

Old Town Spring Improvement District



P.O. Box 1952 * Spring, Texas 77383 * (281) 288-8177 * oldtownspringshopping.com * otsidtx@gmail.com

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, September 8th at 10 am** at the Hochzeit Hall at 427 Gentry St, 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 for Noel Eckberg were present. Also present were Lana Williams, Alvin McKnight, Adam Tabak, Elisabeth Meehan and Sue Mallott. Landon Reed was present via phone.

1. CALL TO ORDER

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

2. ROLL CALL AND ESTABLISH A QUORUM

Quorum was established.

3. TO RECEIVE PUBLIC COMMENT

Alvin McKnight commented to ask about upcoming festivals and the lodge's upcoming car show.

4. REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON NOVEMBER 3, 2020

No action.

5. TO APPROVE MINUTES FROM PREVIOUS MEETING(S)

A motion was made by Mike Rogers to accept the minutes as presented for the August meetings. The motion was seconded by Kelly Speer. The motion carried.

6. TO PAY THE DISTRICT'S BILLS

Kelly Speer stated there were some annual bills including the auditor payment and the property insurance bill. Kelly Speer stated the Board might need to transfer funds from TexPool for Home for the Holidays advertising. 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)

7. TO RECEIVE THE BOOKKEEPER'S REPORT

Kelly Speer stated the August sales tax revenue was \$22,879.43, which was down from the previous year. Kelly Speer added the amount in Wells Fargo at the beginning of the month was \$35,418.53. 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)

8. TO RECEIVE THE INVESTMENT OFFICER'S REPORT

Kelly Speer stated the August interest in TexPool was \$31.62, which made the total amount in TexPool \$210,657.18. 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)

9. TO RECEIVE A PRESENTATION OF THE DISTRICT'S 2019-2020 AUDIT FROM BREEDLOVE & CO., P.C. AND TAKE ANY ACTION RELATED TO THE REPORT

Jill Henze from the District's auditor Breedlove & Co presented the draft of the District's 2019-2020 audit report. She went over some of the specifics from the report, including the management letter stating the audit is materially correct in accordance with management principles. Jill Henze noted an increase in sales tax revenue which allowed the District to spend more money on tourism and capital improvement with the new restroom. She outlined the rest of the audit draft for the board to review. She stated the audit report noted the memorandum of understanding between the District and the Spring Preservation League for the use of land for an annual total of \$27,600. Jill Henze added the report mentions the Coronavirus pandemic may affect the audit numbers next year. Jill Henze concluded the report's last pages noted the general fund expenditures, the TexPool fund, any reimbursements for Board directors, and a five year comparison, which showed sale tax revenue has increased steadily. Seth Sanders signed the management letter for the audit. A motion was made by Kelly Speer to accept the 2019-2020 audit report from Breedlove & Co. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #4)

10. TO REVIEW AND DISCUSS SIGNAGE WITHIN THE DISTRICT

No action.

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

Seth Sanders stated the main street restroom had been repaired three weeks prior with a temporary pump installed by Eliseo Casares. Seth Sanders stated he is waiting on the status of a permanent replacement grinder pump which Eliseo Casares can install. No action.

12. TO DISCUSS BEAUTIFICATION PROJECTS WITHIN THE DISTRICT

No action.

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

Seth Sanders stated the District's advertising agency Hallaron is working on ads that should start airing in the last week of September and run through the first week of December to promote Home for the Holidays. Seth Sanders stated Hallaron would like to interview five shop owners for some shorter ads. No action.

14. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE INSTALLATION, REPAIR AND MODIFICATION OF LIGHTING AND LAMPPOSTS WITHIN THE DISTRICT
No action.

15. TO REVIEW AND APPROVE EXPENDITURES RELATED TO FALL EVENTS, INCLUDING HOME FOR THE HOLIDAYS

Dannette Mostyn stated the District approved the Home for the Holidays budget at the previous meeting. Mike Rogers asked if the District could look for less expensive balloon entertainment who could work more than one weekend. Elisabeth Meehan stated carriage rides would be feasible at the same rate as the prior event. The Board discussed decoration options that the District's maintenance staff could put on the town's lamp posts. No action.

16. EXECUTIVE SESSION, PURSUANT TO GOVERNMENT CODE §551.072, TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY
The Board went into Executive Session at 10:35 am.

The Board resumed into Regular Session at 11:04 am. No action.

17. 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

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

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

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

Real estate, Home for the Holidays and Election related items will be placed on the October agenda.

21. ADJOURNMENT.

The Board meeting was adjourned at 11:06 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. August 2020 Checks list
2. September 2020 Bookkeeper's report
3. September 2020 Investment Officer's report
4. 2019-2020 Audit Draft Report