

Old Town Spring Improvement District



P.O. Box 1952 * 606 Spring Cypress Rd * Spring, Texas 77373 * (281) 288-8177 * otsidtx@gmail.com

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 March 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, Sue Mallott, Clarence Williams, Alvin McKnight, Ursula Sledge, Landon Reed, Adam Tabak and Scott Seifert.

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 Dannette Mostyn to approve the minutes from the February 2018 meeting. The motion was seconded by Noel Eckberg. The motion carried.

3. TO PAY THE DISTRICT'S BILLS.

A motion was made by Kelly Speer to approve and pay the District's bills. The motion was seconded by Noel Eckberg. The motion carried. A motion was made by Mike Rogers to approve the payment for the March 2018 lease for Preservation Park to the Spring Preservation League and the incoming legal invoice from Coveler and Peeler. The motion was seconded by Noel Eckberg. Mike Rogers and Noel Eckberg voted Aye. Kelly Speer and Dannette Mostyn voted Nay. The tie was broken by Seth Sanders. The motion carried. (SEE ATTACHMENT #1)

4. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer stated the amount in Wells Fargo at the beginning of March is \$80,214.48 and the February revenue was \$20,412.41. Kelly Speer added the revenue total is still up from last year's total with an increase of \$44,055.78 over the prior fiscal year. A motion was made by Mike Rogers to accept the Bookkeeper's report as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #2)

5. TO RECEIVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the interest in TexPool for February was \$233.62 and the total is now \$226,869.57 in the account. A motion was made by Mike Rogers to accept the Investment officer's report as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #3)

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

Seth Sanders stated he has bollards ready to install behind the Museum restroom. He added they would be installed after the District's maintenance staff reinstalls planking removed for plumbing repairs on the back of the museum restroom. Landon Reed spoke from the floor to remind the Board the bollards need to be installed when a County representative is on site. Clarence Williams spoke from the floor to say the District tractor may need to be store more securely since a break in occurred near it in Preservation Park. Kelly Speer stated the Board needs to discuss painting the museum restroom after the plank repairs are made. A motion was made by Mike Rogers to approve a budget of no more than \$1,500 for paint and repairs for the museum restroom. The motion was seconded by Dannette Mostyn. The motion carried.

7. TO APPROVE BEAUTIFICATION PROJECTS IN THE DISTRICT.

Kelly Speer stated the District's beautification committee discuss making the area at the point in front of the Museum look nicer in landscaping and signage. Sue Mallott spoke from the floor to suggest a train motif. Kelly Speer suggested recycling and updating the sign made by the Masons by Puffabelly's and the train tracks. Kelly Speer proposed the Beautification committee of her and Dannette Mostyn research possible ideas. No action.

8. TO REVIEW AND APPROVE PROPOSALS FOR THE PURCHASE OF AN INSURANCE POLICY FOR THE DISTRICT'S VEHICLES.

Elisabeth Meehan stated Keith Willingham has been shopping the policy for the District's auto insurance, but he does not have anything yet to give the Board. Elisabeth Meehan reported Keith Willingham asked for the Board's thoughts on insurance including comp and collision. Seth Sanders stated if any Board members has questions to direct them to Keith Willingham. No action.

9. TO RECEIVE A REPORT ON THE UPCOMING FUN RUN HOSTED BY SPRING INDEPENDENT SCHOOL DISTRICT.

Seth Sanders informed the Board he and Elisabeth Meehan met with representatives from Spring Independent School District. Seth Sanders stated they informed him of the fun run route and explained the Old Town Spring streets would be back open no later than 9:30 am on Saturday, May 12. Seth Sanders showed the Board a copy of the planned route and stated the Spring ISD will put up port-a-potties. He reported he offered to open the in town restrooms earlier in the day. Seth Sanders stated the fun run organizers plan to hand out 500 goody bags, there will be security, and the end result is getting people into town. Landon Reed spoke from the floor the fun run had been successful in other areas where it was held. No action. (SEE ATTACHMENT #4)

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

Landon Reed stated the County has marked the area and the process has started with Facilities and Property Management at the County. Seth Sanders stated he and Mike Rogers had made a paint outline of the parameters and size of the restroom. He added the Board would work on getting building plans made up for discussion. No action.

11. TO ENGAGE AN AUDITOR TO CONDUCT THE DISTRICT'S 2017-2018 FISCAL YEAR AUDIT.

Elisabeth Meehan stated the Board received an engagement letter from the previous year's auditor Breedlove and Co with the same cost as the previous year's audit. Adam Tabak stated the cost is pretty standard for an audit. Mike Rogers stated it was better than a prior firm's cost of \$15,000. Kelly Speer added Breedlove came recommended by Scott Seifert with the Spring Fire Department. A motion was made by Mike Rogers to accept the engagement of Breedlove and Co for the 2017-2018 fiscal year audit at the cost of \$9,500. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #5)

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

Kelly Speer stated she looked into the cost of moving the TV spots into prime time hours on KTRK-TV (ABC). Mike Rogers asked what time the ads currently run. Kelly Speer stated the ads run between 9 am and 4 pm which targets daytime shoppers. Kelly Speer added she was looking into costs for advertising on cable with spots in The Woodlands. Kelly Speer stated she would research costs and asked the Board what times they thought were better. Mike Rogers stated ads later in the day would be better.

Elisabeth Meehan stated Al Thomas sent a proposed cost for the May-July 2018 Old Town Spring magazine including the ad banner on the map and distribution copies. Mike Rogers asked if the Board wants to vote on the renewal now or at the April meeting. Kelly Speer stated the books are still popular with customers. Seth Sanders proposed asking for a media kit from Certified Folder Display kiosk representative. Seth Sanders proposed getting all costs and voting in April. No action.

13. TO DISCUSS DISTRICT HOSTED EVENTS ON THE STREETS OF OLD TOWN SPRING.

Dannette Mostyn stated there are currently no plans for a District event. Seth Sanders proposed looking into getting tour busses and getting outside event runners to put on events. No action.

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

Kelly Speer stated the Board had a copy of the proposed budget for 2018-2019 she and Dannette Mostyn modified from the budget draft. No Board member had any changes to make to the budget as presented at the previous month's meeting. Kelly Speer stated the budget as written is similar to the previous year's budget. A motion was made by Kelly Speer to accept the 2018-2019 District budget as written and given to the Board at the February 2018 meeting for consideration. The motion was seconded by Noel Eckberg. The motion carried.

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

Seth Sanders stated the League accepted the Memorandum of Understanding between the Spring Preservation League and the District clarifying terms of the District's payment of the Spring Preservation League's lease of Preservation Park. Mike Rogers suggested the Board go forward and approve the MOU agreement between the Spring Preservation League and the Improvement District. Dannette Mostyn stated she hadn't seen the final document. Seth Sanders stated he will send the contract to the League and the Board to sign. Clarence Williams stated from the floor Bryan Melton would sign as the League's President. A motion was made by Mike Rogers to approve and sign the MOU agreement. The motion was seconded by Noel Eckberg. The motion carried.

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.

No Executive Session held.

17. TO RECEIVE PUBLIC COMMENT.

Scott Seifert from Harris County ESD 7 commented the Spring Fire Department entered into a contract with a landowner in Old Town Spring to build a training facility. He stated it would be located near Lexington and Louetta in the District and named after Cotton Weaver.

Ursula Sledge commented she supported street closures for events, but she believes some merchants might not like them. She asked the District to consider what it wants to use its funds for since not all events are moneymakers.

Clarence Williams commented his concern about the safety of the school bus unloading on Brandt Street for Alexander's Academy and the lack of sidewalks on that street.

Alvin McKnight commented to remind the Board and meeting attendees about the car show the Masonic Lodge will be holding on April 14. He added he would give the District a flyer to post on social media.

18. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON APRIL 10, 2018.

- Advertising opportunities including the Old Town Spring Magazine, Certified Folder Displays kiosks and TV ads
- Proposed Main St restroom
- Repairs/updates to current restrooms

19. ADJOURNMENT.

A motion was made by Kelly Speer to adjourn. The motion was seconded by Dannette Mostyn. The meeting adjourned at 9:53 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. February and March 2018 Check Detail
2. March 2018 Bookkeeper's report
3. March 2018 Investment Officer's report
4. Spring Independent School District Fun Run route map
5. Engagement letter from Breedlove and Co for the 2017-2018 audit