

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 **Tuesday the 10th of September at 9:45 am** at the District office at 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 Adam Tabak, Elisabeth Meehan, Ursula Sledge, Clarence Williams, Lana Williams, Tracee Evans, Sue Mallott and Nicole Neal.

1. CALL MEETING TO ORDER

The meeting was called to order at 9:49 am.

2. TO RECEIVE PUBLIC COMMENT.

Lana Williams commented about the necessity of advertising and said the town needs a new 501c3 merchant association similar to one it had in the past.

Sue Mallott commented the parking lot donations at the Museum are down and volunteered the parking lot for possible events.

Ursula Sledge commented she agreed with the need for more advertising and motivating shop owners to work together.

Tracee Evans commented to invite people to the grand opening of Station 74 on October 5 at 10 am and asked for volunteers to help with a scavenger hunt.

3. TO APPROVE MINUTES FROM PREVIOUS MEETING(S)

A motion was made by Kelly Speer to accept the August 13 minutes as presented. The motion was seconded by Dannette Mostyn. The motion carried.

4. TO PAY THE DISTRICT'S BILLS

Kelly Speer asked about the Quadvest bill for the former site of the Preston restroom. The Board discussed keeping the account for future restrooms. A motion was made by Kelly Speer to approve and 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 presented the Bookkeeper's report and stated the August revenue was \$26,160.21, which was lower than average. Kelly Speer stated the total in Wells Fargo is \$135,945.25. 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 REVIEW AND APPROVE THE DISTRICT'S 2019 INVESTMENT POLICY

The Board reviewed the updated investment policy which nominates Kelly Speer as investment officer and lists proposed investment policies. The Board set a requirement for a minimum of two months of liquid assets and a minimum of six months of reserve funds. A motion was made by Kelly Speer to adopt the investment policy. The motion was seconded by Dannette Mostyn. The motion carried. A motion was made by Noel Eckberg to nominate the Board's treasurer Kelly Speer as investment officer. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #3)

7. TO RECEIVE THE INVESTMENT OFFICER'S REPORT

Kelly Speer stated the interest received in August was \$475.21, making \$258,144.46 the total amount in TexPool. A motion was made by Kelly Speer to accept the Investment Officer's report. The motion was seconded by Dannette Mostyn. The motion carried.

8. TO REVIEW AND APPROVE EXPENDITURES RELATED TO THE DISTRICT'S 2019 HOME FOR THE HOLIDAYS FESTIVAL

No action.

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

Seth Sanders stated he found a company in Longview with log cabin siding needed for repairs for the side of the District office. No action.

10. TO REVIEW, DISCUSS AND TAKE ACTION ON THE LEASE OR RENTAL OF TEMPORARY RESTROOM FACILITIES FOR THE DISTRICT

No action.

11. TO REVIEW, DISCUSS AND TAKE ACTION ON THE DEVELOPMENT OF A DISTRICT RECYCLING PROGRAM

No action.

12. TO REVIEW AND APPROVE THE ACQUISITION AND FINANCING OF VEHICLES AND EQUIPMENT FOR THE DISTRICT

No action.

13. TO APPROVE BEAUTIFICATION PROJECTS WITHIN THE DISTRICT

No action.

14. TO ENGAGE A MARKETING CONSULTANT FOR THE DISTRICT

Seth Sanders stated he and Kelly Speer are going to meet with a marketing consultant for the Spring Fire Department on Wednesday after the Board meeting. Mike Rogers asked about the budget for advertising. Kelly Speer stated \$25,000 was approved at the August Board meeting. A motion was made by Mike Rogers to authorize Kelly Speer and Seth Sanders to meet with the marketing consultant to move forward using the approved budget. The motion was seconded by Dannette Mostyn. The motion carried.

15. TO REVIEW AND APPROVE MARKETING EXPENDITURES FOR THE DISTRICT, INCLUDING THE PURCHASE OF RADIO, TV, PRINT, ONLINE AND SOCIAL MEDIA ADVERTISING

No action.

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

Seth Sanders stated the District has the approval from Harris County to construct the Main St restroom and Quadvest is prepared to set up the water meter. No action.

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

Seth Sanders stated the design is ready to send out for bids.

18. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE SOLICITATION OF GENERAL CONTRACTORS FOR THE CONSTRUCTION OF THE RESTROOM FACILITY ON MAIN STREET

No action.

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

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 into Executive Session at 10:23 am.

The Board reconvened into Regular Session at 10:35 am.

A motion was made by Mike Rogers in the regular session to approve \$25,000 for Quadvest for the new sewer hookup for the Main St restroom. The motion was seconded by Noel Eckberg. The motion carried.

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 10:36 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. August/September 2019 Checks list
2. September 2019 Bookkeeper's report
3. Investment Policy
3. September 2019 Investment Officer's report