

Old Town Spring Improvement District

P.O. Box 1952 * 606 Spring Cypress Rd * Spring, Texas 77373 * (281) 288-8177 * otsid@sbcglobal.net

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 March 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:

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. Quorum was established. Also in attendance were Adam Tabak, Ursula Sledge, Clarence Williams, Scott Seifert, Kent Clingerman and Elisabeth Meehan.

1. CALL MEETING TO ORDER.

The meeting was called to order at 5:00 pm. Mike Rogers conducted the meeting as Secretary.

2. TO RECEIVE PUBLIC COMMENT.

No public comments.

3. TO RECOGNIZE AND ACKNOWLEDGE FORMER DIRECTORS AND THEIR SERVICE TO THE DISTRICT.

Mike Rogers asked for a motion to recognize former directors Clarence Williams, Pam Golden, Kathy Moore, Yvonne Denbina and Ron Krueger. A motion was made by Seth Sanders to recognize the former Board Directors and thank them for their service. The motion was seconded by Kelly Speer. The motion carried.

4. TO ELECT DISTRICT OFFICERS.

Mike Rogers asked the rest of the Board if they were ready to elect officers. Noel Eckberg stated she would like to be Director-at-large. Seth Sanders stated he could be President. Kelly Speer accepted the position of Treasurer. Mike Rogers stated he would remain in his current position as secretary. Dannette Mostyn stated she would be Vice President. A motion was made by Kelly Speer make a motion to accept and elect officers as presented. The motion was seconded by Dannette Mostyn. The motion carried.

5. TO REVIEW, DISCUSS AND TAKE ACTION TO MAKE CHANGES TO THOSE AUTHORIZED TO SIGN CHECKS FROM THE OPERATING ACCOUNT ON BEHALF OF THE DISTRICT.

Mike Rogers stated he is currently the only signer on the Board for the Wells Fargo account. Kelly Speer stated she would be added as Treasurer. Seth Sanders stated he would be able to be an additional signer. The three plan to coordinate a time to go to Wells Fargo with the minutes. Clarence Williams stated from the floor he would give administrative access from himself to Elisabeth Meehan so he can be removed from the account. A motion was made by Kelly Speer to add Seth Sanders and Kelly Speer to the Wells Fargo account as signers. The motion was seconded by Dannette Mostyn. The motion carried.

6. TO REVIEW, DISCUSS AND TAKE ACTION TO MAKE CHANGES TO THE LIST OF AUTHORIZED REPRESENTATIVES ON THE TEXPOOL ACCOUNT.

A motion was made by Seth Sanders to add Kelly Speer as an authorized representative for the TexPool account. The motion was seconded by Dannette Mostyn. The motion carried.

7. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM THE MONTHLY BOARD MEETING ON FEBRUARY 13, 2017.

A motion was made Kelly Speer by to accept the minutes from February 13, 2017 as presented. The motion was seconded by Dannette Mostyn. The motion carried.

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

Mike Rogers stated the Board Directors had the February 2017 and early March 2017 check list in front of them and noted a few one-time items including the pumping and sand for the office septic tanks. Kelly Speer asked about the Home Depot check and Mike Rogers explained that was for repairs and field maintenance in Preservation Park. A motion was made by Kelly Speer to accept the checks as presented. The motion was seconded by Dannette Mostyn. An invoice from Coveler & Peeler, the legal representation for the Board, for payment at the meeting. A motion was made by Kelly Speer to accept and pay the invoice from Coveler & Peeler for the amount of \$886.46 for payment. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

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

Mike Rogers stated the Board has the Bookkeeper's report in front of them and Kelly Speer would be presenting the report going forward. A motion was made by Seth Sanders to accept the Bookkeeper's report as presented. The motion was seconded by Kelly Speer. The motion carried. (SEE ATTACHMENT #2)

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

Mike Rogers stated the Board has the Investment Officer's report in front of them and Kelly Speer would be presenting the report going forward. A motion was made by Seth Sanders to accept the Investment Officer's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

11. TO REVIEW, DISCUSS AND TAKE ACTION ON ENGAGEMENT OF AUDITOR FOR THE 2016-2017 FISCAL YEAR AUDIT.

Mike Rogers stated the Board has an engagement letter from Weaver, the previous year's auditor that needs a response by March 31. From the floor Clarence Williams stated that over the years the District has spent over \$100,000 on audits. Adam Tabak stated audits are necessary because the Board uses public funds. Adam Tabak volunteered to send the Board possible firms which may be cheaper. A motion was made by Seth Sanders to tentatively accept the letter from Weaver unless a less expensive auditor can be found. The motion was seconded by Kelly Speer. The motion carried.

12. TO REVIEW, DISCUSS AND TAKE ACTION TO PROMOTE THE DISTRICT THROUGH MARKETING AND ADVERTISING.

Mike Rogers stated this item could be discussed at a special workshop meeting prior to the next meeting. The Board discussed possible dates for the strategy meeting. A motion was made by Kelly Speer to hold a special workshop meeting to discuss marketing and advertising, to be held on April 4, 2017 at 9 am. The motion was seconded by Seth Sanders. The motion carried.

13. 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 convened into Executive Session at 5:30.

The Board reconvened into regular session at 5:47.

No motion made.

14. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON APRIL 10, 2017.

- Resolution to change regular meeting date/time
- Responsibilities of maintenance supervisor
- Electric work needed for the Preston Restroom
- Possible restroom built on County property

15. ADJOURNMENT.

A motion was made by Seth Sanders to adjourn. The motion was seconded by Dannette Mostyn. The meeting adjourned at 5:50 pm.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. February/March Check Detail
2. March Bookkeeper's Report
3. March Investment Officer's Report