

# 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 monthly meeting, open to the public, on the 9th day of February, 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, Garret Berg with Harris County Precinct 4, Scott Seifert with the Spring Fire Department, 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 JANUARY 12, 2015

Upon a motion duly made by Clarence Williams and seconded by Kathy Moore, the Board voted to unanimously to accept the minutes from January 12, 2015 as presented.

### 3. APPROVAL OF MINUTES FROM SPECIAL BOARD MEETING ON JANUARY 26, 2015

Upon a motion duly made by Clarence Williams and seconded by Kathy Moore, the Board voted to unanimously to accept the minutes from January 26, 2015 as presented.

### 4. CONSIDER/REPORT/DISCUSS FIRE SYSTEM MONTHLY INSPECTION REPORT

The Board reviewed the Fire System Monthly Inspection Report for January 2015. Since the sale of the hydrant system, this should be the final report the Board receives. (SEE ATTACHMENT #1)

#### 5. REPORT/UPDATE ON FILED TAX FORMS REPORT

Pam Golden reported the annual sales tax form has been filed in a timely manner. Kathy Moore reported that all other quarterly and annual reports that include W2, 940, 941 and Texas Workers Comp forms have been filed.

#### 6. UPDATE ON THE SALE OF THE HYDRANT SYSTEM

Pam Golden reported that the sale of the hydrant system to Quadvest was completed on February 2, 2015 and payment has been received by OTSID.

#### 7. REPORT/UPDATE ON VISITORS BUREAU VISITOR COUNT

Pam Golden reported that this count for 2014 has been submitted to TxDOT. This report reflects how the visitor's bureau receives materials such as maps. In the report a notification was made mention to TxDOT that due to administrative turnover, the numbers were lower than the previous year. (SEE ATTACHMENT #2)

#### 8. CONSIDER/DISCUSS APPOINTMENT OF DIRECTORS FOR POSITION 4 AND POSITION 5

Clarence Williams made a motion that Elisabeth Meehan compile an accurate list of all residents in the district. The motion was seconded by Kathy Moore. Pam Golden stated that the Board has received the resignation of Mary Todeschini and a verbal resignation of Jerry Wright. The Board will be looking for new appointments for these positions with the guidelines of the law and within the 60 day timeline. Clarence Williams stated that the District office has never had a complete list of residents. The motion carried.

#### 9. CONSIDER/DISCUSS FEE SCHEDULE FOR USAGE OF ELECTRICITY AND WATER IN PRESERVATION PARK

Kathy Moore made a motion to table this discussion until further information on past fee schedules can be found and reported to the Board. The motion was seconded by Clarence Williams. At the January meeting the Board discussed contracts with its collaborative partners, including the Spring Preservation League. Clarence Williams asked that the past fee schedules and invoices for water and electricity be investigated and presented to the Board. This information would be included in future collaborative contracts. Kathy Moore and Elisabeth Meehan will investigate those past fee schedules. The motion carried.

#### 10. CONSIDER/DISCUSS NEW CONTRACT FOR FINANCIAL AUDIT

Clarence Williams made a motion to receive at least two additional bids. The motion was seconded by Kathy Moore. Pam Golden reported that the Board received a bid from McCall, Gibson, Swedlund and Barfoot. Their proposal to audit the district will not exceed \$5,500. Kathy Moore received training from this Firm and they are very experienced in the area of special districts and water boards. The motion carried.

#### 11. CONSIDER BOOKKEEPERS REPORT

Clarence Williams made a motion to accept the Bookkeeper's Report as presented. The motion was seconded by Kathy Moore. Kathy Moore reported that the Board's financial

standing is strong, due to the recent sale of the hydrants. The motion carried. (SEE ATTACHMENT #3)

A. APPROVAL OF INVOICES – JANUARY 2015 AND FEBRUARY 2015

Clarence Williams made a motion to approve the invoices. The motion was seconded by Kathy Moore. The motion carried.

B. CONSIDER/DISCUSS REQUESTS FOR MARKETING ASSISTANCE FROM SPRING PRESERVATION LEAGUE

Kathy Moore made a motion to table discussion for purposes of reviewing the budget. The motion was seconded by Clarence Williams. Pam Golden received a letter from the Spring Preservation League asking for assistance with payment for the billboard located on the I-45 access road going North. The District replied to them in a letter explaining that money for marketing was not in the 2014-2015 budget. The motion carried.

C. REVIEW/DISCUSS HARRIS COUNTY MUD 249 INVOICE

Kathy Moore made a motion that the Board send a letter to Quadvest detailing the excessive water usage and ask for possible reimbursement. The motion was seconded by Clarence Williams. Kathy Moore reported that the Board has investigated the higher than usual water bills it has received from Harris County MUD 249 in the past few month. No water leak has been found in the system. Kathy Moore will draft a letter to Quadvest. The motion carried.

12. INVESTMENT OFFICERS REPORT

Kathy Moore made a motion that the money made from the sale of the hydrants be moved into TexPool from Wells Fargo until the 2015-2016 budget is adopted. The motion was seconded by Clarence Williams. Kathy Moore reported that our interest in TexPool was \$1.39 for January 2015. The Board had previously approved moving \$30,000 into TexPool from Wells Fargo. The motion carried. (SEE ATTACHMENT #4)

13. PUBLIC COMMENTS

LuAnne Schultz asked if there were any more pens with the Visitors Centers address on them. Clarence Williams recommended asking Mary at the Spring Preservation League for pens. LuAnne also asked if the Spring Historical Museum's visitor count could be included in TxDOT's next report, since the Visitors Bureau is closed on the weekends.

Garret Berg from the Harris County Commissioners Office said that he and Kent Clingermaas are working on work orders the Board sent to their office in January and they will email the District the work order numbers.

Pam Golden stated that in October 2014, Elsa Barret asked that her husband, Tom Barret's name be placed on the Memorial in Preservation Park. The nametag has been made. Pam Golden suggested that Board members have a formal installation.

Scott Seifert announced that on March 1, 2015, at 3 pm, the Spring Fire Department will be unveiling a Memorial Statue to honor a fallen firefighter. Seifert invited the Board to

attend. Elisabeth Meehan will notify Old Town Spring of the event via Blackboard Connect.

14. CALENDAR UPDATE, MONTHLY BOARD OF DIRECTORS MEETING,  
MARCH 9, 2015 AT 5:00 PM

15. CONSIDER ADJOURNMENT

Clarence Williams made a motion to adjourn. The motion was seconded by Kathy Moore. The Board adjourned the meeting at 5:47 pm.

(SEAL)

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Pam Golden, President

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Kathy Moore, Financial Officer

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

1. Fire System Monthly Inspection Report for January 2015
2. TxDOT Visitors Bureau Count for 2014
3. Bookkeeper's Report
4. Investment Officer's Report