

# Old Town Spring Improvement District



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## **Minutes of the Regular Monthly Meeting Of Old Town Spring Improvement District Board of Directors**

### **ESTABLISH QUORUM AND CALL MEETING TO ORDER**

The Board of Directors of the Old Town Spring Improvement District (OTSID) held a monthly meeting, open to the public, on the 13<sup>th</sup> day of April, 2015, at 5:00 pm at the OTSID office, 606 Spring Cypress Rd., Spring, TX 77373, inside the boundaries of the District and the roll was called of the duly appointed/elected members of the Board, to-wit:

Pam Golden	Position 1-President
Kathy Moore	Position 2-Financial Officer
Clarence Williams	Position 3-Director
Ron Kruger	Position 4-Vice President
Yvonne Denbina	Position 5-Secretary

All of the above Board members were present. Quorum was established. Also in attendance were LuAnne Schultz with the Spring Historical Museum, Garret Berg, with Harris County Precinct 4, Scott Seifert with the Spring Fire Department and Elisabeth Meehan, OTSID Office Administrator.

### **1. DETERMINATION OF QUORUM: CALL TO ORDER**

The Board meeting was called to order at 5:00 pm.

### **2. APPROVAL OF MINUTES FROM MONTHLY BOARD MEETING ON MARCH 16, 2015**

Upon a motion duly made by Clarence Williams and seconded by Kathy Moore, the Board voted to unanimously to accept the minutes from March 16, 2015 as presented.

### **3. APPROVAL OF MINUTES FROM SPECIAL BOARD MEETING ON MARCH 27, 2015**

Upon a motion duly made by Kathy Moore and seconded by Clarence Williams, the Board voted to unanimously to accept the minutes from March 27, 2015 as presented.

### **4. ACCEPT/APPROVE APPOINTMENTS OF NEW BOARD DIRECTORS**

Pam Golden presented to the Board nominees, Rev. Ron Krueger and Yvonne Denbina to fill the vacancies of Position 4 and 5. These appointments will be for the unexpired terms of office, and will follow the election process for future appointments.

1. POSITION 4 Nominee: Rev. Ron Krueger. Rev. Krueger is the pastor of The

Immanuel United Church of Christ, and resides here in Old Town Spring for over twenty years. His residency within the district meets the qualifications of this position.

Kathy Moore made a motion to the Board to appoint Rev. Ron Krueger to Position 4, fulfilling the unexpired term of the position. Clarence Williams seconded the motion. The motion carried unanimously.

2. POSITION 5 Nominee: Yvonne Denbina. Ms. Denbina is the owner of Garden of the Dragonfly in Old Town Spring. She has operated her store for ten years. Her store ownership within the district meets the qualifications of this position.

Clarence Williams made a motion to the Board to appoint Ms. Denbina to Position 5, fulfilling the unexpired term of the position. Kathy Moore seconded the motion. The motion carried unanimously.

#### 5. ACCEPT/APPROVE NEW DIRECTORS:

##### 1. OATHS OF OFFICE

The new Board of directors took the oaths of office as read by Pam Golden. Pam Golden reported the office of Vice-President and Secretary are open for nominations. The duties of each office are aligned with Robert's Rules of Order. The Secretary will collaborate with Elisabeth Meehan, Office Administrator to record the minutes of all meetings. They will also have the authority to sign checks in the absence of the Treasurer. The Vice President will conduct the meetings in the absence of the President. The Board would like to see facilitation of economic development as part of the duties of this office. Yvonne Denbina agreed to serve as the Secretary. Rev. Krueger agreed to serve as Vice President. Kathy Moore made a motion to accept Rev. Krueger as Vice President and Yvonne Denbina as Secretary. Clarence Williams seconded the said motion, which carried unanimously.

##### 2. CONFLICT DISCLOSURES STATEMENTS

Pam Golden reviewed the conflict disclosure statements and the requirement of a Director to be bonded. She noted Keith Willingham, a local agent the District uses can assist them; Clarence Williams stated they may reach out to their personal insurance agent as well.

#### 6. RECOGNITION AND ACKNOWLEDGEMENT OF SERVICE OF FORMER DIRECTORS

Pam Golden stated that the Board would like to recognize former Directors' Mary Todeschini and Jerry Wright for their service to the Old Town Spring Improvement District Board. The Board will send them a certificate of recognition for their service. No motion made required.

#### 7. REPORT/DISCUSS CLOSURE OF THE 2014-2015 ANNUAL BUDGET

Kathy Moore stated she and Elisabeth Meehan have finalized payment of all bills from the 2014-2015 fiscal year. The financial documents and records are closed and prepared for the auditor. Clarence Williams made the motion to approve the closure of the books for fiscal year 2014-2015. The motion was seconded by Kathy Moore. The motion unanimously carried.

#### 8. REPORT/DISCUSS ADOPTION OF THE 2015-2016 ANNUAL BUDGET

Pam Golden reported the Board held a Special Board meeting on March 27, 2015 to adopt the 2015-2016 Budget. After much discussion and each line item reviewed, the Budget was adopted. See attachment. Kathy Moore stated each Director should review the budget and if they have questions they can be answered at the next meeting. Clarence Williams presented photos to the Board of muddy and flooded area in Preservation Park. One photo is of the walkway area into Gentry Square, which retains water. Repairs would help shop owners, since both muddy patches are deterrents to traffic. He reports there are potholes and safety issues associated with these problem areas as well. It could be repaired with 3-4 loads of crushed concrete at \$500 per load. Clarence Williams recommends that the Board purchase the concrete to fix these issues prior to the Crawfish Festival. Kathy Moore recommended that the cost come out of the Infrastructure line item rather than the Preservation Park line item. A motion was made by Kathy Moore to designate \$2,000 from the newly adopted Infrastructure line item budget to purchase crushed concrete to fix ground areas that flooded before the Crawfish Festival. The motion was seconded by Clarence Williams, the motion carried.

#### 9. CONSIDER/DISCUSS IMPROVEMENTS TO OLD TOWN SPRING

##### 1. TREE TRIMMING AT THE DISTRICT OFFICE AND THE SPRING HISTORICAL MUSEUM.

Pam Golden stated that tree trimming was previously discussed as a need at both the OTSID office and the Old Town Spring Museum. Contact was initiated with the service used previously by the District. Action was tabled until the new budget was adopted. The bid came from Beaver Tree Service, for \$800. This price includes trimming the trees, removal of dead limbs, rising canopy of greets at the District office. This includes raising the canopy at the Museum as well. This will include a total of 12 trees. They will haul away all trash and will not climb trees with spikes. Kathy Moore made a motion to accept the bid from Beaver Tree Service in the amount of \$800, charged from Landscaping line item. The motion was seconded by Yvonne Denbina, the motion carried unanimously.

##### 2. TOWN LANDSCAPING

Pam Golden stated landscaping key areas of Town was needed and remains on hold pending the adoption of the 2015-2016 Budget. Key areas to highlight would include the OTSID office, the area in front of the sign at the Museum, repair to beds at the restrooms, and the Memorial garden in the Park. Attention to the water fountains and beds in that area with top soil and plantings are required. Discussion was offered to look at possible partnerships for co-op landscaping projects. Kathy

Moore made a motion to table all landscaping until after the Crawfish Festival. Yvonne Denbina seconded the motion, which unanimously carried.

### 3. ASPHALTING OF OTSID DISTRICT OFFICE PARKING LOT

Pam Golden stated a motion to asphalt the remainder of OTSID parking lot remained on the table. Clarence Williams stated that the estimate for the service from Paul Ryals and the Texas Ground Effects company would be topped off at \$1.65 per square foot. The extent of the asphaltting will depend on how much of the parking lot the Board would like to cover. It would have to be measured and the Board will need to determine if asphalt coverage should extend to the restrooms behind the office. A motion was made by Clarence Williams to table this discussion until after the tree trimming is completed so that the Board can consider how much of the area in the District parking lot should be covered. Kathy Moore seconded the said motion, which unanimously carried.

### 4. REPLACEMENT OF TOWN BANNERS ON LAMP POSTS.

Pam Golden stated that replacing damaged town banners was discussed in the new budget adoption. There are ten banners that need to be replaced. The costs are reasonable. Pam Golden suggested that hanging baskets could be placed on the lamp posts for flowers and additional town beautification. Kathy Moore made a motion to move forward on replacing the damaged banners. Yvonne Denbina seconded the said motion, which carried unanimously.

### 5. REPLACEMENT OR REPAIRS OF IDENTIFIED LAMP POSTS

Pam Golden reported several of the lamp post globes are broken and the cost is approximately \$80 per globe. A few lamp posts need electrical repair. The painting of the poles and repairs can be done by Carlos. The electrical repairs have been previously completed by Charlie D Electrical. Kathy Moore made a motion to move forward on the repairs needed to the lamp posts. Yvonne Denbina seconded the said motion, which unanimously carried.

## 10. REPORT/DISCUSS COMPLETION OF APPROVED PROJECTS OVERSEEN BY CLARENCE WILLIAMS

### 1. ASPHALT PAD IN PRESERVATION PARK

Clarence Williams reported that the pad is 30 feet by 50 feet. The asphalt raised it a little higher than the flood plain. This project has been completed.

### 2. ELECTRICAL UPGRADE IN PRESERVATION PARK

The electrical upgrade project of the Preservation Park's electric circuit was awarded to Charlie D Electric on March 16, 2015. It will be on hold until after Crawfish Festival due to Reliant Energy scheduling connection of power. Clarence Williams reports generators have been ordered as backups for the Festival.

11. CONSIDER BOOKKEEPERS REPORT

Kathy Moore reported that all current bills have been paid. Yvonne Denbina made a motion to accept the Bookkeeper's report as presented. Clarence Williams seconded the said motion, which unanimously carried. (SEE ATTACHMENT #1)

- Approval of Invoices – March 2015 and April 2015

12. INVESTMENT OFFICER'S REPORT

Kathy Moore reported that the TexPool account received \$5.07 in interest this month. Ron Krueger made a motion to accept the Investment Officer's report as presented. Clarence Williams seconded the said motion, which unanimously carried. (SEE ATTACHMENT #2)

13. REPORT/DISCUSS VISITORS BUREAU REPORT FOR THE 1<sup>ST</sup> QUARTER 2015

Pam Golden reported a total of 130 visitors were received for the quarter. This number was submitted to Tx Dot in Austin. This number reflects visitors at the OTSID Visitors Center and the Spring Historical Museum. (SEE ATTACHMENT #3)

14. PUBLIC COMMENTS

LuAnne Schultz of the Spring Historical Museum stated that they plan to close the Museum during the Crawfish Festival. She also stated concern over the approval of the expenditure of gravel as it was not reflective on the Agenda. Scott Seifert of the Spring Fire Department reported the fire trucks had been moved to the Booker St. location. He did report the Preston Street location would no longer house trucks.

15. CALENDAR UPDATE, MONTHLY BOARD OF DIRECTORS MEETING, May 11, 2015 at 5:00 pm

16. CONSIDER ADJOURNMENT

Kathy Moore made a motion to adjourn. Yvonne Denbina seconded said motion, which unanimously carried.

The Board adjourned the meeting at 6:12 pm.

(SEAL)

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Yvonne Denbina, Secretary

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Kathy Moore, Financial Officer

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

**ATTACHMENTS:**

1. Bookkeeper's Report
2. Investment Officers Report
3. Visitors Bureau Report