

# 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 **Thursday, April 30, 2020 at 10 am** at the District office at 606 Spring Cypress Rd, Spring, TX 77373, inside the boundaries of the District.

Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the District exercised its authority to hold the meeting via telephone conference call because of the difficulty and risks of convening a quorum in one location. The meeting could be accessed by the public via telephone toll free at (844) 932-0886 and Pin to join conference: 857126#

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 Mike Rogers were present. Also present were Adam Tabak, Clarence Williams, Joshua Lawrence, Tracee Evans and Elisabeth Meehan. The meeting was held via teleconference call.

#### 1. CALL MEETING TO ORDER

The meeting was called to order at 10:00 am.

#### 2. TO RECEIVE PUBLIC COMMENT

Tracee Evans commented to say the Spring Fire Department will be meeting to discuss future events and the possibility of holding a safety event in Old Town Spring in the fall.

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

A motion was made by Noel Eckberg to approve the minutes of the March meeting. The motion was seconded by Dannette Mostyn. The motion carried.

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

Kelly Speer stated the April bills were only the usual monthly bills. A motion was made by Kelly Speer to approve the bills as presented for March and April. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

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

Kelly Speer stated the revenue for March was \$29,497.05, making the total in Wells Fargo \$51,893.03. 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 went down to \$179.19 for March, making the total in TexPool \$210,424.16. 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 RECEIVE THE QUARTERLY VISITORS BUREAU REPORT**

Elisabeth Meehan presented the Visitors Bureau report for the first quarter and noted visitor counts went down in March due to the Covid-19 related shut down. A motion was made by Kelly Speer to accept the Visitors Bureau report as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #4)

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

Elisabeth Meehan asked for Board feedback on reopening the three public restrooms maintained by the District. Seth Sanders stated the maintenance staff can clean them as usual and reopen them and asked about the possibility of investing in hand sanitizer stations. Seth Sanders asked Elisabeth Meehan to call the restroom supplier about the purchasing of hand sanitizer wall mounts. The Board discussed other restroom and maintenance needs including new sinks for the museum restrooms and a power washer. A motion was made by Kelly Speer to approve the purchase of a new power washer for no more than \$250. The motion was seconded by Dannette Mostyn. The motion carried.

**9. TO DISCUSS BEAUTIFICATION PROJECTS WITHIN THE DISTRICT**

No action.

**10. TO REVIEW, DISCUSS AND TAKE ACTION ON MARKETING AND ADVERTISING FOR THE DISTRICT**

Seth Sanders stated he believes advertising is needed to get people back into town and said he spoke with Doug from the District's ad agency Halloran. Seth Sanders stated Halloran could make an ad campaign to show that Old Town Spring is an open air community, unlike a mall, to invite people back into town. Seth Sanders stated people are staying already with restaurant orders and eating them on benches and in parking lots. Dannette Mostyn stated people want to come back to town. Kelly Speer added a lot of people want to get out of the house. Seth Sanders stated he suggested the dates early May to early June for \$10,000 for an ad campaign. A motion was made by Kelly Speer to approve \$10,000 for a new ad campaign about Old Town Spring being open. The motion was seconded by Noel Eckberg. The motion carried. Seth Sanders stated they could use the old commercial with a few tweaks or make a new one for \$500, but further advertising decisions could wait until the next board meeting.

11. TO REVIEW, DISCUSS AND TAKE ACTION ON WASTE MANAGEMENT AND RECYCLING WITHIN THE DISTRICT

Elisabeth Meehan stated the lowest bid for recycling is for \$65 a month for cardboard only from Nexus Disposal. Kelly Speer asked about the location of the new recycling bin. Seth Sanders stated it could be placed by the garbage bin in Preservation Park. A motion was made by Dannette Mostyn to accept the Nexus Disposal bid for cardboard recycling. The motion was seconded by Kelly Speer. The motion carried.

12. TO REVIEW AND DISCUSS UNPOWERED LAMPPOSTS WITHIN THE DISTRICT

No action.

13. TO MODIFY THE DISTRICT'S 2020-2021 BUDGET

No action.

14. 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

No Executive Session held.

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

16. TO REVIEW, DISCUSS AND TAKE ACTION ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, RETENTION, AND HIRING OR TERMINATION OF DISTRICT EMPLOYEES

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

18. ADJOURNMENT

The meeting was adjourned at 10:33 am.

(SEAL)

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Mike Rogers, Secretary

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

1. March/April 2020 Checks list
2. April 2020 Bookkeeper's report
3. April 2020 Investment Officer's report
4. 1<sup>st</sup> Quarter Visitors Bureau report