

# 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 7<sup>th</sup> day of March, 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
Yvonne Denbina	Position 5-Secretary

All of the above Board members were present. Quorum was established. Also in attendance were Kent Clingerman from Harris County Precinct 4, Eric Tonsul and Casson Wen from Roberts Markel Weinberg Butler Hailey, Katherine Turner from Municipal Accounts and Consulting, John Peeler from Coveler and Katz, James Sloan from Sloan Insurance, and Elisabeth Meehan, OTSID Office Administrator.

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

The meeting was called to order at 5:06.

#### **2. REVIEW AND APPROVAL OF MINUTES FROM MONTHLY BOARD MEETING ON JANUARY 11, 2016;**

Upon a motion duly made by Yvonne Denbina and seconded by Clarence Williams, the Board voted to accept the minutes for January 11, 2016 as presented. The motion carried.

#### **3. REVIEW AND APPROVAL OF MINUTES FROM MONTHLY BOARD MEETING ON FEBRUARY 8, 2016;**

Upon a motion duly made by Yvonne Denbina and seconded by Kathy Moore, the Board voted to accept the minutes for February 8, 2016 as presented. The motion carried.

#### **4. PUBLIC COMMENTS;**

No public comments.

**5. CONSIDER/DISCUSS CONTRACT FOR A BOOKKEEPER TO CLOSE THE BOOKS FOR THE 2015-2016 AUDIT, AND TAKE ANY ACTION ON SAME;**

Pam Golden stated she asked Elisabeth Meehan to research qualified Bookkeepers for the District. Elisabeth Meehan and Pam Golden met with Katherine Turner from Municipal Accounts and Consulting, L.P. Pam Golden invited Mrs. Turner, present at the meeting to discuss engagement of services. Katherine Turner informed the Board she has been a government accountant for 17.5 years. Her Firm works with over 400 clients. She personally works with 50 clients including East Montgomery Improvement District. She is very familiar with the requirements for governmental bookkeeping for Improvement Districts and explains that is important when hiring a bookkeeper for Improvement Districts. The Board Directors received a copy of her resume and an engagement letter with possible listed services she can provide. Katherine Turner stated Elisabeth Meehan currently performs many of the listed services the Bookkeeper provides. It is her recommendation that the Board pick and choose which items are needed by the bookkeeper. Ms. Turner stated she can review OTSID books and prepare them for an audit. She noted having worked with both previous Auditors; McCall Gibson Swedlund Barfoot and David Merritt. She also mentioned having worked with Brooks and Cardiel whom was recently referred to as a candidate to prepare the 2015-2016 Annual Audit. Mrs. Turner added that their Firm guarantees experience and can provide answers to Bookkeeping issues. Katherine Turner added that her Firm can look at balancing the Board's books and tell the District everything that needs to be printed for the auditor.

Pam Golden stated the purpose for seeking a Bookkeeper is due to the recent hesitations from audit firms noting requirements of a bookkeeper signing off on the financial record. Pam Golden asked if the Board Directors had any questions for Katherine Turner. No one presented a question for her. Pam Golden noted she and Elisabeth Meehan met with Mrs. Turner and discussed various bookkeeping recommendations and adjustments the Board might make to their financial policies. Pam Golden stated Katherine Turner's rate is \$100 an hour and has the experience to guide the Board. Kathy Moore asked if there was a minimum service amount that the Board needs to request to engage her services, noting Elisabeth Meehan and the Financial Officer do many of the items listed. Katherine Turner emphasized that the Board can pick and choose, different Boards choose different services. A motion was made by Clarence Williams that the Board enter into an agreement with Katherine Turner for bookkeeping services and go forward with her Firm. The motion was seconded by Yvonne Denbina. The motion carried.

**6. CONSIDER/DISCUSS RPS INSURANCE POLICY AND MARCH RENEWAL, AND TAKE ANY ACTION ON SAME;**

Pam Golden invited James Sloan with James Sloan Insurance to speak to the Board regarding renewal of property insurance. James Sloan stated the Board will be in its third year with Mesa Underwriters Specialty Insurance Company (MUSIC). He stated he has shopped the District's liability insurance policy with several different carriers and the Board's premium would be twice as much as it is with MUSIC. Mr. Sloan stated when

the Board switched to his Agency and MUSIC, the cost of insurance was a concern; with other carriers it would be more expensive, but more comprehensive. James Sloan informed the Board that its current policy insures four buildings and several utilities. Clarence Williams stated that there are numerous small storage buildings in Preservation Park which aren't on the list but need to be insured, including pods with tools and supplies the District owns. Clarence Williams distributed a copy of an email sent to the Board of proposed buildings to be insured. He noted the costs listed represented the cost of replacing the buildings. The distributed email list was reviewed by the Board. Pam Golden stated the email was not sent to her. Clarence Williams stated it was not sent to her but to the District office after she expressed concerns about email security. Mr. Williams' email is submitted as follows:

- *The new restrooms/concession.....\$75,000*
- *Token 1.....\$2,000*
- *Token 2.....\$2,000*
- *Token 3.....\$2,000*
- *Token 4.....\$2,000*
- *Old Restroom trailer.....\$3,000.00*
- *Zydeco Stage.....\$20,000*
- *Two Cargo Containers.....\$2,500 each*
- *Storage Area-Office.....\$4,500*
- *Storage Area-Small Storage Building.....\$2,500*
- *Token Utility Building (Large Green Bldg. in fenced area).....\$25,000*
- *Drink Booth 2.....\$10,000*
- *Drink Booth 3.....\$13,000*
- *Tractor.....\$12,000*
- *Mower.....\$2,000*

Clarence Williams stated the District is currently building a new restroom and concession stand with the cost of \$73,623.00 and it would be negligent if the building is not insured. James Sloan stated new coverages would not have to be added right at renewal, nor would any insurance carrier add it until it's completely built. Pam Golden asked Clarence Williams how he determined the costs amounts in this email, such as the token booth itemized for \$2,000. Clarence Williams stated the costs are based on his experience in the price of replacing such items. Pam Golden stated the Board needs to authorize renewal by Thursday, March 10. Clarence Williams stated the coverage needs to be complete with the extra buildings in Preservation Park. (SEE ATTACHMENT #1)

Kathy Moore stated it was her understanding that the District owned the buildings identified above in Preservation Park. Pam Golden stated there is no evidence of ownership. Clarence Williams stated there are letters of agreement between the League and the District and the last one turned over the ownership of the Preservation Park outbuildings to the District when the League took over the lease. He added ownership has never been turned back over. Pam Golden asked why Clarence Williams didn't bring this issue up in 2015 when renewal was up for insurance. Clarence Williams stated he had not

been paying attention to that back then. Pam Golden asked if the Zydeco stage is really worth \$20,000. Clarence Williams stated that would be the cost of replacing it. Pam Golden stated all of the Preservation Park buildings are located on property the District doesn't own. Kathy Moore asked if we insured all the buildings and new restroom/concession stand, would Mr. Sloan take photos and measure them. Clarence Williams stated Mr. Sloan would have to do that. Kathy Moore asked if insuring the current Preservation Park restroom that will be removed needed to be deleted from the policy. Pam Golden stated it would eventually, but that topic hasn't yet been brought up to the Board to discuss. Kathy Moore expressed that the District should insure the buildings due to recent arson concerns. Clarence Williams stated the District runs risks when the buildings aren't covered.

Clarence Williams stated one of the currently insured buildings is on County property and questioned whether the District could insure buildings on property it does not own. James Sloan said if the District has an insurable interest in it, if it owns the structure, it can insure it. Clarence Williams stated the District doesn't own the restroom at 403 Gentry. Clarence Williams stated the District maintains that restroom and furnishes supplies for it, but the District has never had an agreement with the County and the Spring Historical Society. James Sloan stated the District would not have to insure it if they have no connections to it. James Sloan asked if the restroom at the museum was destroyed and needed to be rebuilt, could the District replace it. Clarence Williams stated no, it could not build on County property. Pam Golden stated the Board needs to take action on the current policy by Thursday. Pam Golden stated it would be in the District's interest to speak to the County and the SHS about the museum restroom. Clarence Williams stated the museum does have an insurable interest in the restroom and the Board could make a donation to cover the premium. Pam Golden stated she is unsure the District can make donations. Clarence Williams stated it is in the District's statute that it can. The District already pays their electricity and water. Yvonne Denbina added that it would be a good idea to get the museum's input.

Kathy Moore added if the District leaves the policy as is it can be changed at a future date. Kathy Moore made a motion that Mr. Sloan draw a new proposal with the field buildings excluding the Preservation Park restroom slated for future removal. Pam Golden stated that the District has no contract with the League except for the lease and it's not currently specified who insures the buildings. Clarence Williams stated the lease agreement sent to the League expires in March 2016 and that a new one should be instituted that is more detailed. Pam Golden asked if that would include the above emailed Preservation Park field buildings. Clarence Williams stated it would need to clarify ownership. Pam Golden stated the emailed list is a huge step in financially taking on more expenses in Preservation Park. Clarence Williams stated it's not on the agenda. Pam Golden stated the issue was brought up by Clarence Williams. Kathy Moore withdrew her motion and stated the issue should be on the next meeting agenda. A motion was made by Yvonne Denbina that the Board renew the insurance policy as it is

written, with the understanding that adjustments may be made later. The motion was seconded by Kathy Moore. The motion carried.

7. CONSIDER/DISCUSS REPLACEMENT OF ELECTED OFFICER FOR POSITION 5, LEASE A RETAIL STORE OR OWN REAL PROPERTY IN THE DISTRICT, AND TAKE ANY NECESSARY ACTIONS ON SAME;

Pam Golden stated she put this item on the agenda, in the case of a Board Director has a name for Position 5. Clarence Williams stated he believes the item is premature and should be tabled, along with items 8 and 9, to the April meeting.

8. ACCEPT STATEMENT OF OFFICER, OATHS OF OFFICE OF DIRECTOR, DIRECTOR QUESTIONNAIRES FOR CONFLICTS DISCLOSURE STATEMENT, AND FORM CIS.

Item tabled until the April meeting.

9. CONSIDER/DISCUSS ELECTION OF OFFICERS OF THE DISTRICT, AND TAKE ANY NECESSARY ACTIONS ON SAME;

Item tabled until the April meeting.

10. CONSIDER/DISCUSS ADDITIONS AND CHANGES TO BOARD DIRECTORS LISTED AS SIGNATORIES FOR WELLS FARGO BANK AND AMEGY BANK, AND TAKE ANY NECESSARY ACTIONS ON SAME;

Pam Golden noted that a requirement of Wells Fargo and Amegy regarding additions or changes to the signatories on the accounts be considered as an item on the agenda. Clarence Williams asked which Board Directors are currently signers on the bank accounts. Yvonne Denbina stated the signers are her and Kathy Moore. Clarence Williams stated Yvonne Denbina will not be a Board member as of March 31, 2016 and Kathy Moore will leave as soon as a replacement is found. Clarence Williams asked Pam Golden if she would be a signer. Pam Golden stated she would not like to be a signer as it would be a potential conflict of interest for her as President. Clarence Williams disagreed about this being a conflict of interest. Ron Krueger was asked if he would like to be a signer and he said he was willing to be added to the three accounts. A motion was made by Kathy Moore that Vice President, Ron Krueger be added as a signatory on the three accounts one at Wells Fargo and the two Amegy, and that Ron Krueger have viewing access to the accounts. The motion was seconded by Clarence Williams. The motion carried.

11. CONSIDER/DISCUSS ENGAGEMENT OF AN AUDITOR FOR THE 2015-2016 ANNUAL AUDIT, AND TAKE ANY NECESSARY ACTIONS ON SAME;

Pam Golden stated this item was discussed at the February meeting, as the previous year's auditor, McCall Gibson Swedlund Barfoot had declined to send a proposal for the 2015-2016 Audit. Pam Golden stated the Board has resolved the issue of not having a Bookkeeper with the above engagement of Katherine Turner. The auditor item should be

moved to the next meeting. Pam Golden stated from her understanding the Board has until the end of April. Katherine Turner stated it is typically the end of the Fiscal Year that the entity needs to have an auditor in place, but it can be extended to up to 45 days after the end of the Fiscal Year. Kathy Moore asked if any action needed to be taken tonight, other than having potential auditor for the next meeting to discuss. Item tabled to the April meeting. Katherine Turner left the meeting after this discussion at 6:08 pm.

**12. CONSIDER/DISCUSS ENGAGEMENT OF LEGAL COUNSEL FOR THE DISTRICT, AND TAKE ANY NECESSARY ACTIONS ON SAME;**

Pam Golden introduced the two law firms contacted and invited representatives to speak. The first were Eric Tonsul and Casson Wen from Roberts Markel Weinberg Butler Hailey or referred to as Five Guys. Eric Tonsul introduced his firm, explaining that it is a full service civil law firm which works with Homeowners Associations, although some of its associates work with Special Purpose Districts. He stated his firm interpret statutory issues, insurance concerns, communication issues and other concerns. Eric Tonsul introduced his associate Casson Wen who specializes with SPDs. Mr. Tonsul stated they would not be able to handle elections for the Board but would outsource the process. Pam Golden asked if in terms of specific work, could their firm prepared agendas or minutes. Eric Tonsul stated they could, but it's not required and it would save money to not do that for the Board. Pam Golden asked if a Firm representative would attend Board meetings. Eric Tonsul stated a representative from the Firm could attend meetings. Pam Golden asked the Board if they had any questions for Eric Tonsul or Casson Wen. No questions were asked. Eric Tonsul and Casson Wen left the meeting at 6:13 pm following their comments.

Pam Golden introduced the second possible legal counsel, a name recommended to the Board by a former director. John Peeler with Coveler and Katz, introduced himself and spoke about his firm whose specialty is Special Purpose Districts. They currently represent 40 emergency service districts, including the Spring Fire Department. He stated their Firm does prepare meeting agendas and minutes if requested, as well as attend any meetings the Board needs them to attend. He stated the Firm does handle elections and noted that the Board had previously voted to move its May election date to November to have it run by the County. John Peeler clarified the regular meeting date conflicted with his schedule, but would assign another lawyer, possibly Nicole Pierce to work as the Board's legal counsel. Nicole Pierce works with 12 emergency service districts currently and has been with Coveler and Katz for six years. Pam Golden stated the meeting date could change to accommodate new members' schedules.

Pam Golden asked if the Board had any questions. Clarence Williams asked if the Board could meet with Nicole Pierce before making a decision. Clarence Williams stated the Board moved its election to November, and if it's possible to get the County to handle it. John Peeler stated he hasn't spoken to the County about this Board, but other Improvement Districts have elections with the County. The District would however, most

likely still be responsible for handling issues such as notices and applications for candidates. Pam Golden stated the election was going to be handled by the Board's previous attorney and asked if John Peeler could give them a ballpark number for election costs. John Peeler stated the County would handle most of it, but the Board would probably pay legal for five hours of work for notices and applications. Pam Golden stated either way the Board should begin work on it in August in terms of notices. John Peeler recommended the Board begin in July and added the Secretary of State's office is helpful in determining the election calendar.

Pam Golden asked if preparing the agenda included the filing of agendas. John Peeler stated their Firm could file all agendas. Clarence Williams stated he is concerned about any Firm preparing the minutes. John Peeler stated they work for some Improvement Districts whose minutes they do not prepare. Clarence Williams clarified his concern is the Executive Session minutes are not to leave the District office. John Peeler stated if Executive Session is held with the attorney, there is no need to take notes, only note the time of the meeting. Pam Golden asked if the Board had any other questions. No questions were asked. John Peeler left the meeting at 6:25 pm following his comments.

After the Firm representatives left the meeting, Pam Golden stated John Peeler was recommended by Clarence Williams at a previous Board meeting and received a high recommendation from Keith Willingham. Kathy Moore stated she was more impressed with Coveler and Katz, as they seem to have more experience with Special Purpose Districts. Clarence Williams stated Coveler and Katz have no SPD experience based on speaking to Keith Willingham and that they work with Emergency Service Districts and Fire Departments. Clarence Williams added it will be difficult to find any attorney experience with Improvement Districts. Pam Golden stated Coveler and Katz is experience with the Open Meetings Act and they do work with many Special Purpose Districts.

Pam Golden asked if the Board wanted to table a decision until it met with Nicole Pierce from Coveler and Katz. Clarence Williams stated the Board should meet with the attorney who would actually work with the Board. Clarence Williams stated any legal counsel would have to reach out to others who specialize if they are in need of information. Yvonne Denbina added Five Guys could cover the District in the event of a lawsuit. Pam Golden stated there isn't anything in their engagement letter that covers that. Clarence Williams stated when Sara Anderson represented the District, there was an accident that was thrown of court, and that a JP level Firm could have gotten something out of it. Clarence Williams stated his belief that specialized firms only know so much about their own specialization. Ron Krueger asked about the urgency of retaining an attorney.

Pam Golden stated when she met with Katherine Turner, she advised that government agencies shouldn't hire just any bookkeeper, they should engage bookkeeper who specializes in government bookkeeping. She stated she believes the same should apply for

any other professional service provider. Pam Golden stated she doesn't think Homeowners Associations are anything like Special Purpose Districts. Clarence Williams stated he doesn't think Fire Departments are anything like Special Purpose Districts either, but that if the Board had to make a decision tonight, he would go with Five Guys. Ron Krueger stated he thought it would be a good idea to meet with Nicole Pierce from Coveler and Katz. Clarence Williams stated the Board should have a special meeting before the end of the month. Pam Golden stated Nicole Pierce should be contacted about a possible meeting date. A motion was made by Clarence Williams that the Board table this agenda item until after it meets with Nicole Pierce from Coveler and Katz. The motion was seconded by Kathy Moore. The motion carried.

**13. CONSIDER/DISCUSS DRAFT OF THE 2016-2017 OTSID ANNUAL BUDGET, AND TAKE ANY NECESSARY ACTIONS ON SAME;**

Kathy Moore presented the draft Budget for 2016-2017 made by the Budget committee of herself and Ron Krueger. She asked if the Board had any questions or wanted to go over it line by line. Clarence Williams stated he had a few questions. His first question was about the purpose for the new addition of \$5,000 in the capital outlay for lamp posts line item. Kathy Moore stated it is in anticipation of possible lamp posts on Noble St. Clarence Williams asked how the Board would add new lamp posts. Kathy Moore stated in the past property owners were approached and asked for permission. Kathy Moore added that the Board would want to wait and see if the County has plans for widening the road. Clarence Williams stated the election budgets in previous years have been around \$20,000. Kathy Moore stated the election budget is lower due to the County taking over some of it. Clarence Williams stated the marketing budget in the draft is \$30,000, but in the shortened version, it is \$36,000. Elisabeth Meehan clarified the shortened version includes all possible items that could be considered marketing, but that the totals in both budgets are identical. Clarence Williams stated under Preservation Park there is a line for repairs for \$150 and that's far too little. Kathy Moore stated the Board could increase it or move it into supplies.

Clarence Williams recommended changing the line item Supplies: Hand Equipment to Supplies: Tools and increase the \$200 in that line to \$1,000, taking \$800 from the Surplus Fund line. Kathy Moore stated the Board should pay off the final balance of the FP Mailing Solutions meter to get it out of the budget. Pam Golden stated in regards to the tractor, it has several issues that have been budgeted too low to cover. Pam Golden expressed the 20% Preservation Park fund should be used to get a new tractor and possibly a new golf cart. Pam Golden asked where the 20% is reflected in the budget. Kathy Moore stated it is not, as it is a set aside amount. Clarence Williams stated the tractor repair line item should be increased to at least \$2,500, from its current level of \$400. Pam Golden asked if the Budget committee made adjustments for items that had been in the red previously. Kathy Moore indicated the committee had. Kathy Moore asked if the Board wanted to discuss the consolidated version or continue to just discuss the numbers. Clarence Williams asked if the Board can see a revised version as soon as

possible with the changes discussed. Elisabeth Meehan confirmed that the three changes proposed are increases in the tools budget and tractor repair from the surplus fund and deletion of the postage meter line. A motion was made by Kathy Moore that Elisabeth Meehan redo the budget based on tonight's recommendations. The motion was seconded by Yvonne Denbina. The motion carried. (SEE ATTACHMENT #2) Yvonne Denbina left the meeting at 7:08 pm, after item 13 was finished.

**14. HEAR REPORT ON THE RESTROOM/CONCESSION BUILDING PROJECT, AND EXPENDITURES PRESENTED, AND TAKE ANY NECESSARY ACTIONS ON SAME;**

Pam Golden stated the Board would hear a report from Clarence Williams and Ron Krueger regarding the status of the restroom/concession stand in Preservation Park. Clarence Williams stated WDA Consulting is moving quickly, in anticipation of rain next week. Clarence Williams added that he met with Harris County regarding requirements for ADA ramps and that there is an issue with location of the 20 foot ramp in the Park, but he will work with WDA Consulting on that. Clarence Williams added he visits the site four times a week and that a first draw for payment of \$22,086.90 has been made. Pam Golden stated his 1295 form for the project had been filed correctly with the Texas Ethics Commission. Clarence Williams asked if the Board has any thoughts on exterior paint colors based on the website he emailed to Ron Krueger, Kathy Moore and Yvonne Denbina on Monday morning. Kathy Moore and Ron Krueger stated they both liked the tan building with a green roof and brown trim. A motion was made by Kathy Moore that the Board choose paint colors and go with Timber Tan for the walls, Tudor brown for the trim and Evergreen for the roof. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #3) Pam Golden noted that another email regarding this information was sent to all Directors with the exception of her Mr. Williams noted again it was due to email sensitivity issues of hers.

**15. CONSIDER BOOKKEEPERS REPORT;**

**a. APPROVAL OF BOOKKEEPER'S REPORT**

Kathy Moore stated the March deposit has not been received to date, thus is not reflected in the Bookkeeper's report. Kathy Moore added that the deposit for February is higher than the one for January due to a one time higher collection. A motion was made by Clarence Williams to accept the Bookkeeper's report. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #2)

**APPROVAL OF PAYMENT OF INVOICES – FEBRUARY 2016;**

Pam Golden stated the Board received its formal notice of resignation from Robin Bobbitt and a final invoice prior to the meeting to be approved. A motion was made by Kathy Moore to approve expenditures, including the invoice from the former attorney. The motion was seconded by Clarence Williams. The motion carried. (SEE ATTACHMENT #3)

16. INVESTMENT OFFICER'S REPORT;

Kathy Moore asked the Board to review the Investment Officer's report and noted the interest is \$53 for last month. Kathy Moore stated she did not see a need to move monies into TexPool from Wells Fargo at this time. A motion was made by Clarence Williams to accept the Investment Officer's report. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #4)

17. CONSIDER/DISCUSS APPROVAL FOR ARTWORK FOR TOWN BANNERS, AND TAKE ANY NECESSARY ACTIONS ON SAME;

This item was moved for discussion to accommodate Yvonne Denbina's early exit. Yvonne Denbina stated she emailed new banner design for a Spring/Summer street light banner. Pam Golden expressed concerns about the visibility of a dark banner with white letters. Pam Golden stated there's nothing in the minutes which reflected any decision to go with Sabrina Camacho, and added that the Board had received another quote from ADI in Conroe. Pam Golden stated her concern that Camacho's previous banners aren't specifically stating *Old Town Spring*. Kathy Moore stated she liked the most recent one which states, *Old Town Spring* and *Now Blooming* for Spring/Summer seasons. A motion was made by Kathy Moore to move forward with the banners that read *Old Town Spring Now Blooming* and accept Camacho's bid for \$1,608.00. The motion was seconded by Clarence Williams. The motion carried.

18. CONSIDER/DISCUSS FEE SCHEDULE FOR PRESERVATION PARK EVENTS NOT CONSIDERED SANCTIONED, AND TAKE ANY NECESSARY ACTIONS ON SAME;

Pam Golden stated Elisabeth Meehan had researched a fee schedule for usage of events held in Preservation Park. This document was distributed to the Board noting it is the only method found to be used by a previous administrator on how Park fee schedules/rates were calculated. Clarence Williams asked if these figures are accurate, since Quadvest and Reliant have gone up and whether or not they were based on summer or winter. Pam Golden stated that was not clarified based on past information. Clarence Williams stated he believes the methodology is sound, but the figures are not current. He added another approach would be to read the meters before and after events. Pam Golden asked if there needs to be a formula or if it could be a flat fee. Clarence Williams stated it could just be a flat fee. He added that no water was used for the past Big Top but they used multiple extension cords and he believes the Big Green Egg will use less electricity. Pam Golden asked if the Board wanted to put this in its contractual agreement with the League. A motion was made by Clarence Williams that the item be tabled. The motion was seconded by Kathy Moore. The motion carried.

19. CONSIDER/DISCUSS ITEMS FOR INCLUSION ON FUTURE MEETING AGENDAS;

- Discussion of insurance liability for properties in Preservation Park
- Letter of agreement regarding properties, lease, fee schedule, between Spring Preservation League and OTSID.
- Replacement of elected Officer for Position 5, lease a retail store or own real property in the District.
- Accept statement of Officer, Oaths of Office of Director, and Director Questionnaires for Conflicts Disclosure statement, and the CIS form.
- Consider/discuss election of District Officers
- Consider/discuss engagement of an Auditor for the 2015-2016 Annual Audit, and take any necessary actions on same;
- Consider/discuss engagement of legal counsel for the district, and take any necessary actions on same;
- Approval of the 2016-2017 budget at a Special Board Meeting prior to April 1, 2016.

20. CALENDAR UPDATE AND CONFIRM MONTHLY BOARD MEETING ON MONDAY, APRIL 11, 2016 AT 5:00 P.M.; AND

21. ADJOURN

A motion was made by Kathy Moore to adjourn the meeting. The motion was seconded by Ron Krueger. The motion carried. The Board meeting adjourned at 7:40 pm.

(SEAL)

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Kathy Moore, Financial Officer

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

1. Email from Clarence Williams listing buildings and structures proposed to insure.
2. Draft Proposal of Annual Budget 2016-2017.
3. Email from Clarence Williams regarding paint choices for Restroom/Concession Stand in Preservation Park.
4. Bookkeeper's Report.
5. Check Detail.
6. Investment Officer's Report.