

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 **Tuesday the 12th of November 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 Mike Rogers were present. Also present were Alvin McKnight, Sue Mallott, Elisabeth Meehan, Brandon DeHoyos, Tracee Evans, Lana Williams, Clarence Williams, Mary Middlebrook, Adam Tabak, and Kent Clingerman.

1. CALL MEETING TO ORDER

The meeting was called to order at 10 am.

2. TO RECEIVE PUBLIC COMMENT

Lana Williams commented to thank the District for the new map and address directory. Elisabeth Meehan stated copies are available at the office and on the website.

Brandon DeHoyos commented ABC13 and the Spring Fire Department would like to invite Old Town Spring businesses to participate in their 39th annual holidays food drive.

Tracee Evans commented the drop off date at Station 71 is December 6 at 9 am and businesses could be featured on the news.

Tracee Evans commented she and Seth Sanders spoke about the District and the Spring Fire Department collaborating on more PSAs in 2020.

Mary Middlebrooks commented to introduce herself and Family Fun Houston and to see about possible collaboration for future events like farmers markets in Old Town Spring.

3. TO APPROVE MINUTES FROM PREVIOUS MEETING(S)

The Board reviewed the minutes from the October 8th and October 25th board meetings. A motion was made by Kelly Speer to approve the minutes as presented. The motion was seconded by Dannette Mostyn. The motion carried.

4. TO PAY THE DISTRICT'S BILLS

A motion was made by Kelly Speer to approve the District's bills as presented. The motion was seconded by Dannette Mostyn. The motion carried. A motion was made by Kelly Speer to approve the payment of an Old Town Spring ad for 2020 for \$3,000. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #1)

5. TO RECEIVE THE BOOKKEEPER'S REPORT

Kelly Speer stated the revenue for October was \$19,324.66, which made the total in Wells Fargo \$110,574.70. A motion was made by Kelly Speer to approve the Bookkeeper's report as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #2)

6. TO RECEIVE THE INVESTMENT OFFICER'S REPORT

Kelly Speer stated the interest in TexPool in October was \$419.81, making the total in the account \$259,023.25. A motion was made by Kelly Speer to approve the Investment Officer's report as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #3)

7. TO REVIEW AND APPROVE EXPENDITURES FOR THE DISTRICT'S 2019 HOME FOR THE HOLIDAYS FESTIVAL

Elisabeth Meehan presented the list of the District's Home for the Holidays expenses and stated the total is less than budgeted for non-advertising expenses with less spent than estimated on new decorations and the carriage rides. Elisabeth Meehan stated the District needs a roll off dumpster for the petting zoo, but the cost plus the zoo would be less expensive than the previous petting zoo. A motion was made by Kelly Speer to keep the temporary restroom through December and Home for the Holidays. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #4)

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

Seth Sanders stated there is damage to the sidewalk near the museum and the Be an Angel train that needs to be filled with crushed granite to prevent future flooding of that area. A motion was made by Kelly Speer to approve the purchase of crushed granite for costs up to \$1,000 for repairs. The motion was seconded by Dannette Mostyn. The motion carried.

9. TO DISCUSS THE DESIGN AND CONSTRUCTION OF THE RESTROOM FACILITY ON MAIN STREET

Seth Sanders stated Eliseo Campos is working on the contract and completion bond. No action.

10. TO REVIEW AND APPROVE THE PAYMENT SCHEDULE FOR THE CONSTRUCTION OF THE NEW RESTROOM

Seth Sanders stated he estimated the first draw for construction of the Main Street restroom would be about \$15,000. A motion was made by Kelly Speer to approve the first draw payment for the new restroom up to \$20,000. The motion was seconded by Noel Eckberg. The motion carried.

11. TO REVIEW AND APPROVE THE CONTRACT FOR CONSTRUCTION OF THE RESTROOM FACILITY

No action.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON ADOPTION OF DISTRICT POLICIES FOR RESPONDING TO OPEN RECORDS REQUEST

No action.

13. 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

The Board convened into Executive Session at 10:28 am.

The Board reconvened into Regular Session at 10:35 am.

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

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

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

Seth Sanders stated discussing the temporary restroom's electricity costs should be on the December agenda.

17. ADJOURNMENT

The meeting adjourned at 10:40 am

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. October 2019 Checks list
2. November 2019 Bookkeeper's report
3. November 2019 Investment Officer's report
4. Home for the Holidays non advertising expenses