

# 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 **14<sup>th</sup> of August 2018** at 9:00 am at the OTSID office, 606 Spring Cypress Rd., Spring, TX 77373, inside the boundaries of the District. The roll was called of the duly appointed/elected members of the Board, to-wit:

Seth Sanders	Position 1-President
Noel Eckberg	Position 2-Director
Dannette Mostyn	Position 3-Vice President
Kelly Speer	Position 4-Treasurer
Mike Rogers	Position 5-Secretary

All of the above Board members were present. Also in attendance were Ursula Sledge, Alvin McKnight, Jill Henze, Elisabeth Meehan, Adam Tabak, and Landon Reed.

#### 1. CALL MEETING TO ORDER.

The meeting was called to order at 9 am.

#### 2. REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON NOVEMBER 6, 2018:

- A. APPROVE AN ORDER CALLING FOR AN ELECTION UNDER TEXAS SPECIAL DISTRICT CODE SECTION 3813.052.
- B. ORDER APPROVING AND APPOINTING AN AGENT FOR THE ELECTION;
- C. ORDER APPOINTING AN EARLY VOTING CLERK AND DEPUTY EARLY VOTING CLERK;
- D. ORDER ESTABLISHING AND DESIGNATING ELECTION PRECINCTS AND POLLING PLACES;
- E. ORDER ESTABLISHING AND DESIGNATING EARLY VOTING POLLING PLACES;
- F. ORDER ADOPTING FORM OF NOTICE OF DISTRICT ELECTION;
- G. ACTION TO APPROVE A CONTRACT WITH HART INTERCIVIC, INC. FOR ELECTION SERVICES.
- H. TO CONSIDER AND TAKE ACTION ON SUCH OTHER ORDERS, RESOLUTIONS AND RELATED MATTERS AS REQUIRED OR APPROPRIATE TO CALL FOR THE DISTRICT ELECTION.

Seth Sanders received the election order to sign. A motion was made by Mike Rogers to accept and sign the election order to call for a District election to be held November 6, 2018. The motion was seconded by Kelly Speer. The motion carried.

### 3. TO RECEIVE PUBLIC COMMENT.

Ursula Sledge commented the Spring Preservation League recently donated art supplies to Salyers Elementary, a tier one school near Old Town Spring. She added the school is in need of school uniform donations.

Landon Reed commented details regarding the new greenway the County is building near Dennis Johnston Park.

Alvin McKnight commented the tentative date for the Masonic Lodge's car show is October 13.

### 4. TO APPROVE MINUTES FROM PREVIOUS MEETING(S).

A motion was made by Kelly Speer to approve the minutes with changes made at the meeting. The motion was seconded by Dannette Mostyn. The motion carried.

### 5. TO RECEIVE A PRESENTATION FROM BREEDLOVE & ASSOCIATES REGARDING THE DISTRICT'S 2017-2018 AUDIT AND TAKE ACTION ON SAME.

Jill Henze from Breedlove and Associates presented the report of the District's audit for 2017-2018. Jill Henze outlined the draft copy of the report as presented to the Board and stated the audit firm had a clean opinion with everything in line with accounting principles. Jill Henze outlined the topics covered in the report while the Board directors read the draft report. Jill Henze noted the largest expenses were tourism, personnel and Preservation Park related expenses, with the largest revenue being sales tax. She commented the Board spent more on tourism expenditures than expected in the budget vs actual, but received more revenue than expected. Seth Sanders stated the report looked acceptable for approval. Jill Henze presented the Board with a management letter for the Board's financial officer Kelly Speer to sign. Jill Henze added the Board will receive an internal control letter regarding accrual adjustments the audit firm made. A motion was made by Kelly Speer to accept the 2017-2018 audit report from Breedlove & Associates as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

### 6. TO PAY THE DISTRICT'S BILLS.

The Board Directors reviewed the District bills, including the annual audit invoice, the costs for Bega Construction of the restroom drawings and legal fees. A motion was made by Mike Rogers to pay the District's bills as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #2)

### 7. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer stated the sales tax revenue for July was \$38,309.85 and the total revenue is more than the total of the prior fiscal year revenue by \$7,739.88. A motion was made by Kelly Speer to accept the Bookkeeper's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

### 8. TO RECEIVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the District's TexPool account received \$366.13 in July, making the total in TexPool \$228,510.26. The District will look into TexPool's other accounts or Texas Class for a possible rate higher than .03% interest. A motion was made by Kelly Speer to accept the Investment Officer's report. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #4)

**9. TO APPROVE REPAIRS REQUIRED BY THE DISTRICT'S FACILITIES, BUILDINGS AND EQUIPMENT.**

Mike Rogers distributed photos of two main power poles with extensive damage to their foundations and stated if the poles fell it would take down power for the parking lot area. Mike Rogers pointed out the poles are near the entrance to Preservation Park by the little red school house. Mike Rogers stated he had a bid of \$4,280 from BEC Electric remove them from the power grid and take down the damaged poles, and a bid of \$4,400 to replace the lights with four LED light fixtures. Dannette Mostyn stated fixing this would make the parking lot and field safer in the long run. Mike Rogers stated in addition to the poles he wanted to replace the field lights with LED lights. Kelly Speer stated the District pays up upwards of \$450 a month for electricity in the field and LED lights could reduce the costs. Mike Rogers stated the total cost for the LED replacements and the pole fixes would be \$15,882. A motion was made by Mike Rogers to approve \$16,000 for the improvement and repair of power poles and lighting in Preservation Park. The motion was seconded by Dannette Mostyn. The motion carried.

**10. TO APPROVE BEAUTIFICATION PROJECTS WITHIN THE DISTRICT.**

Noel Eckberg asked about the old entrance sign currently at the District office. Seth Sanders stated it will be moved by the railroad tracks.

Kelly Speer submitted an invoice and receipts from Houston Garden Centers for \$410.13 for flowers purchased by her in June 2018 because Houston Garden Centers would not take checks. Mike Rogers stated this had been approved previously in the check detail. A motion was made by Mike Rogers to reimburse Kelly Speer the amount of \$410.13 paid to Houston Garden Centers for the flowers at the entrance sign. The motion was seconded by Dannette Mostyn. The motion carried.

**11. TO APPROVE THE PURCHASE OF RADIO, TV AND PRINT ADVERTISING FOR THE DISTRICT.**

Kelly Speer asked the Board members if they wanted to schedule TV ads to continue from September to December 2018. Kelly Speer added in addition to the TV spots, KTRK will play the ads on their website before news stories because the District's ads promote an entire local area. Kelly Speer suggested continuing ads on KTRK-TV at \$10,000 a month from September to December. Seth Sanders asked the Board if they wanted to add radio spots for Home for the Holidays. Kelly Speer suggested ads for October and November. Seth Sanders stated the radio ads cost an average of \$300 per commercial, or \$2,750 for ten spots, twice a day for a week. A motion was made by Mike Rogers to approve and authorize the purchase of radio ads for October and November 2018 up to the amount of \$5,000 per month. The motion was seconded by Noel Eckberg. The motion carried. A motion was made by Mike Rogers to approve and authorize the purchase of TV ads for \$10,000 a month through December 2018. The motion was seconded by Dannette Mostyn. The motion carried.

**12. TO REVIEW AND APPROVE IMPROVEMENTS AND ADDITIONS TO THE SIDEWALKS WITHIN THE DISTRICT.**

Seth Sanders stated the District received an email asking for improvements to the sidewalks. Mike Rogers stated the District can't make improvements on private property and the County would have to be contacted with issues on County property. No action.

13. TO REVIEW AND APPROVE AN AGREEMENT FOR THE RENTAL OF A PORTABLE RESTROOM FACILITY FOR USE WITHIN THE DISTRICT.

Kelly Speer proposed renewing the restroom contract with Texas Outhouse for September 2018. Mike Rogers stated if the District plans to have the temporary restroom for more than another month before the new restroom is built, they should approve the funds and decide at the next meeting whether or not to continue the contract. A motion was made by Mike Rogers to approve funds for the temporary portable restroom through December 31, with a funding approval discussion to be held at the December 2018 meeting. The motion was seconded by Noel Eckberg. The motion carried.

14. TO REVIEW AND APPROVE EXTENDING THE NIGHTTIME RESTROOM HOURS DURING SPECIAL EVENTS OR FESTIVAL WEEKENDS.

Kelly Speer stated the Board had instated policy this for event weekends. Dannette Mostyn suggested continuing keeping the restrooms open for longer hours during festival or event weekends. No action.

15. TO DISCUSS THE LEASE OR ACQUISITION OF REAL PROPERTY FROM HARRIS COUNTY FOR CONSTRUCTION OF A NEW RESTROOM FACILITY ON MAIN ST.

Landon Reed spoke from the floor and stated the meeting with Facilities and Property Management and the Commissioner is set for Thursday, August 23. Landon Reed invited two Board members including Seth Sanders to attend the meeting. Landon Reed stated the Board will need to bring blueprints and he will present pictures of the area. Seth Sanders stated he would speak with the approved architect prior to the meeting.

16. TO REVIEW AND APPROVE THE DESIGN AND CONSTRUCTION OF A RESTROOM FACILITY ON MAIN ST.

No action.

17. TO DISCUSS THE LEASE, USE OR ACQUISITION OF REAL PROPERTY FROM LARUE AND BOB WOOD FOR A NEW RESTROOM FACILITY ON PRESTON ST.

No action.

18. TO REVIEW AND APPROVE THE DESIGN AND CONSTRUCTION OF A RESTROOM FACILITY AT THE FORMER SITE OF THE PRESTON STREET RESTROOM.

No action.

19. TO REVIEW, DISCUSS AND TAKE ACTION ON THE 2018 HOME FOR THE HOLIDAYS FESTIVAL WITHIN THE DISTRICT.

No action.

20. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS.

The Board went to Executive Session for items 20-22 at 9:59 am.

The Board resumed into regular session at 10:22 am. No action.

21. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

22. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

23. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR SUBSEQUENT MEETINGS.

24. ADJOURNMENT.

The meeting adjourned at 10:23 am.

(SEAL)

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Mike Rogers, Secretary

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

1. 2017-2018 Audit draft from Breedlove & Associates
2. July and August 2018 Check Detail
3. August 2018 Bookkeeper's report
4. August 2018 Investment Officer's report