

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 January 2017** 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
Noel Eckberg	Position 2-Director
Clarence Williams	Position 3-Financial Officer
Ron Krueger	Position 4-Vice President
Mike Rogers	Position 5-Secretary

All of the above Board members were present except for Noel Eckberg. Quorum was established. Also in attendance were Kent Clingerman, Adam Tabak, Sue Mallott, Kelly Speers and Elisabeth Meehan. Noel Eckberg joined the meeting at 5:27 pm, but did not move to the table with the other Directors.

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:04 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 DECEMBER 12, 2016.

Clarence Williams stated on the front page Position 2 is shown as vacant when Noel Eckberg had been approved by the County prior to December. Pam Golden stated the situation was unconfirmed by the County at that point. Pam Golden stated based on the last conversation with County and Ms. Eckberg prior to the December 12, 2016 meeting, Ms. Eckberg's appointment would begin on January 31, 2017. The new information related to her appointment came after this Agenda had been filed and she believed the information recorded in the minutes should not be altered. Clarence Williams asked if Pam Golden received Noel Eckberg's email. Pam Golden stated she did, but she didn't think it could be applied retroactively. Clarence Williams stated the appointment was made before December, but he doesn't think it's a big deal to change the minutes. Ron Krueger stated he's fine with the minutes as is. Noel Eckberg was not present during this discussion. A motion was made by Ron Krueger to accept the minutes from December 12, 2016 as presented. The motion was seconded by Mike Rogers. Ron Krueger and Mike Rogers voted yay. Clarence Williams voted nay. The motion carried.

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

Mike Rogers asked a clarifying question about the Waste Management line. Pam Golden stated the District has one dumpster located in the parking lot in Preservation Park. A motion was made by Mike Rogers to accept payment of the District's bills for December. The motion was seconded by Ron Krueger. The motion carried.

A motion was made by Clarence Williams to approve the invoice from Coveler and Katz for \$2,219.00 presented tonight. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #1)

5. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE AND APPROVE THE BOOKKEEPER'S REPORT.

Clarence Williams reported the revenue for December was \$33,131.08 and added the number is up compared to the previous year and the past few months. A motion was made by Clarence Williams to approve the Bookkeeper's report as presented. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #2)

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

Clarence Williams stated the District has one investment with TexPool and in December the account had interest in the amount of \$87.06. A motion was made by Clarence Williams to approve the Investment Officer's report as presented. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #3)

7. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE AND APPROVE QUARTERLY VISITOR'S BUREAU REPORT.

Pam Golden reported the Board has a copy of the report to be submitted to TxDot and the numbers reflect visitors in the fourth quarter. A motion was made by Mike Rogers to accept the Visitor's Bureau report as presented. The motion was seconded by Ron Krueger. The motion carried. (SEE ATTACHMENT #4)

8. TO REVIEW, DISCUSS AND TAKE ACTION ON DISTRICT'S 2017 INVESTMENT POLICY.

Pam Golden stated there are several different policies that haven't been reviewed since a prior Board in 2012 and she suggested tabling this item to give the Board time to go over the Investment policy. A motion was made by Clarence Williams to table this item for the February 2017 meeting. The motion was seconded by Mike Rogers. The motion carried.

9. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE COLLABORATION WITH AL THOMAS FOR EDITING AND APPROVING FINAL CHANGES OF THE MAP AND DIRECTORY KIOSKS PRIOR TO INSTALLING THEM WITHIN OLD TOWN SPRING KIOSKS.

Pam Golden reported that Al Thomas is currently working on updating the kiosk maps to reflect business changes at the beginning of the year. Clarence Williams added the first of the year has a lot of turnaround. No action taken.

10. TO REVIEW, DISCUSS AND TAKE ACTION ON THE RENEWAL OF THE BANNER AD IN THE OLD TOWN SPRING MAGAZINE FOR THE FEBRUARY/MARCH/APRIL 2017 EDITION AND DISTRIBUTION OF THE MAGAZINE WITHIN THE DISTRICT.

Pam Golden stated the Board previously voted to authorize the printing of an ad in the Old Town Spring Magazine for November 2016 through January 2017. Pam Golden noted the District distributed copies to the Houston Northwest Chamber, other Visitors Bureaus and hotels. Ron Krueger asked if there were any results from the distribution. Clarence Williams stated there's no quantitative results. Mike Rogers stated he would prefer the District keep its banner ad currently in the Magazine. A motion was made by Mike Rogers to renew the banner ad and obtain distribution copies for the Old Town Spring Magazine for February, March, April 2017, with the same number and cost of \$2v000. The motion was seconded by Ron Krueger. The motion carried.

11. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISPOSITION OF THE EZ-GO GOLF CART.

Pam Golden stated she received an email from Rhonda Blair and the Spring Preservation League noting the acquisition of the new utility cart and inquiring if the District would consider donating the old golf cart for its festivals. Pam Golden asked the Board for their thoughts.

Adam Tabak suggested giving the League a bill of sale for a nominal amount, with all warranties disclaimed and all future repairs would be the responsibility of the new owner. Elisabeth Meehan noted the Gator utility cart had been added to the liability insurance and the golf cart is on the insurance for the time being. Clarence Williams stated the League's recent approval to allow the District to store the Gator and the tractor in one of their buildings shows interest in collaboration. Pam Golden stated her opinion would be to keep the cart allowing District's employees continued use to work independently of each other. Clarence Williams stated the employees could just use the truck and the Gator. A motion was made by Mike Rogers to move forward in selling the EZ-GO golf cart for \$10 to the Spring Preservation League. The motion was seconded by Ron Krueger. Mike Rogers and Ron Krueger voted yay. Clarence Williams abstained from voting. The motion carried.

12. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING TEMPORARY USE OF SPRING PRESERVATION LEAGUE'S STORAGE SPACE IN PRESERVATION PARK FOR STORING THE DISTRICT'S GATOR AND TRACTOR.

Pam Golden stated she submitted a letter to Janette Moore and the Spring Preservation League as was requested at the last month's meeting. Clarence Williams reported at their last meeting the League approved the request to store the Gator and tractor in one of its buildings. Clarence Williams stated he would make arrangements with the District's maintenance in storing them. Pam Golden asked if they would have keys and which building would store them. Clarence Williams stated the maintenance staff will have keys and the building will be the one right at the end of the driveway in Preservation Park. No action taken.

13. TO REVIEW, DISCUSS AND TAKE ACTION FOR ESTABLISHING A BUDGET COMMITTEE TO DRAFT THE BUDGET FOR THE 2017-2018 FISCAL YEAR.

Pam Golden stated it's the time of the year to discuss the next year's budget starting April 1, 2017. Pam Golden suggested the Board form a budget committee with Clarence Williams as treasurer and two other members. Clarence Williams stated with the two new Board members it

would be more educational to have a special budget discussion meeting instead of a committee. Pam Golden tasked Elisabeth Meehan to poll the Board Directors on the best date prior to the February meeting. Clarence Williams suggested the range of dates should be at the end of January or start of February. No action taken.

14. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A WRITTEN AGREEMENT BETWEEN THE SPRING PRESERVATION LEAGUE AND THE DISTRICT REGARDING THE MAINTENANCE, OPERATION AND HOURS OF THE MUSEUM RESTROOM.

Pam Golden stated this item has been on the agenda for a long time. Clarence Williams stated he furnished the District's counsel with a draft. Adam Tabak noted it has been distributed and feedback has not been received. Adam Tabak stated he will resend it after requested by Mike Rogers. No action taken.

15. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE RELOCATION OF THE PRESTON STREET RESTROOM.

Clarence Williams presented the Board with copies of photos taken of the Preston restroom, demonstrating numerous safety and hazard issues. Clarence Williams noted the wheels for the trailer and the moving hook have been removed and the electric line is wrapped and nailed to a tree. Clarence Williams stated for this reason the Preston trailer can't be moved and suggested looking at the County owned alley on the other side of the Spotted Pony as a possible new site for public restrooms. Clarence Williams stated it would be worthwhile to ask the County to lease the area for a new restroom. Pam Golden stated she questioned the viability of moving the trailer at last month's meeting, noting it was not on a trailer bed and the ground on Mr. Bayer's property was not level to move it over. Clarence Williams stated he took photographs and inspected it to see if it could be moved after the December meeting. Mike Rogers asked if the County wouldn't lease it, if they could work out another option on Don Bayer's property. Clarence Williams stated it would be more feasible on the East end. A motion was made by Clarence Williams to make a formal request to Precinct 4 for them to lease, sell or donate the alley way for the purposes of building a new restroom. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #5)

16. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING AN AGREEMENT OR LEASE WITH LARUE WOOD FOR THE PLACEMENT OF THE PRESTON STREET RESTROOM.

A motion was made by Clarence Williams to remove this item from the agenda. The motion was seconded by Mike Rogers. The motion carried.

17. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING POSSIBLE ADDITION OF STREETLIGHTS OR SECURITY LIGHTS ON BORDER STREET.

Ron Krueger reported he spoke with Jeremy Barkley, the service consultant with CenterPoint over streetlight and security light options on Border St. Ron Krueger stated he received information from Jeremy Barkley that security lights couldn't face a public road, but Barkley would research it further. Clarence Williams stated the County is currently digging out on Border St and widening the road. Ron Krueger suggested Clarence Williams or Mike Rogers take over this project after he leaves the Board on January 31, 2017. Mike Rogers stated he would take

over for this project and added that it's still worth pursuing. No action taken.

18. 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 executive session held.

19. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON FEBRUARY 13, 2017.

- Oath of Office for appointed and elected Directors
- Election of Officers
- Draft budget presented for 2017-2018 Fiscal Year
- Research with Harris County land located between Spotted Pony and Sam's Antiques for restroom site to replace the current Preston St. restroom trailer.
- Written agreement between the Spring Preservation League and the District regarding the maintenance, operation and hours of the Museum restroom.
- Adoption of 2017 District Investment Policy
- Placement of security lights on Border Street
- Report on editing and approval of the map and kiosks directory prior to installation with Al Thomas.

20. ADJOURNMENT.

A motion was made by Ron Krueger to adjourn. The motion was seconded by Mike Rogers. The meeting adjourned at 5:55 pm.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. December/January Check Detail
2. January Bookkeeper's Report
3. January Investment Officer's Report
4. Quarterly Visitors Bureau Report
5. Photos of Preston St Restroom