

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 monthly meeting, open to the public, on the 14th day of September 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 |
| 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 of Harris County Precinct 4, LuAnne Schultz of the Spring Historical Society, James Sloan of James Sloan Insurance and Elisabeth Meehan, OTSID Office Administrator.

1. DETERMINATION OF QUORUM: CALL TO ORDER;
The meeting was called to order at 5:05 pm.

2. REVIEW AND APPROVAL OF MINUTES FROM MONTHLY BOARD MEETING ON AUGUST 10, 2015;

Pam Golden stated she had a question regarding the second motion made by Clarence Williams on item #10. She stated it says “a motion was made by Clarence Williams that OTSID reimburse SPL.” Pam Golden stated *reimbursement* seems misleading because it’s not a *reimbursement*. Clarence Williams asked what word Pam Golden would recommend. Pam Golden stated she’s bringing it to the table for the Board to clarify for future reference. Kathy Moore stated that we can make a clarification of the motion with a new motion. Clarence Williams stated the clarification is in the letter from SPL that will be read later in tonight’s meeting and could not be changed. Upon a motion duly made by Kathy Moore and seconded by Clarence Williams the Board voted to accept the minutes as presented. The motion carried.

3. REVIEW AND APPROVAL OF MINUTES FROM SPECIAL BOARD MEETING ON AUGUST 26, 2015;

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

4. PUBLIC COMMENTS;

Pam Golden invited public comment. LuAnne Schultz asked if the word to replace *reimbursement* might be *to assist* in regards to the requested change in the minutes. LuAnne Schultz also made a comment about a patch in the road on Spring Cypress that needs additional surface work. Clarence Williams stated it's something the County put in and he believes additional road work is needed and made comment the job was poorly done in terms of the surface work. Kent Clingerman, with Precinct 4 took note of LuAnne Schultz's comment.

5. CONSIDER/DISCUSS PROPOSAL LETTER TO SPRING HISTORICAL SOCIETY AND TAKE ACTION ON SAME;

Pam Golden read the letter sent to the Spring Historical Society. LuAnne Schultz stated they will have a meeting to discuss the idea, but they will want more specifics, such as the hours it will be expected to be open and if there will be an employee sent to staff it. Clarence Williams stated the Board wanted to know if the SHS would be receptive to the idea and asked if they wanted a Board member to attend their meeting. LuAnne Schultz did not feel a District Board member was needed to attend their meeting. Pam Golden stated the Board has not made any decisions about specifics and recommended the topic be tabled to next month's agenda. A motion was made by Kathy Moore to move the topic to the October 2015 agenda. The motion was seconded by Yvonne Denbina. The motion carried.

6. CONSIDER/DISCUSS CURRENT HUMANA AND OTSID INSURANCE POLICY WITH JAMES SLOAN INSURANCE, AND TAKE ACTION ON SAME;

Pam Golden read a notification letter received from Humana on August 19, 2015 regarding an increase in the current health coverage. Pam Golden invited Mr. James Sloan to address the Board regarding the current health insurance policy. Mr. Sloan explained the policy was written as a group policy, for more than one employee, but the insurance carrier is willing to let it cover the one employee. He stated the options are limited for individual plans. He explained an individual plan can be restricted with limitations and exclusions. His assumption is that the Board doesn't plan on having another full-time employee added to the policy. Clarence Williams asked what the definition of a full-time employee is for purposes of insurance. Mr. Sloan stated it is an employee who works at least 30 hours a week. Kathy Moore asked about the insurance rate increase. Pam Golden stated the current rate is \$855 increasing to \$1,260.00 or 49%, effective November 1, 2015. James Sloan stated if the Board has a second full time employee, the Board can shop around for a better rate. Pam Golden stated this information gives the Board a direction of where it needs to go. Yvonne Denbina asked if the one insured employee has been told about the rate increase since

he will be paying more as well. Mr. Sloan stated some employers have considered having an insurance allowance for employees. Mr. Sloan asked if there were any questions related to property insurance. Pam Golden replied the Board had received notice about property insurance and no questions had been raised. A motion was made by Clarence Williams to table this item until the full time employee receiving coverage can be informed. The motion was seconded by Kathy Moore. The motion carried.

7. **CONSIDER/DISCUSS MONTHLY STREET MARKET REPORT FROM SPRING PRESERVATION LEAGUE, AND TAKE ACTION ON SAME;**
Kathy Moore stated before the District moves forward it should have its strategic planning meeting and this item should be tabled to the next meeting. Clarence Williams asked if the item should be tabled to the strategic planning meeting. Kathy Moore clarified it would be the October meeting. A motion was made by Kathy Moore to table the item to the October meeting. The motion was seconded by Yvonne Denbina. The motion carried.
8. **CONSIDER/DISCUSS RECEIPT OF LETTER FROM SPRING PRESERVATION LEAGUE REGARDING LEASE PAYMENTS, AND TAKE ACTION ON SAME;**
Pam Golden read the letter dated August 19, 2015 received from the Spring Preservation League regarding the financial contribution lease payments. (SEE ATTACHMENT #1) No action was taken.
9. **CONSIDER/DISCUSS KIOSK MAPS AND PRESERVATION PARK PARKING LOT SIGN, AND TAKE ACTION ON SAME;**
Pam Golden brought to the Board's attention the kiosks and sign located in the parking lot of the Park are outdated. Clarence Williams stated the sign says it is maintained by the District and we should be taking care of it. Kathy Moore asked who made the signs Pam Golden stated it could be found on the kiosks maps, Elisabeth will need to research. Clarence Williams stated ABI Digital Solutions in Conroe made quality, affordable signs. A motion was made by Clarence Williams that the District solicit at least three bids for updating the signs with the District's artwork and that one bid be from ABI Digital Solutions. The motion was seconded by Ron Krueger. The motion carried.
10. **CONSIDER/DISCUSS POSSIBLE BARRIER (SHRUB LINE) TO PARKING ALONG SIDE THE RAILROAD BY WUNSCHÉ BROS, AND TAKE ACTION ON SAME;**
Pam Golden stated this item was brought to the Board's attention by a business owner regarding a safety issue since the recent train derailment. Kathy Moore asked if it is on County property or property owned by the railroad. Clarence Williams stated it is his understanding that it is property of the railroad and distributed some photos of the area to the Board. Clarence Williams stated he believes that area would be used by the construction crew of Wunsché Bros and there's no source of water. Clarence

Williams stated he likes the idea, but is not sure how practical it is; people are going to park regardless of a barrier. Kathy Moore asked if it's the railroad's property and if they have the liability. Kathy Moore stated she doesn't see the practicality of the District putting up a barrier. LuAnne Schultz commented this issue has been discussed many times in reference to safety and parking during Crawfish with the railroad. LuAnne Schultz stated there is a good possibility they (SHS) will not be able to use the railroad right of way for crawfish festival this next year. Kathy Moore asked if the railroad has not acted on this for financial liability. Pam Golden asked if the Board wanted to move this to strategic planning. A motion was made by Kathy Moore to table the topic until the October meeting. The motion was seconded by Yvonne Denbina. The motion carried.

11. CONSIDER/DISCUSS EMAIL ACCOUNTS AT OTSID OFFICE, AND TAKE ACTION ON SAME;

Pam Golden reported this issue came up about ten days ago and she wanted to clarify the topic. At least a year ago the sbcglobal email account was slow and intermittent. The problem still persists with sbcglobal. At the time gmail accounts were established for the board members one was also made for office administrator, Elisabeth Meehan who continued to use the sbcglobal account also. Clarence Williams expressed a concern that office business is being conducted under an email address with an employee's name. Pam Golden stated the gmail account was not being used as a personal email account and is a normal business practice. A motion was made by Clarence Williams to use otsid@sbcglobal.net as official office email and all other email addresses be terminated. The motion was seconded by Kathy Moore. The motion carried.

12. CONSIDER/DISCUSS PARTICIPATION IN CREEKFEST, PURCHASE OF MARKETING ITEMS TO BE USED IN DISTRIBUTION AT THE VISITORS BUREAU AND AT CREEKFEST

Pam Golden reported that Creekefest is Saturday, October 3, 2015. Pam Golden stated the District collaborated with the Spring Preservation League at last year's event. The District spent \$100 on marketing and booth materials and received positive feedback on it. This year there is an expense of an entry fee of \$150. Clarence Williams stated it seems reasonable to allocate \$150 for that expense and no more than \$200 on any items used for the booth at Creekefest. A motion was made by Kathy Moore to allocate \$350 from the Visitors Bureau's marketing line item. The motion was seconded by Clarence Williams. The motion carried.

13. CONSIDER/DISCUSS DESIGNATION OF BUDGET FOR PRESERVATION PARK;

Pam Golden stated a line item for the lease payment as not been created on the budget as of yet. Kathy Moore stated the Board should table this until after the strategic planning meeting because there may be more adjustments to it in the future. Kathy Moore made a motion to table all discussion of what budget readjustments are needed

until after the strategic planning meeting. The motion was seconded by Yvonne Denbina. The motion carried.

14. CONSIDER BOOKKEEPERS REPORT;

Pam Golden said asked if the sum of sales tax revenue payment can be included in the Bookkeeper's report in the future. Kathy Moore stated it would be 30 days in arrears, but that it would be a good idea. A motion was made Kathy Moore that the Board's monthly bookkeepers report have a line that reflects the previous month's sales tax revenue. The motion was second by Clarence Williams. The motion carried. (SEE ATTACHMENT #2)

1. APPROVAL OF PAYMENT OF INVOICES – AUGUST 2015 AND SEPTEMBER 2015;

Pam Golden stated there are some unpaid bills that are being brought before the Board. She asked why the District isn't paying the recent invoice from Charlie D Electric for \$8,000 for previously approved payment. Clarence Williams stated the work has not been done. Pam Golden expressed concern that it's poor business practice to hold that check from him. Clarence Williams stated if Charlie D takes our money to pay his other suppliers and doesn't do the work, he should not be paid yet. Pam Golden stated she understands that and wants the work done and done correctly, and added the Board did not specify that it would only be paid on completion. Pam Golden stated she wants the Board to be clear on what has been said and what the problem is. Kathy Moore asked if there's been have any documentation on what progress has been made. Clarence Williams stated the Board has paid Charlie D Electric \$6,000 of the approved amount of \$21,000 and that the work in the invoice for \$8,000 has not been completed. Kathy Moore asked if what Charlie D Electric has done warrants more money and if there's a cash flow issue holding up the work. Pam Golden stated that Charlie D indicated he was waiting on Reliant. Clarence Williams stated he will meet with Charlie D to sort out the issue. Pam Golden stated the Board needs more clarification on park expenses and what level of payment needs to come for the Board for approval, as well as clarification of the 20% for Preservation Park.

- Kathy Moore made a motion that along with the check detail in the future, there should be a total of expenses. The motion was seconded by Ron Krueger. The motion carried.
- A motion was made by Kathy Moore to approve and pay invoices as presented with the exception of the \$8,000 invoice from Charlie D Electric. The motion was seconded by Yvonne Denbina. The motion carried. (SEE ATTACHMENT #3)

15. INVESTMENT OFFICER'S REPORT;

Kathy Moore reported the District made \$7.51 in interest for its TexPool account for August 2015. A motion was made by Kathy Moore to add to next month's agenda a line about moving funds into TexPool from the Wells Fargo account. The motion was seconded by Yvonne Denbina. The motion carried. (SEE ATTACHMENT #4)

16. ATTORNEY'S REPORT;

Pam Golden reported that legal counsel was not able to attend the meeting due to illness and has not presented a fee schedule for services.

17. CONSIDER/DISCUSS ITEMS FOR CONSIDERATION ON FUTURE AGENDA;

Pam Golden stated the following items were tabled until the October agenda: the Spring Historical Museum and the Visitors Bureau, a review of the 2015-2016 budget, kiosk maps and other signs, Humana and employee health insurance, the monthly street market, the parking area by the railroad, and moving funds from Wells Fargo into TexPool

18. CALENDAR UPDATE, CONFIRM STRATEGIC PLANNING MEETING ON TUESDAY, SEPTEMBER 15 AT 5:30 PM AND MONTHLY BOARD MEETING, ON MONDAY, OCTOBER 12, 2015 AT 5:00 PM; AND

19. ADJOURN

The Board meeting adjourned at 6:40 pm.

(SEAL)

Yvonne Denbina, Secretary

Kathy Moore, Financial Officer

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. Letter from the Spring Preservation League to the District
2. Bookkeeper's Report, September 2015
3. Check Detail, August 11, 2015 to September 14, 2015
4. Investment Officer's Report, September 2015