

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 **8th of January 2019** 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 present were Tracee Evans, Landon Reed, Clarence Williams, Adam Tabak, Dennis Smith and Elisabeth Meehan.

1. CALL MEETING TO ORDER.

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

2. TO RECEIVE PUBLIC COMMENT.

No comments.

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

Mike Rogers asked to add in a line about moving funds from TexPool to Wells Fargo to the December 20 minutes. A motion was made by Mike Rogers to approve the December 11 minutes as presented. The motion was seconded by Noel Eckberg. The motion carried. A motion was made by Kelly Speer to amend the December 20 minutes to add a line saying the District will move funds from the District's TexPool to the District's Wells Fargo to cover the unexpected run-off election and legal expenses. The motion was seconded by Dannette Mostyn. The motion carried.

4. TO PAY THE DISTRICT'S BILLS.

A motion was made by Mike Rogers to approve and pay the District's bills. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

5. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer presented the Bookkeeper's report and stated the District received \$27,349.21 in revenue in December. Kelly Speer stated the District had \$36,598.13 at the beginning of the month in Wells Fargo. 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)

6. TO RECEIVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer presented the Investment Officer's report and noted the District moved \$25,000 from its TexPool account to help with unexpected expenses related to the election. Kelly Speer stated the District received \$331.61 in interest, making the total in TexPool \$155,210.65. A motion was made by Kelly Speer to approve the Investment Officer's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

7. TO RECEIVE THE QUARTERLY VISITORS BUREAU REPORT.

Elisabeth Meehan presented the 4th quarter Visitors Bureau report and noted the higher number of visitors in November and December. Elisabeth Meehan stated most visitors came from in state and Houston, with international visitors from Mexico, Germany, Japan, Brazil, Venezuela, South Africa and the UK. A motion was made by Kelly Speer to approve the quarterly Visitors Bureau report. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #4)

8. TO ESTABLISH A COMMITTEE TO REVIEW AND RECOMMEND THE 2019-2020 BUDGET.

Mike Rogers suggested having a special meeting to discuss the budget. A motion was made by Kelly Speer to have the meeting on February 5 at 9:30 am. The motion was seconded by Mike Rogers. The motion carried.

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

Mike Rogers stated several parts of the field in Preservation Park have been damaged over the years and requested the board buy asphalt to make repairs. A motion was made by Mike Rogers to buy a load of asphalt for the purpose of improving the grounds in Preservation Park by the District's maintenance staff. The motion was seconded by Kelly Speer. The motion carried.

10. TO APPROVE BEAUTIFICATION PROJECTS WITHIN THE DISTRICT.

No action.

11. TO REVIEW AND APPROVE THE DISTRICT'S PARTICIPATION IN HARRIS COUNTY'S SAFETY FEST.

Tracee Evans from the Spring Fire department discussed an upcoming event the Fire Department wanted to hold in Old Town Spring on fire safety. She stated it would be a free event but vendors could be allowed. Mike Rogers asked if it would all be in Preservation Park. Kelly Speer suggested part of it be held in town to encourage customers to come into town. Tracee Evans said the Fire Department could have a bucket ride on its fire engine in the park with vendors and fire safety stations in the town. The date March 30 was tentatively set for the festival. A motion was made by Mike Rogers to nominate Seth Sanders to be the District's liaison with the Spring Fire Department and the Spring Preservation League to discuss the event further. The motion was seconded by Noel Eckberg. The motion carried.

12. TO APPROVE THE PURCHASE OF RADIO, TV AND PRINT ADVERTISING FOR THE DISTRICT.

No action.

13. TO REVIEW PROPOSALS SUBMITTED BY VENDORS FOR THE LEASE OF TEMPORARY RESTROOM FACILITIES.

The Board received two bids for possible temporary restroom services if needed between March and the building of the new restroom. Elisabeth Meehan stated more prospective bids would be presented when emailed to the Board. No action.

14. TO DISCUSS THE ACQUISITION OF REAL PROPERTY FROM HARRIS COUNTY FOR CONSTRUCTION OF A NEW RESTROOM FACILITY ON MAIN STREET.

No action.

15. TO REVIEW AND APPROVE THE DESIGN AND CONSTRUCTION OF A RESTROOM FACILITY ON MAIN STREET.

No action.

16. TO REVIEW, DISCUSS AND TAKE ACTION ON PAYMENT AND FINANCING OPTIONS FOR THE CONSTRUCTION OF NEW RESTROOM FACILITIES.

No action.

17. TO REVIEW AND TAKE ACTION ON BIDS RECEIVED FOR TEMPORARY RESTROOM REPLACEMENT.

No action.

18. 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.

19. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

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

The Board went into Executive Session at 9:45 am for item 20.

The Board resumed into Regular Session at 9:59 am

A motion was made by Kelly Speer to adjust the District's employee manual as discussed in the Executive Session to reflect the new vacation policy. The motion was seconded by Noel Eckberg. The motion carried.

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

The Board will hold its budget meeting on February 5 before its next regular meeting on February 12.

22. ADJOURNMENT.

The meeting adjourned at 10:01 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. December 2018/partial January 2019 Checks list
2. January 2019 Bookkeeper's report
3. January 2019 Investment Officer's report
4. Quarterly Visitors Bureau report