

Board of Directors

Fort Clark Springs Association, Inc.

Regular Meeting

February 17, 2018



The Board of Directors of Fort Clark Springs Association, Inc., met in regular session on Saturday, February 17, 2018, in the Board Room, Fort Clark Springs, Kinney County, Texas. The meeting was called to order at 9:00 a.m. by President, Myrna Cassel. The following directors present constituted a quorum: Cassel, Vice President Bill Herman, Secretary Dan Sullivan, Treasurer Sandra Hagen, Director Ann Barron. Also present was Executive Officer Richard Lawrence and Executive Secretary Monique Jensen.

APPROVAL OF MINUTES: Sullivan moved to approve the minutes for the January 20, 2018 meeting. Barron seconded the motion. *Motion passed.*

SECRETARY'S REPORT: Sullivan reported that an e-mail was received from Wally Jones regarding the agenda item to petition Kinney County Commissioner's Court requesting traffic enforcement. Jones stated that MUD was in control of the roads and they needed to present the petition. Sullivan pointed out that the Association had a written agreement designating the Association in control. An update was given of the election ballot mailing. All ballots were taken to the Post Office at 12:00 p.m. noon on February 7. Total number of ballots mailed was 1,739. The election auditor has started receiving ballots. He addressed concerns from members who have not received their multiple ballots for their multiple memberships and asked for their patience as the Postal System has not delivered all ballots at the same time. The Search and Certification Committee did confirm all labels were attached to ballots. He thanked the Search and Certification Committee and the Mailing Committee for their time and work.

TREASURER'S REPORT: Hagen read the bank balances as of February 14, 2018. She continued with the estimated and actual bank transfers for January 2018, and read the February 2017 actual and February 2018 estimated bank transfers. Hagen moved to approve the transfer of funds estimated for February 2018. Herman seconded the motion. *Motion Passed.*

EXECUTIVE OFFICER REPORT:

Lawrence prepared a financial analysis based on the financials received. Revenue is more than anticipated and expenses are under budget. Mr. David Barfoot, computer programmer working with the Sunbelt System, continues to make progress with the programming. The Letters of Credit required by TCEQ for the Landfill and the Transfer Station need to be renewed next month as they come to maturity. A musical event of two young musicians sharing their talent at the Creekside Patio on Sunday, March 25. There will be wine and beer for purchase and a cover charge of \$5 for heavy appetizers. The WiFi system at the RV Park is being worked on so that our RV guests will receive free WiFi up to 1 MB and then will require payment for more MB to be able to watch Netflix or any type of downloads. The cart paths at the golf course will be repaved with asphalt with the help of MUD. There is a Candidates Forum for the County, City, and School Board elections scheduled for Monday, March 19 at 6:30 p.m. – 8:30 p.m. at the Brackett High School Auditorium

COMMITTEE AND ORGANIZATION REPORTS:

Airport Committee: Maria Perkins reported in the last month 7 aircraft and 7 pilots have landed at the airfield; 1 guest, 1 customs agent, and 1 foreign visitor. Hangar doors are 90% complete in outstanding projects. Currently the Airport Committee is selling custom hats and shirts. They will be available at the Historical Society Event where Mary Ellen Miner will be lecturing on the history of the Historic Fort Clark Airfield on Saturday, February 24. A Members Open House scheduled for March 24 which include static display of planes. Customs/Border Patrol will be available for questions. There will be handicap access. A Fly In for pilots is scheduled for April 20, 2018 with 10 confirmed pilots and 89 interested.

Architectural Committee: Sharon Gregorc reported 11 permits were approved. Three permits were tabled for lack of info. The committee is currently working on a permit and application form to submit for approval from the Board. Fines assessed for work done without a permit. Tabled a permit from the Historical Society for the Guardhouse Museum. They need to confirm the handicap ramp is ADA compliant. It was pointed out by Sullivan that the committee has no jurisdiction over common property.

Equine Committee: Linda O'Brien reported the horse club bylaws and other documents have been completed. All documents have been submitted to Administration waiting for final approval. An original design drawing of the stables was found, mounted and framed for display.

Finance Advisory Committee: Hagen reported the committee discussed the use of loan instead of an assessment. They decided it was necessary for a yearly levy assessment and that debt was appropriate for capital improvements. They discussed that there should be a study to find out if the four revenue producing entities are a deficit to FCSA. The Committee recommends an increase in marketing to all demographics. The Committee/Board/Member workshop has been rescheduled for February 26.

Golf Committee: Debbie Isaacs reported numbers of golfers was up from last month. In December there were 636 total and in January there was 840 total. Marketing/advertising for the Las Moras Tournament continues. There will be a discount at the motel for tournament players, catered dinner. The tournament brings in money for three \$500 scholarships.

Preservation Committee: Isaacs reported there is a need for members on the committee: 1 from Community Council, 1 member-at-large. The Kinney County Historical Report is used to determine what projects will be done on the Fort. She recommended having the Department Manager of Maintenance finalize payment for projects with inspection on work completed.

Recreation Committee: Jim Tischler reported 92 people attended Mary Ellen Miner's most recent presentation. The Chili Cook Off had 23 cooks and 98 attendees. No event scheduled for March due to Fort Clark Days.

Recycle Committee: Judy Winchell recognized those members in attendance who volunteered at the recycling center. She reminded members that Kleenex is not recyclable. Cat food cans cannot be recycled with aluminum cans. A pick up is scheduled for March.

Search and Certification: Winchell reported that all duties have been completed. Sullivan thanked the committee members for 'getting the job done'. He reported there were 16 volunteers to stuff envelopes. Mary Partlow stayed and assisted in the postage and mailing of the ballots.

COMMUNITY COUNCIL REPORT: Lisa Vale reported the Directors met to discuss the future of Community Council and ways to improve communication, get more people involved, and find more volunteers. The Good Old Boys movie had a great turn out with over 100 people total. Next movie will be Homeward Bound on March 10. Fort Clark Days update: 125+ Living Historians with needs for housing, 800+ students scheduled, needs for volunteers for parking, museum, etc.

ACTION ITEMS:

Consideration for Approval: Disband the Search & Certification Committee

Sullivan moved to disband the Search & Certification Committee. Herman seconded the motion. *Motion passed.*

Consideration for Approval: Resolution to Adopt 10-Year Plan for Repairs & Upgrades to FCSA Bldgs. & Equipment

Sullivan moved to adopt a 10-Year plan for repairs and upgrades to FCSA buildings and equipment as presented by Administration. Hagen seconded the motion. *Motion passed.* Sullivan listed all the areas in need of repairs and equipment replacement. Lawrence has presented a guideline to follow over time. He stated the financial ramifications would be the requirement to use the Restricted Fund. The Restricted Fund will not be depleted. Sullivan moved to authorize the expenditure of \$20,000 to purchase used vehicles for the maintenance department. Hagen seconded the motion. *Motion passed.* Sullivan moved to authorize the Administration to initiate the upgrading and repairing of the Motel starting one building at a time. Hagen seconded the motion. *Motion passed.*

Consideration for Approval: Petition Kinney County Commissioners Court for FCS Traffic Control

Herman moved to approve the Petition for Kinney County Commissioners Court for FCS Traffic Control. Hagen seconded the motion. *Motion passed with 3 affirmative and 2 abstained.*

Consideration for Approval: Insurance for Fort Clark Days

Hagen moved to approve the purchase of Event Insurance for Fort Clark Days in the amount of \$2,500. Sullivan seconded the motion. *Motion passed.* Hagen recommended that it be included in the risk management package going forward.

Consideration for Approval: Requests from FCD Committee

Barron moved to approve the requests of 7 motel rooms and 3 RV spaces valued at \$1,613.88 for free use for Living Historians for Fort Clark Days. Hagen seconded the motion. *Motion passed.* Sullivan moved to approve the use of Shafter Hall, NCO Club, Empty Saddle and Butcher Block areas with the caveat that Community

Council is responsible for the security of those locations. Hagen seconded the motion. *Motion passed.* Sullivan moved for the approval of the Red Bridge to be used by the Lipan Tribe for day use only, and the approval of Rendezvous Park or Wilderness Camping Area free of charge for camping overnight. Hagen seconded the motion. *Motion passed.* Barron moved to prohibit garage sales on the Fort as requested by Community Council for Friday and Saturday during Fort Clark Days. Hagen seconded the motion. *Motion passed.*

Consideration for Approval: Penalty or Board Measure for Members Refusing FCSA Decals

Cassel moved to allow members without current decals who do not comply to get current decals after receiving warnings to park and walk to their homes. Hagen seconded the motion. *Motion passed.*

Consideration for Approval: Historical Buildings Repair and Preservation Committee Plans to be Approved by the Board of Directors

Sullivan moved to have all projects proposed by the Historical Preservation Committee be approved by the Board of Directors before commencing work. Barron seconded the motion. *Motion passed.*

Consideration for Appointment to Architectural Committee: Rick Myers

Rick Myers removed himself from consideration.

OLD/UNFINISHED BUSINESS:

Report on Actions Taken by E-Mail

Cassel reported the approval of purchase of 2 computers and office chairs for the Administration staff; voted no on the consideration of purchasing 24 Mackenzie Road behind the motel; voted to allow the profiles of candidates to be posted on Facebook

Update on Assessment Increase

The general consensus of the Board of Directors is there will be an increase in assessments next year. Re-evaluation will take place mid-July after the CPI is reported and the increase will happen at the start of the next fiscal year.

Discussion: Technology Committee

Anyone interested in a committee with the purpose of setting up computers and systems should contact Lawrence.

Report on Renter's Workshop

Rules and Regulations pertaining to renters/landlords is being redefined after numerous workshops and suggestions/recommendations by board members and members who attended. Administration and BOD will need to work together to structure a written policy for the Board to consider adopting.

NEW BUSINESS:

Rules and Regulations Revision/Rewrite

Bylaws need to be approved first.

15-Minute Discussion Period

Jan Metcalf: What are the revenue producing entities? RV Park, Motel, Golf Course, Hunt. Phylis Giblin: Garden Club Home Tour is scheduled for May 6 from 2:00 p.m – 4:00 p.m. She also requested a light on the marquee at the gate. Strongly suggests the Fire Station be cleaned and kept up. Debbie Isaacs: Didn't know a permit was need for making like kind repairs. Says this needs to be advertised so members know. Allison Watkinson: Thank you for approving all requests for Fort Clark Days.

RECESS to Executive Session: Contracts, Personnel Issues, Member Issues.

TIME: 12:06 p.m.

RETURN TO OPEN SESSION - Oral summary of discussion held

TIME: 1:15 p.m.

Cassel reported the Architectural Committee made recommendations on variances that were applied for. Herman moved to approve the variance recommended for the permit on Ward St. based on the recommendation of the Architectural Committee. Hagen seconded the motion. *Motion passed.*

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Herman moved to deny variances applied for two permits on Fairway circle based on the recommendation of the Architectural Committee. Hagen seconded the motion. *Motion passed.*

CONFIRMATION OF NEXT REGULAR BOARD MEETING, TIME AND DATE: The next regular board meeting will be held on March 17, 2018, at 9:00 a.m. in the Board Room. Reminder: Annual Membership Meeting March 31, 2018 at the Post Theater.

WITH NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 12:38 p.m.

Myrna Cassel, President

Dan Sullivan, Secretary