

**MINUTES OF
PARKS AND RECREATION MEETING
OF THE
BOARD OF DIRECTORS**

July 25, 2018

THE STATE OF TEXAS
COUNTY OF HARRIS
OAKMONT PUBLIC UTILITY DISTRICT

§
§
§

The Board of Directors (the "Board") of Oakmont Public Utility District (the "District") met in regular session, open to the public, at Auburn Lakes Recreation Center, the District's designated meeting place inside the boundaries of the District, on Wednesday, July 25, 2018 at 7:00 p.m.; whereupon, the roll was called of the members of the Board, to-wit:

Ty Warren	-	President
Shaun Hebert	-	Vice President
Kerry Simmons	-	Secretary
Bruce Bramlett	-	Assistant Secretary
Jennifer Smith	-	Assistant Secretary

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

Also in attendance were those members of the public who provided their name on the sheet attached hereto as Exhibit "A".

Additionally, in attendance were: Tina DeAses, Steven Wright, and Jerrod Lee of The Risher Companies, the District's Recreation Manager ("Risher"); Michael Murr, the District's Landscape Architect; and Mallory Craig, attorney of Coats Rose, PC, the District's legal counsel.

WHEREUPON, the meeting was called to order in accordance with the posted meeting notice, which is attached hereto as Exhibit "B".

APPROVE MINUTES OF MEETING HELD JUNE 27, 2018

The Board considered the minutes of the meeting held June 27, 2018 which were distributed to the Board for review prior to the meeting. After discussion, upon a motion by Director Hebert, seconded by Director Smith, the Board voted unanimously to approve the minutes as presented.

RECREATION CENTER MANAGER REPORT

The Board recognized Ms. DeAses, who presented the Recreation Center Manager's Report, a copy of which is attached hereto as Exhibit "C".

Ms. DeAses presented a proposal to install circuit breaker protection for the pool equipment in the amount of \$1,065.00. Ms. DeAses noted that the work will be completed by two companies and that the District's Engineer has reviewed and approved the proposed work. Upon a motion by Director Simmons, seconded by Director Warren, the Board voted unanimously to authorize the circuit breaker protection work in an amount not to exceed \$1,065.00.

Ms. DeAses then presented a request from Grace Pointe Dance to provide dance lessons on Friday afternoons during the fall. She noted that Grace Pointe Dance will remit 10% of profits from the dance lessons in consideration of use of the clubhouse. Ms. DeAses noted that in instances of the clubhouse being used for rentals after the proposed dance lessons, the dance lessons would take place in the front half of the clubhouse and thus rental set up would not be disrupted. Upon a motion by Director Warren, seconded by Director Smith, the Board voted unanimously to authorize the dance lessons proposed by Grace Pointe Dance to be held in the clubhouse on Friday afternoons during the fall in consideration of a 10% profit remittance.

After discussion and review, upon a motion by Director Warren, seconded by Director Smith, the Board voted unanimously to approve the Recreation Center Manager's Report as presented. However, no other action items were acted upon.

HEAR FROM SILVERSAND SERVICES

A report was not presented.

LANDSCAPE ARCHITECT REPORT

The Board then recognized Mr. Murr, who presented the Landscape Architect's Report in, a copy of which is attached hereto as Exhibit "D".

After review of the report and discussion, upon a motion made by Director Simmons, seconded by Director Hebert, the Board voted unanimously to approve the Landscape Architect's Report, including approving the purchase and installation of rangoons in the amount of \$280.

HEAR FROM RECREATION COMMITTEE

No action was taken on this matter.

HEAR FROM HOA LIAISON COMMITTEE

The Board then discussed authorizing the HOA Liaison Committee to meet with a committee of the HOA Board to discuss the Maintenance Agreement.

After full discussion, consideration, and public input, upon a motion by Director Hebert, seconded by Director Warren, the Board voted unanimously to hold an open meeting with the HOA Board to discuss the termination of the Maintenance Agreement and how to move forward. The Board requested the District's Attorney to reach out the HOA to schedule such meeting for either August 2nd or August 6th at 7:00pm.

HEAR ATTORNEY'S REPORT

The Board then recognized Ms. Craig who presented the Attorney's Report.

Approve First Amendment to Agreement for Recycle and Solid Waste Collection and Disposal Services

Ms. Craig then presented the First Amend to Agreement for Recycle and Solid Waste Collection and Disposal Services with Residential Recycling and Refuse of Texas. Ms. Craig noted the proposed amendment memorializes the Board's decision to authorize a recycling rate increase which was made at the previous general meeting.

After review and consideration, upon a motion by Director Warren, seconded by Director Simmons, the Board voted unanimously to approve the amendment as presented.

HEAR FROM THE PUBLIC

The Board then opened the floor to receive comments from the public. Comments and inquiries were presented generally relating to the HOA termination of the Maintenance Agreement.

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

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

PASSED, APPROVED and ADOPTED this August 22, 2018.

(DISTRICT SEAL)


Secretary, Board of Directors



**OAKMONT PUBLIC UTILITY DISTRICT
NOTICE OF MEETING
PARKS AND RECREATION**

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 **regular** session, open to the public, at **7:00 p.m.**, on **Wednesday, July 25, 2018**, at the **Auburn Lakes Recreation Center**, a meeting location inside the District, at which meeting the following items will be considered:

1. Approve minutes from June 27, 2018 meeting.
2. Hear report from Recreation Center Manager, and consider acting thereon, including:
 - a. Review and consider approving proposals for purchase of recreation equipment, repairs to facilities, and/or authorizing camps and activities; and
 - b. Consider authorizing Recreation Center Manager to proceed with projects, purchases, and repairs as directed by the Board.
3. Hear from Silversand Services and consider authorizing proposals for landscaping maintenance.
4. Hear report from Landscape Architect and consider acting thereon, including:
 - a. Receive proposals for purchase, construction, and installation of recreation items, including structures, landscaping, and materials throughout District and consider authorizing same; and
 - b. Authorize Landscape Architect to proceed with park projects as directed.
5. Hear from Recreation Committee, and consider taking action, including:
 - a. Ratify action taken by Recreation Committee during the previous month to purchase equipment or approve repairs, as necessary.
6. Hear from HOA Liaison Committee and consider taking action, including:
 - a. Authorize HOA Liaison Committee to meet with HOA board members.
7. Hear Attorney's Report and consider taking action thereon, including:
 - a. Review and approve amendment to Agreement for Recycle and Solid Waste Collection and Disposal Services.
8. 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 20th day of July, 2018.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By: _____

Mallory J. Craig
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 Friday, July 20, 2018, at 11:30 a.m., which time was not less than 72 hours prior to the scheduled time of the meeting.


(Name)

**OAKMONT PUBLIC UTILITY DISTRICT
NOTICE OF MEETING
PARKS AND RECREATION**

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 **regular** session, open to the public, at **7:00 p.m.**, on **Wednesday, July 25, 2018**, at the **Auburn Lakes Recreation Center**, a meeting location inside the District, at which meeting the following items will be considered:

1. Approve minutes from June 27, 2018 meeting.
2. Hear report from Recreation Center Manager, and consider acting thereon, including:
 - a. Review and consider approving proposals for purchase of recreation equipment, repairs to facilities, and/or authorizing camps and activities; and
 - b. Consider authorizing Recreation Center Manager to proceed with projects, purchases, and repairs as directed by the Board.
3. Hear from Silversand Services and consider authorizing proposals for landscaping maintenance.
4. Hear report from Landscape Architect and consider acting thereon, including:
 - a. Receive proposals for purchase, construction, and installation of recreation items, including structures, landscaping, and materials throughout District and consider authorizing same; and
 - b. Authorize Landscape Architect to proceed with park projects as directed.
5. Hear from Recreation Committee, and consider taking action, including:
 - a. Ratify action taken by Recreation Committee during the previous month to purchase equipment or approve repairs, as necessary.
6. Hear from HOA Liaison Committee and consider taking action, including:
 - a. Authorize HOA Liaison Committee to meet with HOA board members.
7. Hear Attorney's Report and consider taking action thereon, including:
 - a. Review and approve amendment to Agreement for Recycle and Solid Waste Collection and Disposal Services.
8. 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 20th day of July, 2018.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By:

Mallory J. Craig
Mallory J. Craig
Coats Rose, P.C.

Attorneys for the District

**OAKMONT PUBLIC UTILITY DISTRICT
NOTICE OF MEETING
PARKS AND RECREATION**

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 **regular** session, open to the public, at **7:00 p.m.**, on **Wednesday, July 25, 2018**, at the **Auburn Lakes Recreation Center**, a meeting location inside the District, at which meeting the following items will be considered:

1. Approve minutes from June 27, 2018 meeting.
2. Hear report from Recreation Center Manager, and consider acting thereon, including:
 - a. Review and consider approving proposals for purchase of recreation equipment, repairs to facilities, and/or authorizing camps and activities; and
 - b. Consider authorizing Recreation Center Manager to proceed with projects, purchases, and repairs as directed by the Board.
3. Hear from Silversand Services and consider authorizing proposals for landscaping maintenance.
4. Hear report from Landscape Architect and consider acting thereon, including:
 - a. Receive proposals for purchase, construction, and installation of recreation items, including structures, landscaping, and materials throughout District and consider authorizing same; and
 - b. Authorize Landscape Architect to proceed with park projects as directed.
5. Hear from Recreation Committee, and consider taking action, including:
 - a. Ratify action taken by Recreation Committee during the previous month to purchase equipment or approve repairs, as necessary.
6. Hear from HOA Liaison Committee and consider taking action, including:
 - a. Authorize HOA Liaison Committee to meet with HOA board members.
7. Hear Attorney's Report and consider taking action thereon, including:
 - a. Review and approve amendment to Agreement for Recycle and Solid Waste Collection and Disposal Services.
8. 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 20th day of July, 2018.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By:

Mallory J. Craig
Mallory J. Craig

Coats Rose, P.C.

Attorneys for the District

9
WON

OK

**OAKMONT PUBLIC UTILITY DISTRICT
NOTICE OF MEETING
PARKS AND RECREATION**

1320171
07/20/2018 PERSONAL
\$9.00 MPR - NOTICE MTG

el
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 **regular** session, open to the public, at **7:00 p.m.**, on **Wednesday, July 25, 2018**, at the **Auburn Lakes Recreation Center**, a meeting location inside the District, at which meeting the following items will be considered:

1. Approve minutes from June 27, 2018 meeting.
2. Hear report from Recreation Center Manager, and consider acting thereon, including:
 - a. Review and consider approving proposals for purchase of recreation equipment, repairs to facilities, and/or authorizing camps and activities; and
 - b. Consider authorizing Recreation Center Manager to proceed with projects, purchases, and repairs as directed by the Board.
3. Hear from Silversand Services and consider authorizing proposals for landscaping maintenance.
4. Hear report from Landscape Architect and consider acting thereon, including:
 - a. Receive proposals for purchase, construction, and installation of recreation items, including structures, landscaping, and materials throughout District and consider authorizing same; and
 - b. Authorize Landscape Architect to proceed with park projects as directed.
5. Hear from Recreation Committee, and consider taking action, including:
 - a. Ratify action taken by Recreation Committee during the previous month to purchase equipment or approve repairs, as necessary.
6. Hear from HOA Liaison Committee and consider taking action, including:
 - a. Authorize HOA Liaison Committee to meet with HOA board members.
7. Hear Attorney's Report and consider taking action thereon, including:
 - a. Review and approve amendment to Agreement for Recycle and Solid Waste Collection and Disposal Services.
8. 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 20th day of July, 2018.

(DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT

By: Mallory J. Craig
Mallory J. Craig
Coats Rose, P.C.
Attorneys for the District

5
COUNTY CLERK
HARRIS COUNTY TEXAS

2018 JUL 20 AM 10:59

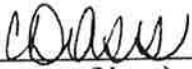
FILED

DO NOT DETACH

CERTIFICATE OF POSTING OF NOTICE OF MEETING

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

I, CHRISTINA N DEASES, 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 25005 Northcrest Drive, Spring, Texas, the location inside the boundaries of the District designated for the posting of agendas, on the 20TH day of JULY, 2018 at 4 p.m., which time was not less than 72 hours prior to the scheduled time of the special meeting.


(Name)

4811-0138-0114, v. 1

Auburn Lakes Recreation Center:
Oakmont Public Utility District
Monthly Report – July 2018
Recreation Meeting



RISHER FITNESS MANAGEMENT

Prepared by: Tina DeAses, Recreation Director
Risher Fitness Management, Inc.

Risher Fitness Management, Inc. has been contracted to manage the Auburn Lakes Recreation Center.



**Auburn Lakes Recreation Center and Risher Fitness Management
Mission Statement**

Our mission here at Risher Fitness Management is to provide safe and fun recreation, fitness, special events, and wellness opportunities for all residents. We strive to promote and enhance healthy lifestyles and well-being in a welcoming environment for both children and adults alike. Providing a clean, fun, and quality experience in every one of the recreation centers we manage with qualified and certified employees. We aim to offer you with the best and most positive environment you will find in any community recreational setting. Through quality customer service and community activities we hope to bring each community closer together.

Employees

The employees at the Auburn Lakes Recreation Center working under Risher Fitness Management, Inc. (RFM) for the month included:

- Management Team:
 - Keaton Ball, Alex Fontana, Josh Staab, Rose Thibodeaux

Fitness Center 6/22 – 7/23

Total Entrees	1,464
Fitness Center Orientations	2
Non-Resident Passes	8

Clubhouse 6/22 – 7/23

Group Fitness Classes	HIIT it, Boot Camp, Zumba, Yoga, Kid Fit Camp
Resident Reservations	5
Salad in a Jar	1
Special Event	Grace Pointe Dance Camp

Pool

Total Entrees	759
Pool Parties	3
Non-Resident Passes	22

Monthly Expenses 6/22 – 7/23

Company	Invoice/Service	Cost
AT & T phone	Land line	\$166.35
AT&T internet	Internet	\$64.46
Direct TV	Clubhouse TV	\$89.24
Comcast	Cable service for Fitness Center	\$177.98
Ready Refresh	Water service	\$45.99
Vanguard	Cleaning Services	\$391.00
	Paid by Bookkeeper	\$935.02
Supplies & vendors	Total Paid by Risher	\$7,414.98
	Grand Total	

Monthly Income

Monthly Income Source	\$ Amount	YTD Oct – July 22
Pool Passes Pool Parties Swim Team	\$320.00 \$175 \$80.00 (575.00)	\$4,200.00 + \$575.00 \$4,775.00
Clubhouse Rental Income (6/22 – 7/23) Grace Pointe Dance Income	\$1,850.00 \$113.50 (1963.50)	\$8,375.00 + \$1963.50 \$10,338.50
Rec Access Pass	(\$195.00)	\$1,865.00 + 195.00 \$2,060.00
Total		\$17,173.50

Discussion Items & Quotes

Proposal 1: Install circuit breaker protection for the pool equipment.			\$1,065.00
A-1 Spring Electric Install circuit breaker in pool chemical room	\$300.00		
Trip charge	\$50.00		
Elliott Electric Eaton SPC Series – SPC, 200KA 120/240 SPLIT P Engineers have reviewed this item to ensure it meets the proper specifications.	\$715.00		

Proposal 2: Carpet cleaning for Clubhouse Vanguard Cleaning Services	\$337.00		\$337.00
<u>Quote for air conditioning at the pool pavilion building</u> Install Dual Head Ductless system for pool room and warehouse storage area. Electrician will have to provide power to outdoor unit.\$5,800.00. Single unit for pool office only \$2,900.00			

Discussion Items:

Maintenance Items:

- 1) Mushroom was down from July 11 – July 20. Items replaced: Contactor, timer, aerator, and motor. Motor was not working. It has been replaced by Aquatics Management
- 2) Evenflow Plumbing was called to service a urinal that would not stop running at the pool. No charge and after starting/ stopping the water it started working again.
- 1) Silversand Services started completing multiple work orders on 7/9 including irrigation work and landscaping projects.
- 3) Ambient installed new a/c, redid ductwork, added new air vent, waiting for them to move the nest to the cardio room.
- 4) Ambient was called out on 7/7 because the a/c wasn't working in the clubhouse. For AC #3 replaced a contactor. AC #1 needed a new blower motor.
- 5) Silversand cut water line on 7/7 will be reimbursing \$125.00 to share cost of refund with the district.
- 6) Grand Slam came out to work on clubhouse sound system.
- 7) Paint is chipping off the water buckets. Engineers have been informed but parts are not under warranty.
- 8) Passed a Harris county pool inspection however the inspector said next year we will need a separate pump for the splash pad.
- 9) Engineers say poles on the inlet pipes are not necessary at the ponds
- 10) Aquatics Management treated the pool for phosphates.
- 11) Requested safety inspection for playground equipment from Michael Murr's team.
- 12) USA Shade installed new shade structure for play area at the pool.

Event programming:

Grace Pointe Dance event idea:

Grace Pointe Dance would like to lead dance lessons on Friday afternoons during the fall season.

Friday

3-4 year olds	35 minute class	\$35/month	ballet / creative mvmt	3:15 PM
5-7 year olds	50 minute class	\$50/month	ballet/ jazz	4:00 PM
8-11 year olds	50 minutes	\$50/month	ballet/ jazz	5:00 PM

Small Business Owners event idea:

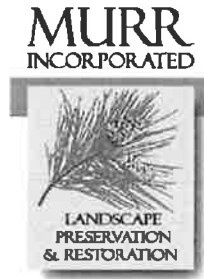
Host a small business event in the clubhouse. Working with Director Smith on this event.

Upcoming events:

Friday, August 10 It's Lit – Glow pool party – working with Director Hebert

Saturday, August 18 – Dive In Movie – working with Director Hebert

Updated as of 7.23. 2018



MASTER PLAN DEVELOPMENT REPORT

July 25, 2018

Prepared for Oakmont PUD

PROJECTS WORKING AND STATUS

1. Security Planting around East Detention starting irrigation the week of the 30th. Stakes are complete, and trees are being submitted for review. We will stake the trees before planting.
2. Landscaping around pool is complete. Only a small handful of punch list items remain for 100% completion. Rangoon Creeper on fence, pot planting, fence at trash pad, and drainage detail.
3. Shade structure at pool is complete. The large structures are in manufacturing and the latest projected date is 8 weeks.
4. Bike racks are on schedule for installation next week.
5. Parking lot will be striped complete. HC, spaces and red zones

All projects to date are within the approved amount budgeted by board in previous meetings.

FUTURE PLANNING

1. Playground – nature play equipment and shade, water fountain, and boulder
2. East and West Detention
 - Gazebo
 - Docks/Piers
 - Butterfly and Community Gardens
 - Wildflowers
 - Shade Trees and (fruit and nut) and Landscaping
 - Fountain
3. Soccer and Tennis on open fields
4. Lighting
- 5.

PROJECTS DISCUSSED

1. Endcaps / Esplanades focus on face lift and lighting
2. Entrances (primary and secondary) / Monuments / Identity
3. Windwood Sidewalk

