

# 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 12<sup>th</sup> day of January 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
Mary Todeschini	Position 4-Secretary
Jerry Wright	Position 5-Vice President

All of the above Board Members above were present, with the exception of Vice President Jerry Wright. Quorum was established. Also in attendance were Kent Clingermas with Harris County Precinct 4 and Elisabeth Meehan, OTSID Office Administrator.

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

The meeting was called to order at 5:00 pm

### **2. APPROVAL OF MINUTES FROM December 8, 2015**

Upon a motion duly made by Clarence Williams and seconded by Kathy Moore, the Board voted unanimously to accept the minutes from December 8, 2015 as presented.

### **3. CONSIDER/REPORT/DISCUSSION FIRE SYSTEM MONTHLY INSPECTION REPORT**

No report from Severn Trent for this month.

### **4. DISCUSSION/REPORT OF HOLIDAY OPEN HOUSE ON December 18, 2015**

Pam Golden reported that the open house had eight guests, including representatives from the Houston Northwest Chamber of Commerce, the Harris County Commissioners Office and several Old Town Spring merchants. Pam Golden would like to keep the open house as a quarterly event. The budget was \$150 and expenses were kept under budget. (SEE ATTACHMENT #1)

#### 5. REPORT/UPDATE ON BLACKBOARD CONNECT.

Pam Golden reported that Blackboard Connect has waived the 2013 fee and the Board is waiting to receive the 2014 invoice. Pam Golden asked the Board if it wants to look at how the District used Blackboard in the past and how it wants to collaborate usage with the Spring Preservation League. The Spring Preservation League has been invoiced for usage of Blackboard Connect in the past. Blackboard has been used as a quick communication system in the past to send out notices by phone or email to merchants and landowners. Elisabeth Meehan will come up with a procedure of what to use Blackboard Connect for and report to the Board.

#### 6. REPORT/UPDATE ON VOLUNTEERS FROM HOUSTON NORTHWEST CHAMBER OF COMMERCE

Pam Golden reported that for the fourth quarter the Houston Northwest Chamber of Commerce sent volunteers for 22 hours in October and 19 hours in November. Volunteers assembled packets for visitors, greeted visitors and polled Old Town Spring shops for contact information.

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

Report postponed until next month to reflect accurate visitor count for 2014. It will be lower than 2013 due to administrative staff changes.

#### 8. CONSIDERATION/DISCUSSION ON AGREEMENT WITH SPRING PRESERVATION LEAGUE ON MAINTENANCE AND IMPROVEMENTS

A motion was made by Kathy Moore that the Board review its agreements with the Spring Preservation League and the Spring Historical Museum and the District's budget and review at the next meeting. The motion was seconded by Clarence Williams. Pam Golden reported that the district does not have a current agreement with the Spring Preservation League. The last lease on record is from 2011 and it is inaccurate. Pam Golden asks that the Board look into the terms of our agreement and discuss who is responsible for what. The motion carried.

##### 1. CONSTRUCTION OF A NEW CONCESSION STAND IN PRESERVATION PARK

A motion was made by Kathy Moore to table this topic to allow Clarence Williams to investigate costs further. The motion was seconded by Mary Todeschini. Clarence Williams stated that the concession stand is in bad shape and should be updated. He has sought a few bids for around \$25,000 to \$30,000 in new concrete construction. The length would be approximately 25 by 40 feet long with an option of storage and preform for restrooms. The motion carried.

##### 2. ACQUISITION AND INSTALLATION OF NEW METAL GATE FOR PRESERVATION PARK PRESTON STREET ENTRANCE

Kathy Moore made a motion that up to \$600 be allotted from the preservation park supply budget line item to purchase a new gate. The motion was seconded by Mary Todeschini. Clarence Williams reported that the current gate has been damaged and is non-repairable. The new gate would be a double gate with one entrance for security purposes. Clarence Williams will oversee the installation. The motion carried.

3. ACQUISITION OF REAL PROPERTY FOR FUTURE USE/DEVELOPMENT  
Item tabled for discussion under executive session.

4. ASPHALTING OF PARKING AREA IMMEDIATELY IN FRONT OF OTSID OFFICE

Clarence Williams made a motion that the Board ask Paul Ryals and his company Texas Ground Effects to give the Board a bid to complete the parking area with consideration of the trees in front of the office. The motion was seconded by Kathy Moore. Pam Golden asked if the Board is interested in asking Paul Ryals back for a quote to complete the asphalt in the parking lot to the front of the office. Pam Golden asked if the Board needs to have a property line survey prior to the work being done. Kathy Moore states that the repair can wait a few months for the new budget. The motion carried.

5. REPAIR/REPLACEMENT OF OLD OTSID STREET BARRICADES

A motion was made by Mary Todeschini that up to \$600 be allotted from preservation park supply budget line item to repair the barricades in most dire need of repair and paint. Pam Golden reported that OTSID has 70-78 street barricades in its inventory. Several of them are in need of repair and new paint. Kathy Moore said there is room in the budget to buy high quality paint and stencils to paint OTSID on the barricades. Clarence Williams recommended that the maintenance staff buy high quality paint and reflective tape. The motion carried.

6. REMOVAL/RELOCATION OF PLASTIC HOLDING TANKS BEHIND PRESTON STREET RESTROOM

A motion was made by Mary Todeschini that the maintenance staff move the holding tanks. The motion was seconded by Kathy Moore. The plastic holding tanks behind the Preston street restroom would be moved to the storage area in Preservation Park. The motion carried.

7. REPAIR OR REPLACE THE ELECTRICAL POLES ALONGSIDE THE MUSEUM PARKING LOT

A motion was made by Mary Todeschini to use \$500 to repair security lights and poles from the infrastructure budget line item. The motion was seconded by Kathy Moore. Clarence Williams asked if the money could come from the museum budget. Kathy Moore stated that it would have to come from infrastructure. It is in the budget and they are the property of the district. Clarence Williams will oversee this project. The motion carried.

9. CONSIDER BOOKKEEPERS REPORT

A motion was made by Kathy Moore to move \$30,000 to TexPool from Wells Fargo. The motion was seconded by Clarence Williams. Kathy Moore reported that the December sales tax revenue was higher than previous years due to a one-time payment. The deposit for January is up from where it was last year. The current funds will allow for less stress in the next year's budget. Kathy Moore said there is a large balance in Wells Fargo and the Board needs to

decide if some of it should be moved into TexPool. It would be both secure and easily made liquid if needed. The motion carried. (SEE ATTACHMENT #2)

1. Approval of Invoices – Special Order: November 2014, December 2014
2. Approval of Invoices – January 2015

A motion was made by Clarence Williams approve the invoices for November 2014, December 2014 and January 2015. The motion was seconded by Kathy Moore. The motion carried.

#### 10. INVESTMENT OFFICER'S REPORT

A motion was made by Mary Todeschini to accept the Investment Officer's Report. The motion was seconded by Clarence Williams. Kathy Moore reported that TexPool made \$1.21 in interest. The motion carried. (SEE ATTACHMENT #3)

#### 11. Public Comments

Clarence Williams stated that he was informed there will be an upcoming road construction project on Lexington that will last eight months. Traffic will be have to be rerouted.

Pam Golden referenced a letter that was sent to the County Commissioners Office and Garret Berg requesting additional signage to assist with traffic rerouting and congestion. Mr. Clingerman stated that the letter had been forwarded to the proper departments according to Mr. Berg. Mr. Clingerman reported that the county couldn't put up a banner sign. Pam Golden clarified that the Board only wanted permission to have one. Kent Clingerman will investigate what the height restrictions are.

#### 12. Calendar Update, Monthly Board of Directors Meeting, February 9, 2015 at 5:00 pm

The Board meeting adjourned at 7:13.

(SEAL)

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Kathy Moore, Financial Officer

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

#### ATTACHMENTS:

1. Budget of December 18, 2014 Open House
2. Bookkeeper's Report
3. Investment Officer's Report