

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 of February 2018** at 9:00 am 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:

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 were present. Also in attendance were Elisabeth Meehan, Al McKnight, Adam Tabak, Landon Reed, Clarence Williams, Ursula Sledge, Scott Seifert and Joe Webb.

1. CALL MEETING TO ORDER.

The meeting was called to order at 9:02 am.

2. TO APPROVE MINUTES FROM PREVIOUS MEETING(S).

A motion was made by Mike Rogers to approve the minutes from the January meeting. The motion was seconded by Dannette Mostyn. The motion carried.

3. TO PAY THE DISTRICT'S BILLS.

A motion was made by Mike Rogers to pay bills as presented. Kelly Speer stated she wanted to discuss the February lease payment since the District is working on a contract with the Spring Preservation League. Noel Eckberg stated the District should pay until the contract is finalized. Kelly Speer stated she disagreed with Noel Eckberg. The motion was seconded by Noel Eckberg. Mike Rogers and Noel Eckberg voted Aye. Dannette Mostyn and Kelly Speer voted Nay. The tie was broken by Seth Sanders. The motion carried. (SEE ATTACHMENT #1)

4. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer presented the Bookkeeper's report and stated the January revenue was \$58,292.36 and the Wells Fargo total at the beginning of February was \$85,520.82. A motion was made by Kelly Speer to approve the Bookkeeper's report. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #2)

5. TO RECEIVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the interest in TexPool was \$249.70, making the total amount in TexPool \$226,635.95. A motion was made by Mike Rogers to accept the Investment officer's report. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

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

No action.

7. TO APPROVE BEAUTIFICATION PROJECTS IN THE DISTRICT.

Seth Sanders stated the maintenance employees placed soil and St. Augustine grass in front of the museum restroom where the septic tanks had been located. Kelly Speer asked if the bollards to be put in behind the museum restroom are ready. Seth Sanders responded the District will put them up next. Kelly Speer stated the Board needs to decide how and when it should paint the museum restroom. No action.

8. TO REVIEW, DISCUSS AND TAKE ACTION ON ADVERTISING FOR THE DISTRICT, INCLUDING THE PURCHASE OF RADIO, TV OR PRINT ADVERTISING IN 2018.

Kelly Speer stated the Board already planned TV advertising for the quarter. The Board received a proposal for a new quarterly guide from Al Thomas. Kelly Speer stated the Board should review it closer to the end of the quarter for the current edition of the Old Town Spring Magazine. No action. (SEE ATTACHMENT #4)

9. TO RECEIVE A REPORT FROM HARRIS COUNTY REGARDING PROPERTY FOR NEW RESTROOM FACILITIES ON MAIN ST.

Landon Reed from Harris County stated the Commissioner doesn't think it will be an issue to build a restroom on the County owned property, but the County needs to look over the area again with an engineer. Seth Sanders asked Landon Reed if the District needs to paint a footprint of the proposed restroom on the ground. Landon Reed stated the County needs to look back into its records to get a closer look at the area. Landon Reed stated Facilities and Property Management wants to get bollard posts behind the museum restroom first. Seth Sanders stated both the League and the District will work together on making the restroom building footprint. No action.

10. TO REVIEW, DISCUSS AND TAKE ACTION ON INSURANCE FOR THE DISTRICT VEHICLE(S).

Dannette Mostyn stated the auto insurance rate with Progressive seemed very high for a truck primarily driven in Old Town Spring. Seth Sanders stated the Board should ask its insurance agent Keith Willingham to shop around auto insurance other than Progressive. A motion was made by Kelly Speer to shop around auto insurance for the District's truck. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #5)

11. TO PLAN DISTRICT HOSTED EVENTS ON THE STREETS OF OLD TOWN SPRING.

Dannette Mostyn stated she added this agenda item to see if the District could request street closures to hold events in town. Mike Rogers stated the District needs to budget for street closing costs, costs of entertainment, and other items to host any event. Kelly Speer stated she wants to know if the District can host events at all. Mike Rogers asked Clarence Williams as a representative

from the League if the League's Pet Fest would be in the streets this year. Clarence Williams stated there would be no street closures for any League events going forward. Seth Sanders stated when he worked to put on the Crawfish Festival, he found street closures were a hassle for vendors and customers, with better sales for events hosted in just Preservation Park. Mike Rogers stated the atmosphere in town without street closures during festivals was better. Seth Sanders asked the Board if closing off parts of the streets would be better, similar to closures made during Home for the Holidays. Mike Rogers asked if it was a conflict of interest if the District used its money to host festivals or events near businesses owned by Board members. Adam Tabak advised the Board to be diligent about avoiding conflicts of interest. Mike Rogers suggested having a meeting to discuss this topic in detail. Dannette Mostyn proposed sending out a survey to merchants to gauge their opinions. Clarence Williams commented it's a matter of how much the District wants to spend on events with no guarantee of revenue. Seth Sanders stated there are costs but he believes events can lead to growth for businesses and goodwill for the town. Kelly Speer asked whether the District can request street closures at all. Landon Reed stated from the floor it's easier to close side streets, but streets like Main and Gentry can't be shut down for long. Kelly Speer added there has to be an avenue for traffic outside closed streets. Per Dannette Mostyn's suggestion the Board will prepare and send out a survey to the merchants to gauge opinions on street closures and events in Old Town Spring. No action.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON THE WATER PIPE IN PRESERVATION PARK LOCATED UNDER THE PARKING LOT.

Seth Sanders stated Milton Frank came out and repaired a broken pipe underneath the asphalt in Preservation Park. Mike Rogers asked if the pipe break was connected to the cold weather. Clarence Williams stated from the floor the ground had already been damaged prior to the cold weather and the District's dumpster has been moved. No action.

13. TO RECEIVE A REPORT FROM THE HARRIS COUNTY FLOOD DISTRICT REGARDING FOOTBRIDGES NEAR OR IN PRESERVATION PARK.

Seth Sanders stated the Board received a letter from the Harris County Flood District asking about the history of the footbridges in Preservation Park. Seth Sanders stated he believed Ed Weddle and Keith Willingham installed the bridges over a decade ago. Clarence Williams spoke from the floor and said he put the representative from the Harris County Flood District in contact with Don Bayer. No action. (SEE ATTACHMENT #6)

14. TO MODIFY OR AMEND THE 2018-2019 DISTRICT BUDGET.

Kelly Speer presented a 2018-2019 budget draft to the Board and stated Dannette Mostyn and she went over the budget. Kelly Speer stated the draft is fairly similar to the previous year's budget, except the 2017-2018 carryover won't be known until near the end of March. Kelly Speer stated she increased the line item for marketing and advertising from the prior budget. Mike Rogers asked if the Board should discuss adding a line item for Home for the Holidays to cover expenses including the lighting and the carriage ride. The Board will look over the budget and discuss in the March meeting. No action. (SEE ATTACHMENT #7)

15. TO ENTER INTO AN AGREEMENT WITH THE SPRING PRESERVATION LEAGUE FOR THE OPERATION AND USE OF PRESERVATION PARK.

No action.

16. 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.

The Board went into Executive Session at 9:48 am.

The Board resumed into the regular meeting at 10:02 am. No action.

17. TO RECEIVE PUBLIC COMMENT.

Ursula Sledge asked if Public Comments could be held prior to the Executive Session at meetings where the Board goes into Executive Sessions.

Al McKnight commented the Spring Masonic Lodge is holding a fundraiser car show in their parking lot on April 14 and wanted to invite the Board and any others to attend.

18. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON MARCH 13, 2018.

19. ADJOURNMENT.

The Board adjourned the meeting at 10:04 am.

(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. Quarterly ad proposal from Al Thomas
5. Progressive insurance information for the District's truck
6. Letter from Harris County Flood District
7. 2018-2019 Budget Draft