Anahuac Municipal Development District

Minutes

Regular Meeting

July 18, 2017

PRESENT:

Danny Thompson Chairperson

Janice Jircik Vice-Chairperson

Natalyn Royer Secretary-Treasurer

Bill Stults Member

Brandi Brown Member

GUESTS:

Sue Hawthorne Reporter – The Progress

Annette Abernathy Office Manager – AMDD

Agenda Item 1: Chairman Danny Thompson called the meeting to order at

6:00 p.m. with a quorum present.

Agenda Item 2: After a brief discussion concerning application for a new credit card from Post Oak Bank, motion was made by Janice Jircik, seconded by Brandi Brown, to submit the request. AMDD will place a maximum of $150 limit per credit card purchase. All in favor, motion carried.

Agenda Item 3: Directors entered into a discussion concerning check writing signature procedures required for all checks written as stated in the AMDD By-Laws. AMDD By-Laws state that the Chairperson and Vice-Chairperson are required to sign all checks written. Motion was made by Natalyn Royer, seconded by Bill Stults, to strike this statement from the by-laws. As noted and unanimously passed in the June 20, 2017 meeting, all directors excluding the secretary/treasurer would now be authorized to sign on the AMDD bank account.

Agenda Item 4: General Discussion

1. Concerning the Anahuac Boat Ramp and Kayak Launch Ramp, Director Thompson presented the Memorandum of Understanding between the City of Anahuac and Anahuac Municipal Development District signed by the Mayor, City Administrator and Director Thompson, concerning the construction of said boat dock. After considerable discussion, motion was made by Natalyn Royer, seconded by Bill Stults, to call a special meeting of AMDD to attend the next City Council Meeting August 14, 2017, to discuss general upkeep, maintenance and insurance coverage of this project once completed. All in favor, motion carried.
2. Director Stults then gave an update on the progress of the Web page for AMDD. He stated that it is near completion and would hopefully go live the middle of August. After approximately a two week trial, AMDD would then be able to cancel the current web provider and AMDD would maintain the web-site in house at a monthly savings to AMDD.
3. Director Jircik informed the directors that legal questions must be resolved by the City of Anahuac concerning removal/demolition of dilapidated structures. She stated that when the City of Anahuac is ready to go forward with this project, they will notify AMDD at which time AMDD can discuss a donation grant to help fund this project.
4. Annette Abernathy informed the directors that the ESL Program sponsored by AMDD, held at the Chambers County Library for the 2016-2017 School year, has now been completed and their commitment has been fulfilled.
5. As an update concerning an audit of AMDD records, Director Jircik suggested inquiring about using the same auditor as the City of Anahuac as well as contacting Gary Ratliff of Ratliff and Genthro   
   CPA firm from Baytown, who made an initial visit to our office in June of 2016. Mr. Ratliff suggested at that time postponing the audit until the conclusion of the 2016 year at which time a complete year of records would be available on the new quick books program.

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1. Annette Abernathy informed the directors that the internet/phone service provided by Windstream has been increased from 12mg to 75mg with no additional charge. Director Royer suggested contacting Internet Management Services for a bid using their service.
2. Director Thompson informed the board that he was initiating a meeting with Post Oak Bank to go over the bank account. This topic will be placed on the agenda for the next AMDD Board Meeting in August.

Agenda Item 5: After a review of the Minutes for June 2017, motion was made by Brandi Brown, seconded by Natalyn Royer, to approve the minutes as presented. All in favor, motion carried.

Agenda Item 6: After a review of the accounts payable and bank statement for June 2017, motion was made by Bill Stults, seconded by Janice Jircik, to approve the statements as presented. All in favor, motion carried.

Agenda Item 7: There being no further business, meeting adjourned at 6:50 p.m.

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Danny Thompson, Chairperson

Attest:

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Janice Jircik, Vice-Chairperson

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