

Anahuac Municipal Development District
Minutes
Regular Meeting
January 23, 2018

PRESENT:

Danny Thompson
Janice Jircik
Natalyn Royer
Bill Stults
Brandi Brown

Chairperson
Vice-Chairperson
Secretary-Treasurer
Member
Member

GUESTS:

Isaac Medrano
Annette Abernathy

Berdena Mgt Group
Office Manager – AMDD

Agenda Item 1: Chairperson Danny Thompson called the meeting to order at 6:00 p.m. with a quorum present.

Agenda Item 2: Isaac Medrano, representative of Berdena Management Group, was welcomed to the meeting. Mr. Medrano will be the onsite manager of the Boat Ramp and Kayak Launch Project. He stated that the target date for starting the boat ramp project would be February 5, 2018, weather permitting. Completion would be approximately 30 days from start date. Director Thompson asked that he check into providing fencing to secure the area while construction is in progress. He was then presented with a check for \$34,290 to officially begin construction.

Agenda Item 3: Discussion proceeded concerning the contract with Sales Tax Assurance LLC and AMDD. Also discussed was an Inter-local Agreement between the City of Anahuac and AMDD prepared by Attorney Baker in reference to the Sales Tax Assurance LLC contract. Attorney Baker provided a letter stating his review and approval of the revised contract received from Sales Tax Assurance as requested in the December 19, 2017, AMDD Board Meeting.

After thorough review of the contract and the inter-local agreement, motion was made by Director Bill Stults, seconded by Director Brandi Brown, to approve the contract with Sales Tax Assurance LLC and the Inter-local Agreement between the City of Anahuac and AMDD as presented. All in favor, motion carried.

Agenda Item 4: Renewal of the liability insurance policy for the office space of AMDD was then discussed. Motion was made by Janice Jircik, seconded by Natalyn Royer, to renew the policy as presented for the 2018 year. All in favor, motion carried.

Agenda Item 5: Discussion then proceeded concerning the bank holding of AMDD that had been tabled for further review. Directors instructed Annette Abernathy to contact Debbie Standley of Post Oak Bank for clarification on the amount required for purchase of a CD and present it at the next board meeting for further discussion.

Agenda Item 6: Discussion then ensued concerning the email provider for AMDD. Director Stults was authorized to look into this matter and proceed with the steps required to select another provider while retaining all past correspondence. He was asked to present his findings at the next board meeting for a possible decision on the matter.

Agenda Item 7: The renewal of the sponsorship for Anahuac Youth Sports Organization was then presented for discussion. Fee for renewal for the 2018 year is \$200. Motion was made by Director Brandi Brown, seconded by Director Janice Jircik, to continue sponsorship. All in favor, motion carried.

Agenda Item 8: General Discussion

- a. Director Danny Thompson then addressed the continuing issue of dilapidated structures within the City of Anahuac. Director Jircik stated that the city secretary has been instructed to send out letters to all residents who have structures that are deemed unsafe. Since many letters have already been received by land owners, several of these structures have been torn down by the land owners. She suggested that

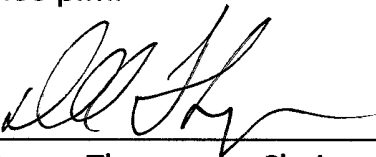
a clause be added to the agreement between the City of Anahuac and AMDD, should the City of Anahuac request the assistance of AMDD, that would require the landowner to maintain the property in good condition after the structure is removed. All directors agreed the issue of a dilapidated structure would continue to be on an as-needed basis as requested by the City of Anahuac.

- b. In reference to the Comprehensive Plan for the City funded by AMDD, Director Jircik stated that she has no firm information but believes that the Comprehensive Plan is near completion. She restated the necessity to have this plan updated in order to apply for grants to go forward with any future improvements for the City of Anahuac. She will keep the board updated on the completion of the plan.
- c. Director Stults informed the board on information he gathered concerning the land located along the canal on Miller Street. He stated that there are 23 land owners, some owning very small portions of land. After a lengthy discussion, directors agreed that this project might be better served by the City of Anahuac. Director Jircik stated that she would place this item on the agenda for the next City Council meeting.
- d. The audit being performed by Gary Ratliff of Ratliff & Jentho, CPAs has been temporarily delayed. Mr. Ratliff informed Annette Abernathy that he has misplaced the flash drive containing all the information necessary to complete the audit. He is furnishing a new flash drive and all the information necessary for the audit will be regathered and rescanned. Mrs. Abernathy stated that she feels she can accomplish this in the next two week or less.
- e. Concerning the inability to design a sign that would meet the requirements set by Chambers County and be acceptable to AMDD for the pavilion at Fort Anahuac Park constructed by AMDD for the citizens of Chambers County, directors agreed to discontinue the project at this time.

Agenda Item 9: After review of the Minutes for December 19, 2017, motion was made by Brandi Brown, seconded by Janice Jircik, to approve the minutes as presented. All in favor, motion carried.

Agenda Item 10: After review of the accounts payable and bank statement for November 2017, and review of the accounts payable and bank statement for December 2017, motion was made by Danny Thompson, seconded by Brandi Brown, to approve the statements as presented. All in favor, motion carried.

Agenda Item 11: There being no further business, meeting adjourned at 7:00 p.m.



Danny Thompson, Chairperson

Attest:



Janice Jircik, Vice-Chairperson