

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 December at 10 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 Seth Sanders were present. Also present were Clarence Williams, Adam Tabak, Elisabeth Meehan, Lana Williams, Sue Mallott and Kim Laurence.

1. CALL MEETING TO ORDER

The meeting was called to order at 10:03 am.

2. TO RECEIVE PUBLIC COMMENT

No comments.

3. TO APPROVE MINUTES FROM PREVIOUS MEETING(S)

A motion was made by Kelly Speer to approve the November minutes as presented. The motion was seconded by Dannette Mostyn. The motion carried.

4. TO PAY THE DISTRICT'S BILLS

Kelly Speer stated the unusual bills included all the Home for the Holidays items. Mike Rogers added the first draw payment for the Main Street restroom was made the contractor. A motion was made by Kelly Speer to approve and pay 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 November revenue was \$19,277.62, which made the total this fiscal year \$107,741.37 more than the prior fiscal year total. Kelly Speer added the amount in Wells Fargo as December 1 is \$85,812.03. Kelly Speer added she is carefully monitoring the higher than usual advertising and restroom construction costs. A motion was made by Kelly Speer to accept the Bookkeeper's report as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #2)

6. TO RECEIVE THE INVESTMENT OFFICER'S REPORT

Kelly Speer stated the interest last month in Texpool was \$357.12, which made the total in the account \$259,380.37. 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 REVIEW AND APPROVE EXPENDITURES FOR THE DISTRICT'S 2019 HOME FOR THE HOLIDAYS FESTIVAL

No action.

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

No action.

9. TO REVIEW, DISCUSS AND TAKE ACTION ON SUPPLYING ELECTRICITY TO THE TEMPORARY RESTROOM

No action.

10. TO RECEIVE A REPORT ON THE CONSTRUCTION OF THE RESTROOM FACILITY ON MAIN STREET

Mike Rogers stated the contractor has finished the concrete slab. No action.

11. TO REVIEW AND APPROVE THE CONTRACT FOR CONSTRUCTION OF THE RESTROOM FACILITY

No action.

12. TO REVIEW AND APPROVE APPLICATIONS, REQUESTS OR INVOICES FOR THE CONSTRUCTION OF THE RESTROOM FACILITY

No action.

13. 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 10:11 am.

The Board reconvened into Regular Session at 10:23 am.

14. TO REVIEW, DISCUSS AND TAKE ACTION ON ADOPTION OF DISTRICT POLICIES FOR RESPONDING TO OPEN RECORDS REQUESTS

A motion was made by Kelly Speer to adopt the policy for responding to open records requests. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #4)

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

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

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

The 2020-2021 budget and line items related to personnel will be added to the next agenda.

18. ADJOURNMENT

The meeting adjourned at 10:26 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. November 2019 Checks list
2. December 2019 Bookkeeper's report
3. December 2019 Investment Officer's report
4. 2019 Policy on Responding to Open Records Requests