

# 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](mailto: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 regular meeting, open to the public, on the 12<sup>th</sup> day of October, 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
Ron Krueger	Position 4-Vice President
Yvonne Denbina	Position 5-Secretary

All of the above Board members except for Ron Krueger were present. Quorum was established. Also in attendance were Kent Clingerman from Harris County Precinct 4, Robin Bobbitt from the Law Firm Radcliffe, Bobbitt, Adams, and Polley, PLLC, LuAnne Schultz from the Spring Historical Society, and Elisabeth Meehan, OTSID Office Administrator.

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

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

### **2. REVIEW AND APPROVE MINUTES OF REGULAR MEETING OF SEPTEMBER 14, 2015 AND SPECIAL MEETINGS OF SEPTEMBER 15, 2015 AND OCTOBER 5, 2015;**

- Upon a motion duly made by Kathy Moore and seconded by Yvonne Denbina, the Board voted to accept the minutes for September 14, 2015 as presented. The motion carried.
- Upon a motion duly made by Kathy Moore and seconded by Yvonne Denbina, the Board voted to accept the minutes for September 15, 2015 as presented. The motion carried.
- Upon a motion duly made by Kathy Moore and seconded by Yvonne Denbina, the Board voted to accept the minutes for October 5, 2015 as presented. The motion carried.

### **3. PUBLIC COMMENTS;**

Luanne Schultz commented that the Spring Historical Society had met and discussed the letter they had received. She reported the Spring Historical Society needed more time to think about the proposal and would bring their response following their next meeting.

### **4. REPORT ON CREEKFEST FESTIVAL;**

Pam Golden stated that Elisabeth Meehan represented OTSID at the Creekfest Festival on October 3, 2015. The event provided visual marketing for Old Town Spring in the community and came in under budget.

**5. HEAR AND REVIEW VISITORS BUREAU QUARTERLY REPORT;**

Elisabeth Meehan presented the Visitors Bureau report for the third quarter. A motion was made by Kathy Moore to accept the report as presented and submit it to TX DOT. The motion was seconded by Yvonne Denbina. The motion carried.

**6. DISCUSS QUESTIONS CONCERNING 2014-2015 AUDIT REPORT PREPARED BY MCCALL GIBSON SWEDLUND BARFOOT PLLC;**

Pam Golden stated that Julia McCain, an auditor from McCall, Gibson, Swedlund and Barfoot, PLLC came to the meeting on August 10, 2015 to present the draft of the audit for 2014-2015. The Board has received the final copy of the 2014-2015 audit. Pam Golden stated the firm sent a letter pointing out a material weakness was present due to not having a bookkeeper on staff. Robin Bobbitt stated that every government agency that doesn't have a bookkeeper on staff violates a Governmental Accounting Standards Board (GASB) requirement. This requirement is very specific and many small government entities do not comply with it because they do not have accountants on staff. Robin Bobbitt stated it is a common material weakness, even for utility districts that have a bookkeeper. Robin Bobbitt clarified that it is important for the Board to know it exists and will always exist unless the Board has an accountant on staff. No motion made. (SEE ATTACHMENT #1)

**7. CONSIDER/DISCUSS APPOINTMENT OF NEW DIRECTOR TO FILL UNEXPIRED TERM OF POSITION THREE, AND TAKE ACTION ON SAME;**

Pam Golden stated that Clarence Williams personally stated that requirements of the position and the new board director could not be a corporation, LLC or restaurant. Pam Golden stated the Board directors should bring names of candidates to the table. Robin Bobbitt suggested streamlining the list of eligible candidates and obtain their interest and availability to serve on the Board. A motion was made by Kathy Moore for Elisabeth Meehan to continue research on landowners as well as develop a questionnaire for potential candidates. The motion was seconded by Yvonne Denbina. The motion carried.

**8. CONSIDER/DISCUSS FUNDING OF INSTALLATION OF OLD TOWN SPRING CHRISTMAS LIGHTS, AND TAKE ACTION ON SAME;**

Kathy Moore stated this is a project that has been an issue year after year and it is usually sponsored. Lighting the town is a huge draw for the community. Bids have been received by the Home for the Holidays committee under the Spring Preservation League, for approximately \$3,800 to \$4,000. Pam Golden stated this expense is normally paid by the Spring Preservation League. Kathy Moore reported that the expense has been sponsored in the past, but no sponsor was found this year. A motion was made by Kathy Moore that the District sponsor the town's Christmas lights and that it come from the marketing budget line item. Pam Golden expressed concern that the District is paying for a bid that came to a different organization. Kathy Moore explained that it was too late for the District to receive three new bids for lighting. The motion was revised by Kathy Moore that the League choose the lowest of the three bids and have that bid made out to the District, not to exceed \$3,800, which includes putting lights up and the

removal. Kathy Moore stated she would have the lowest bidder submit this to the District. The motion was seconded by Yvonne Denbina. The motion carried.

**9. CONSIDER/DISCUSS APPROVAL OF LANDSCAPING EXPENDITURES OF OLD TOWN SPRING, AND TAKE ACTION ON SAME;**

Pam Golden reported the maintenance crew cleaned out the flower beds over by the restroom by the museum. There are also pots available around the memorial garden in the park. She would like to have seasonal planting at key spots in the town. Pam Golden brought in some estimates for seasonal flowers at \$13.14 a flat and a cubic yard of soil for \$20. Kathy Moore said there is room in the budget for landscaping, but the District needs to also consider what it wants to do for the upcoming year. A motion was made by Kathy Moore to set aside maximum of \$500 on landscaping materials to improve the look of the town for the fourth quarter. The motion was seconded by Yvonne Denbina. The motion carried.

**10. HEAR REPORT OF SUBCOMMITTEE ON PROPOSED CONSTRUCTION OF JOINT CONCESSION STAND AND RESTROOM IN PRESERVATION PARK, REVIEW COST OF SAME, AND TAKE ANY NECESSARY ACTIONS ON SAME;**

Kathy Moore reported that the vendor she spoke with offered \$62,000 in their previous quote. She spoke with the vendor and redesigned the restroom with the concession stand. It would be a moveable building with AC, tile floors and ADA compliant. The only additional costs would be the hookup to sewer and electricity hookups. Kathy Moore stated the redesign changed the bid to \$59,500 and brought in a schematic of the restroom that was shown to Board members. Kathy Moore stated she wanted to talk to more people and get bids on similar structures with this design in mind. It will be a capital expenditure and that budget line item would have to be increased. Robin Bobbitt advised the board that it will have to obtain other bids based on written specifications, costs can't be reflected in those bids and if it's more than \$75,000 the Board will need an engineer and seek public bids. Robin Bobbitt added they would need to have a county permit for a permanent structure. A motion was made by Yvonne Denbina that the subcommittee of Yvonne Denbina and Kathy Moore to continue in seeking vendors for the proposed joint concession stand and restroom in Preservation Park. The motion was seconded by Kathy Moore. The motion carried.

**11. CONSIDER/DISCUSS OPPORTUNITIES FOR ADVERTISING AND MARKETING, AND TAKE ACTION ON SAME;**

Pam Golden stated the Board had discussed in the October 5 meeting in looking at bids for flags and lamp post banners. Yvonne Denbina presented a quote from Signtec, for a 30x18 sign with top pockets for \$40 or a 48x24 sign for \$65. Elisabeth Meehan received a quote from ABI Digital Solutions for 135 matte vinyl signs for \$1,306, with a price break for bulk orders. Pam Golden asked Elisabeth Meehan to contact ABI for a quote that includes three different types of art. A motion was made by Kathy Moore to continue research on quotes for lamp post banners. The motion was seconded by Yvonne Denbina. The motion carried.

**12. CONSIDER/DISCUSS PROPOSED MONTHLY STREET MARKET, REPORT FROM SPRING PRESERVATION LEAGUE ON SAME, AND TAKE ANY NECESSARY ACTIONS ON SAME;**

Kathy Moore reported this has become a backburner project for the Spring Preservation League. A motion was made by Kathy Moore to remove the item from the table. The motion was seconded by Yvonne Denbina. The motion carried.

13. CONSIDER BOOKKEEPER'S REPORT;

Kathy Moore stated the amount in Wells Fargo is a larger amount than expected and recommend the Board move some money into TexPool for safekeeping and investment. It is more secure than Wells Fargo and easy to withdraw when needed. A motion was made by Kathy Moore to approve the Bookkeeper's Report as presented. The motion was seconded by Yvonne Denbina. The motion carried. (SEE ATTACHMENT #2)

a. REVIEW AND DISCUSS 2015-2016 BUDGET, AND TAKE ANY NECESSARY ACTIONS ON SAME;

Kathy Moore stated the Board has a few budget items to look at and some anticipated budget increases. A motion was made by Kathy Moore to move this budget discussion until following the executive session. The motion was seconded by Yvonne Denbina. The motion carried.

b. CONSIDER/DISCUSS QUADVEST WATER RATE INCREASES;

Kathy Moore reported that the Preston restroom used 50,000 gallons which is an unusually high amount. The District's maintenance crew found no leak. Robin Bobbitt recommended calling Quadvest to request a meter calibration/accuracy test.

c. APPROVAL OF PAYMENT OF INVOICES FOR SEPTEMBER 2015;

A motion was made by Yvonne Denbina to approve the payment of invoices for September 2015. The motion was seconded by Kathy Moore. The motion carried. (SEE ATTACHMENT #3)

14. INVESTMENT OFFICER'S REPORT;

Kathy Moore stated that the District earned \$8.68 in interest in its TexPool. A motion was made by Yvonne Denbina to approve the Investment Officer's Report as presented. The motion was seconded by Kathy Moore. The motion carried. (SEE ATTACHMENT #4)

15. CONSIDER POSSIBLE NEED FOR HIRING SECURITY PERSONNEL FOR WEEKEND OF OCTOBER 30, 2015, AND TAKE ANY NECESSARY ACTIONS ON SAME;

Pam Golden stated it falls within the creation legislation of the District to pay for town security on what is expected to be a busy weekend with several events. A motion was made by Yvonne Denbina to request two officers for security on Friday October 30, from 4 pm to 10 pm and Saturday, October 31 from 8 am to 5 pm at either the constable's office or sheriff's office for a rate not to exceed \$40 per hour. The motion was seconded by Kathy Moore. The motion carried.

16. ATTORNEY'S REPORT, INCLUDING:

a. REVIEW AND DISCUSS USE OF LEGAL COUNSEL SERVICES;

Robin Bobbitt expressed concern with the motions made at the August 26 meeting regarding the use of legal services. It would be almost impossible to find an attorney who

works on a case by case basis. There are several issues that may need attorney consultation for special purpose districts. Kathy Moore stated the Board needs to consider the increase of its legal services budget as well as upcoming expected Board member turnover that would require new training. Kathy Moore added that Robin Bobbitt's firm came highly recommended as a specialized firm for what the District requires.

**b. CONSIDER FLAT FEE PROPOSAL FOR MONTHLY LEGAL SERVICES, AND TAKE ACTION ON SAME;**

A motion was made by Yvonne Denbina to table items A and B for the November 9 meeting. The motion was seconded by Kathy Moore. The motion carried.

**17. REVIEW AND DISCUSS HEALTH INSURANCE MATTERS, AND TAKE ANY NECESSARY ACTIONS ON SAME;**

Pam Golden stated the District had been received comments from James Sloan regarding the group health insurance plan. The Board convened into Executive Session at 7:30 pm.

**18. EXECUTIVE SESSION, PURSUANT TO SECTION 551.012 OF THE TEXAS OPEN MEETINGS ACT TO CONSIDER ACQUISITION OF REAL PROPERTY AND PURSUANT TO SECTION 551.074 OF THE TEXAS OPEN MEETINGS ACT TO DELIBERATE ON PERSONNEL MATTERS;**

The Board moved into Executive Session at 7:30 pm.

**19. RECONVENE IN OPEN SESSION, AND TAKE ANY NECESSARY ACTIONS CONCERNING ACQUISITION OF REAL PROPERTY AND PERSONNEL MATTERS;**

The Board reconvened back in open session at 8:15 pm. A motion was made by Kathy Moore that the District will cancel its group health insurance plan. Robin Bobbitt's Firm will draft a letter to that effect. The motion was seconded by Yvonne Denbina. The motion carried.

A motion was made by Yvonne Denbina that the Board contact Don Bayer with an indication that the Board is interested in a long term lease and would like to give him a proposal after the November 9 meeting. The motion was seconded by Kathy Moore. The motion carried.

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

Review of legal services and motions made on August 26, 2015 meeting; Spring Historical Museum; Long Term Lease of Preservation Park and parameters thereof; Report of the committee for the restroom/concession stand project; report on Christmas Lights; discussion of lamp posts and lamp post banners.

**21. CALENDAR UPDATE AND CONFIRM MONTHLY BOARD MEETING, ON MONDAY, NOVEMBER 9, 2015 AT 5:00 P.M.; AND**

**22. ADJOURN.**

A motion was made by Kathy Moore to adjourn. The motion was seconded by Yvonne Denbina. The meeting adjourned at 8:25 pm.

(SEAL)

---

Yvonne Denbina, Secretary

---

Kathy Moore, Financial Officer

---

Prepared by Elisabeth Meehan  
OTSID Office Administrator

**ATTACHMENTS:**

1. 2014-2015 OTSID Audit Report from McCall, Gibson, Swedlund and Barfoot
2. Bookkeeper's Report
3. Check Detail
4. Investment Officer's Report

---