

**Minutes of the Regular Monthly Meeting
Of
Old Town Spring Improvement District
Board of Directors**

The Board of Directors of the Old Town Spring Improvement District (OTSID) held a regular meeting, open to the public, on **Tuesday, April 13, 2021 at 10 am** at 427 Gentry St 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 at Large
Dannette Mostyn	Position 3 – Vice President
Kelly Speer	Position 4 – Treasurer
Anne Morrow	Position 5 – Secretary

All of the above Board members except Noel Eckberg were present. Also present were Elisabeth Meehan, Eric Hardeman, Adam Tabak, Clarence Williams, Heather Malak, Tracee Evans, and Kim Laurence.

1. CALL TO ORDER

The meeting was called to order at 10 am.

2. ROLL CALL AND ESTABLISH QUORUM

Quorum was established.

3. TO RECEIVE PUBLIC COMMENT

Tracee Evans from the Spring Fire Department commented to ask if the District would be interested in hosting the Spring into Safety event in October during Fire Prevention Month.

4. TO APPROVE MINUTES FROM PREVIOUS MEETINGS

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

5. TO PAY THE DISTRICT'S BILLS

Kelly Speer stated there were no unusual bills. A motion was made by Kelly Speer to approve the District's bills. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

6. TO RECEIVE THE BOOKKEEPER'S REPORT

Kelly Speer stated the revenue for March was \$30,021.07 and the total in Wells Fargo at the beginning of April was \$74,647.28. A motion was made by Kelly Speer to approve the Bookkeeper's report as presented. The motion was seconded by Anne Morrow. The motion carried. (SEE ATTACHMENT #2)

7. TO RECEIVE THE INVESTMENT OFFICER'S REPORT

Kelly Speer stated the interest in March was \$2.49, making the total in TexPool \$155,758.87. A motion was made by Kelly Speer to approve the investment officer's report as presented. The motion was seconded by Anne Morrow. The motion carried. (SEE ATTACHMENT #3)

8. TO RECEIVE THE QUARTERLY VISITORS BUREAU REPORT

Elisabeth Meehan presented the Quarterly Visitors Bureau report for January, February and March 2021. A motion was made by Kelly Speer to accept the quarterly Visitors Bureau report as presented. The motion was seconded by Anne Morrow. The motion carried. (SEE ATTACHMENT #4)

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

Seth Sanders stated the tractor is working fine, but may need some hose repairs. Seth Sanders added the District has the under warranty pump for the Main St restroom whenever needed, but the restroom is working well. Seth Sanders stated he is waiting on invoices from Eliseo Campos for repairs for the power poles in the park and restrooms after the freezing weather. Elisabeth Meehan stated maintenance returned a \$200 broken leaf blower for a full refund and need to purchase a better leaf blower. No action.

10. TO REVIEW, DISCUSS AND TAKE ACTION ON SECURITY AT PRESERVATION PARK AND OTHER DISTRICT FACILITIES

Seth Sanders stated he researched a few camera companies and would keep researching options. No action.

11. TO REVIEW AND DISCUSS BEAUTIFICATION PROJECTS WITHIN THE DISTRICT

Kelly Speer suggested the maintenance staff plant Mexican Heather in the boxes between the front Old Town Spring signs to replace dead plants. No action.

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

Kelly Speer reported she and Anne Morrow met with Hallaron and stated there was a miscommunication on the District's approval processes. Kelly Speer added they addressed concerns regarding the state of the website including the map and front page. Anne Morrow explained how they discussed needing the website to highlight Old Town Spring as a whole. Seth Sanders asked if Hallaron is still working on the website. Kelly Speer stated they are working on it now.

Kelly Speer asked the Board about restarting TV advertising for the next few months. Kelly Speer suggested \$10,000 worth of ads for April starting after the meeting and \$15,000 for May, with the Party in the Street advertisement the District already owns. A motion was made by Kelly Speer to allocate \$25,000 for TV advertising for April and May 2021. The motion was seconded by Anne Morrow. The motion carried.

13. TO RECEIVE A REPORT FROM THE COUNTY COMMISSIONER'S OFFICE

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 THE SUBSEQUENT MEETINGS

18. ADJOURNMENT

The meeting was adjourned at 10:22 am.

(SEAL)

Anne Morrow, Board Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. March 2021 Checks list
2. April 2021 Bookkeeper's report
3. April 2021 Investment Officer's report
4. April 2021 Quarterly Visitors Bureau report