

**MINUTES OF MEETING
OF THE
BOARD OF DIRECTORS**

January 25, 2017

THE STATE OF TEXAS
COUNTY OF HARRIS
OAKMONT PUBLIC UTILITY DISTRICT

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§
§

The Board of Directors (the "Board") of Oakmont Public Utility District (the "District") met in special session, open to the public, at Auburn Lakes Recreation Center, the District's designated meeting place inside the boundaries of the District, on Wednesday, January 25, 2017 at 7:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Ty Warren	-	President
Joshua Bruegger	-	Vice President
Sylvia Sullivan	-	Secretary
Kerry Simmons	-	Assistant Secretary
Shaun Hebert	-	Assistant Secretary

All members of the Board were present, thus constituting a quorum.

Members of the public who were in attendance were those who provided their name on the attached Exhibit "A".

Also in attendance were: Jerrod Lee and Ian McNally The Risher Companies ("Risher"); Richard Haddock of Sweitzer and Associates, the District's Landscape Architect ("Sweitzer"); Chris Roznovsky and Diego Burgos with Jones & Carter, Inc. ("J&C"), the District's Engineer; and Mallory Craig, Attorney, and Tiffany Marquez, Paralegal of Coats|Rose, P.C., the District's legal counsel ("Coats|Rose").

WHEREUPON, the meeting was called to order at 7:00 p.m. in accordance with the posted meeting notice, which is attached hereto as Exhibit "B".

HEAR FROM THE PUBLIC

No comments were presented.

**CONSIDER TAKING ACTION REGARDING EAGLE SCOUT PROJECT PROPOSAL,
INCLUDING AUTHORIZING PROJECT AND SETTING PARAMETERS**

Mr. Garon Utterback was recognized by the Board who presented an updated proposal regarding construction of fitness stations in various locations in the District, a copy of which is attached hereto as Exhibit "C".

Ms. Craig recommended the Board consider the various locations for placing the proposed fitness stations around the District. She noted that Champions HydroLawn (“Champions”) is currently conducting a survey of the District’s detention ponds to identify areas that would be best suited for the project. The Board also requested Ms. Craig investigate insurance coverage for the project.

The Board inquired as to the supervision, safety, and planning of the project. Mr. Utterback noted his father and Boy Scout troupe leader would provide supervision and the plans would come from approved sources. Mr. Utterback, the father, noted Boy Scouts of America provides insurance coverage for these projects.

After consideration, upon a motion brought by Director Hebert, seconded by Director Warren, the Board approved moving forward with the project, including investigating locations and review of the proposed project specifications by the District consultants.

HEAR BOOKKEEPER’S REPORT

Ms. Craig noted that Greater Houston Pools Management Inc. (“GHPMI”) has submitted an invoice for pool maintenance for February. She noted that she has not yet received a signed contract from GHPMI. Ms. Craig requested the Board to consider payment of the invoice in light of the construction on the pool.

After discussion, upon a motion brought by Director Warren, seconded by Director Sullivan, the Board unanimously voted the approval of the pool services checks, subject to receiving the pool services signed contract by February 1, 2017.

REVIEW AND DISCUSS DISTRICT FUNDS RELATING TO THE FUTURE PURCHASE, INSTALLATION AND CONSTRUCTION OF DISTRICT RECREATION FACILITIES

Ms. Craig presented a summary of the District’s available funds as prepared by the District’s bookkeeper, a copy of which is attached hereto as Exhibit “D”. The Board discussed the District’s current ongoing projects and projected expenses. No action was taken on this matter.

HEAR RECREATION CENTER MANAGER REPORT

Review and consider proposal or purchase of fitness equipment for future expansion of fitness center

Mr. Lee presented and outlined the proposed fitness equipment purchase for the District’s gym, a copy of which is attached hereto as Exhibit “E”. He recommended the Board order the equipment no earlier than eight weeks out from before the completion of the construction for the fitness expansion. No action was taken.

Review and consider approving Resolution Establishing Rental Policies, Fees and Procedures (“Rental Policy”)

The Board was presented with a Resolution Establishing Rental Fees, Policies and Regulations for the club house. The Board discussed the proposed rental fees and policies, and received comments thereon from the public in attendance. The Board discussed establishing optional cleaning fees for residents at a rate of \$100.00 and non-optional cleaning fees for non-residents at a rate of \$100.00

After full discussion, upon a motion brought by Director Sullivan, seconded by Director Warren, the Board unanimously approved the Resolution Establishing Rental Policies, Fees, and Procedures, as revised by the comments presented; including the cleaning fees as discussed.

The Board then considered a request for overnight rental of the clubhouse. Director Warren motioned to allow overnight rentals of the clubhouse. No second was made on the motion, and the motion did not pass.

Review and consider approving Fitness Center and Pool Rules and Regulations

Next, the Board discussed approving the Order Adopting Rules and Regulations for the Auburn Lakes Recreation Center Fitness Center.

After discussion and review, upon a motion brought by Director Hebert, seconded by Director Sullivan, the Board unanimously voted to adopt the Fitness Center Rules and Regulations. The Board deferred action regarding the rules for the pool.

Review and consider approving Resolution Establishing Recreation Membership Fees For Non-Residents

This matter was deferred.

Consider approving the purchase of supplies and materials for District facilities, including, but not limited to the purchase of timers for park lighting

Director Hebert presented a request for authorization to be given to Risher to purchase timers to be installed on the lights outside the clubhouse and fitness center. Director Hebert noted that currently the lights outside these buildings are turned off when the manager leaves, but with timers installed the pathways and building fronts would remain lighted throughout the evening.

After consideration, upon a motion brought by Director Simmons, seconded by Director Hebert, the Board unanimously voted to approve the purchase of a timer switch for the recreation and fitness center outdoor lights.

Receive update on the cost to purchase and install audio/visual equipment in the clubhouse

Mr. McNally reported that he has received one quote at this time and will be receiving more soon. This matter was deferred.

HEAR FROM LANDSCAPE ARCHITECT

The Board then recognized Mr. Haddock, who presented and outlined the Landscape Architect's Report, a copy of which is attached hereto as Exhibit "F". No action was taken.

REVIEW ENGINEER'S REPORT

The Board recognized Mr. Roznovsky who updated the Board on the Engineer's activity since the last meeting. He noted that Lake Pro Management has determined an in depth review of the light outages occurring at the west detention pond is necessary to ascertain whether any repairs are necessary.

Next, Mr. Roznovsky presented a proposed amended engineer services rate schedule for the Board's review. He noted no action was necessary at this time.

No action was taken on the Engineer's Report.

HEAR DIRECTOR'S REPORTS

Consider authorizing inclusion of materials in customer water bills related to North Harris County Regional Water Authority ("RWA") fee increase

Director Sullivan requested the Board consider authorizing the operator to include information on the next water bill sent to customers regarding the upcoming RWA fee increase.

After discussion, upon a motion brought by Director Hebert, seconded by Director Simmons, the Board unanimously voted to authorize the operator to include information on the next District water bill regarding the upcoming RWA fee increase.

HEAR FROM THE PUBLIC

No public comments were received and the public comment period was then closed.

There being no other business to come before the Board, the meeting was adjourned.

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**OAKMONT PUBLIC UTILITY DISTRICT
NOTICE OF MEETING**

Notice is hereby given pursuant to V.T.C.A., Government Code, Chapter 551, that the Board of Directors of Oakmont Public Utility District will meet in **special** session, open to the public, at **7:00 p.m.**, on **Wednesday, January 25, 2017**, at the **Auburn Lakes Recreation Center**, a meeting location inside the District, at which meeting the following items will be considered:

1. Hear from the public.
2. Consider taking action regarding Eagle Scout Project proposal, including consider authorizing project and setting parameters related thereto.
3. Hear Bookkeeper's Report and consider taking action thereon, including approving payment of bills submitted to the District.
4. Review and discuss District funds relating to the future purchase, installation, and construction of District recreation facilities.
5. Hear report from Recreation Center Manager, and consider acting thereon, including:
 - a. Review and consider proposal for purchase of fitness equipment for future expansion of fitness center;
 - b. Review and consider approving Resolution Establishing Rental Policies, Fees, and Procedures;
 - c. Review and consider approving Fitness Center and Pool Rules and Regulations;
 - d. Review and consider approving Resolution Establishing Recreation Membership Fees for Non-Residents;
 - e. Consider approving the purchase of supplies and materials for District facilities, including, but not limited to, the purchase of timers for park lighting; and
 - f. Receive update on the cost to purchase and install audio/visual equipment in the Clubhouse.
6. Hear report from Landscape Architect and consider acting thereon, including:
 - a. Hear update on preliminary Master Park Plan; and
 - b. Authorize preparation of plans, advertisement of bids and/or award of contracts for District park facilities.
7. Review Engineer's Report and consider taking action thereon, including:
 - a. Authorize preparation of plans, advertisement of bids and/or award of contracts for District facilities;
 - b. Hear updated on status of connection of District facilities to The Woodlands Trail;
 - c. Hear report on status of all District facilities and consider taking action thereon; and
 - d. Consider taking any necessary action relating to the Engineer's Report, including initiation of new projects.
8. Hear Directors Reports, and consider acting thereon, including:
 - a. Consider authorizing inclusion of materials in customer water bills related to North Harris County Regional Water Authority fee increase.
9. Hear from the public.

Pursuant to V.T.C.A. Government Code, Chapter 551, the Board of Directors may convene in closed session in relation to any agenda item included in this Notice, such closed session will be held at the date, hour and place given in this Notice concerning any all subjects for any and all purposes permitted by V.T.C.A. Government Code, Chapter 551, including but not limited to pending or contemplated litigation, security matters and devices, personnel matters, real estate transactions or a private consultation with the attorney for the District on any or all subjects or matters authorized by law.

EXECUTED this 18th day of January, 2017.

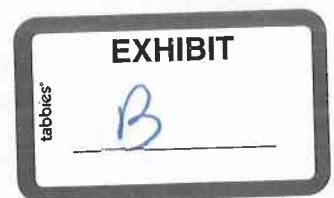
(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By: Mindy Koehn Rose

Mindy Koehn
Coats Rose, P.C.
Attorneys for the District



DO NOT DETACH

CERTIFICATE OF POSTING OF NOTICE OF MEETING

THE STATE OF TEXAS §

COUNTY OF HARRIS §

OAKMONT PUBLIC UTILITY DISTRICT §

I, Ian McNelly, the undersigned, hereby state that I posted a copy of the attached Notice of Meeting of the Board of Directors of Oakmont Public Utility District at Auburn Lakes Recreation Center (25005 Northcrest Drive, Spring, Texas), the location inside the boundaries of the District designated for the posting of agendas, on the 18th day of January, 2017, at 3:20 P.m., which time was not less than 72 hours prior to the scheduled time of the special meeting.

Ian McNelly
(Name)

4811-0138-0114, v. 1

4811-0138-0114.1/2641.0

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2 OAKMONT PUBLIC UTILITY DISTRICT
NOTICE OF MEETING

1253505
01/18/2017 PERSONAL
\$9.00 MFR - NOTICE MTG

NM
9 K12

EE

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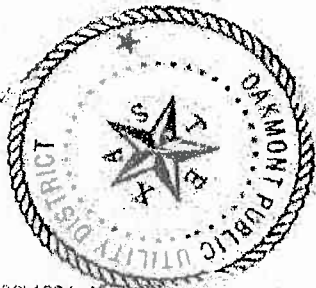
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FILED
2017 JAN 18 PM 3:10
COUNTY CLERK
EVA

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EXECUTED this 18th day of January, 2017.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By *Mindy Koch*

Mindy Koch
Coats Rose, P.C.
Attorneys for the District

**OAKMONT PUBLIC UTILITY DISTRICT
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OAKMONT PUBLIC UTILITY DISTRICT

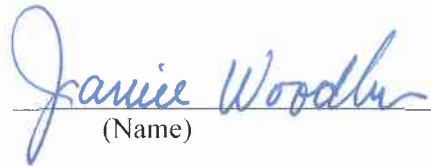
By: 

Mindy Koehne
Coats Rose, P.C.
Attorneys for the District

CERTIFICATE OF POSTING OF NOTICE OF MEETING

THE STATE OF TEXAS §
COUNTY OF HARRIS §
OAKMONT PUBLIC UTILITY DISTRICT §

I, Janice Woodburn, the undersigned, hereby state that I posted the attached Notice of Meeting of the Board of Directors of Oakmont Public Utility District at the administrative office of the District, 9 Greenway Plaza, Suite 1100, Houston, Texas, on January 18, 2017, at 5:00 p.m., which time was not less than 72 hours prior to the scheduled time of the meeting.



(Name)

**OAKMONT PUBLIC UTILITY DISTRICT
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EXECUTED this 18th day of January, 2017.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By: Mindy Koehn Rose

Mindy Koehn
Coats Rose, P.C.
Attorneys for the District



PROPOSAL TO OAKMONT PUBLIC UTILITY DISTRICT (PUD)

Fitness Stations at Auburn Lakes Retreat Lake Walking Trail

Thursday January 12, 2017

Garon Utterback

Boy Scout Troop 878, Spring, TX

The half-mile walking and jogging trail around Retreat Lake in Auburn Lakes is a community feature that is used regularly by local residents. The placement of "fitness stations" along the trail is proposed to improve the exercise experience by providing stretching and strength training. As part of the Boy Scout Eagle rank requirements, I submit this proposal regarding the installation of three stations along the trail. I would lead this project with support by fellow scouts and parents from the Troop. The review and approval of this project by the PUD is requested.

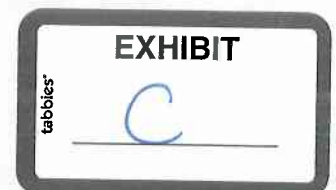
Scope Construction and installation of fitness stations for pull-ups, hamstring stretches and calf stretches. Examples shown in the photos below. No signage is planned. The station area will be "borderless", installed directly onto the turf.



* images from www.fittrail.com

Safety Fitness stations on walking trails are very common around the country and within Harris County. The benefits of the stations are widely recognized to out-weigh safety and liability concerns of possible injury by users. The fitness stations proposed here are very basic. The scouts, who are insured through the Boy Scout program, will be assisted by adults when using power tools during construction.

Materials of Construction The stations are going to be made of 6x6 treated lumber, 2 inch galvanized steel, and will be secured in the ground with cement.





Fitness Station Proposal (continued)

Cost The estimated cost of materials the three fitness stations is estimated to be about \$500. These will be installed by Boy Scouts. Funding can be from the full or partial assistance from the PUD, or the scouts can raise money via car washes, etc., to purchase the materials. The scouts receive "community service hours" for their help in the project, which counts towards their scout rank advancement.

Time Frame I plan to start this project at the during spring break so I have time to work on it instead of having to squeeze it in during weekends with school. I plan on finishing it in three days. First day is to dig the holes and set the posts with the concrete, second day is to add the metal bars and the third day is to add the finishing touches.

Location Sites are proposed in the picture below for location of the stations. These provided the most flat space for the users. The nearby benches can also provide a resting spot if needed. These can easily be modified prior to installation.



Maintenance and Life Expectancy The stations are designed to be maintenance-free for 3-5 years and with a periodic coat of waterproofing stain are expected to last over ten years.

The Eagle Requirement As part of the requirements to achieve Eagle rank in Boy Scouts, the scout must "plan, develop, and give leadership to others," doing something that will benefit his community. The project must also be approved by his scout leadership.

If you have any questions, you can contact me by eMail at NobleG9@icloud.com, or by voice/text at cell phone 832-294-8414.

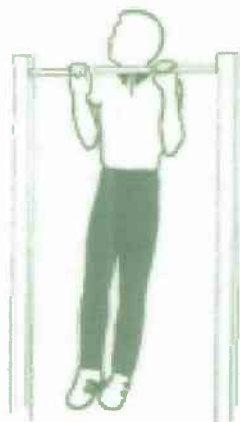
Thank You,

Garon Utterback

Fit-Trail[®]

PULL UP

Grasp bar with palms outward.
Pull up to chin height.
Slowly lower body to starting position.



FITNESS INDEX

Beginner
Repeat 2 Times

Advanced
Increase to 3 Times

TARGET HEART BEAT RANGE GUIDE

HERE'S HOW TO USE THE GUIDE:

* Your **TARGET HEART BEAT RANGE** is the pulse rate you should maintain during exercise in order to enhance and condition your cardiovascular system in a safe way.

* Locate your **TARGET HEART BEAT RANGE** on the guide by locating your age and training status in the target pulse rate for your age.

* Take your pulse for a 30 second count. Your 10 second pulse rate should be within your **TARGET HEART BEAT RANGE**.

* If your **PULSE RATE** is higher than your **RANGE** indicates, **SLOW DOWN** until it returns to within the proper range.

Your **TARGET HEART BEAT RANGE** during exercise is based on 60 - 80% of your heart's maximum heart-beat rate according to your age.

This information is derived from standards used by health clubs. Consult your doctor before using these standards.

TARGET HEART BEAT RANGE (10 SECOND PULSE RATE)

AGE	BEGINNER 60%	ADVANCED 80%
18 and under	10	17
20	10	16
25	10	15
30	10	14
35	10	13
40	10	12
45	10	11
50	10	10
55	10	9
60 and over	10	8



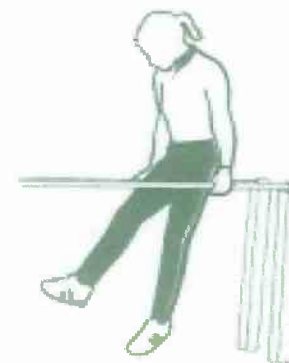
Fit-Trail is a registered trademark of American Development Corporation
Manufactured by Southland Corporation, PO Box 10000, Dallas, TX
2010 1-800-774-6864 www.Fit-Trail.com Copyright 2007

**Jog or Walk Safely
to Next Station**

Fit-Trail[®]

HAND WALK

With arms supporting body
handwalk across parallel bars.



FITNESS INDEX

Beginner
Repeat 1 Time

Advanced
Increase to 3 Times

BODY DIP

With arms supporting body, bend
arms and lower body between bars.
Raise body back to starting position
by straightening arms.



FITNESS INDEX

Beginner
Repeat 2 Times

Advanced
Increase to 3 Times

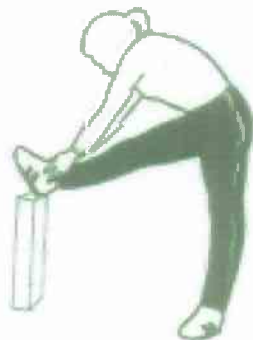
Fit-Trail is a registered trademark of American Development Corporation
Manufactured by Southland Corporation, PO Box 10000, Dallas, TX
2010 1-800-774-6864 www.Fit-Trail.com Copyright 2007

**Jog or Walk Safely
to Next Station**

Fit-Trail.

HAMSTRING STRETCH

Place right foot on top of post.
Keep right leg slightly bent.
Lean forward over
knee of raised leg.
Repeat with left leg.



FITNESS INDEX

Beginner
Hold 10 Seconds

Advanced
Increase to 30 Seconds

QUADRICEPS STRETCH

Hold right foot in right hand
behind back.
Pull leg away from buttocks.
Repeat with other leg.



FITNESS INDEX

Beginner
Hold 10 Seconds

Advanced
Increase to 30 Seconds

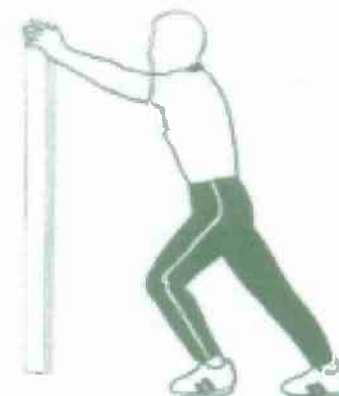
Fit-Trail is a registered trademark of Recreational Development Corporation.
Manufactured by International Corporation, P.O. Box 10863, Houston, TX
2825 • 1-800-307-0884, www.fit-trail.com • Copyright 2007

Tag or Walk Station
to Next Station

Fit-Trail.

CALF STRETCH

Place both hands on post.
Bend left leg.
Keep heels flat on the ground.
Push hips forward until there
is tension in the calf.
Repeat with right leg bent.



FITNESS INDEX

Beginner
Hold 10 Seconds

Advanced
Hold 30 Seconds
Increase to 2 Times

FITNESS FACTS

EXERCISE RECOMMENDATIONS

CONSULT YOUR DOCTOR before beginning
any EXERCISE PROGRAM. BEGIN SLOWLY
and gradually increase your exercise level.
WARM-UP before a workout or sporting activity.
PACE YOURSELF during exercise.
COOL-DOWN after each workout.
THAT'S ALL THERE IS TO IT!

Fit-Trail is a registered trademark of Recreational Development Corporation.
Manufactured by International Corporation, P.O. Box 10863, Houston, TX
2825 • 1-800-307-0884, www.fit-trail.com • Copyright 2007

Tag or Walk Station
to Next Station

Oakmont PUD
December 1, 2016

Current Operating Funds	\$ 2,696,585.43
Projected remaining Maintenance Tax Collections	1,100,000.00
One year expenses per budget	<u>(1,313,020.00)</u>
Available Surplus Funds	\$ 2,483,565.43
Current Recreational Funds	\$ 638,756.08
Projected remaining Maintenance Tax Collections	422,957.49
One year expenses per budget	<u>(184,100.00)</u>
Available Surplus Funds	\$ 877,613.57

EXHIBIT

D

tabbles®

Risher Fitness Equipment Inc.
 7902 Westwood Drive
 Houston, TX 77055

(713)267-1436
<http://www.RisherCo.com>



Quote	
Date	Quote #
01/06/2017	4335
Exp. Date	
	06/30/2017

Address
Oakmont Public Utility District C/O 9 Greenway Plaza, Suite 1100 Houston, Texas 77046

Activity	Quantity	Rate	Amount
• Matrix T5x TREADMILL AC110 List \$8995	3	4,947.25	14,841.75T
• Matrix E3x ELLIPTICAL List \$5995	3	3,597.00	10,791.00T
• Matrix R3x RECUMBENT CYCLE List \$3595	1	2,157.00	2,157.00T
• Matrix C3x CLIMBMILL List \$7995	1	4,199.00	4,199.00T
• Matrix U3x UPRIGHT CYCLE List \$3295	1	1,977.00	1,977.00T
• Matrix Bracket for TV List \$195	9	136.50	1,228.50T
• MATRIX MYE 15" TV List \$1495	9	895.00	8,055.00T
• Matrix G3 FUNCTIONAL TRAINER 300# List \$5890	1	4,199.00	4,199.00T
• Matrix Versa Leg Press List \$3770	1	2,450.50	2,450.50T
• Matrix Versa Converging Chest Press *Heavy Stack Upgrade List \$2970	1	1,930.50	1,930.50T
• Matrix Versa Converging Shoulder *Heavy Stack Upgrade List \$3170	1	2,060.50	2,060.50T
• Matrix Versa Diverging Lat Pulldown *Heavy Stack Upgrade List \$3170	1	2,060.50	2,060.50T
• Matrix Versa Diverging Seated Row *Heavy Stack Upgrade List \$3170	1	2,060.50	2,060.50T
• Magnum Abductor / Adductor *Heavy Stack Upgrade List \$4170	1	2,710.50	2,710.50T
• Matrix G3 SMITH MACHINE List \$3995	1	2,657.00	2,657.00T
• Matrix G3 MULTI ADJUSTABLE BENCH List \$995	2	647.00	1,294.00T
• Matrix Varsity Trainer Total Body Trainer List \$3800	1	2,660.00	2,660.00T
• Matrix Magnum Series 3-tier Flat-tray Dumbbell Rack 6' List \$1000	1	700.00	700.00T
• 12 Sided Dumbbells Rubber Encased (3lbs, 2x5lbs, 2x8lbs, 2x10lbs, 2x12lbs, 15lbs-80lbs - Pairs)	1	2,657.00	2,657.00T
• VTX RUBBER GRIP PLATE 45LB	4	58.50	234.00T
• VTX RUBBER GRIP PLATE 25LB	4	32.50	130.00T
• VTX RUBBER GRIP PLATE 10LB	4	13.00	52.00T
• VTX RUBBER GRIP PLATE 5LB	4	6.50	26.00T
• VTX RUBBER GRIP PLATE 2.5LB	4	3.25	13.00T
• Prism Self Guided Commercial Package-Deluxe List \$1599	1	1,199.00	1,199.00T

Continue to the next page



Activity	Quantity	Rate	Amount
• GYMRAx-SINGLE BAY SUSPENSION Holds (2) 55cm-75cm Balls Holds (4) 10" Medicine Style Balls Flat Tray Holds Dumbbells, Kettlebells, Sandbells and non-rolling items Includes: (1) Suspension Bay, (1) Suspension Post, (1) Pull-up/Monkey Bar w/ FM Flange, (1) Pull-up Bar Deluxe, (1) Freedom Mount	1	4,320.00	4,320.00T
• KB-005-050 Black Cast Kettlebell Set 1ea 5-50 275lb	1	374.63	374.63T
• Elite Exercise Ball 55cm or 65 cm.	2	22.00	44.00T
• Troy 10lb VTX Slam Ball 9" Diameter	1	26.65	26.65T
• Troy 15lb VTX Slam Ball 9" Diameter	1	35.55	35.55T
• Troy 20lb VTX Slam Ball 9" Diameter	1	47.70	47.70T
• Troy 25lb VTX Slam Ball 9" Diameter	1	59.25	59.25T
• Troy 4lb Medicine Ball	1	15.50	15.50T
• Troy 6lb Medicine Ball List	1	17.50	17.50T
• Troy 8lb Medicine Ball List	1	19.75	19.75T
• Troy 10lb Medicine Ball	1	21.75	21.75T
• Speed Bead Jump Rope 10' - black/white foam handle	3	11.95	35.85T
• Xertube® Package- Very Light Resistance - Heavy Resistance	3	22.00	66.00T
• TRX Suspension Trainer Training Pro Pack P2	1	169.95	169.95T
• International Style EZ Curl Bar Black	1	99.00	99.00T
• Matrix Magnum Series VKR w/Chin List \$1375	1	962.50	962.50T
• Athletics Wipes case/ 4 Rolls of 800 wipes	1	0.00	0.00T
• Stainless Steel Wipe Dispenser	1	0.00	0.00T
• Shipping and Install	1	9,618.87	9,618.87T
• One year of quarterly preventive maintenance by a factory certified technician on all quoted equipment List \$375/quarter; \$1500/year	1	0.00	0.00T
• Matrix Cardio Warranty Frame: 7 Years JID Hybrid Generator: 5 Years Parts: 3 Years Labor: 3 Years Wear Items: 90 Days	1	0.00	0.00T
• Matrix Strength Warranty *Frame (Not coatings): 10 Years Weight Stacks: 5 Years Pulleys: 5 Years Pivot Bearings: 5 Years Parts: 3 Years Labor: 3 Years Wear Items: 90 Days	1	0.00	0.00T
Josh Mann Regional Mgr./Risher Fitness Equipment cell: 713-419-6667 fax: 832-201-6796 Josh@risherco.com www.RisherCo.com		SubTotal	\$88,277.70
		Tax (8.25%)	\$7,282.91
		Total	\$95,560.61

Accepted By

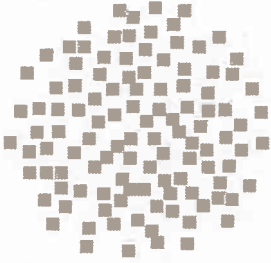
Accepted Date

Oakmont Public Utility District Landscape Status Report

January 25, 2017

sweitzer + associates

13300 katy freeway • houston, texas 77079
281-496-3111 * fax 281-496-3113



**landscape architects
planning consultants**

- Landscape & Park Improvements

- S+A plans are complete. Sitework Harris County permit approved. Harris County Fire Code in review . S+A will be submitting plans to TAS reviewer next week. Project is being advertised to bid, pre-bid meeting with contractors will be this Friday January 27th. Bids are due at our office next week Thursday, February 2nd. Project estimated probable costs to be at \$674,465.55. (see attached)

- Stone Veneer Retaining Walls along W. Rayford- Contractor: Site Landscaping Service is near complete with the walls. Contractor expects to be complete by the regular district meeting. Construction project costs: \$17,173.00. Insurance being reviewed and approved by Coats Rose the Districts Attorney.

- Pool Modifications separating the lap pool vessel from the free form pool vessel- Contractor: Monarch Pools Inc. Insurance being reviewed and approved by Coats Rose the Districts Attorney. Construction project costs: \$24,990.00. Issue of notice to proceed upon approval.

- Preliminary estimates of probable phasing costs for the Oakmont Master Park Plan improvements is attached to report.

End of Report



OAKMONT PUBLIC UTILITY DISTRICT
PRELIMINARY ESTIMATE OF PROBABLE COST
Summary of Costs for Master Park Plan Improvements
Date: January 25, 2017

PROJECT CONSTRUCTION

(i) East Detention Trail Improvements	\$ 224,737.10
(ii) West Detention Trial Improvements	\$ 147,887.50
(iii) Pool Pavilion Remodel / Renovation	\$ 613,150.50
(iv) Recreation Center Option A Park Improvements	\$ 310,512.00
(iv) Recreation Center - Pool Modifications	\$ 24,990.00
	<u>15% Contingency</u> \$ 198,191.57
MASTER PARK PLAN TOTAL	\$ 1,519,468.67

* Bonding & Permitting not included

OAKMONT PUBLIC UTILITY DISTRICT
PRELIMINARY ESTIMATE OF PROBABLE COST
East Detention Pond Park Improvements
Date: September 22, 2016

PROJECT CONSTRUCTION

ITEM:		QUAN.	UNIT BID	UNIT PRICE	TOTAL
(i)	Decomposed Granite 1" Top Dressing	71.6	cubic yrd.	\$ 138.00	\$ 9,880.80
(ii)	Decomposed Granite 5"dpth. Walk Replace	81.1	cubic yrd.	\$ 138.00	\$ 11,191.80
(iii)	Concrete Walk at Trailhead Connections	1,121	square ft.	\$ 5.50	\$ 6,165.50
(iv)	Concrete Culvert w/ Safety Ends at Walk	2	each	\$ 4,850.00	\$ 9,700.00
(v)	Concrete Fishing Pier at Waters Edge	1	lump sum	\$ 87,500.00	\$ 87,500.00
(vi)	Concrete walk to Fishing Pier	11,720	square ft.	\$ 5.50	\$ 64,460.00
(vii)	Rough Grading	1	lump sum	\$ 5,500.00	\$ 5,500.00
(viii)	Bermuda Solid Sod	742	square yrd.	\$ 4.50	\$ 3,339.00
(ix)	Erosion Control	1	lump sum	\$ 2,000.00	\$ 2,000.00
(x)	Irrigation Repairs & Modifications	1	lump sum	\$ 5,000.00	\$ 5,000.00
(xi)	Additional Tree Planting	1	lump sum	\$ 20,000.00	\$ 20,000.00
TOTAL					\$ 224,737.10

* Bonding & Permitting not included

OAKMONT PUBLIC UTILITY DISTRICT
PRELIMINARY ESTIMATE OF PROBABLE COST
West Detention Pond Park Improvements
Date: September 22, 2016

PROJECT CONSTRUCTION

ITEM:		QUAN.	UNIT BID	UNIT PRICE	TOTAL
(i)	Outdoor Fitness Equipment Station 1	1	lump sum	\$ 1,200.00	\$ 1,200.00
(ii)	Outdoor Fitness Equipment Station 2	1	lump sum	\$ 16,000.00	\$ 16,000.00
(iii)	Outdoor Fitness Equipment Station 3	1	lump sum	\$ 28,500.00	\$ 28,500.00
(iv)	Outdoor Fitness Equipment Station 4	1	lump sum	\$ 5,500.00	\$ 5,500.00
(v)	Granite Walk connection to Fitness Areas	60	square ft.	\$ 9.50	\$ 570.00
(vi)	Shade Structure at trail stone columns	1	lump sum	\$ 40,000.00	\$ 40,000.00
(vii)	Powdercoat Benchs at Shade Structure	2	lump sum	\$ 2,430.00	\$ 4,860.00
(viii)	Rough Grading	1	lump sum	\$ 4,000.00	\$ 4,000.00
(ix)	Rubber Fall Surface / Concrete Pads	1,810	square ft.	\$ 13.00	\$ 23,530.00
(x)	6" Concrete Pad for Maintenance Access	650	square ft.	\$ 10.35	\$ 6,727.50
(xi)	Bermuda Solid Sod	1	lump sum	\$ 4,000.00	\$ 4,000.00
(xii)	Erosion Control & Temporary Tree Fencing	1	lump sum	\$ 3,000.00	\$ 3,000.00
(xiii)	Irrigation Repairs & Adjustments	1	lump sum	\$ 5,000.00	\$ 5,000.00
(xiv)	Additional Planting	1	lump sum	\$ 5,000.00	\$ 5,000.00
TOTAL					\$ 147,887.50

* Bonding & Permitting not included

**OAKMONT PUBLIC UTILITY DISTRICT
PRELIMINARY ESTIMATE OF PROBABLE COST**

Pool Complex Improvements

Date: December 1, 2016

PROJECT CONSTRUCTION

ITEM:		QUAN.	UNIT BID	UNIT PRICE	TOTAL
(i)	Replaster of Pool Vessel	6940	square ft.	\$ 8.00	\$ 55,520.00
(ii)	Repair and Resurface Pool Sundek	8605	square ft.	\$ 5.50	\$ 47,327.50
(iii)	Beach Entry Sundek Replacement	520.7	square ft.	\$ 10.00	\$ 5,207.00
(iv)	Pool Pavilion Remodel to Expand Fitness	1	lump sum	\$ 68,600.00	\$ 68,600.00
(v)	Interior Rubber Floor Resurfacing	1751	square ft.	\$ 7.00	\$ 12,257.00
(vi)	Replace/Additional Fitness Equipment	1	lump sum	\$ 85,052.00	\$ 85,052.00
(vii)	Repair/Relocate Pool Gate	1	lump sum	\$ 1,200.00	\$ 1,200.00
(viii)	33X58 Pavilion/Storage Facility Foundation	1	lump sum	\$ 47,000.00	\$ 47,000.00
(ix)	33X58 Pavilion/Storage Facility	1	lump sum	\$ 231,487.00	\$ 231,487.00
(x)	Sidewalk Extensions / Repairs	1500	square ft.	\$ 9.00	\$ 13,500.00
(xi)	Steel Shade Structure	1	lump sum	\$ 46,000.00	\$ 46,000.00
TOTAL					\$ 613,150.50
10% Contingency					\$ 61,315.05
PROJECT TOTAL					\$ 674,465.55

* Bonding & Permitting not included

OAKMONT PUBLIC UTILITY DISTRICT
PRELIMINARY ESTIMATE OF PROBABLE COST
Option A Park - Rec. Center Improvements
Date: September 22, 2016

PROJECT CONSTRUCTION

ITEM:		QUAN.	UNIT BID	UNIT PRICE	TOTAL
(i)	Childrens Play Equipment Improvements	1	lump sum	\$ 130,000.00	\$ 130,000.00
(ii)	Shade Pavilion Foundation	1	lump sum	\$ 25,000.00	\$ 25,000.00
(iii)	26x50 Shade Pavilion	1	lump sum	\$ 80,000.00	\$ 80,000.00
(iv)	Picnic Tables	6	each	\$ 3,200.00	\$ 19,200.00
(v)	Irrigation Repairs & Adjustments	1	lump sum	\$ 8,000.00	\$ 8,000.00
(vi)	Additional Planting	1	lump sum	\$ 10,000.00	\$ 10,000.00
(vii)	Bermuda Solid Sod	736	square yrd.	\$ 4.50	\$ 3,312.00
(viii)	Pole Lighting Repairs & Improvemnts	1	lump sum	\$ 35,000.00	\$ 35,000.00
TOTAL					\$ 310,512.00

* Bonding & Permitting not included

Ty Warren
Kerry Simmon
Sylvia Sullivan
Shawn Hebert

Richard Haddock / Mallory Craig
Tiffany M. J
Jan Jared / Risher

OAKMONT PUBLIC UTILITY DISTRICT
NOTICE OF MEETING

Notice is hereby given pursuant to V.T.C.A., Government Code, Chapter 551, that the Board of Directors of Oakmont Public Utility District will meet in **special** session, open to the public, at **7:00 p.m.**, on **Wednesday, January 25, 2017**, at the **Auburn Lakes Recreation Center**, a meeting location inside the District, at which meeting the following items will be considered:

Chris Roznowski
Diego Burgos

1. Hear from the public.
2. Consider taking action regarding Eagle Scout Project proposal, including consider authorizing project and setting parameters related thereto.
3. Hear Bookkeeper's Report and consider taking action thereon, including approving payment of bills submitted to the District.
4. Review and discuss District funds relating to the future purchase, installation, and construction of District recreation facilities.
5. Hear report from Recreation Center Manager, and consider acting thereon, including:
 - a. Review and consider proposal for purchase of fitness equipment for future expansion of fitness center;
 - b. Review and consider approving Resolution Establishing Rental Policies, Fees, and Procedures; *table/defer*
 - c. Review and consider approving **Fitness Center** and Pool Rules and Regulations; *table/defer*
 - d. Review and consider approving Resolution Establishing Recreation Membership Fees for Non-Residents;
 - e. Consider approving the purchase of supplies and materials for District facilities, including, but not limited to, the purchase of timers for park lighting; and *table/defer KS/SH*
 - f. Receive update on the cost to purchase and install audio/visual equipment in the Clubhouse. *defer*
6. Hear report from Landscape Architect and consider acting thereon, including:
 - a. Hear update on preliminary Master Park Plan; and
 - b. Authorize preparation of plans, advertisement of bids and/or award of contracts for District park facilities.
7. Review Engineer's Report and consider taking action thereon, including:
 - a. Authorize preparation of plans, advertisement of bids and/or award of contracts for District facilities;
 - b. Hear updated on status of connection of District facilities to The Woodlands Trail;
 - c. Hear report on status of all District facilities and consider taking action thereon; and
 - d. Consider taking any necessary action relating to the Engineer's Report, including initiation of new projects.
8. Hear Directors Reports, and consider acting thereon, including:
 - a. Consider authorizing inclusion of materials in customer water bills related to North Harris County Regional Water Authority fee increase.
9. Hear from the public.

SH/SS
defer

TW/KS

NO
action

Pursuant to V.T.C.A. Government Code, Chapter 551, the Board of Directors may convene in closed session in relation to any agenda item included in this Notice, such closed session will be held at the date, hour and place given in this Notice concerning any all subjects for any and all purposes permitted by V.T.C.A. Government Code, Chapter 551, including but not limited to pending or contemplated litigation, security matters and devices, personnel matters, real estate transactions or a private consultation with the attorney for the District on any or all subjects or matters authorized by law.

EXECUTED this 18th day of January, 2017.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

B. *Mindy Koehn*
Mindy Koehn
Coats Rose, P.C.
Attorney for the District

8 @ website - update by TW
School wants clarification of prop to place
monuments by W. Det. Pond
usidewalks - ? (TW) MC???

② Garon utterback - Jared asked will buy materials H10
 - wants to know step by step process + specific location
 - TW - supervision / Eagle Troop leader assistance / how many helpers / 10 peeps approx. (Father) gave Eagle Scout project history
 - TW - suggested 2 stations minimum
 - MC - recommended on current funds for W. Det. pond / perhaps E. Det. pond funds is higher - Bd. cl. weighs pros/cons
 - SS - insurance? MC will investigate ins. coverage/cost
 - BR - believes E. pond has more space / TW recommended Champs.
 survey completion by deciding location - [MC - TO DO] - follow up w/ Champs.
 ~ Auth. moving forward w/ process subject to completion of survey... add info. SH/TW

③ MC noted pool svc's invoice in last mtg. ^{report} checks? Will Bd. approve?
 checks? yes, subject to Feb. 1 - signed k - approve pym't of Feb. check
 not be pd. until TW/SS

④ MC outlined sp. sheet #10
 ⑤ Jared - recommended can order equipment & wires out from construction completion of fitness expansion - NO action. optional

5b) non-resident are required to pay \$106 cleaning fee. (vs. Resident)
 - over night fee #16 "alternative fee" case by case basis - Sleepover?
 - Rental fee/deposit - make reservation on-line $350 + 400$ cleanup fee
 - TW - suggested \$250 anytime (one per day) * keep same in H10 except
 \$100 cleanup fee (increased to) SS/TW
 * NO Sleepovers *

④ 12 hrs. SS/TW
 * Dark drinks SS/SH

⑤ timer switch outside Rec-center for lighting SS/SH
 ⑥ prelim - ~~1200~~ 1300 per screens not including projectors etc.
 ⑥a) TW - suggested Panels by splash pad - ~~Bob~~ Hadok recommended installing @ later date - however can look into incorp. sleeves during construction.

⑦ JC - report #10 (MC has) - prez. Lake Pro - Fountain expense (rec. facility)
 - Lake Pro - will do more indepth review for light outage / request light replacement as-is. * (Get Lake-Pro quotes) H10 MC?

~ increase \$1,000
 - Wdland Trails - requirements? ~~we~~ wish to have mtg. w/ wdland peeps
 ⑧ SS - said pics being taken coordinating w/ web person
 SS - wants op. to send notifications about website? SH/AD → OF RWA fee action

OAKMONT PUD BOARD OF DIRECTORS MEETING SPEAKER SIGN-UP SHEET

Meeting Date: January 25, 2017

FIRST COMMENT PERIOD

Name	Address
Criston Utterback	7214 Sandy Is

	Current Park Bond Surplus Amounts	598,629.00
	Current Recreational Funds (Surplus as of Dec 1)	877,613.57
Recreation Expected Expenses		
Risher Management Fee	128,000.00	749,613.57
Pool Management/Maintenance Fee	56,871.00	692,742.57
Purchase of office equipment	2,000.00	690,742.57
Purchase of security equipment	2,000.00	688,742.57
Janitorial Fee	2,000.00	686,742.57
Purchase of supplies	2,000.00	684,742.57
	Reasonably Expected Op. Fund Surplus	684,742.57
Pool Repairs	24,000.00	
Estimated Cost of Inside the Fence Facilities (not bond):	335,465.00	
Total of Not Bond Eligible:	359,465.00	
Estimated Park Bond Eligible Inside the Fence Facilities:	339,000.00	
Sidewalks	150,000.00	
Total Inside and Sidewalk Bond Eligible:	489,000.00	
Total of All Projects:	884,846	
Potential Rec Surplus Operating Fund After Projects:	325,277	
Potential Bond Funds Remaining after Surplus Projects:	109,629	



SCHEDULE OF HOURLY RATES

Effective January 2017 - Subject to Annual Revision in January 2018

ENGINEERING PERSONNEL

Engineer I	\$ 88
Engineer II	\$ 94
Engineer III	\$107
Engineer IV	\$115
Engineer V	\$130
Engineer VI	\$145
Engineer VII	\$160
Sr. Project Engineer	\$175
Sr. Project Manager	\$200
Division Manager	\$210
Senior Manager/Regional Manager/Practice Leader	\$225
Corporate Manager	\$250

ELECTRICAL ENGINEERING PERSONNEL

Electrical Engineer I	\$ 94
Electrical Engineer II	\$105
Electrical Engineer III	\$120
Electrical Engineer IV	\$130
Electrical Engineer V	\$140
Electrical Engineer VI	\$155
Electrical Engineer VII	\$170
Sr. Electrical Project Engineer	\$190
Sr. Electrical Project Manager	\$220

CONSTRUCTION PERSONNEL (Includes Mileage)

Project Representative I	\$ 53
Project Representative II	\$ 60
Project Representative III	\$ 70
Project Representative IV	\$ 85
Project Representative V	\$ 95
Project Representative Coordinator	\$100
Construction Manager I	\$ 88
Construction Manager II	\$ 94
Construction Manager III	\$107
Construction Manager IV	\$115
Construction Manager V	\$130
Construction Manager VI	\$145
Construction Manager VII	\$160

OFFICE PERSONNEL

Office Assistant	\$ 35
Engineer's Assistant I	\$ 45
Engineer's Assistant II	\$ 60
Engineer's Assistant III	\$ 75
Engineer's Assistant IV	\$ 86
Admin I	\$ 40
Admin II	\$ 50
Admin III	\$ 65
Admin IV	\$ 73
Admin V	\$ 80
Contract Coordinator	\$ 60
Staff Assistant	\$ 90
Assistant Controller/ Chief Accountant	\$100
Corporate/Project Acct. I	\$ 70
Corporate/Project Acct. II	\$ 85

SURVEYING PERSONNEL

1-Person Field Crew	\$125
2-Person Field Crew	\$160
3-Person Field Crew	\$195
4-Person Field Crew	\$225
Survey Technician I	\$ 60
Survey Technician II	\$ 75
Survey Technician III	\$ 95
Project Surveyor I	\$ 67
Project Surveyor II	\$ 80
Project Surveyor III	\$ 95
Project Surveyor IV	\$108
Chief of Survey Crews	\$100
Registered Prof. Land Surveyor	\$135
Survey Manager	\$175

DESIGNERS/DRAFTING PERSONNEL

CAD Operator I	\$ 43
CAD Operator II	\$ 52
CAD Operator III	\$ 62
CAD Operator IV	\$ 73
CAD Operator V	\$ 87
CAD Manager	\$ 92
Designer I	\$ 84
Designer II	\$ 94
Designer III	\$100
Designer IV	\$110
Designer V	\$120
Designer VI	\$135
GIS Operator I	\$ 65
GIS Operator II	\$ 80
GIS Operator III	\$ 90
GIS Operator IV	\$110
GIS Operator V	\$125
Computer Tech	\$ 60
Computer Manager	\$100

PLANNING PERSONNEL

Planner I	\$ 70
Planner II	\$ 90
Planner III	\$105
Planner IV	\$120
Planner V	\$150



SCHEDULE OF REIMBURSABLE EXPENSES

Effective January 2017

Subject to Annual Revision in January 2018

1. Reproduction performed in office

<u>Size</u>	<u>Black & White</u>	<u>Color</u>
8½ x 11 (single-sided)	\$0.05/page	\$.50/page
8½ x 11 (double-sided)	\$0.15/page	\$ 1.00/page
8½ x 14	\$0.15/page	\$.75/page
11 x 17	\$0.20/page	\$ 1.00/page
 <u>Large Document Prints/Plots</u>		
	<u>Black & White</u>	<u>Color</u>
Translucent Bond	\$0.30/sq ft	\$ 3.00/sq ft
Color Bond	\$0.35/sq ft	\$ 4.00/sq ft
Photographic Bond	\$4.00/sq ft	\$ 6.00/sq ft
Vellum	\$1.00/sq ft	N/A
Mylar (4 mil)	\$2.00/sq ft	N/A
 <u>Aerial Backgrounds</u>		
All sizes	\$5.00/sheet (plus above sq. ft. cost)	

- 2. Transportation (mileage): \$0.54/mile
- 3. Subcontracts and all other outside expenses and fees: Actual cost plus 10% service charge
- 4. Surveying Expenses
 - a. Crew Rates: Includes time charged portal to portal and the first 120 miles of transportation and standard survey equipment
 - b. Special Rental Equipment: Actual cost plus 10%
 - c. Stakes: Cost plus 10% service charge where an excessive number of wooden stakes or any special stakes are required
 - d. Iron Rods and Pipes: Cost plus 10%
 - e. All-Terrain Vehicle (ATV): \$150/day
 - f. Overnight Stays: \$190/night
 - g. Overtime Rates: Jobs requiring work on weekends or holidays billed at 1.5 times the standard rate
 - h. Sales Tax: To be paid on boundary-related services.
 - i. Deliveries, abstracting services, outside reproduction costs, and other reimbursable expenses charged at cost plus 10%

Final 2017
 Standard

Auburn Lakes Recreation Center

Clubhouse Rental Agreement

This reservation agreement sets forth the terms and conditions of an agreement by and between the Oakmont PUD (the "District") and the undersigned (individually and collectively referred to as the "Requestor").

Name: _____ Date of Event: _____

Event Description: _____ Number of Attendees: _____

Events Start and End Time: _____

Rules, Regulations and Procedures for Auburn Lakes Clubhouse

Fees for Reservation

- 1) For non-profit organizations and government entities, the reservation fees and deposits will be as follows:
 - a. Oakmont PUD Residents
 - i. Deposit: \$500
 - ii. Rental Fee: \$50 for the first ~~3~~4 hours. \$25 per hour thereafter.
 - iii. Optional set-up fee: \$25
 - iv. Optional Clean-up Fee: ~~\$75~~\$55
 - b. Non-Residents
 - i. Deposit \$1000
 - ii. Rental Fee: \$100 for the first ~~3~~4 hours. \$50 per hour thereafter
 - iii. Optional set-up fee: \$50
 - iv. Optional Clean-up Fee: ~~\$125~~\$100
- 2) For all organizations, clubs, groups, or individuals, the reservation fees and deposits will be as follows:
 - a. Oakmont PUD Residents
 - i. Deposit: \$500
 - ii. Rental Fee: \$250 for the first ~~3~~4 hours. \$100 per hour thereafter.
 - iii. Optional set-up fee: \$50
 - iv. Optional Clean-up fee: ~~\$75~~\$60
 - b. Non-Residents
 - i. Deposit: \$1000
 - ii. Rental Fee: \$500 for the first 3 hours. \$200 per hour thereafter
 - iii. Optional set-up fee: \$100
 - iv. Optional Clean-up fee: \$125
- 3) Rental deposit and rental fee are due at the time of the reservation. If a rental deposit and fee is not received at the time of reservation, the reservation will not be taken.
- 3)4) All checks must be made out to **Oakmont PUD Public Utility District**
- 4)5) All deposits will be reimbursed via check within 7 business days of the rental, should no damage or other excessive clean-up be required.
- 5)1) ~~The Requestor shall be liable for all set-up and clean-up, if the optional set-up and clean-up fees are not paid. In the event the Requestor does not pay the optional clean-up fee and the clean-up is required after the event, the Requestor forfeits the entire deposit amount.~~

Comment [MJC1]: I am not sure this fits within the rental policy, because requestors are required to make immediate payment. Determination of how payment is made will have to be made.

Comment [MJC2]: The same check or will the district issue the check? If the latter, this will not occur within 7 days due to the district check needing to be signed at a Board of Directors meeting.

Auburn Lakes Recreation Center Clubhouse Rental Agreement

~~6) In the event damage or excessive clean-up is required following the reservation in excess of the deposit, the Requestor will be invoiced for the charges, payment of which is due within 10 business days of invoicing. If the invoice remains unpaid, the Requestor will be barred from making any further reservations.~~

7) The Board of Directors (the "Board") reserves the right to authorize use of the rental facilities free of charge by non-profit charitable organizations on a case-by-case basis. Requests should be made at regularly scheduled Board meetings.

8)

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Procedures for Reservation

- 1) The clubhouse is available for rental on a first come first serve basis.
- 2) Only one reservation *per day per requestor* will be accepted.
- ~~3) The clubhouse can be reserved by residents and non-residents.~~
- 4) Reservations must be submitted via the online registration form at the District's website.
- 5) Reservation requests are to include the following information:
 - a. Name, address, and phone number of the Requestor
 - b. The following information should be included in the request:
 - i. The group name, if the rental is to be used by an organized group, club, or organization
 - ii. Name of the leader of the group, club, or organization
 - iii. Purpose for the reservation
 - iv. Specific date(s) and time(s) for the request; and
 - v. Estimated number of people to be using the facility; and
 - vi. Whether alcohol will be present and, if so, the name of the officer(s) providing off-duty law enforcement for the event.

~~6) Rental deposit and rental fee are due at the time of the reservation. If a rental deposit and fee is not received at the time of reservation, the reservation will not be taken.~~

~~5) The Requestor shall be liable for all set-up and clean-up, if the optional set-up and clean-up fees are not paid. In the event the Requestor does not pay the optional clean-up fee and the clean-up is required after the event, the Requestor forfeits the entire deposit amount.~~

~~6) In the event damage or excessive clean-up is required following the reservation in excess of the deposit, the Requestor will be invoiced for the charges, payment of which is due within 10 business days of invoicing. If the invoice remains unpaid, the Requestor will be barred from making any further reservations.~~

7) Clubhouse key will be signed out to the Requestor within ~~7~~ no earlier than 3 business days of the reservation. The Requestor must fill out the Reservation Checklist in order to receive the Clubhouse key.

8) Approved reservations will be posted on the District's website calendar at

9) Requestor is responsible for insuring the posted reservation is correct as requested, advising of any changes needed, and reservation cancellations.

10) If a reservation needs to be cancelled the Requestor must notify the District a minimum of 72 hours in advance ~~no matter how early in advance the reservation was initially made~~ of the reservation date. Upon cancellation, the Deposit and 75% of the Rental Fee will be returned

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Comment [MJC3]: Was this the amount that was discussed? I thought the Board wanted to have a tiered return: 100% for more than 7 days advance cancellation, 75% for 72 hours notice, 0% after that

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to the Requestor. If the Requestor does not notify the District 72 hours in advance of the reservation date the Deposit will be returned but the entire Rental Fee will be forfeited.

- 11) To insure reasonable access to the clubhouse, the District reserves the right to limit the length of reservation requests.
- 12) After the event has concluded, the Requestor must return the Clubhouse key to the District before the Deposit will be returned.
- 13) In case of an emergency please notify either the Recreation Center Director or Assistant Director for assistance.
- 14) Requestor will be responsible for picking up and dropping off the key for the Clubhouse before and after the event from the Recreation Center Director or Assistant Director. The key can be picked up at time of Deposit and Rental Fee drop off. Failure to drop off the key within 7 business days after the event will result in forfeiture of entire deposit. The District will withhold 5% of the Deposit each day the key is not returned after 7 business days. Deposit check will not be reimbursed until the Clubhouse key is returned.

Comment [MJC4]: Will there be multiple sets of keys to give to renters?

To receive a full refund of your deposit, ALL items listed below must be completed

Rules and Regulations for the use of Clubhouse

The Requestor making the reservation must be present at all times and assumes full responsibility for supervising the event, and is responsible for any damage to facilities.

- No temporary or permanent construction of any facilities will be allowed.
- Decorations are limited to table centerpieces or free standing items only. DO NOT use tape, thumb tacks, or other objects that may damage the walls, ceilings or windows.
- No rice, birdseed, confetti, glitter or piñatas are allowed.
- Smoking is prohibited inside the Clubhouse.
- All trash is to be placed in trash cans during and after the event.
- All chairs and tables used during the event must be cleaned, broken down, and placed in the appropriate closet after the event.
- Lights turned off upon leaving the Clubhouse. Any lights discovered on after the event will result in a 5% reduction in deposit return.
- Clubhouse key returned to Recreation Center Director or Assistant Director.

The Requestor shall be responsible for providing an off-duty law enforcement officer if alcohol is present at the clubhouse during the reservation. This expense will be paid directly by the Requestor to officer. The officer contact information must be submitted to the Recreation Center Director no later than 72 hours prior to the event. Failure to have an officer or the proper number of officers at an event where alcohol is found to be present will result in complete forfeiture of your deposit and can result in the Requestor being barred from making further reservations.

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- a. 0-25 people require 1 officer
- b. 26-75 people require 2 officers
- c. 76-125+ people require 3 officers

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If you are not paying to have the facility cleaned, you **MUST** complete the following list below

Clubhouse Cleaning Checklist:

- Before vacating the rented area, all debris and trash must be disposed of in the dumpster or containers located outside the facility.
- Floors should be swept, mopped, or vacuumed. Tabletops, chairs, countertops, sinks, refrigerator, microwave, or any other facility owned equipment should be wiped down and cleaned.
- Bathrooms are cleaned thoroughly.

The person making the reservation (Requestor) shall be solely liable for the conduct and actions of his/her guests, including damage to, or destruction of any Clubhouse Facility.

Signature: _____ Date: _____

Address: _____

Phone Number: _____ E-Mail Address: _____

Comment [MJC5]: Is this really reasonable to expect?



Auburn Lakes Recreation Center Swimming Pool Rules and Regulations

The Auburn Lakes Swimming Pool looks to provide a fun and safe environment for the families of Auburn Lakes to come and enjoy. From swimming laps, to enjoying the splash pad area, there is something here for everyone.

For the health, safety and protection of all Auburn Lakes Pool visitors, we ask you to abide by the following rules and regulations when visiting:

- Children under 13 years must be accompanied by an adult.
- Children under 4- years must wear plastic pants or a swim diaper.
- No running in pool area.
- No skateboards or bicycles ~~area-~~allowed inside the pool area.
- No diving.
- No “dunking” or horse-play is allowed.
- No eating or drinking in the pool.
- No alcohol is permitted in the pool area.
- No smoking or tobacco or vaping products.
- No glass containers allowed.
- All swimmers must shower before entering the pool.
- All flotation devices must be U.S. Coast Guard approved.
- Appropriate swimwear is required.
- If you have skin lesions, sores, inflamed eyes, ~~mouth or nose~~, are wearing a band-aid or other adhesive bandage, have had a fever, diarrhea, or vomiting within 24 hours, or have symptoms of a communicable disease, you will be asked to leave ~~and return at a later date or time~~ the pool area.
- Pool staff and Lifeguards will enforce these rules and are considered to have final say in all matters relating hereto. ~~have final say~~

Comment [MJC1]: Is this meant only to cover arm floaties, lifevests, and floats for children who can't swim? If other flotation devices like rafts and tubes are not allowed, that should be specified.

The Auburn Lakes Recreation Center staff and lifeguards ~~is~~ are not responsible for lost or stolen articles.

In the event of a weather or other emergency, please follow the instructions given by pool staff and lifeguards.

Thank you for reading and following the Auburn Lakes Pool rules, and most importantly have fun!