

# 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 **9<sup>th</sup> of January 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 Kent Clingerman, Elisabeth Meehan, Adam Tabak, Clarence Williams, Sue Mallott and Ron Krueger.

#### 1. CALL MEETING TO ORDER.

The meeting was called to order at 9:00 am.

#### 2. TO REVIEW AND TAKE ACTION TO RETAIN THE LAW FIRM COVELER & PEELER, P.C. TO SERVE AS DISTRICT COUNSEL.

Adam Tabak provided the Board with a letter regarding the retaining of the District's current legal counsel of Coveler & Peeler. A motion was made by Kelly Speer to continue retaining Coveler & Peeler P.C. as the District's counsel. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

#### 3. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM PREVIOUS MEETING(S).

A motion was made by Kelly Speer to accept the prior meeting minutes as presented. The motion was seconded by Dannette Mostyn. The motion carried.

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

A motion was made by Kelly Speer to approve the payment of the District's bills. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

Item four was revisited at the end of the meeting after the Board concluded its Executive Session and resumed Regular Session. A motion was made by Mike Rogers to approve the January payment of the Preservation Park Lease to the Spring Preservation League. The motion was seconded by Noel Eckberg. Mike Rogers and Noel Eckberg voted Aye. Kelly Speer and Dannette Mostyn voted Nay. The tie-breaking vote was cast by Seth Sanders to approve the motion. The motion carried.

5. TO RECEIVE AND APPROVE THE BOOKKEEPER'S REPORT.

Kelly Speer presented the Bookkeeper's report and stated the District received \$23,806.85 in December, adding the total revenue for this Fiscal Year is an increase \$20,169.61 from the prior Fiscal Year's total revenue. Kelly Speer stated there was \$53,711.06 in Wells Fargo at the beginning of January. A motion was made by Mike Rogers to accept the Bookkeeper's report. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

6. TO RECEIVE AND APPROVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer presented the Investment officer's report and reported the interest in TexPool for December 2017 was \$225.97, making the total in TexPool \$226,386.25. A motion was made by Mike Rogers to accept the Investment officer's report. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #4)

7. TO REVIEW, DISCUSS AND TAKE ACTION ON DISTRICT 2018 INVESTMENT POLICY.

Adam Tabak presented an Investment policy for the Board to approve, stating it 1) assigns the Financial Officer to act as the District's Investment Officer, and 2) the Investment officer takes an annual class on investments. Adam Tabak requested Mike Rogers and Seth Sanders sign the policy as the Board's secretary and president. Kelly Speer stated she has started the online investment course. A motion was made by Mike Rogers to adopt the Investment policy. The motion was seconded by Noel Eckberg. The motion carried. A motion was made by Dannette Mostyn to appoint the Board's Treasurer Kelly Speer as Investment Officer. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #5)

8. TO RECEIVE AND APPROVE THE QUARTERLY VISITORS BUREAU REPORT.

Elisabeth Meehan presented the quarterly visitors bureau report to the Board with the totals from the Spring Historical Museum and Spring Visitors Bureau for October, November, and December 2017. A motion was made by Kelly Speer to approve the report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #6)

9. TO REVIEW, DISCUSS AND TAKE ACTION ON REPAIRS REQUIRED BY THE DISTRICT'S FACILITIES, BUILDINGS AND EQUIPMENT.

Seth Sanders stated Milton Frank recently completed plumbing repairs on the Museum restroom. Mike Rogers asked if there are any issues with the Preston restroom. Seth Sanders stated there are no issues with it currently. Seth Sanders suggested the District and its maintenance employees begin working on putting up soil and grass in the area in front of the Museum restroom. Kelly Speer stated the District should also work on painting and repairs for the Museum restroom. Seth Sanders stated after the Museum restroom is painted the District can put up the bollards behind it. A motion was made by Kelly Speer to set a budget of up to \$4,500 for painting, repairs and landscaping for the Museum restroom. The motion was seconded by Mike Rogers. The motion carried.

10. TO REVIEW, DISCUSS AND TAKE ACTION ON BEAUTIFICATION PROJECTS IN THE DISTRICT.

No action.

11. TO REVIEW, DISCUSS AND TAKE ACTION ON ADVERTISING FOR THE DISTRICT, INCLUDING THE PURCHASE OF RADIO, TV OR PRINT ADVERTISING IN 2018.

Kelly Speer stated Sandy Colwell from ABC will set up the February TV ad on the last Monday of January. Kelly Speer presented a sample guidebook from Al Thomas that could be distributed to hotels. No action.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON THE DESIGN, CONSTRUCTION OR INSTALLATION OF NEW RESTROOM FACILITIES ON MAIN ST.

Seth Sanders asked Kent Clingerman if there is any news from the County regarding the proposed use of the County's land on Main St for a new restroom. Kent Clingerman stated the Commissioner's Court resumed sessions today, but the item in question is not on this month's agenda. No action.

13. TO REVIEW, DISCUSS AND TAKE ACTION ON ESTABLISHING A DISTRICT BUDGET COMMITTEE FOR THE 2018-2019 BUDGET.

A motion was made by Kelly Speer to establish a budget committee with Kelly Speer, Dannette Mostyn and Elisabeth Meehan to create a draft of the 2018-19 budget prior to a budget meeting. The motion was seconded by Noel Eckberg. The motion carried.

14. TO REVIEW, DISCUSS AND TAKE ACTION ON THE AGREEMENT WITH THE SPRING PRESERVATION LEAGUE FOR THE USE OR LEASE OF PRESERVATION PARK IN 2018.

Seth Sanders stated the contract will be sent to the Spring Preservation League at the end of the week. No action.

15. 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.

The Board went into Executive Session at 9:30 am.

The Board resumed Regular Session at 9:45 am and returned to item four to make a motion.

16. TO RECEIVE PUBLIC COMMENT.

Sue Mallott asked if Al Thomas's books would have maps.

Ron Krueger invited the Board to the Dedication of the Immanuel Church of Christ's historical marker on Sunday, January 28, 2018. Sue Mallott added the marker will be the fourth historical marker in town. Ron Krueger thanked the Board for getting a streetlight added to Border St.

17. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON FEBRUARY 13, 2018.

Items to be emailed.

18. ADJOURNMENT.

The meeting adjourned at 9:59 am.

(SEAL)

ATTACHMENTS:

1. 2018 renewal letter for Coveler and Peeler
2. December Check Detail
3. January Bookkeeper's report
4. January Investment Officer's report
5. District Investment Policy
6. Quarterly Visitors Bureau Report

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Mike Rogers, Secretary

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Prepared by Elisabeth Meehan  
OTSID Office Administrator