

Old Town Spring Improvement District



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Minutes of the Special 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 special meeting, open to the public, on **Tuesday the 25th of February, 2020 at 10 am** at the District office at 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 except Noel Eckberg and Mike Rogers were present. Also present were Lana Williams, Elisabeth Meehan and Adam Tabak.

1. CALL MEETING TO ORDER

The meeting was called to order at 10:27 am.

2. TO RECEIVE PUBLIC COMMENT

No comments.

3. TO REVIEW AND MODIFY THE DISTRICT'S 2020-2021 BUDGET

The Board reviewed the budget draft they received at the February 11 meeting. Kelly Speer stated she wanted to look at the advertising budget line item and discuss possible increases for marketing and advertising. Elisabeth Meehan stated the estimated monthly revenue for the 2020-2021 budget draft is \$28,000 a month and added it is the same amount from the prior budget. Seth Sanders stated there weren't many changes needed and it could be similar to the 2019-2020 budget. Elisabeth Meehan stated there will need to be a line item for the election. Kelly Speer stated it shouldn't be as expensive as the 2018 election since it would be run by Harris County in November. Seth Sanders suggested \$5,000 for the election budget. Kelly Speer asked about increasing advertising and marketing. Seth Sanders suggested focusing on advertising for March, April and May and then focusing on Home for the Holidays advertising for September, October and November. A motion was made by Kelly Speer to adopt the 2020-2021 budget as presented. The motion was seconded by Dannette Mostyn. The motion carried.

The Board reopened this item after resuming from Executive Session. A motion was made by Kelly Speer to modify the administrator hourly budget with an additional \$2 an hour. The motion was seconded by Dannette Mostyn. The motion carried.

4. TO REVIEW, DISCUSS AND TAKE ACTION ON MARKETING AND ADVERTISING FOR THE DISTRICT

No action.

5. TO ENGAGE BREEDLOVE & CO., P.C. AS AUDITOR TO CONDUCT THE DISTRICT'S 2019-2020 FISCAL YEAR AUDIT

The Board reviewed the engagement letter sent by the District's auditor Breedlove & Co. A motion was made by Kelly Speer to engage with Breedlove & Co to conduct the District's audit for the 2019-2020 fiscal year. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

6. 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

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

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

The Board went into Executive Session at 10:53 am.

The Board resumed into regular session at 11:07 am and reopened item 3.

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

10. ADJOURNMENT

The Board adjourned the meeting at 11:10 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

1. Engagement letter from auditor