

# 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 8<sup>th</sup> of October 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 except Noel Eckberg were present. Also present were Sue Mallott, Elisabeth Meehan, Lana Williams, Clarence Williams and Adam Tabak.

#### 1. CALL MEETING TO ORDER

The meeting was called to order at 9:51 am.

#### 2. TO RECEIVE PUBLIC COMMENT

Sue Mallott commented about the cars and trash in the fenced off building next to the District office.

Clarence Williams commented to suggest moving the Visitors Bureau sign to the other side of the log cabin.

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

A motion was made by Mike Rogers to approve the meeting minutes from September 10<sup>th</sup> and September 25<sup>th</sup> as presented. The motion was seconded by Kelly Speer. The motion carried.

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

Kelly Speer presented the District's bills including the legal bill. A motion was made by Kelly Speer to accept and pay the bills as written. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #1)

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

Kelly Speer presented the bookkeeper's report and stated the revenue for September was \$17,256.17, which made \$112,339.46 the total in Wells Fargo. A motion was made by Kelly Speer to approve the bookkeeper's report as presented. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #2)

**6. TO RECEIVE THE INVESTMENT OFFICER'S REPORT**

Kelly Speer presented the investment officer's report and stated the most recent interest was \$458.98, making the total in TexPool \$258,603.44. A motion was made by Kelly Speer to approve the investment officer's report as presented. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #3)

**7. TO RECEIVE THE QUARTERLY VISITORS BUREAU REPORT**

Elisabeth Meehan presented the Quarterly Visitors Bureau report. Elisabeth Meehan stated the majority of visitors were from Texas and visitors from outside the US visited Old Town Spring from El Salvador, Canada, China, Portugal, Spain, Venezuela, Columbia, Argentina, Thailand, England, Australia, Norway, and Germany. A motion was made by Mike Rogers to approve the Visitors Bureau report. The motion was seconded by Kelly Speer. The motion carried. (SEE ATTACHMENT #4)

**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 the wood siding for the log cabin is ready to pick up. Mike Rogers stated there is an issue with water flooding in a culvert in Preservation Park near Midway. No action.

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

The Board discussed this item after reconvening into its regular session from the executive session. Seth Sanders stated there is a need for a temporary restroom facility before the new restroom is built. A motion was made by Kelly Speer to lease a temporary restroom at the location of the new restroom for November with a cost no more than \$5,000. The motion was seconded by Mike Rogers. The motion carried.

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

Seth Sanders stated the District's ads would start airing in a few days after the meeting. No action.

15. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DESIGN AND CONSTRUCTION OF A RESTROOM FACILITY ON MAIN STREET

No action.

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

The Board discussed this item after reconvening into its regular session from the executive session. A motion was made by Mike Rogers to set the deadline of October 22 at 2 pm for sealed bids for the restroom. The motion was seconded by Dannette Mostyn. The motion carried. A motion was made by Mike Rogers for Mike Rogers and Seth Sanders to be on a committee to meet on October 23 to review sealed bid proposals received. The motion was seconded by Dannette Mostyn. The motion carried.

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

18. 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 convened into Executive Session at 10:04 am.

The Board reconvened into Regular Session at 10:23 am. The Board returned to discuss items 10 and 16.

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

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

21. TO REVIEW, DISCUSS AND TAKE ACTION ON TIME IN WHICH FUTURE MEETINGS WILL COMMENCE

A motion was made by Mike Rogers to change the regular meeting time of the District board meetings to the second Tuesday of each month at 10 am. The motion was seconded by Kelly Speer. The motion carried.

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

23. ADJOURNMENT

The meeting adjourned at 10:30 am.

(SEAL)

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Mike Rogers, Secretary

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

1. September 2019 Checks list
2. October 2019 Bookkeeper's report
3. October 2019 Investment Officer's report
4. Quarterly Visitors Bureau report