

**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, **September 7th, 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
Effie Stees	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 were present. Also present were Elisabeth Meehan, Sue Mallott, Clarence Williams, John Peeler, Lana Williams, Jill Henze, Cindy Strickland, Pam Golden, Cody Nicholson, Landon Reed, Devin Sparks and Mark Burrough.

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

No comments.

4. TO APPROVE MINUTES FROM PREVIOUS MEETINGS

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

5. TO PAY THE DISTRICT'S BILLS

Kelly Speer stated there are no unusual bills. Elisabeth Meehan stated the District will have annual bills in September and October for the audit and insurance. A motion was made by Kelly Speer to pay the District's bills. The motion was seconded by Anne Morrow. The motion carried. (SEE ATTACHMENT #1)

6. TO RECEIVE THE BOOKKEEPER'S REPORT

Kelly Speer stated the revenue for August was \$41,802.01, which made the total in Wells Fargo at the start of September \$86,980.67. A motion was made by Kelly Speer to accept the Bookkeeper's report as presented. The motion was seconded by Anne Morrow. The motion carried. (SEE ATTACHMENT #2)

7. TO RECEIVE A PRESENTATION OF THE DISTRICT'S 2020-2021 AUDIT FROM BREEDLOVE & CO., P.C. AND TAKE ANY ACTION RELATED TO THE REPORT

Jill Henze and Cindy Strickland from Breedlove & Co presented the 2020-2021 audit report draft for the Board to review. Jill Henze stated everything is materially correct and in accordance with accounting principles. Jill Henze outlined the audit draft and noted that revenue was down from the previous year. She stated the District's largest expenses are tourism development and personnel. Jill Henze listed items in the report including financial statements, depreciation, no new policies, and a memorandum of understanding with the Spring Preservation League for \$27,600 for rent. She added tourism development will hopefully make up for the lost revenue in the prior fiscal year. A motion was made by Kelly Speer to accept the 2020-2021 audit report from Breedlove & Co as presented. The motion was seconded by Anne Morrow. The motion carried. (SEE ATTACHMENT #3)

8. TO RECEIVE THE INVESTMENT OFFICER'S REPORT

Kelly Speer stated the TexPool interest for August was \$2.94, making the total in TexPool \$155,768.79. 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 #4)

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

Kelly Speer stated the District's maintenance staff have added several trash cans to light poles and asked the Board to look around and suggest light poles to attach remaining trash cans. Elisabeth Meehan stated there is a bridge in Preservation Park that needs to be looked at and addressed. Seth Sanders stated there may be issues with restroom pumps to discuss in the future. No action.

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

No action.

11. TO REVIEW AND DISCUSS BEAUTIFICATION PROJECTS WITHIN THE DISTRICT

No action.

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

Seth Sanders stated he wants to start Home for the Holidays and new advertising at the end of September or fairly soon. Kelly Speer stated she and Seth Sanders met with Hallaron to discuss advertising and receive a presentation from them on social media advertisements. Kelly Speer reported Hallaron suggested splitting TV ads and social media, by putting 30% of the budget into social media. Kelly Speer added the representative from Hallaron asked for the budget and said they would tell the Board how they could use it. Kelly Speer stated the District's TV advertisement amount of \$65,000 allowed for 90,000 ads on TV and cable. She added the social media buy would also come with tracking info. Seth Sanders stated he didn't think any money would need to come from TexPool.

Seth Sanders suggested \$80,000 for ads for the end of September through December with 30% going to social media. A motion was made by Kelly Speer to authorize spending \$80,000 for advertising with Hallaron with 30% of that amount for a social media campaign. The motion was seconded by Anne Morrow. The motion carried.

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

Landon Reed reported the Commissioner's court will be meeting regarding law enforcement and redistricting. He added the redistricting will most likely not affect Old Town Spring. Kelly Speer asked about representation at the town hall. Landon Reed stated people from Harris County will attend and the County is ready to take petitions where they need to go.

14. TO REVIEW AND DISCUSS UPCOMING EVENTS WITHIN THE DISTRICT INCLUDING BUT NOT LIMITED TO SPRING INTO SAFETY AND HOME FOR THE HOLIDAYS

Seth Sanders stated the Spring Fire Department has plans in action for Spring into Safety. Elisabeth Meehan presented the Board with an itemized list of Home for the Holidays expenditures from 2020. The Board voted in the August meeting to authorize the same budget for lighting, decorations, the balloon artist and carriage rides. No action.

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 §551.071 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 went into executive session at 10:28 am.

The Board reconvened into regular session at 10:40 am.

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

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

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

20. ADJOURNMENT

The meeting was adjourned at 10:42 am.

(SEAL)

Anne Morrow, Board Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. August 2021 Checks list
2. September 2021 Bookkeeper's report
3. 2020-2021 Audit report draft
4. September 2021 Investment Officer's report