

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 the **13th of November 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 present were Elisabeth Meehan, Adam Tabak, Clarence Williams, Landon Reed, Lana Williams, Alvin McKnight, and Dennis Smith.

1. CALL MEETING TO ORDER.

The meeting was called to order at 9:00 am.

2. REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON NOVEMBER 6, 2018.

A canvassing meeting and candidate drawing for the runoff election will be held on November 16 at 5pm. No action.

3. TO RECEIVE PUBLIC COMMENT.

Alvin McKnight commented to thank the public for its support of the Spring Lodge's car show and asked to be notified about future events happening in Old Town Spring.

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

A motion was made by Kelly Speer to approve the minutes from the October 9 meeting. The motion was seconded by Dannette Mostyn. The motion carried.

5. TO PAY THE DISTRICT'S BILLS.

Kelly Speer noted the checks included prepayment for radio ads and the District's paid checks for Home for the Holidays expenses. A motion was made by Mike Rogers to approve and pay the District's bills. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #1)

6. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer stated the October revenue was \$22,256.91 and as of November, the District's total revenue for 2018 was higher than its total revenue for 2017. A motion was made by Kelly Speer to approve the Bookkeeper's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #2)

7. TO RECEIVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated the TexPool account received \$326.32 in interest at the end of October, making the total \$179,553.95. Seth Sanders asked about the possibility of moving funds into a different account. Kelly Speer recommended the Board look into making the move in January. A motion was made by Kelly Speer to accept the Investment officer's report. The motion was seconded by Noel Eckberg. The motion carried. (SEE ATTACHMENT #3)

8. TO REVIEW THE DISTRICT'S CONTRACT FOR TRASH REMOVAL SERVICES.

The Board received a bid for services from Texas Pride Disposal for the District's trash removal and dumpster service. Kelly Speer stated the amount is much less than the current costs of services with Waste Management. A motion was made by Kelly Speer to sign up with Texas Pride pending the end of the Waste Management contract. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #4)

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

No action.

10. TO APPROVE BEAUTIFICATION PROJECTS WITHIN THE DISTRICT.

No action.

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

Kelly Speer stated the District received five extra ads in November on KTRK-TV. Seth Sanders stated radio would start next week. Seth Sanders stated the Board should look into hiring a marketing person to get better ad buys and help promote and create activities in town. Seth Sanders stated he would speak with the Spring Fire Department's marketing person. Seth Sanders asked if the Board can suspend media advertising in January and February. Mike Rogers stated the Board hadn't approved or scheduled ads for those months, so no suspension needed to be made. Kelly Speer stated the Board shouldn't pay for someone to run free social media. Seth Sanders stated he would discuss radio and TV ads with the Fire Department's marketing person. No action.

12. TO DISCUSS THE LEASE OR ACQUISITION OF REAL PROPERTY FROM HARRIS COUNTY FOR CONSTRUCTION OF A NEW RESTROOM FACILITY ON MAIN STREET.

Seth Sanders stated the architect is getting the approvals on his end before the District can send it to the County. No action.

13. TO REVIEW AND APPROVE THE DESIGN AND CONSTRUCTION OF A RESTROOM FACILITY ON MAIN STREET.

No action.

14. TO REVIEW, DISCUSS AND TAKE ACTION ON PAYMENT AND FINANCING OPTIONS FOR THE CONSTRUCTION OF NEW RESTROOM FACILITIES.

No action.

15. TO APPROVE A BUDGET AND RELATED EXPENDITURES FOR THE 2018 HOME FOR THE HOLIDAYS FESTIVAL.

Elisabeth Meehan presented a report of the Home for the Holiday expenses. Mike Rogers stated the District could add a makeup day or makeup hours for the carriage rides missed on November 10. Kelly Speer suggested adding the day for Sunday, November 18. Mike Rogers stated the budget was previously approved for the items listed in the report. No action. (SEE ATTACHMENT #5)

16. 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. No executive session held.

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

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

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

20. ADJOURNMENT.

The meeting adjourned at 9:30 am

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. October 2018/November 2018 Checks list
2. November 2018 Bookkeeper's report
3. November 2018 Investment Officer's report
4. Bid for services from Texas Pride for waste management
5. HFTH 2018 Expenses report