

Old Town Spring Improvement District



P.O. Box 1952 * 606 Spring Cypress Rd * Spring, Texas 77373 * (281) 288-8177 * (281) 288-8117 * otsid@sbcglobal.net

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 16th day of March, 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

All of the above Board members were present. Quorum was established. Also in attendance were LuAnne Schultz with the Spring Historical Museum, Kent Clingerman with Harris County Precinct 4, 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 FEBRUARY 9, 2015

Upon a motion duly made by Clarence Williams and seconded by Kathy Moore, the Board voted to unanimously to accept the minutes from February 9, 2015 as presented.

3. APPROVAL OF MINUTES FROM SPECIAL BOARD MEETING ON FEBRUARY 23, 2015

Upon a motion duly made by Clarence Williams and seconded by Kathy Moore, the Board voted to unanimously to accept the minutes from February 23, 2015 as presented.

4. REPORT/UPDATE ON BLACKBOARD CONNECT

Blackboard Connect has been reinstated for use for 2015-2016. Individuals in Old Town Spring have indicated that they are glad to have it in use by the District. It will primarily be used to notify shops and businesses of emergencies and special events. Board members may decide if other types of notifications are needed in the future.

5. CONSIDER/DISCUSS CONTRACTS OF SERVICE FOR CPA AND LEGAL REPRESENTATION

A motion was made by Kathy Moore to accept the bid from McCall, Gibson, Swedlund and Barfoot for the 2014-2015 audit. The motion was seconded by Clarence Williams. Pam Golden reported that the Board has received a bid of service from McCall, Gibson, Swedlund and Barfoot. The Board needs to take action on choosing an outside auditor. This Firm was the agency that managed the seminar where Kathy Moore received her required financial training. The Firm represents many MUD districts and has familiarity with special purpose district requirements. The Board has received limited responses from other auditors. The Firm will present and review the audit with the Board of Directors upon its completion. The District has prepared the necessary documents for the audit. The motion carried.

A motion was made by Clarence Williams to table legal representation discussion until further notice. The motion was seconded by Kathy Moore. The Board received a bid from Radcliffe, Bobbitt, Adams and Polley, PLLC. Clarence Williams asked if the Board needs a lawyer on retainer, since the Board does not have any legal issues outside of elections. Kathy Moore would like the Board to investigate as to whether or not the Firm has handled elections. The motion carried.

6. CONSIDER/DISCUSS THE REPLACEMENT AND OR REPAIR OF ELECTRICAL POWER SUPPLY FOR PRESERVATION PARK

A motion was made by Clarence Williams to move money into the Infrastructure budget to cover asphaltting of a pad in Preservation Park at the cost of \$2,475.00 by Paul Ryals and the Texas Ground Effects. The motion was seconded by Kathy Moore. The motion carried.

A motion was made by Clarence Williams to move an additional \$20,000 into to the Infrastructure budget to cover the electrical project repairs before the new budget is presented. The motion was seconded by Kathy Moore. Clarence Williams presented photographs to the Board that showed the damage and wear on several electrical poles and lines in Preservation Park. The damaged poles create a safety issue and hazard in the park. Clarence Williams presented two bids for repair of the electric poles in Preservation Park. One was from EAM Services out of Webster, TX for \$21,630. The second was from Charlie D Electric out of Huntsville, TX for \$21,000. Clarence Williams recommended accepting the bid from Charlie D. Electric at the cost of \$21,000. Clarence Williams will be the project manager and oversee the completion of the jobs. The motion carried.

7. CONSIDER/DISCUSS THE LOCATION OF PUMP/TANK CONNECTING THE OFFICE TO THE SEWER AND ABANDONING OLD TANKS

A motion was made by Clarence Williams that the tanks located at the the back of the District office be abandoned as soon as possible pursuant to Harris County regulations for abandonment of septic tanks. The motion was seconded by Kathy Moore. A motion was made by Clarence Williams for Charlie D. Electric to connect the electric lines, not to exceed \$400. The motion was seconded by Kathy Moore. Clarence Williams reported that

it should be less than \$300 for Charlie D. Electric to run the circuit and connect the electrical line to the newly installed sewer line at the District office. The motions carried.

8. CONSIDER/DISCUSS MAKING AN OFFICIAL REQUEST TO THE COUNTY TO FILL THE ABANDONED SEPTIC TANKS AT THE MUSEUM

Pam Golden reported that there are 2,000 gallon septic tanks at the Museum on county property that need to be filled with sand. The tanks had recently backfilled with water. Kent Clingerman from Harris County Commissioners Office was in attendance and said he will speak to the person in charge of this at the County and report back to the Board.

9. CONSIDER/DISCUSS MAKING AN OFFICIAL REQUEST TO THE COUNTY TO SPRAY THE DRAINAGE DITCH FOR MOSQUITOES PRIOR TO THE CRAWFISH FESTIVAL

Pam Golden stated the drainage ditch runs along Preservation Park and is County maintained. Clarence Williams reported that the ditch had been sprayed in years prior by Flood Control with the County. Clarence Williams requested that the ditch be sprayed as it had been in years prior. Kent Clingerman asked for the dates of the festival and will pass this on to County.

10. CONSIDER BOOKKEEPERS REPORT

A motion was made by Clarence Williams to accept the Bookkeepers report as presented. The motion was seconded by Kathy Moore. Kathy Moore reported that the Board moved money into TexPool from Wells Fargo. The motion carried. (SEE ATTACHMENT #1)

1. APPROVAL OF INVOICES -Approval of Invoices –January 2015 and February 2015

2. CONSIDER/DISCUSS RPS INSURANCE RENEWAL AND PREMIUM

A motion was made by Kathy Moore to review the current property and assets related for this coverage. The motion was seconded by Clarence Williams. Pam Golden reported that the Board had received its insurance premium for 2015 from RPS Insurance. It has been paid. James Sloan, agent, will make a site visit to clarify the property and assets covered at a future date. The motion carried.

3. CONSIDER/DISCUSS EARLY PAYMENT OF THE FINAL BALANCE OF THE WELLS FARGO LOAN

A motion was made by Clarence Williams to request an early payoff invoice from Wells Fargo after moving an additional \$11,691.51 into the Hydrants Loan budget. The motion was seconded by Kathy Moore. Pam Golden reported that the recent Wells Fargo loan payment is the 39th of 40 installments, due on April 13, 2014. The final payment will be due in July. Requesting an early payoff invoice would remove that loan from the 2015-2016 budget. The motion carried.

11. INVESTMENT OFFICER'S REPORT

A motion was made by Clarence Williams to accept the Investment Officer's Report as presented. The motion was seconded by Kathy Moore. Kathy Moore reported that due to the recent transfer of funds, an increase of interested was reflected in the TexPool account. The motion carried. (SEE ATTACHMENT #2)

12. PUBLIC COMMENTS

No comments were made.

13. CALENDAR UPDATE

The next Monthly Board of Directors Meeting will be April 13, 2015 at 5:00 pm.

14. CONSIDER ADJOURNMENT

The Board adjourned the meeting at 6:20 pm.

(SEAL)

Pam Golden, President

Kathy Moore, Financial Officer

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. Bookkeeper's Report
2. Investment Officers Report