and source of funds for a proposed project is at the discretion of the Board






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**MUNICIPAL DEVELOPMENT DISTRICT  
CONSIDERATION ITEM  
CITY OF FAIR OAKS RANCH, TEXAS**

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AGENDA TOPIC: Consideration and possible action to approve an MDD Funding Application from Leon Springs Fire Department

DATE: April 10, 2024

Department: MDD Board of Directors

PRESENTED BY: Steven Robertson, MDD Board Member

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**INTRODUCTION/BACKGROUND:**

City staff received an MDD funding application from the Leon Springs Fire Department (LSFD) on January 3, 2024 requesting funding for a mobile Potable Water tank to be used to provide drinking water in emergency situations when drinking water is unavailable (**Exhibit A**). LSFD is requesting \$12,333.75 for the purchase of a 1,000-gallon mobile tank that has an estimated total cost of \$13,000. LSFD is the contracted Fire Department for Fair Oaks Ranch. The department also services Leon Springs and other local communities with mutual aid agreements. At their January 10, 2024 regular meeting, the Fair Oaks Ranch Municipal Development District accepted the application and appointed a subcommittee to review the application and provide a recommendation to the Board. The MDD appointed Nicholas DiCianni to Chair the subcommittee which also includes Board Members Ruben J. Olvera and Steven Robertson.

The subcommittee is in support of the application due to the benefits to residents in the MDD District but recommended that the MDD Board of Directors not approve the application at their Marh 27, 2024 Special meeting due to the project not qualifying for funding under the Fair Oaks Ranch Municipal Development District Policy for Evaluation of Development Projects. The subcommittee expressed interest in amending the policy to allow funding for Public Safety organizations. Due to the proposed amendment to the policy at this meeting, the subcommittee recommends approval of the application, should the amendment pass.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

The project provides significant benefits to the citizens of Fair Oaks Ranch.

**BUDGETARY IMPACT:**

If the grant application is approved, a Budget Amendment appropriating \$12,333.75 will be required as no grant expenditures have been budgeted this fiscal year. Budget Amendments must be approved by the Board and City Council.

**LEGAL ANALYSIS:**

The MDD Attorney was consulted by the subcommittee during the evaluation process.

**RECOMMENDATION/PROPOSED MOTION:**

MOTION: I move to approve the MDD Funding Application from Leon Springs Fire Department for a 1,000-gallon mobile tank for an amount not to exceed \$12,333.75.



Saturday, December 30, 2023

## Contact Information

# Municipal Development District Funding Application

210-698-0900

[www.fairoaksranchtx.org/287/Municipal-Development-District](http://www.fairoaksranchtx.org/287/Municipal-Development-District)

### Fair Oaks Ranch Municipal Development District Mission Statement

Accepted

### Applicant

Assistant Chief Creech

### Business Name

Leon Springs Fire Department

### Contact Name

Andrew Creech

### Title

Assistant Chief

### Address

26217 Ralph Fair Rd  
Boerne, TX, 78015

### Primary Phone

(210) 827-5848

### Secondary Phone

(210) 698-1593

### Business Email

acreech@leonspringsvfd.org

### Website

<https://leonspringsvfd.org/>

## Project Information

### Address of Project

7899 Fair Oaks Parkway  
Fair Oaks Ranch, TX, 78015

### Applicant Tax ID#

23-7297535

### Name of Property Owner

City of Fair Oaks Ranch

### Property Owner Mailing Address

7286 Dietz Elkhorn Rd  
Fair Oaks Ranch, TX, 78015

Property Owner Primary Phone (210) 698-0900

List of Partners/Principals of the Business

<u>2106960900</u>	<u>100</u>
<b>Phone Number</b>	<b>Ownership %</b>

<u>2106980900</u>	<u>100</u>
<b>Phone Number</b>	<b>Ownership %</b>

Project Type Municipal

**Applicant's relevant experience for the project for funding of project requested**

The Leon Springs Fire Department (LSFD) is an All-Hazard response organization that has been the primary fire department for the citizens of the City of Fair Oaks Ranch and Bexar County Emergency Services District 4 (ESD 4) for the last 50 years. During this time, the fire department has responded to all types of emergencies and calls for service across the Northwest Bexar County area, including the winter storm and associated freeze in February 2021.

This event resulted in the loss of electricity, heat, and water services to large portions of the City of Fair Oaks Ranch and ESD 4. Residential pipes became frozen, leaving citizens without potable water in their homes. To counter this danger to the citizens we serve, the Leon Springs Fire Department set up water distribution sites in Fair Oaks Ranch and ESD 4, delivering over 3000 gallons of water to citizens. These sites allowed people to stay in their homes and not be displaced to warming centers or shelters.

The water supply issue has been highlighted on more minor scales during the summer when peak water usage stresses the area's water system. In the event of a water system failure or disruption, LSFD would again be called on to help support the community and assist in mitigating the emergency

Project Title Potable Water Distribution Trailer

**Describe what the project entails**

This project entails the procurement of a 1000-gallon potable water distribution trailer. The outlined trailer is DOT-certified and towable with current fire department service vehicles, limiting the need for any further expense. All fire department personnel would train on trailer operations before the asset was placed into service. The Leon Springs Fire Department would then notify our community partners (uniformed and civilian) of the new asset's capabilities and availability for response. The trailer would be housed at Station 133, centrally located on the parkway in Fair Oaks Ranch. This location gives quick and easy access to any area in the city.

**Project Objective**

The project aims to prepare the local area better when utilities and essential services are lost for short or extended periods. Having the ability to coordinate the delivery of potable water with community partners such as the Fair Oaks Ranch Police Department, Bexar County Sheriff's Office, the Kendall and Bexar County Emergency Operations Centers will limit the disruption to citizens and save lives.

Our after-action assessments of previous water distribution operations revealed several limiting factors, including LSFD procuring sufficient amounts of bottled water, transporting that water from stores to distribution sites, and the citizens' transport devices. Most people arrived at the sites with 5-gallon buckets or totes to transport water. This style of distribution trailer facilitates easy filling of that type of reciprocal, getting more water to more people faster.

**Expected Benefits**

Procurement of this asset will allow LSFD to distribute potable water to the citizens of Fair Oaks Ranch and the surrounding areas more effectively. A resource of this type can keep citizens in their homes, off

the roads, and alive when a significant weather disaster affects our area. However, it is equally as valuable in the case of a more frequent and much less severe situation, such as a water main break resulting in water loss to neighborhoods.

### Funds Requested

The Leon Springs Fire Department requests \$12,333.75 to purchase and deliver a potable water distribution trailer. The Leon Springs Fire Department would take on all maintenance, insurance, and reoccurring costs associated with the trailer.

## Applicant Funding Source

Has Applicant received economic assistance before?

No

Estimated Total Cost of the Project 13,000.00

Funds Requested 12,333.75

Estimated Date of Project Commencement Thursday, February 1, 2024

Estimated Date of Project Completion Friday, March 1, 2024

## Contractor Information

(Note: Contractor detailed cost estimate must be attached)

Blueprints or Rendering must be attached

### Required Documents to be Attached:

1. Applicable Building Permits and Zoning Board approval
2. Contractor's detailed cost estimate on Contractor's letterhead
3. Project Budget breakdown of all anticipated expenses
4. Plan for post-construction upkeep and sustainable ongoing operations
5. Letter from Property owner if the applicant is a tenant authorizing the project
6. Photographs of project location and existing structure
7. Detailed project plan and timeline for major milestones
8. FORHA and Unit HOA Restriction Committee Approvals (if applicable)

### Upload Required Documents



ABI trailer quote.pdf

**Applicant's Signature**



**Date**

Saturday, December 30, 2023

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<b>TITLE</b>	20230602105748688
<b>DOCUMENT ID</b>	233637018597061
<b>DOCUMENT PAGES</b>	4
<b>STATUS</b>	COMPLETED
<b>TIME ZONE</b>	America/Chicago

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**DOCUMENT HISTORY**

 Signed	Dec 30, 2023 06:29 PM	Signed IP: 70.130.122.175
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**Exhibit A**



ABI Attachments, Inc.  
520 S Byrkit St.  
Mishawaka IN 46544  
United States  
877-788-7253  
www.ABIattachments.com

**Quote #QO423447**  
ID #: 462833 Leon Springs Fire Department  
Quote Date: 12/15/2023

**Bill To**

Leon Springs Fire Department  
Andrew Creech  
210-827-5848  
26217 Ralph Fair Rd  
Boerne TX 78015  
United States

**Ship To**

Leon Springs Fire Department  
Andrew Creech  
210-827-5848  
26217 Ralph Fair Rd  
Boerne TX 78015  
United States

**Quote Details**

Expires - End Of Month Quoted  
Terms -  
Quoted By - Korey Scott

**Notes:**

Quantity	Items	Weight	Price	Amount
1	<b>WW1000BDOT 1000 Gal (DOT) - ABI Water Trailer (Black Tank)</b> ABI's 1000 Gallon (DOT) Water Trailer features a purpose-built commercial-quality 6" channel iron frame, tandem 5,200 lb axles, leaf spring suspension, 6-lug axle, electric brakes, brake/tail lights, fenders, and a fully draining elliptical black poly tank. Trailer GVWR: 10,400 lbs., Unit Weight (Dry): 1,900 lbs., Unit Weight Loaded: 10,150 lbs.   36-Month Limited Commercial Warranty (12 Month Rental)   Min. Vehicle Req: 3/4-Ton truck with at least a 10,200 lb. tow rating   (Engine, pump, and plumbing sold separately)	1,950	\$9,854.00	\$9,854.00
1	<b>WWTSB "T" Gravity Feed Distribution for 500/1000/1600 Gal Trailers</b> "T" Gravity Feed Distribution for 500/1000/1600 Gal Trailers	0	\$597.00	\$597.00
1	<b>WW500/1000DRT4 (4) Radial Tires For 500/1000 Gal Water Trailers</b> (4) Radial Tires For 500/1000 Gal Water Trailers	0	\$999.00	\$999.00
1	<b>WWHB Hitch - Ball Coupler (2 5/16") for 500 &amp; 1000 Water Trailer</b> Hitch Ball 2 5/16" Coupler for 500 & 1000 Water Trailer	15	\$149.00	\$149.00
1	<b>DOT-TEMP-TAG 30 Day Temporary Tag for DOT Water Trailers</b> 30 Day Temporary Tag for DOT Water Trailers		\$29.75	\$29.75
1	<b>AMG30 AttachMatch™ Guarantee Certified Order (30 Days)</b> This order qualifies for the ABI Attachments AttachMatch™ Guarantee! This guarantee provides the purchaser with 30-days from the date of delivery to ensure the attachments on this order match the purchaser's current and disclosed usage application, work requirements, and vehicle capabilities. If it does not match, ABI Attachments will return the products on this order and issue a full refund of the purchase price and refund any freight costs charged. The purchaser is responsible for the cost of return freight charges. The purchaser is responsible to fully disclose their current usage application(s), work requirements, and the vehicle model(s) that will be used with the attachment(s) on a particular order, at the time of ordering. ABI Attachments does not guarantee any change in usage application, work requirements, or vehicle specifications after the order has been shipped. Some limitations apply, see the documentation for details here: <a href="https://www.abiattachments.com/attachmatch-guarantee/">https://www.abiattachments.com/attachmatch-guarantee/</a>		\$0.00	\$0.00

<b>Subtotal</b>	<b>\$11,628.75</b>
Shipping Cost	\$1,105.00
Shipping Discounts (-)	(\$400.00)
Shipping Due	\$705.00
Tax Total (%)	\$1,017.58
<b>Total</b>	<b>\$13,351.33</b>
<b>Total Savings:</b>	<b>\$400.00</b>

**Freight Carrier:** Flat Bed - Direct Drive Logistics

**Freight Accessorials Ordered:** - Call Ahead - - Over Dimension -

**Customer Support:** Phone Support 877-788-7253, Mon-Fri, 9am-5pm EST or [ABISupport.com](http://ABISupport.com) for product manuals, parts, and self-help.

**Return Policy:** Product(s) sold with limited product warranty, standard return policy (shown here), and (when eligible) a conditional AttachMatch money-back guarantee. Review Details: <https://www.abiattachments.com/abi-company/policies/return-policy/> ABI's Standard 30-Day Return Policy: ABI will consider a refund on returns initiated within thirty (30) days of delivery of UNUSED products. ABI encourages customers to use caution when placing an order, as once shipped, the item may only be returned or exchanged if ABI expressly consents. Refunds are for the product's purchase price only; shipping and handling charges are not refundable. The customer is responsible for all shipping expenses associated with the transaction; these expenses include those incurred to deliver the product to the customer by ABI and shipping expenses incurred to return the product to ABI from the customer. If the product(s) has been used or otherwise reduced in resale value, up to a twenty-five percent (25%) restocking fee may be applied to items returned. If the customer utilized financing or otherwise has not paid ABI monies sufficient enough to cover the aforementioned expenses, the customer will be



**Exhibit A**

Item #8.



2 of 2

# Fair Oaks Ranch Municipal Development District Document Review Tracking Log

Document	Owner	Date Adopted	Review Cycle	Last Reviewed, Amended, or Reaffirmed	Next Scheduled or Required Review	Status / Notes
<i>Name of policy</i>	<i>Board member responsible for the policy</i>	<i>Date first adopted</i>	<i>As stipulated in policy, or default (biannually)</i>	<i>Date last reviewed, updated, reaffirmed</i>	<i>Date of next required review</i>	
<b>Financial Management Policy</b>	Treasurer	November 2013 (by resolution)	Every 2 years (stated in policy)	<ul style="list-style-type: none"> <li>October 2022 (amended by vote)</li> <li>April 2022 (last amended by Resolution)</li> </ul>	October 2024	Requires Resolution?
<b>Investment Policy</b>	Treasurer	November 2013 (by resolution)	Annually confirmed by resolution (per Financial Management Policy)	<ul style="list-style-type: none"> <li>October 2022 (by vote)</li> <li>April 2022 (last amended by Resolution)</li> </ul>	October 2023	• Overdue for formal review / affirmation
<b>Evaluation of Development Projects</b>	Treasurer	November 2017 (by resolution)	Every 2 years (stated in policy)	July 2023 (reaffirmed by Resolution)	July 2025	<ul style="list-style-type: none"> <li>Minor revision scheduled April 2024</li> <li>Considering full review July-October 2024</li> </ul>
<b>Rules of Procedure</b> (replaced By-Laws)	Board President	October 2021 (by vote)	Every 2 years (default)	-	October 2023	Overdue for full review
<b>Interlocal Agreement between MDD and City of Fair Oaks Ranch</b>	Board President	October 2021 (by vote)	Every 2 years (default)	-	October 2023	Overdue for full review
<b>Policy Review Procedure</b>	Secretary	October 2021 (by vote)	Every 2 years (default)	-	October 2023	Overdue for full review