

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 **10th of April 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 Kathy Coward, Adam Tabak, Clarence Williams, Elisabeth Meehan, Scott Seifert, Alvin McKnight and Landon Reed.

1. CALL MEETING TO ORDER.

The meeting was called to order at 9:05 am.

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

A motion was made by Mike Rogers to accept the March minutes as presented. The motion was seconded by Noel Eckberg. The motion carried.

3. TO PAY THE DISTRICT'S BILLS.

Kelly Speer stated all the invoices were standard bills and the legal invoice for April was lower than the previous month. A motion was made by Kelly Speer to accept and approve the March bills. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

4. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer presented the Bookkeeper's report and stated the March income was \$34,812.34. Kelly Speer stated the total revenue this fiscal year was \$60,999.54 more than the total received the previous fiscal year. A motion was made by Kelly Speer to accept the Bookkeeper's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #2)

5. TO RECEIVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the TexPool account received \$292.03 in interest and the total in TexPool is currently \$227,161.60. A motion was made by Kelly Speer to accept the Investment Officer's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

6. TO RECEIVE THE QUARTERLY VISITORS BUREAU REPORT.

Elisabeth Meehan presented the Quarterly Visitors Bureau report with the combined visitor totals to the Visitors Bureau and the Spring Historical Museum for January through March 2018. Elisabeth Meehan reported visitors this quarter came to Old Town Spring from China, Trinidad and Tobago, New Zealand, Australia, Ecuador, Columbia, Canada, England, Ireland, Norway, Russia, Puerto Rico, Costa Rica, Nigeria, The Netherlands, Mexico and Argentina. A motion was made by Kelly Speer to accept the Quarterly Visitors Bureau report as presented. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #4)

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

Seth Sanders stated the District maintenance staff put up planking on the back side of the museum restroom. Kelly Speer stated she will discuss the paint color for the museum restroom exterior with Sue Mallott. Kelly Speer asked about putting a ramp or rail on the front side of the museum restroom's concrete sidewalk. Elisabeth Meehan stated Guardian is scheduled to come out for the annual fire extinguisher inspection this week. No action.

8. TO APPROVE BEAUTIFICATION PROJECTS WITHIN THE DISTRICT.

Kelly Speer stated she is working on getting quotes for a new sign in front of the museum and asked the Board for any suggestions about landscaping. Clarence Williams spoke from the floor to say the League has a landscaping company which also does signage. Seth Sanders asked the Board to discuss an email from a landowner asking for a District map kiosk to be moved off her property. Kelly Speer suggested moving it to where the new restroom will be located. No action.

9. TO APPROVE THE PURCHASE OF AN INSURANCE POLICY FOR THE DISTRICT'S VEHICLES.

Seth Sanders stated he spoke with Keith Willingham about dropping the extra coverage on the truck and the cost difference amounted to \$25. Seth Sanders reported Keith Willingham had shopped other policies and the current insurance the District has with Progressive is the least expensive. Mike Rogers stated the Board should keep the car insurance policy it currently has with Progressive for the District's truck. No action.

10. TO RECEIVE A REPORT FROM HARRIS COUNTY REGARDING THE ACQUISITION OR USE OF COUNTY PROPERTY FOR A NEW RESTROOM FACILITY ON MAIN ST.

Landon Reed stated from the floor he met with Seth Sanders at the beginning of April and since the proposed site is at least half in the County's right of way, he plans to meet with the Commissioner as soon as possible to discuss the issue. Mike Rogers asked if Seth Sanders if David Mallott has said anything about using his property. Seth Sanders stated David Mallott is not interested and wanted a Quadvest sewer hookup if a restroom was installed on his property. Mike Rogers agreed it would be the in the best interest to not have any landowner controlling the property long term.

Seth Sanders proposed moving forward with County owned land and working with the League on making drawings for the building. Seth Sanders stated the Board needs to discuss the Preston restroom at a future time. Adam Tabak stated he contacted an architect who could discuss the new restroom with the Board. No action.

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

Kelly Speer stated she researched the cost for primetime ads and reported they would cost \$2,200 an ad and prime time spots with ABC are booked until July. Kelly Speer added morning ads during Good Morning America cost \$750-\$850 per ad and \$800 for 5 pm during the news. Kelly Speer proposed moving ads to Good Morning America since it is ABC's highest rated program. Seth Sanders asked if the Board can consider doing radio advertising. Mike Rogers suggested the Board consult a media buyer. Seth Sanders proposed the Board buy less TV ads and start radio ads with an allocation of \$3,000 for radio. A motion was made by Kelly Speer to budget up to \$3,000 in advertising for radio ad buys. The motion was seconded by Noel Eckberg. The motion carried.

Elisabeth Meehan stated the Board received an email from Al Thomas reminding them of the upcoming deadline to renew the Old Town Spring Magazine for the next quarter. Elisabeth Meehan stated Al Thomas emailed to say the cost would be the same regardless if the Board renewed the banner ad over the magazine's map. A motion was made by Kelly Speer to renew the ad and magazine copies of the Old Town Spring Magazine for May-July 2018 for the cost of \$2,750. The motion was seconded by Dannette Mostyn. The motion carried.

12. 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.

13. TO RECEIVE PUBLIC COMMENT.

Al McKnight commented the Spring Masonic Lodge is hosting a car show on Saturday, April 14, with an expected 80 cars as well as a bake sale. He added they would do more than one car show a year if this car show was successful.

Kathy Coward commented many shop owners appreciate what the Board does and she wanted to thank the Board of Directors for volunteering.

Scott Seifert commented the Spring Fire Department's 65th anniversary is April 29 and there is a new Fire Marshall for the Fire Department.

Landon Reed commented to invite everyone in attendance to Harris County's Shakespeare Festival in Burroughs Park April 20-22.

14. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON MAY 8, 2018.

Items to be emailed.

15. ADJOURNMENT.

The Board adjourned the meeting at 9:42 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. March and April 2018 Check Detail
2. April 2018 Bookkeeper's report
3. April 2018 Investment Officer's report
4. Quarterly Visitors Bureau report