

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 **8th of August** 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. Quorum was established. Also in attendance were Sue Mallott, David Mallott, Julie Butterfield, Ursula Sledge, Elisabeth Meehan, Adam Tabak, Clarence Williams, Mark Burroughs, Alvin McKnight, Scott Seifert, Natalie Ridley, Rachel Goodlad, Jonathan Burroughs and Valerie Sanders.

1. CALL MEETING TO ORDER.

The meeting was called to order at 9 am.

2. TO RECEIVE PUBLIC COMMENT.

Sue Mallott commented in 2023 Old Town Spring will be 150 years old, as it was designated by the railroad in 1873. Sue Mallott suggested doing something to celebrate and the town has a few years to plan it.

David Mallott read a letter to the Board regarding the potential new restroom, suggesting the Board consider its aesthetic and asked the Board to consider putting the restroom at a different location, citing 100 Main as a possible spot. David Mallott commented he didn't want the restroom put in as a rush and stated the County survey is incorrect. He added he was concerned with how blocking the driveway at the proposed site would hurt the look of the area. (SEE ATTACHMENT #1)

Mark Burroughs commented the only problem with the Preston restroom is the incorrect water hook up and Quadvest needs to correct it.

3. TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE MINUTES FROM PREVIOUS MEETING(S).

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

4. TO RECEIVE A PRESENTATION FROM A REPRESENTATIVE FROM BREEDLOVE CPA ON THE 2016-2017 AUDIT.

Natalie Ridley from Breedlove and Co presented the 2016-2017 audit report to the Board. She pointed out the management and auditor letters in the audit and described the Board's financial statements as presented in the pages of the attached Discussion Draft. Natalie Ridley outlined the pages in the report, from its statements of funds, adjustments made, comparisons from previous years of revenue and expenses and a supplementary page of Board information. Natalie Ridley noted no major problems, pointing out the Board's policy to have two signatures on checks over \$1,500 was not observed on a few occasions. She asked for a signature of acceptance from Seth Sanders. Mike Rogers asked about the difference between the 2014-2015 revenue and the 2015-2016 revenue. Elisabeth Meehan explained a higher than usual one-time revenue payment in December 2014 made that fiscal year's total increase more than usual. A motion was made by Kelly Speer to accept the report on the 2016-2017 audit. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #2)

5. TO REVIEW AND TAKE ACTION TO PAY THE DISTRICT'S BILLS.

A motion was made by Kelly Speer to accept and pay the July bills as presented. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #3)

6. TO RECEIVE AND APPROVE THE BOOKKEEPER'S REPORT.

Kelly Speer noted the increased revenue the Board received in July. 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 #4)

7. TO RECEIVE AND APPROVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the Board received \$187 in interest in TexPool. A motion was made by Kelly Speer to accept the Investment report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #5)

8. TO REVIEW, DISCUSS AND TAKE ACTION ON THE LEASE OF THE BILLBOARD LOCATED ON THE I-45 SERVICE ROAD EXPIRING OCTOBER 31, 2017.

Mike Rogers stated it's time to write Mr. Ash a letter regarding the Board's decision to not renew the lease after it expires. A motion was made by Mike Rogers to send this letter to Bill Ash and not renew the billboard lease. The motion was seconded by Kelly Speer. The motion carried.

9. TO REVIEW, DISCUSS AND TAKE ACTION ON REPAIRS REQUIRED BY THE DISTRICT'S FACILITIES, BUILDINGS AND EQUIPMENT.

Item tabled.

10. TO REVIEW, DISCUSS AND TAKE ACTION ON LIGHTING AND INSTALLATION OF LED LIGHTS IN PRESERVATION PARK.

Item tabled.

11. TO REVIEW, DISCUSS AND TAKE ACTION ON ABANDONED SEPTIC TANKS AND THE AREA IN FRONT OF THE MUSEUM RESTROOM.

Seth Sanders stated the tanks in front of the museum restroom have been pumped and filled with sand. He asked if the Board wants to discuss moving the rest of the wood sidewalk and putting in a concrete sidewalk. Mike Rogers said the Board needs good specs on what's needed and to get bids after they have the specifications. Adam Tabak suggested forming a committee. Seth Sanders stated this could also include repairs needed to be made to the museum sidewalk. A motion was made by Kelly Speer to form a committee for the museum restroom and sidewalk project with Mike Rogers and Seth Sanders. The motion was seconded by Dannette Mostyn. The motion carried.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON CLEANING AND ACQUIRING NEW SIGNAGE AT THE INTERSECTION OF W HARDY RD AND MAIN ST BY THE TRAIN TRACKS.

Item tabled.

13. TO REVIEW, DISCUSS AND TAKE ACTION ON THE PURCHASE OF TV AND RADIO ADVERTISING THROUGH DECEMBER 2017.

Kelly Speer stated the Board isn't doing any TV advertising in August, and has a reserved spot with ABC from September to December, but the spot is just reserved. Seth Sanders asked if the Board wants to move forward with allocating \$10,000 per month for September through December. A motion was made by Mike Rogers to move forward with advertising with ABC from the advertising line item for \$10,000 a month from September to December. The motion was seconded by Noel Eckberg. The motion carried.

Kelly Speer noted other areas of marketing and advertising and mentioned Greg Sitler is offering to make videos for shop owners; the ads would be paid for by the merchants and hosted on their sites and our website. Kelly Speer stated she would also like to use some of the promotional line item budget to create bumper stickers and door decals for the town to use.

Mike Rogers stated he would like to discuss the District's involvement in Home for the Holidays and using funds to make it festive. Seth Sanders suggested two Board members meet with the Home for the Holidays committee on Wednesday, August 16 at 9 am to discuss plans for the event.

14. TO REVIEW, DISCUSS AND TAKE ACTION ON PAYMENTS TO THE SPRING PRESERVATION LEAGUE FOR THE USE OR LEASE OF PRESERVATION PARK FOR 2017-2018 FISCAL YEAR AND ANY TERM BEYOND 2018.

Item tabled.

15. 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.

16. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR THE NEXT MEETING TO TAKE PLACE ON SEPTEMBER 12, 2017.

- New restroom discussion
- Sidewalks in front of the museum restroom and side of the museum
- Preservation Park collaboration with the League
- Advertising for October – December
- Repairs needed for facilities, including tree removal and trimming
- District involvement in Home for the Holidays.

17. ADJOURNMENT.

The meeting adjourned at 10:01 am

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. Letter from David Mallott
2. Discussion Draft of the 2016-2017 Audit Report
3. July Check Detail
4. August Bookkeeper's Report
5. August Investment Officer's Report