



CITY OF FAIR OAKS RANCH
MUNICIPAL DEVELOPMENT DISTRICT MEETING

Wednesday, July 14, 2021 at 4:00 PM
City Hall Council Chambers, 7286 Dietz Elkhorn, Fair Oaks Ranch

MINUTES

OPEN MEETING

1. Roll Call - Declaration of a Quorum.

Present: President Al McDavid, Vice President Laura Koerner, Treasurer Mike Lovelace, Secretary Roy Elizondo, Nicholas DiCianni, Brad Dutton

Absent: Rene Gallegos

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

2. Pledge of Allegiance – The pledge of Allegiance was led by Nicholas DiCianni.

CITIZENS and GUEST FORUM

3. Citizens to be heard – No guests spoke.

REPORTS

9. **Update on the Civic Center.**

Carole Van Zandt, Assistant City Manager, provided an update on the status of the civic center as provided for in the memorandum of understanding between the City of Fair Oaks Ranch and the MDD. In accordance with guidance from City Council, staff has put development on the Civic Center on hold pending changes to conditions in the construction labor and material markets. It was also noted that the grant award contract has a three-year term, will remain in place, and could be revisited if the parties agree. No action taken.

CONSENT AGENDA

4. **Approval of the April 14, 2021 Regular MDD Board meeting minutes.**

MOTION: Made by Treasurer Mike Lovelace, seconded by Nicholas DiCianni, to approve the Consent Agenda with the word “no” replaced with the word “not” under Item 7, Discussion on the impact of city annexations on the MDD sales tax assessment and collection boundaries.

VOTE: 6-0; Motion Passed.

CONSIDERATION / ACTION ITEMS

5. **Consideration and possible action approving the new depiction of the existing Fair Oaks Ranch MDD boundary map to include a legend showing where the sales tax is collected.**

There was a discussion relating to the purpose of preparing the new map version.

MOTION: Made by Secretary Roy Elizondo, seconded by Vice President Koerner, to adopt the new depiction of the existing Fair Oaks Ranch MDD boundary map to include a legend showing where the sales tax is collected.

VOTE: 6-0; Motion Passed.

6. Consideration and possible action to document and adopt a process for the periodic review and reaffirmation of Fair Oaks Ranch Municipal Development District policies.

MOTION: Made by Vice President Laura Koerner, seconded by Treasurer Mike Lovelace, to proceed with the following actions to establish a periodic policy review process for the FOR MDD and initiate the 2021 review cycle:

What	Who	Due Date
Document annual policy review process and prepare resolution for adoption	MDD Secretary	September 17, 2021
Develop a catalogue of MDD policies and related procedures, guidelines, etc.	MDD Secretary	September 17, 2021
Review existing policies and propose updates as needed:		September 17, 2021
Rules of Operation (Bylaws)	MDD President	September 17, 2021
Interlocal Agreement	MDD President & Treasurer	September 17, 2021
Financial Management Policy	MDD Treasurer	September 17, 2021
Investment Policy	MDD Treasurer	September 17, 2021
Project Evaluation / Grant Process Policy <i>Note: this item was recently updated.</i>	MDD Treasurer	September 17, 2021
Schedule consideration and possible action on policy updates for future Board agenda, as appropriate (September 2021, if possible)	MDD Secretary	September 17, 2021

VOTE: 6-0; Motion Passed.

7. Consideration and possible action to approve the FY 21-22 MDD Budget.

There was discussion regarding how the Civic Center grant award was represented in the budget, and the timing of presenting the budget to City Council for ratification.

MOTION: Made by Vice President Koerner, seconded by Secretary Roy Elizondo, to approve the MDD FY 2021-22 Budget with the changes agreed to and submit to City Council for consideration at a September 2021 Council session.

VOTE: 6-0; Motion Passed.

8. Consideration and possible action to sign a Professional Services Agreement for Auditing Services with Avenu Insights & Analytics, LLC.

There was a discussion relating to the process for the audit and the vendor's billing methods.

MOTION: Made by Secretary Roy Elizondo, seconded by Vice President Laura Koerner, to authorize the MDD President to sign the Professional Services Agreement with

Avenu Insights & Analytics, LLC for a Sales/Use Tax Compliance Review contingent upon the City acceptance of a separate agreement for a Sales/Use Tax Audit with Avenu Insights & Analytics, LLC.

VOTE: 6-0; Motion Passed.

REPORTS

10. Quarterly Financial & Investment Report - Q2 2021.

Summer Fleming, the MDD Finance Officer, presented to the MDD Board the Q2 2021 Quarterly Financial and Investment Reports. No action taken.

11. Update on MDD Terms of Service.

Vice-President Koerner provided an overview of the upcoming cycle for City board and commission member appointments. No action taken.

ADJOURNMENT

President McDavid informed the attendees for items for future agendas. The following items were listed:

- 1.) Election of MDD Board officers;
- 2.) Policy review process;
- 3.) Rules of Operation update;
- 4.) Policy updates;
- 5.) Q3 2021 Quarterly Financial & Investment reports.

Al McDavid adjourned the meeting at 5:50 PM. The next MDD Board Regular Meeting is scheduled for October 13, 2021, at 4:00 PM.

ATTEST:



Roy E. Elizondo, MDD Secretary



Laura Koerner, MDD Vice President