

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 **14th of May 2019** 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 present were Elisabeth Meehan, Adam Tabak, Sue Mallott, Lana Williams, Clarence Williams, Alvin McKnight, Scott Seifert and Landon Reed.

1. CALL MEETING TO ORDER.

The meeting was called to order at 9:04 am.

2. TO RECEIVE PUBLIC COMMENT.

Sue Mallott commented about recent flooding and asked the Board what Harris County could do to fix the drainage issues.

Clarence Williams commented the recent two storms flooded the Museum restroom and areas on Border St.

Scott Seifert commented he would speak to the architect of the new Spring Fire Department building on insuring the new building doesn't add to drainage problems in Old Town Spring.

Alvin McKnight commented the Spring Masonic Lodge will be holding a family fun day event on May 25.

Landon Reed commented Harris County flood control will be investigating the issue and Harris County representatives have been out in Old Town Spring during the recent storms.

3. TO APPROVE MINUTES FROM PREVIOUS MEETING(S).

A motion was made by Dannette Mostyn to approve the minutes from the April 9 meeting as presented. The motion was seconded by Kelly Speer. The motion carried.

4. TO PAY THE DISTRICT'S BILLS.

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

5. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer stated the April sales tax revenue was \$32,405.84, which was an increase of \$978.55 compared to April 2018. 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 #2)

6. TO RECEIVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the interest in TexPool in April was \$312.40, which made the total in TexPool \$156,443.76. A motion was made by Kelly Speer to accept the Investment Officer's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

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

Dannette Mostyn stated she had an issue with the asphalt repairs in Preservation Park being done with only one bid. Mike Rogers stated the price was under \$5,000 and his goal was to complete the repairs before Easter. Dannette Mostyn stated she didn't hear a deadline at the April meeting and pointed out the check not being double signed. Seth Sanders stated Board members should be clearer in meetings with motions. Noel Eckberg stated she thought the project came under budget. Mike Rogers stated the budget was \$4,500 and the cost of repairs was \$3,500. Dannette Mostyn and Mike Rogers disagreed with the procedure of getting the asphalt repairs made.

Elisabeth Meehan stated the maintenance crew have noticed the lawnmower is working on and off. Seth Sanders asked for them to take it into KY Engine for a diagnosis.

No action.

8. TO APPROVE BEAUTIFICATION PROJECTS WITHIN THE DISTRICT.

No action.

9. TO REVIEW AND APPROVE THE CREATION AND RELEASE OF JOINT PUBLIC SERVICE ANNOUNCEMENTS WITH THE SPRING FIRE DEPARTMENT.

Seth Sanders stated he met with Tracee Evans from the Spring Fire Department who asked if the District would like to collaborate on PSAs. Seth Sanders stated the fire department would get the first twenty seconds and Old Town Spring would get the last 10 seconds. Seth Sanders described the spots as cable ads to be aired in The Woodlands, at a cost of \$2,000 for four months with an initial ad cost of \$650. Seth Sanders stated he would speak with Tracee Evans about splitting costs. Dannette Mostyn stated the cost would be \$500 a month. A motion was made by Kelly Speer to accept the PSA initiative in collaboration with the Spring Fire Department. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #4)

10. TO REVIEW, DISCUSS AND TAKE ACTION TO ENGAGE A MARKETING CONSULTANT FOR THE DISTRICT.

Seth Sanders asked the Board about their interest in finding a marketing person for the District similar to the communications person working for the Spring Fire Department. A motion was made by Kelly Speer to establish a two person committee of Seth Sanders and Kelly Speer to explore marketing options for the District. The motion was seconded by Noel Eckberg. The motion carried.

11. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF RADIO, TV AND PRINT ADVERTISING FOR THE DISTRICT.

No action.

12. TO DISCUSS THE ACQUISITION OF REAL PROPERTY FROM HARRIS COUNTY FOR CONSTRUCTION OF A NEW RESTROOM FACILITY ON MAIN STREET.

Seth Sanders stated the permit has been approved for construction of the proposed Main St restroom on Harris County property. Mike Rogers asked about the status of the lease with Harris County. Seth Sanders stated it will be done after the meeting. No action.

13. TO REVIEW AND APPROVE THE DESIGN AND CONSTRUCTION OF A RESTROOM FACILITY ON MAIN STREET.

No action.

14. TO REVIEW, DISCUSS AND TAKE ACTION ON PAYMENT AND FINANCING OPTIONS FOR THE CONSTRUCTION OF NEW RESTROOM FACILITIES.

No action.

15. 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.

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

The board went into Executive Session at 9:40 am.

The board resumed into regular session at 9:52 am. No action.

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

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

19. ADJOURNMENT.

The meeting adjourned at 9:54 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. April 2019/partial May 2019 Checks list
2. May 2019 Bookkeeper's report
3. May 2019 Investment Officer's report
4. Spring Fire Department PSA proposal