# MINUTES OF <br> PARKS AND RECREATION MEETING <br> OF THE <br> BOARD OF DIRECTORS 

May 23, 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, May 23, 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.
Additionally, in attendance were: Mel Reist of Silversand Services, the District's landscape maintenance vendor; Tina DeAses of The Risher Companies, the District's Recreation Manager ("Risher"); Michael Murr of Murr Incorporated, 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 "A".

## APPROVE MINUTES OF MEETING HELD APRIL 25, 2018

The Board considered the minutes of the meeting held April 25, 2018, which were distributed to the Board for review prior to the meeting. After discussion, upon a motion by Director Warren, seconded by Director Hebert, 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 "B".

Ms. DeAses presented a proposal from Ambient Air, an air conditioning maintenance company, for monthly on going a/c maintenance at the Clubhouse and Fitness Center for a total
of $\$ 350$ per month. Upon a motion by Director Warren, seconded by Director Hebert, the Board voted unanimously to approve the proposal with Ambient Air as presented.

Ms. DeAses then presented a proposal from A+ Electric, which is not listed on the Recreation Center Manager's Report, for installation of outdoor outlets at the Clubhouse in the amount $\$ 1055$. Upon a motion by Director Warren, seconded by Director Smith, the Board voted unanimously to authorize the installation of outlets by A+ Electric as proposed.

A proposal was then presented from Gordon Safe and Lock for the installation of an access card reader with PIN code on the Clubhouse kitchen outside door for a cost of $\$ 425.00$. Upon a motion by Director Bramlett, seconded by Director Hebert the Board voted unanimously to approve the lock installation as proposed.

The Board then discussed installation of a lock on the inside pool gate for swim team entry and amending the pool party policy to allow for cancellations due to inclement weather, but no action was taken on these items.

The Board then received a request from the Auburn Lakes Homeowners' Association for permission to use the pool on June $30^{\text {th }}$ to hold a pool party and "dive-in" movie. The Board discussed the request. Upon a motion by Director Hebert, seconded by Director Simmons, the Board voted unanimously to approve the request, subject to the advertisement of the event include the District's name and the restriction that alcohol not be served.

Ms. DeAses then presented a request to hold a "glow party" hosted by Avanti on August $10^{\text {th }}$ at the Clubhouse. Upon a motion by Director Bramlett, seconded by Director Warren, the Board voted unanimously to approve the "glow party."

After discussion, upon a motion by Director Bramlett, seconded by Director Simmons, the Board voted unanimously to approve the Recreation Center Manager's Report as presented. No other action was taken on any of the other proposals presented or included in the Recreation Center Manager's Report.

## HEAR FROM SILVERSAND SERVICES

The Board next recognized Mr. Reist. A formal report was not presented.
The Board considered proposals for repairs and maintenance presented by Silversand Services, the details of which are included in the Recreation Center Manager's Report.

After review, upon a motion by Director Hebert, seconded by Director Simmons, the Board voted unanimously to approve and authorize Proposal \# 4077.01.

After review, upon a motion by Director Bramlett, seconded by Director Warren, the Board voted unanimously to approve and authorize Proposal \# 39519.03.

After review, upon a motion by Director Warren, seconded by Director Hebert, the Board voted unanimously to approve and authorize Proposal \# 39521.03.

After review, upon a motion by Director Simmons, seconded by Director Warren, the Board voted unanimously to approve and authorize Proposal \# 42793.

After review, upon a motion by Director Warren, seconded by Director Simmons, the Board voted unanimously to approve and authorize Proposal \# 42794.

After review, upon a motion by Director Hebert, seconded by Director Simmons, the Board voted unanimously to approve and authorize Proposal \#42796.

After review, upon a motion by Director Smith, seconded by Director Simmons, the Board voted unanimously to approve and authorize Proposal \# 42973.

Ms. DeAses then presented a proposal form National Tree Service to remove a dead pine tree on District property. After discussion, upon a motion by Director Warren, seconded by Director Hebert, the Board voted unanimously to approve the proposal submitted by National Tree Service.

## LANDSCAPE ARCHITECT REPORT

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

Mr. Murr reviewed bids received for the hardscape and planter installation, and recommended award to Specialty construction in the amount of $\$ 25,184.50$. After discussion, upon a motion by Director Hebert, seconded by Director Simmons, the Board voted unanimously to award the project as recommended.

Mr. Murr then presented an agreement and resolution with Texas BuyBoard to initiate the process of purchasing the large shade sails.

After review of the report and discussion, upon a motion made by Director Warren, seconded by Director Simmons, the Board voted unanimously to approve the Landscape Architect's Report, including authorizing the JINCO change order, approving the BuyBoard agreement and resolution, and authorizing the purchase of shades from USA Shade.

## HEAR FROM RECREATION COMMITTEE

No action was taken on this matter.

## HEAR ATTORNEY'S REPORT

No action was taken on this matter.

## HEAR FROM THE PUBLIC

No comments were presented.
There being no other business to come before the Board, the meeting was adjourned.

PASSED, APPROVED and ADOPTED this June 26, 2018.

## (DISTRICT SEAL)



## OAKMONT PUBLIC UTILITY DISTRICT <br> NOTICE OF MEETING <br> 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, May 23, 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 April 25, 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; and
b. Discuss town hall meeting and advertisement thereof.
6. Hear Attorney's Report and consider taking action thereon, including:
a. Discuss establishing regular weekly meetings.
7. 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 17th day of May, 2018.

## (DISTRICT SEAL)



OAKMONT PUBLIC UTILITY DISTRICT


# Auburn Lakes Recreation Center: <br> Oakmont Public Utility District Monthly Report - May 2018 

# 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.

## Emplovees

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

- Management Team:
- Tina DeAses, Jenifer Cox
- Fitness Room Attendants:
- Keaton Ball, Alex Fontana, Josh Staab


## Fitness Center 4/17-5/21

| Total Entrees | 3511 |
| :--- | :---: |
| Fitness Center Orientations | 4 |

Clubhouse 4/17-5/21

| Group Fitness Classes | HIIT it, Boot Camp, Zumba, <br> Pilates |
| :---: | :---: |
| Resident Reservations | 7 |
| Salad in a Jar | 2 |
| Swim Team | 4 |

## Pool 4/17-5/21

Pool re-opened April 23 for swim team.

| Weekend |  |
| :--- | :--- |
| $5 / 5 \& 5 / 6$ | CLOSED for repairs |
| $5 / 12 \& 5 / 13$ | 716 total 320 (Sat) 396 (Sun) |
| $5 / 19 \& 5 / 20$ | 164 total 68 (Sat) 96 (Sun) |

Monthly Expenses 4/17-5/21

| Company | Invoice/Service | Cost |
| :---: | :---: | :---: |
| AT \& T phone | Land line | $\$ 65.42$ |
| AT\&T internet | Internet | $\$ 64.46$ |
| Direct TV | Clubhouse TV | $\$ 49.99$ |
| Comcast | Cable service for Fitness Center | $\$ 177.98$ |
| Ready Refresh | Water service | $\$ 31.99$ |
| Vanguard | Cleaning Services | $\$ 391.00$ |
|  | Paid by Bookkeeper | $\$ 780.84$ |
| Supplies \& vendors | Total Paid by Risher | $\mathbf{\$ 6 , 6 3 4 . 2 3}$ |
|  | Grand Total | $\mathbf{\$ 7 4 1 5 . 0 7}$ |

## Monthly Income

| Monthly Income Source | \$ Amount | YTD Oct - April |
| :---: | :---: | :---: |
| Pool Passes | $\$ 1,360.00$ | $\$ 1,810.00$ |
| Clubhouse Rental Income <br> $(\mathbf{4 / 1 7}-\mathbf{5} / \mathbf{2 1})$ | $\$ 1,400.00$ | $\$ 7,175.00$ |
| Rec Pass | $\$ 470.00$ | $\$ 1,055.00$ |
| Total | $\$ \mathbf{3 , 2 3 0 . 0 0}$ | $\$ 10,040.00$ |

## Discussion Items \& Ouotes

| Proposal 782 05 - Grand Slam |  |  | $\$ 2,575.00$ |
| :--- | :---: | :---: | :---: |
| Provide security system for the outdoor pool area |  |  |  |
| Tough Dog Security TDOBIA430 | QTY 5 | $\$ 315.00$ | $\$ 1,575.00$ |
| Labor |  |  | $\$ 1,000.00$ |

[^0]|  |
| :--- | :--- | :--- |


$\left.\begin{array}{|l|l|c|c|}\hline \begin{array}{l}\text { Proposals for: } \\ \text { Air Conditioning Maintenance Agreement }\end{array} & & & \\ \hline \begin{array}{l}\text { AMBIENT- Check CO levels, Fall/winter } \\ \text { services: check all safeties, smoke detectors, flue } \\ \text { pipe, test heater operations, A/C checks: blow out } \\ \text { drain lines, add drain cleaner, clean out traps, Attic } \\ \text { work: check duct connections, look for Freon } \\ \text { leaks, check wire connections, check amp draws } \\ \text { of fans, and look for any other repairs. }\end{array} & 3-6 \text { months } & 350.00 / & \text { visit }\end{array}\right)$

| Proposal: 40777.01 - Silversand Services <br> Proposal for irrigation repairs per our <br> inspection of the system in May of 2018. |  |  | $\underline{\mathbf{2 . 3 3 3 . 6 8}}$ |
| :--- | :--- | :--- | :--- |
| Unik \#2 at Lake \#1 - South Detention Basin |  | 545.22 |  |
| Unik \#3 at Lake \#1 - South Detention Basin |  | 863.00 |  |
| Clock at Pool Area / Recreation Center |  | 459.84 |  |


| Clock at Lake \#1 West Detention Basin |  | 35.25 |  |
| :--- | :--- | :---: | :---: |
| Unik at Open area behind pool |  | 13.73 |  |
| Unik at Open area behind pool |  | 416.64 |  |


| Proposal: 39519.03 - Silversand Services <br> Proposal for suggested irrigation improvements <br> for a proper working system per our inspection in <br> May 2018 |  |  | $\underline{\mathbf{5 1 7 7 . 7 5}}$ |
| :--- | :--- | :---: | :---: |
| Clock at pool area/ recreation center |  | 3417.17 |  |
| Clock at Lake on West Detention Basin |  | 851.00 |  |
| Unik \#1 at Lake on South Detention Basin |  | 714.52 |  |
| Unik \#2 at Lake on South Detention Basin |  | 195.06 |  |


| Proposal: $\mathbf{3 9 5 2 1 . 0 3}$-Silversand Services <br> Proposal to separate flowers from shrubs and turf for optimal coverage at <br> flowers. |  | $\underline{\mathbf{1 2 0 0 . 0 0}}$ |  |
| :--- | :--- | :--- | :--- |
| Clock at pool area/ Rec Center stations $1 \& 11$ |  | $1,200.00$ |  |


| Proposal: 39522.03 - Silversand Services |  |  |  |
| :--- | :--- | :--- | :--- |
| Proposal to separate flowers and shrubs from turf and rebulld zone on |  |  |  |
| turf for optimal coverage. |  |  | 2,306.93 |
| Unik at lake on South Detention Ponds |  | 2306.93 |  |


| Proposal: $\mathbf{4 2 8 8 3}$ - Silversand Services <br> Proposal to reconnect stations from 2 <br> to conik controllers (Battery operated) |  |  | 3332.94 |
| :--- | :--- | :--- | :--- |
| Unik controllers at open area behind pool |  | 3332.94 |  |


| Proposal: $\mathbf{4 2 7 9 3}$ - Silversand Services |
| :--- | :--- | :--- | :--- |
| Proposal toadd plantst tollin in baro bed areas and dead along |
| south side of fitness center facing W. Rayford, |$\quad$| $\mathbf{1 0 5 6 . 5 0}$ |  |
| :--- | :--- |
| Add flowers to beds facing W Rayford |  |


| Proposal: 42794 - Silversand Services <br> Proposal to remove partally dead magnolla tree in backside of <br> pool and sod over tree ring. |  |  | 153.25 |
| :--- | :--- | :--- | :--- |
|  |  | 153.25 |  |


| Proposal: $\mathbf{4 2 7 9 5}$-Silversand Services Option 1 proposal to add bullirock to fill in bare area around storm drain on south side of recreation center. |  | $\underline{352.57}$ |
| :---: | :---: | :---: |
|  |  |  |
|  | 352.57 |  |


| Proposal: $\mathbf{4 2 7 9 6}$ - Silversand Services |  |  | $\mathbf{7 0 7 . 0 0}$ |
| :--- | :--- | :--- | :--- |


| Option 2 proposal to add Aslan jasmine to fill in bare aroa <br> around storm drain on south side of recreation center. |  |  |  |
| :--- | :--- | :--- | :--- |


| Proposal: $\mathbf{4 2 7 9 7}$ - Silversand Services <br> Proposal tofil in tha asian jasminin missing in the beds betwoen <br> the recreation and |  |  | $\underline{\mathbf{2 7 9 . 7 5}}$ |
| :--- | :--- | :--- | :--- |


| Proposal: 42626-Silversand Services |  |  |  |
| :--- | :--- | :--- | :--- |
| Estimate to cut down and romove argg dead pine troe located in |  |  | $\mathbf{1 5 0 0 . 0 0}$ |
| beck of park aroa noxt to homeowners tence. |  |  |  |



## Discussion:

1) What is the plan if inclement weather occurs during a pool party?
2) Local 8-year old select baseball team is trying to raise money to go to the world series in Gulf Shores, Alabama. They would like to sell concessions at the pool on Saturday, June 16.
3) Grace Pointe Dance Camp proposed dates: June 25-29 and July 16-20. They are willing to pay $\$ 10.00$ / camper or $10 \%$ of profit.
4) HOA would like to co-host pool party on June 30. They will supply food, DJ, and entertainment. Asking for Oakmont PUD to let them use the facility and pay for lifeguards.
5) Glow Party co-hosted by Avanti. Proposed Dates: July 27 or August 10.

## LED lights at the Rec Center:

1) Memorial Day May 28
2) Flag Day June 14
3) Father's Day June 17

## Maintenance Items:

1) Texana sent vendors to repair cracks in ceiling and men's bathroom door at pool pavilion that wouldn't close.
2) Pool water heater was stuck in on position causing it to overheat and water was very hot. The plumber had to by-pass heater. Engineers and Jeff with Texana are aware and will address.
3) Fireplace TV wasn't connecting, Grand Slam came and replaced a necessary part.
4) NEST wouldn't connect to wifi, Grand Slam ordered a new one.
5) Eliptical was making a noise, Risher came out and adjusted.
6) TV on treadmill 1 was in and out, Risher came out and replaced TV monitor.
7) Will need to wait for pool drainage project until next summer 2019.

Updated as of 5.22.2018


## EXHIBIT



## MASTER PLAN DEVELOPMENT REPORT

May 23, 2018
Prepared for Oakmont PUD

## PROJECTS WORKING AND STATUS

1. Security Planting around East Detention
a. Stakes are being made. Work should begin within two weeks
b. Contract presented for JINCO tonight
c. Stake selection

2. Master Plan - presented for marketing, website and presentations. Comments

3. Pool Improvements
a. Pour and Play with Shade - flatwork to start May 24, shade structure out $5-6$ weeks
b. Hardscape and planters - plan and bids presented within
c. Landscaping outside of fence - plan presented within

Oakmont PUD Pool Clubhouse Landscape Enchancements

BidTab

4. Areas of Future planning:
a. Endcaps / Esplanades focus on face lift and lighting
b. Entrances (primary and secondary) / Monuments / Identity
5. Playground - equipment and shade
a. Buy Board agreement presented tonight for signature
b. Working on natural play plan

PROJECTS DISCUSSED


1. Moving trees on esplanade (HOA related)
2. Facelift entryways

Endcaps and esplanades (Primary and Secondary)

- Monuments
- Lighting
- Landscaping
- Hardscape
- Lighting

3. Improvements/upgrades to west detention

4. Focal Points of Community with monuments and landscaping
5. Water Reduction
6. Other design and recreational ideas around Rec Center (Soccer, etc)
7. Sidewalk connecting school to Woodsedge church (any permitting required?)



# Pool Clubhouse Landscape Enhancements for Oakmont P.U.D. 

48 Hour Notice: Contractor shall notify Harris County prior to commencing Review Department @ (713-274-3931) or public.review@ hcpid.org

 Texas One Call System Texas $713-223-4567$





OAKMONT PUD







[^0]:    Proposal 5418 - Gordon Safe \& Lock
    Provide and install additional access point card readers and make operational with Millennium access control system.

