

# 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, February 23, 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
Noel Eckberg	Position 2
Dannette Mostyn	Position 3
Kelly Speer	Position 4
Anne Morrow	Position 5

All of the above Board members except Noel Eckberg and Dannette Mostyn were present. Also present were Elisabeth Meehan, Lana Williams, Adam Tabak and Clarence Williams.

#### **1. CALL TO ORDER**

The meeting was called to order at 10 am.

#### **2. TO ELECT 2021 BOARD OFFICERS**

Kelly Speer made a motion to table the electing of Board officers. The motion was seconded by Anne Morrow. The motion carried.

#### **3. ROLL CALL AND ESTABLISH QUORUM**

Quorum was established.

#### **4. TO RECEIVE PUBLIC COMMENT**

No comments.

#### **5. TO APPROVE MINUTES FROM PREVIOUS MEETINGS**

A motion was made by Kelly Speer to approve the January minutes as presented. The motion was seconded by Anne Morrow. The motion carried.

#### **6. TO PAY THE DISTRICT'S BILLS**

Kelly Speer stated all the bills were normal excluding the bill from Hallaron for the website for \$10,000. Seth Sanders stated he spoke with Hallaron after the previous meeting and they explained it can be paid however and whenever the District would prefer. Anne Morrow stated the new website is difficult to navigate and the old website is better. Seth Sanders suggested a committee

of two Board members meet with Hallaron to discuss these issues. A motion was made by Kelly Speer for Kelly Speer and Anne Morrow to meet with Hallaron to discuss the website and website invoice. The motion was seconded by Anne Morrow. The motion carried. A motion was made by Kelly Speer to approve the District's bills excluding the Hallaron invoice for \$10,000. The motion was seconded by Anne Morrow. The motion carried. (SEE ATTACHMENT #1)

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

Kelly Speer stated the revenue in January was \$27,840.65. A motion was made by Kelly Speer to approve the Bookkeeper's report as written. The motion was seconded by Anne Morrow. The motion carried. (SEE ATTACHMENT #2)

#### 8. TO REVIEW, DISCUSS AND TAKE ACTION TO ENGAGE AN AUDITOR TO CONDUCT THE 2020 AUDIT

The Board received an engagement letter from Breedlove & Co for the District's upcoming audit. A motion was made by Kelly Speer to accept the engagement letter from Breedlove & Co to conduct's the District's 2019-2020 audit. The motion was seconded by Anne Morrow. The motion carried.

#### 9. TO RECEIVE THE INVESTMENT OFFICER'S REPORT

Kelly Speer stated the interest in January was \$10.47 and the total in TexPool is \$155,751.26. A motion was made by Kelly Speer to approve the Investment Officer's report. The motion was seconded by Anne Morrow. The motion carried. (SEE ATTACHMENT #3)

#### 10. TO REVIEW, DISCUSS AND TAKE ACTION ON THE DISTRICT'S 2021-2022 DRAFT BUDGET

Seth Sanders stated items needed to be reviewed including advertising for the new budget. A motion was made by Kelly Speer for Kelly Speer and Anne Morrow to meet as the budget committee and make a recommendation for the budget at the next Board meeting. The motion was seconded by Anne Morrow. The motion carried.

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

Seth Sanders stated Eliseo Campos is coming into town after the meeting to see the restroom facilities affected by water leaks. A motion was made by Anne Morrow to budget up to \$2,500 for repairs needed for District facilities. The motion was seconded by Kelly Speer. The motion carried. Seth Sanders presented the topic of safety in the parking lot after hours and the availability of parking for late night employees of Old Town Spring businesses. Anne Morrow asked when the parking lot closed. The Board tabled discussion for the next meeting. No action.

#### 12. TO REVIEW AND DISCUSS BEAUTIFICATION PROJECTS WITHIN THE DISTRICT

Seth Sanders stated he spoke with Harris County regarding possible changes to the area around the railroad for beautification and public safety. No action.

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

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

The Board will discuss security options for Preservation Park.

18. ADJOURNMENT

The meeting was adjourned at 10:59 am.

(SEAL)

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Anne Morrow, Board Secretary

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

1. January 2021 Checks list
2. February 2021 Bookkeeper's report
3. February 2021 Investment Officer's report