

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 the **13th day of February 2017** at 5:00 pm at the OTSID office, 606 Spring Cypress Rd., Spring, TX 77373, inside the boundaries of the District. The roll was called of the duly appointed/elected members of the Board, to-wit:

VACANT	Position 1-Director
Noel Eckberg	Position 2-Director
Clarence Williams	Position 3-Financial Officer
Kelly Speer	Position 4-Director
Mike Rogers	Position 5-Secretary

All of the above Board members were present. Quorum was established. Also in attendance were Al Thomas, Elisabeth Meehan, Adam Tabak, and Kent Clingerman.

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:05 pm. Mike Rogers conducted the meeting as Board Secretary.

2. TO RECEIVE PUBLIC COMMENT.

No public comments.

3. ACCEPT STATEMENT OF APPOINTED/ELECTED OFFICERS, OATHS OF OFFICE OF DIRECTORS, DIRECTOR QUESTIONNAIRES FOR CONFLICTS DISCLOSURE STATEMENT, FORM CIS, FORM CIQ.

Noel Eckberg, for Position 2, and Kelly Speer, for Position 4, were sworn in and signed their oath of office.

4. TO REVIEW, DISCUSS AND TAKE ACTION FOR THE ELECTION OF DISTRICT OFFICERS.

A motion was made by Clarence Williams to table this item until the March meeting when there will be a full Board of five. The motion was seconded by Kelly Speer. The motion carried.

5. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM THE MONTHLY BOARD MEETING ON JANUARY 9, 2017.

A motion was made by Clarence Williams to accept the minutes from January 9, 2017 as presented. The motion was seconded by Kelly Speer. The motion carried.

6. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM THE SPECIAL BOARD MEETING ON JANUARY 31, 2017.

A motion was made by Clarence Williams to accept the minutes from January 31, 2017 as presented. The motion was seconded by Noel Eckberg. The motion carried.

7. TO REVIEW, DISCUSS AND TAKE ACTION TO PAY THE DISTRICT'S BILLS.

A motion was made by Clarence Williams to approve the bills for January and the beginning of February as submitted. The motion was seconded by Kelly Speer. The motion carried. A motion was made by Kelly Speer to accept the invoice received from Coveler & Katz at tonight's meeting for the amount of \$1,353.46 for payment. The motion was seconded by Clarence Williams. The motion carried. (SEE ATTACHMENT #1)

8. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE AND APPROVE THE BOOKKEEPER'S REPORT.

Clarence Williams reported the January revenue was \$24,151.57, which was lower than the average amount. He added the District recently received the revenue for February that went back up for \$30,667.03. Clarence Williams stated Wells Fargo as of February 1 has a balance of \$44,015.92 and TexPool has a balance of \$224,545.55. Clarence Williams stated all invoices for January have been paid and the invoice from tonight will be paid. A motion was made by Clarence Williams to accept the Bookkeeper's report as presented. The motion was seconded by Kelly Speer. The motion carried. (SEE ATTACHMENT #2)

9. TO REVIEW, DISCUSS AND TAKE ACTION TO RECEIVE AND APPROVE THE INVESTMENT OFFICER'S REPORT.

Clarence Williams stated the balance in TexPool is now \$224,545.55 total and the earned interest for January was \$102.65. A motion was made by Clarence Williams to accept the Investment Officer's report as presented. The motion was seconded by Kelly Speer. The motion carried. (SEE ATTACHMENT #3)

10. TO REVIEW, DISCUSS AND TAKE ACTION ON THE DRAFT BUDGET FOR THE 2017-2018 FISCAL YEAR.

Clarence Williams stated the draft of the budget in front of the Board contains all the figures discussed at the January 31 meeting and noted that no one had suggested any changes since the meeting. Mike Rogers asked about Home for the Holidays and if that would be in the budget. Clarence Williams responded that it can be covered under marketing/advertising and the number in the budget reflects room for Home for the Holidays. Kelly Speer asked if the budget is set in stone or can be changed. Clarence Williams stated if changes need to be made in the future, they can be addressed. Adam Tabak stated from the floor the Board can always make motions in the future to amend the budget. A motion was made by Clarence Williams to adopt the 2017-2018 budget with the numbers as decided on at the January 31 meeting. The motion was seconded by Kelly Speer. The motion carried. (SEE ATTACHMENT #4)

11. TO REVIEW, DISCUSS AND TAKE ACTION ON THE ADOPTION OF THE 2017 DISTRICT INVESTMENT POLICY.

Clarence Williams stated the investment policy is the same copy of the policy adopted by the District since its creation and the rules of the policy are pretty broad. Mike Rogers asked if this

policy prevents the Board from moving money in or out of TexPool to another investment. Adam Tabak stated the policy only advises the Board shouldn't invest in junk bonds and should use this policy to discuss future investment opportunities if they arise. A motion was made by Clarence Williams to table this item until the next meeting when the Board has full list of elected officers. The motion was seconded by Kelly Speer. The motion carried. (SEE ATTACHMENT #5)

12. TO RECEIVE A PRESENTATION FROM HARRIS COUNTY'S REPRESENTATIVE REGARDING THE VEGETABLE GARDEN PROJECT.

The representative from the County was unable to attend this meeting. A motion was made by Clarence Williams to table this item. The motion was seconded by Kelly Speer. The motion carried.

13. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S PARTICIPATION IN THE VEGETABLE GARDEN PROJECT PRESENTED BY HARRIS COUNTY.

A motion was made by Clarence Williams to table this item. The motion was seconded by Kelly Speer. The motion carried.

14. TO REVIEW, DISCUSS AND TAKE ACTION TO RESEARCH THE USE OF HARRIS COUNTY PROPERTY LOCATED BETWEEN THE SPOTTED PONY AND SAM'S ANTIQUES FOR A NEW RESTROOM SITE.

Kent Clingerman reported from the floor Harris County Facilities and Property Management is currently researching this request and had no further updates. No action.

15. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE EDITING AND APPROVAL OF THE MAP AND KIOSKS DIRECTORY PRIOR TO INSTALLATION AND TO RECEIVE A REPORT FROM AL THOMAS REGARDING STATUS OF PROJECT.

Al Thomas presented a sample kiosk map and the list of names of the shops that will be on a separate poster in the kiosk. Al Thomas stated the Board has two new members who have not seen the map he had previously given to the Board. He pointed out each shop in town has a location identity and the map face is now correctly oriented. Al Thomas recommended updating the shop list every three to six months. Clarence Williams asked Al Thomas how current the map list is as of this meeting. Al Thomas stated he is updating four names that have changed this week. Clarence Williams stated the orientation correction was the most important part and based on the new map it looks as if the kiosk updates can go forward. A motion was made by Clarence Williams to move forward on working with Al Thomas in making final updates to the shop list, accepting the map as presented with a proposed installation in the kiosks for March 1. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #6)

16. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A WRITTEN AGREEMENT BETWEEN THE SPRING PRESERVATION LEAGUE AND THE DISTRICT REGARDING THE MAINTENANCE, OPERATION AND HOURS OF THE MUSEUM RESTROOM.

Clarence Williams stated the agreement the Board received a copy of at the January 31 meeting is based off of an agreement between the County and the Museum regarding the Be-An-Angel train. Clarence Williams added this item has been pending for six months for approval and the

Spring Preservation League is very interested in keeping the restrooms open. Clarence Williams asked the Board to carefully read the agreement. A motion was made by Kelly Speer to table the item for legal and the Board to look over the agreement a final time. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #7)

17. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING PLACEMENT OF SECURITY LIGHTS ON THREE STREET POLES ON BORDER ST.

Clarence Williams stated this item has been on several agendas with no movement and the Board will not be able to do much while there is construction on Border St. He noted the construction has currently stalled and suggested putting this item off until construction is finished. A motion was made by Clarence Williams to table the item until construction on Border St is completed. The motion was seconded by Kelly Speer. The motion carried.

18. EXECUTIVE SESSION, PURSUANT TO CHAPTER 551 OF THE TEXAS GOVERNMENT CODE, TO DISCUSS LEGAL MATTERS DETERMINED BY DISTRICT COUNSEL WHICH PURSUANT TO THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS REQUIRES PRIVATE CONSULTATION WITH THE DISTRICT.

No executive session held.

19. To discuss any items to be placed on the agenda for the next meeting to take place on March 13, 2017.

- Maintenance supervisor directions and responsibilities
- Marketing/advertising opportunities
- Written agreement between the Spring Preservation League and the District regarding the maintenance, operation and hours of the Museum restroom.
- The use of Harris County property located between The Spotted Pony and Sam's Antiques for a new restroom site.
- Participation in the vegetable garden project presented by Harris County.
- Adoption of the 2017 district investment policy.

20. ADJOURNMENT.

A motion was made by Clarence Williams to adjourn. The motion was seconded by Kelly Speer. The meeting adjourned at 5:46 pm.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. January/February Check Detail
2. February Bookkeeper's Report
3. February Investment Officer's Report
4. 2017-2018 Budget Draft
5. Investment Policy Draft
6. Kiosk map example
7. Museum – Spring Preservation League/District Agreement Draft