

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 **9th day of May, 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

All of the above Board members were present. Quorum was established. Also in attendance were Kent Clingerman from Harris County Precinct 4, Adam Tabak from Coveler and Katz, Ellen Saxe, Allen Saxe, Mike Rogers, Lindsey Trahan for the Harris County Precinct 4 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 TO APPROVE MINUTES FROM THE MONTHLY BOARD MEETING ON APRIL 11, 2016.

Upon a motion duly made by Ron Krueger and seconded by Kathy Moore, the Board voted to accept the minutes for April 11, 2016 as presented. The motion carried.

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

Pam Golden stated the Board does not have a replacement for Position 2, held by Kathy Moore, at this time. Pam Golden asked Kent Clingerman if the County has any news on an appointment. Kent Clingerman said the County has no recommendations at this time.

5. TO REVIEW, DISCUSS AND TAKE ACTION TO ADMINISTER STATEMENT OF OFFICER AND OATH OF OFFICE OF DIRECTORS FOR NEW MEMBERS APPOINTED TO THE BOARD, IF APPLICABLE.

Pam Golden stated at the April meeting Mike Rogers's name was presented and voted on by the Board to serve in Position 5, replacing former Board Director Yvonne Denbina. Mike Rogers took the oath of office and joined the Board. Pam Golden stated Mike Rogers would be in Position 5, an elected position that expires in October 2016. Elisabeth Meehan will file the Oath with the Secretary of State. Kathy Moore stated she would like to welcome Mike Rogers as a new Board member.

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

Kathy Moore stated the Board has the Bookkeeper's Report in front of them and added that the revenue/sales tax deposit has not been received for May 2016. A motion was made by Kathy Moore to accept the Bookkeeper's Report as presented. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #1)

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

Kathy Moore stated the restroom and concession stand project has been paid off and the final bill is reflected in the check detail presented to the Board. Clarence Williams asked about the Quadvest bill that is \$1,200 higher than its usual amount. Pam Golden stated the bill had been received a few hours prior to the meeting and is being investigated. The Quadvest bill presented is not included in the check detail. A motion was made by Kathy Moore to approve the payment of what's in the check detail for April 2016. The motion carried. (SEE ATTACHMENT #2)

Kathy Moore stated she was asked to present an item from the Spring Preservation League, for a bill for an ad placed by the SPL in The Interfaith of the Woodlands Magazine. Pam Golden asked if this is an expense for this year or for last year. Kathy Moore stated it was from last year. Kathy Moore asked if the Board wanted to discuss the Interfaith of the Woodlands invoice. Pam Golden stated she believes paying someone else's old bills is a bad idea. Pam Golden opened it for discussion. Clarence Williams stated it was just a marketing item that wasn't on the agenda and that it was not a big deal. No motion received.

Clarence Williams stated the Board should discuss the pending Charlie D Electric invoices from 2015. Pam Golden stated in July 2015, the Board received four invoices from Charlie D Electric. Pam Golden indicated the Board tonight received copies of the invoices and the meeting minutes from July 2015 with the discussion held then. Pam Golden clarified for one of the invoices, Charlie D was paid for an estimated amount the Board approved and the actual cost was over the estimate. The other three invoices were for work not approved or asked for by the Board.

Pam Golden stated Clarence Williams was going to take care of the invoices. Clarence Williams stated he left the Board shortly after. He added he sent an email a few days after the April 2016 meeting explaining that the invoices should have been paid the previous fiscal year. Clarence Williams stated his estimate was wrong, but the services for the invoice were accurate and satisfactory and Charlie D Electric should be paid for the work. Kathy Moore concurred and stated the invoice for \$125.38 for the work done behind the office should be approved and paid.

Clarence Williams stated in regards to the other three, he has emailed the Board with his comments. (SEE ATTACHMENT #3) Clarence Williams stated one of the invoices is a duplicate and does not need to be paid. A motion was made by Clarence Williams that the three invoices, minus the duplicate, should be paid to Charlie D Electric, for a total of \$1,088.38. The motion was seconded by Kathy Moore. The motion carried.

Pam Golden presented an invoice from Coveler and Katz for April 2016 given to the Board at the meeting for \$1,850.00. A motion was made by Kathy Moore to accept and pay the invoice. The motion was seconded by Clarence Williams. The motion carried.

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

Kathy Moore reported interest in TexPool dropped by a few cents, but it is still high compared to interest a year prior. Kathy Moore stated she doesn't think any monies need to be moved at this time. A motion was made by Ron Krueger to accept the Investment Officer's report. The motion was seconded by Clarence Williams. The motion carried.

9. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE AMEGY BANK ACCOUNTS.

Kathy Moore stated there has been some discussion on whether the Amegy accounts are necessary, since one is now used only for petty cash and the other is not being used at all. Kathy Moore asked if the Board wants to close both accounts. Kathy Moore will take action to close the accounts as the only current signer on the Amegy accounts. A motion was made by Clarence Williams to close the two Amegy bank accounts. The motion was seconded by Ron Krueger. The motion carried.

10. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE REPORT ON THE RESTROOM/CONCESSION STAND AND THE FINAL EXPENDITURES PRESENTED.

Clarence Williams stated the restrooms were completed three weeks before this meeting. He added Kathy Moore has walked through the facilities and other Board directors were invited to walk through. Clarence Williams announced the contract has been paid in full and that the restrooms are fully functional, but it needs mirrors and supplies before it can be opened. He stated the concession stand was used and well received at the Crawfish Festival. Kathy Moore stated acrylic mirrors could be bought for cheaper than glass mirrors. Kathy Moore stated Enviro-master would install the paper holders for free if their paper products are purchased. Clarence Williams stated someone would need to supervise the installation. Clarence Williams asked Pam Golden when she wanted the restroom opened. Pam Golden asked when the Big Green Egg festival would be held. Kathy Moore stated the restroom would be closed anyway, the event would bring its own facilities in. Kathy Moore stated as far as the new restroom, supplies would include mirrors, two changing tables, soap dispensers, toilet paper, toilet seat covers and paper towels. A motion was made by Kathy Moore to budget \$3,000 for finishing out and supplying the restroom to open by May 30. The motion was seconded by Ron Krueger. The motion carried.

11. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING CAPITAL IMPROVEMENTS, CONSTRUCTION AND REMODELING OF RESTROOM FACILITIES.

Clarence Williams stated the old restroom needs to be hauled off and scrapped. Pam Golden stated it would be a better idea for the maintenance staff to power wash it and list it for sale. Pam Golden suggested the restroom trailer could be sold for as much as \$3,000. Clarence Williams disagreed that anyone would want to pay for it. Kathy Moore stated people are still using it and it shouldn't be closed until the new restroom is opened. A motion was made by Kathy Moore to list the restroom trailer for sale, but to scrap it if no offers are made by June 1. The motion was seconded by Ron Krueger. The motion carried.

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

Item tabled until June meeting.

13. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE ENGAGEMENT OF AN AUDITOR TO CONDUCT AN ANNUAL AUDIT FOR THE 2015-2016 YEAR.

Pam Golden stated the Board received a proposal for the 2015-2016 audit from the Weaver firm. She added they are experienced with Special Purpose Districts and are willing to work with us, at the cost of \$9,800. A motion was made by Kathy Moore to accept Weaver as the firm for the audit for 2015-2016 and sign their letter. The motion was seconded by Clarence Williams. The motion carried.

14. 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.

No discussion needed.

15. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON JUNE 13, 2016.

- Insurance coverage and policies for the real property owned by the district in Preservation Park.
- Quadvest bill for the Museum restroom received May 9, 2016
- Museum restroom flooding issues

16. ADJOURNMENT.

A motion was made by Kathy Moore to adjourn. The motion was seconded by Ron Krueger. The meeting adjourned at 6:05 pm.

(SEAL)

Kathy Moore, Financial Officer

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. Bookkeeper's Report.
2. Check Detail.
3. Invoices from Quadvest, Coveler and Katz and Charlie D Electric.
4. Investment Officer's Report.