

# 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 **11<sup>th</sup> of September 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 except Mike Rogers were present. Also in attendance were Elisabeth Meehan, Sue Mallott, Alvin McKnight, Bryan Sims, Clarence Williams, Landon Reed, Adam Tabak, and Mark Burroughs.

#### 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.

No action.

#### 3. TO RECEIVE PUBLIC COMMENT.

Alvin McKnight and Bryan Sims commented about the Masonic Lodge's car show and gave the District and individuals present at the meeting promotional posters for the October 13 event.

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

A motion was made by Kelly Speer to approve the minutes for the regular August 14 and special August 28 meeting as presented. The motion was seconded by Noel Eckberg. The motion carried.

#### 5. TO PAY THE DISTRICT'S BILLS.

Kelly Speer pointed out the Coveler and Peeler bill with election fees received by the Board prior to the meeting. A motion was paid by Kelly Speer to approve and pay all bills as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

#### 6. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer stated the August 2018 revenue was \$32,262.42 and the total revenue this fiscal year is \$17,542.55 higher than the total revenue the previous fiscal year. 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 District's interest in TexPool in August was \$372.71, making the total amount in TexPool \$228,882.97. Seth Sanders asked about possible changes to the type of TexPool account the District invests in for a higher interest rate. Kelly Speer stated she looked into it and if the District transferred money into TexPool Prime, it wouldn't be able to draw out money instantly if needed for the new restrooms. Kelly Speer suggested moving \$128,000 into a second investment account and said she would research different account types. 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)

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

No action.

9. TO APPROVE BEAUTIFICATION PROJECTS WITHIN THE DISTRICT.

No action.

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

Kelly Speer stated the representative from KTRK-TV increased the total amount of impressions the District's ad gets on their website as well as adding a banner linking to the District's website. Seth Sanders stated he reached out to 740 AM and 99.1 FM regarding a package for mid-November, with a ten day ad push. Seth Sanders suggested the currently approved \$10,000 go towards ads after the Vintage market but prior to the second weekend of Home for the Holidays. Seth Sanders asked the Board if it wanted to approve the same amount to spend in October. Dannette Mostyn asked if this would just to be promoting the holiday season. Seth Sanders stated yes and zero advertising would not help. A motion was made by Kelly Speer to allocate up to \$10,000 for radio ads for ten days beginning October 22. The motion was seconded by Dannette Mostyn. The motion carried.

11. TO REVIEW AND APPROVE UPDATES TO THE VISITOR MAPS AND KIOSKS WITHIN THE DISTRICT.

Elisabeth Meehan stated Al Thomas would send the District some maps to use in future promotional materials. Kelly Speer stated the District will update and print the old visitor maps and distribute them. No action.

12. TO REVIEW AND RENEW THE RENTAL AGREEMENT FOR THE PORTABLE RESTROOM FACILITY.

No action.

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

No action.

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

Seth Sanders stated he is working with the architect on the current design. No action.

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

No action.

16. TO DISCUSS THE LEASE, USE OR ACQUISITION OF REAL PROPERTY FROM LARUE AND BOB WOOD FOR A NEW RESTROOM FACILITY ON PRESTON STREET.

No action.

17. TO REVIEW AND APPROVE THE DESIGN AND CONSTRUCTION OF A RESTROOM FACILITY AT THE FORMER SITE OF THE PRESTON STREET RESTROOM.

No action.

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

Kelly Speer stated the budget had been approved at the previous regular meeting. Dannette Mostyn asked for more specifics from the entertainment contract the District received. No action.

19. 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 went into Executive Session at 9:25 for items 19-22.

The board resumed into regular session at 9:58 am. No action

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

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

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

23. ADJOURNMENT.

The meeting was adjourned at 9:59 am.

(SEAL)

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Mike Rogers, Secretary

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Prepared by Elisabeth Meehan  
OTSID Office Administrator

ATTACHMENTS:

1. August and September 2018 Check Detail
2. September 2018 Bookkeeper's report
3. September 2018 Investment Officer's report