

# 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 regular meeting, open to the public, on the **13<sup>th</sup> day of June, 2016** 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 Krueger	Position 4-Vice President
Mike Rogers	Position 5-Director

All of the above Board members, with the exception of Clarence Williams and Kathy Moore, were present. Quorum was established. Also in attendance were Kent Clingerman from Harris County Precinct 4, James Sloan from Sloan Insurance, Adam Tabak from Coveler and Katz, and Elisabeth Meehan, OTSID Office Administrator.

#### 1. CALL MEETING TO ORDER.

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

#### 2. TO RECEIVE PUBLIC COMMENT.

No public comments.

#### 3. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING INSURANCE COVERAGE AND POLICIES FOR THE REAL PROPERTY OWNED BY THE DISTRICT IN PRESERVATION PARK.

A motion was made by Mike Rogers to move item 10 to item 3 in the interest of time. The motion was seconded by Ron Krueger. The motion carried. James Sloan stated the insurance inspector did not like the fact that one of the insured buildings (Preston Restroom) had tree limbs touching the roof. James Sloan stated he just now learned the trees belonged to another person's property, but that the insurance agency is only asking for the trees to be trimmed. Mike Rogers asked what needed to be done to rectify the situation. Pam Golden stated we can talk to Don Bayer to get permission to trim his trees. Mike Rogers added the maintenance staff can trim them about four feet to fix the problem. Pam Golden stated the maintenance staff can do it in the next three days. James Sloan clarified that the insurer would just need a letter. Adam Tabak said he could write that letter indicating property limitations by the District.

Pam Golden asked James Sloan if the Board could get a quote for the cost of covering all property mentioned by Clarence Williams in his email to the Board at the March 2016 meeting. Pam Golden added Clarence Williams is proposing to add eleven additional structures to the policy. James Sloan asked if the Board was planning on covering all the buildings. Pam Golden stated she wanted an estimate before they made a decision, and while Clarence Williams gave values via email, Pam Golden questioned those values as excessive. Adam Tabak asked if the Board has insurable interest in the buildings. James Sloan stated he walked around the property recently with Clarence Williams. James Sloan added he doesn't believe the District has insurable interest in buildings owned by another organization. Pam Golden stated the ownership of the buildings has been passed back and forth with very little paperwork and that many of the small storage buildings and token booths have never been insured by the District.

James Sloan stated the General Liability for the land could cover the sheds on it. Mike Rogers asked what the value of the shed over the storage pods would be. Pam Golden stated there's no known value. Mike Rogers stated the Zydeco stage is over twenty years old and questioned the \$20,000 estimated value. Mike Rogers asked what is and isn't worth insuring. James Sloan asked if the Board has "care, custody and control" over anything. Pam Golden stated that the Board doesn't own the land or have the lease. Mike Rogers asked if there's proof that the District maintenance staff takes care of it. Pam Golden stated they voted previously to take care of maintenance and District staff has taken care of it for many years. James Sloan stated the large storage area is on the policy already. Pam Golden asked if the Board would like to make a motion.

A motion was made by Mike Rogers to expedite corrected insurance coverage, that the policy be rewritten to insure only what has been insured to this date, with the removal of the old Midway restroom and the addition of the new Midway restroom, now referred to as Preservation Park restroom. The motion was seconded by Ron Krueger. The motion carried.

**4. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM THE MONTHLY BOARD MEETING ON MAY 9, 2016.**

Upon a motion duly made by Mike Rogers and seconded by Ron Krueger, the Board voted to accept the minutes for May 9, 2016 as presented. The motion carried.

**5. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REPLACEMENT OF VACANT SEAT IN ACCORDANCE WITH CHAPTER 3813 OF THE SPECIAL DISTRICT LOCAL LAW CODE, IF APPLICABLE.**

Item tabled.

**6. TO REVIEW, DISCUSS AND TAKE ACTION TO ADMINISTER STATEMENT OF OFFICER AND OATH OF OFFICE OF DIRECTOR FOR NEW MEMBER APPOINTED TO THE BOARD, IF APPLICABLE.**

Item tabled.

**7. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ELECTION OF OFFICERS, IF APPLICABLE.**

Item tabled.

8. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE AND APPROVE THE DISTRICT'S FINANCIAL REPORT, INCLUDING BOOKKEEPER'S REPORT.

Pam Golden stated in the Bookkeeper's Report everything else starts in the new fiscal year, but the 20 percent has not started over since it began. Mike Rogers stated he's not familiar with what the 20 percent was. Pam Golden explained in July 2015 the Board passed a resolution to dedicate 20% of its monthly income to Preservation Park maintenance and repairs. Pam Golden explained the 20% can't be reflected in QuickBooks, other than simply dividing the Revenue into two parts, and that the District's bookkeeper indicated the District can keep a detailed spreadsheet of the 20%, including the lease payments for Preservation Park. Pam Golden stated the Bookkeeper's report currently reflects the total since July 2015 and that she believes it should start over at the beginning of the new fiscal year, like everything else on the Bookkeeper's report and the Profit and Loss reports in QuickBooks.

Mike Rogers stated if the League thinks they have this fund to use in the Park, they might come to the District and request it, thinking its owed money. Ron Krueger stated it's not for the League, it's for Preservation Park. Pam Golden stated she understood Mike Rogers's concern, adding that the District spent 30% of its income in 2015-2016 in Preservation Park. Pam Golden added the District represents the complete boundary, not just the Park. Adam Tabak stated that it seemed like Pam Golden wants the 20% fund to start over at the beginning at the fiscal year. Mike Rogers said he understood, that the 20% doesn't match the fiscal year in the report.

A motion was made by Mike Rogers that the 20% calculation, for the Bookkeeper's report, run concurrent with the fiscal year. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #1)

9. TO REVIEW, DISCUSS AND TAKE ACTION TO PAY DISTRICT'S BILLS.

A motion was made by Ron Krueger to accept the Bookkeeper's Report as presented and to approve the payment of bills for May. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #2)

10. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE AND APPROVE INVESTMENT OFFICER'S REPORT.

A motion was made by Mike Rogers to accept the Investment Officer's Report as presented. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #3)

11. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING PARTICIPATION IN THE 2016 CREEKFEST FESTIVAL ON OCTOBER 1, 2016.

Pam Golden stated the District has participated in the Houston Northwest Chamber of Commerce's annual Creekfest Festival for the last two years. Pam Golden stated the previous year the Board allocated \$350 for the booth rental and giveaway items.

A motion was made by Mike Rogers to participate in the 2016 Creekfest Festival for the same allocated amount, \$350, as 2015. The motion was seconded by Ron Krueger. The motion carried.

12. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE QUADVEST BILLING ISSUES FOR THE PRESTON RESTROOM FACILITY.

Pam Golden stated landowner Larue Wood initially notified the District about the Quadvest bills for her property and the Preston Restroom. Pam Golden noted when Quadvest hooked up property to the sewer, people noticed steep price increases. Pam Golden explained Larue Wood has two meters on her property, one of which is underneath the Preston Restroom. Quadvest confirmed that the Preston Restroom service line is hooked up incorrectly to Wood's property. Pam Golden stated the District is paying for the Preston Restroom water bill and Larue Wood is paying Preston restroom's water bill in addition to her own. Mike Rogers stated based on the numbers Larue Wood sent the Board, she's paid over \$1,000 extra since connecting her property to the sewer. (SEE ATTACHMENT #4)

A motion was made by Mike Rogers to reimburse the amounts over \$150 each month from March 2016 to June 2016 to Larue Wood, for a total of \$1,336.85. The motion was seconded by Ron Krueger. The motion carried.

A motion was made by Mike Rogers to seek a bid from Four Seasons Plumbing to correct the meter connections at the Larue Wood/Preston Restroom property. The motion was seconded by Ron Krueger. The motion carried.

13. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING FLOODING ISSUES AND POSSIBLE INSPECTION FOR MOLD/MILDEW IN THE MUSEUM RESTROOM FACILITY.

Ron Krueger and Mike Rogers asked County representative Kent Clingerman if the County could come out and clean the Lemm Gully from the backside of Border St, underneath the entrance of the town to the south side of the Gully. Ron Krueger and Mike Rogers agreed this would assist with drainage issues from recent heavy rains. Kent Clingerman responded that he would follow up with the proper department at the County. Pam Golden reported speaking with the maintenance staff regarding the museum restroom and they have not seen any signs of mold. Pam Golden added the museum restroom does not have insulation nor sheetrock that would receive heavy damage due to flooding. Pam Golden added the maintenance staff power washed the floors following heavy rain. Mike Rogers recommended the item be tabled because it was brought forth by a Director not in attendance.

14. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REMOVAL OF THE MIDWAY RESTROOM AND IMPROVEMENTS TO THE SITE.

Pam Golden stated the Board had a motion to list the old Midway restroom on Craigslist or haul it off by June 1. Pam Golden added the District maintenance has been instructed to completely disconnect it for removal. Pam Golden noted a request sent to the Board to add more signs, but added she believes once the District gets the old restroom removed, it'll be self-explanatory as to where to find new restroom. Mike Rogers suggested the Board may want to reconsider signs in the fall, as foot traffic drops off in the summer.

15. EXECUTIVE SESSION, PURSUANT TO CHAPTER 551 OF THE TEXAS GOVERNMENT CODE, TO DISCUSS LEGAL MATTERS DETERMINED BY DISTRICT COUNSEL WHICH PURSUANT TO THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS REQUIRES PRIVATE CONSULTATION WITH THE DISTRICT.

16. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON JULY 11, 2016.

- Museum restroom flooding issues and possible inspection for mold/mildew in that facility.
- The replacement of vacant seat in accordance with chapter 3813 of the special district local law code.
- To administer statement of officer and oath of office of director for new member appointed to the board.
- Election of officers on the Board.
- The November election operated with the County.

17. ADJOURNMENT.

A motion was made by Mike Rogers to adjourn. The motion was seconded by Ron Krueger. The meeting adjourned at 6:30 pm.

(SEAL)

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Mike Rogers, Secretary

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

1. Bookkeeper's Report.
2. Check Detail.
3. Investment Officer's Report.
4. Quadvest costs and graphs.