

Old Town Spring Improvement District



P.O. Box 1952 * Spring, Texas 77383 * (281) 288-8177 * oldtownspringshopping.com * 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 **12th of February 2019** 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 Adam Tabak, Alvin McKnight, Clarence Williams, Elisabeth Meehan, Lana Williams, Landon Reed, Melanie Feuk and Ursula Sledge.

1. CALL MEETING TO ORDER.

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

2. TO RECEIVE PUBLIC COMMENT.

No comments.

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

A motion was made by Kelly Speer to approve the minutes from the January 8 and February 5 meeting. The motion was seconded by Dannette Mostyn. The motion carried.

4. TO PAY THE DISTRICT'S BILLS.

A motion was made by Mike Rogers to purchase the replacement door for the district's gator cart for \$522. The motion was seconded by Noel Eckberg. Mike Rogers and Noel Eckberg voted for and Kelly Speer and Dannette Mostyn voted against the motion. The tie was broken by Seth Sanders. The motion carried.

A motion was made by Kelly Speer to approve the rest of the District's bills for payment. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #1)

5. TO RECEIVE THE BOOKKEEPER'S REPORT.

Kelly Speer presented the Bookkeeper's report and stated the January revenue was \$20,794.95 and the Wells Fargo total at the beginning of February was \$34,316.18. 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)

6. TO RECEIVE THE INVESTMENT OFFICER'S REPORT.

Kelly Speer stated TexPool received \$314.96 in interest making the total \$155,525.61. A motion was made by Kelly Speer to accept the Investment officer's report as presented. The motion was seconded by Mike Rogers. The motion carried. (SEE ATTACHMENT #3)

7. TO REVIEW AND APPROVE THE 2019-2020 BUDGET.

Kelly Speer stated the discussion from the February 5 budget meeting concerned where to put the leftover amount currently in infrastructure. She asked the Board whether to distribute it to legal for unexpected legal bills, to restrooms, or for advertising. Seth Sanders asked the Board if it wanted to approve the budget as presented. Kelly Speer asked if the infrastructure item should be revised. Seth Sanders stated part could be moved to the restrooms item if needed. A motion was made by Dannette Mostyn to approve the 2019-2020 budget as discussed in the budget meeting. The motion was seconded by Noel Eckberg. The motion carried.

8. TO ENGAGE AN AUDITOR TO CONDUCT THE DISTRICT'S 2018-2019 FISCAL YEAR AUDIT.

The Board considered the engagement letter sent by its auditor Breedlove CPA for the annual audit. A motion was made by Kelly Speer to retain Breedlove CPA for the District's 2018-2019 fiscal year audit. 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.

Kelly Speer asked why lights are left on in Preservation Park during the day, leading to the District's high electric bills for Preservation Park. Mike Rogers asked Clarence Williams in the audience, who stated he replaced an old flood light the electrician put up during the repair in the fall. Mike Rogers asked if the lights are on timers. Clarence Williams responded the lights use solar panels. Dannette Mostyn stated she sees the lights on all the time. Kelly Speer pointed out the total cost of Preservation Park electricity is near the cost of the 86 streetlights in town. Kelly Speer asked why the field electricity is so high. Seth Sanders stated he would check to see if the lights are on after the Board meeting. Clarence Williams stated from the floor the District installed 20 LED lights and the Spring Preservation League installed 43 lights.

No action.

10. TO APPROVE BEAUTIFICATION PROJECTS WITHIN THE DISTRICT.

No action.

11. TO REVIEW AND APPROVE THE DISTRICT'S PARTICIPATION IN HARRIS COUNTY'S SAFETY FEST.

Landon Reed asked to meet with Seth Sanders as District liaison for the March 30 Spring Fire Department's festival. Dannette Mostyn asked what the name of the festival will be. Landon Reed stated it would most likely be called Spring into Safety.

No action.

12. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF RADIO, TV AND PRINT ADVERTISING FOR THE DISTRICT.

Seth Sanders stated he will speak to his marketing contact. Elisabeth Meehan stated the District promoted a post on Instagram for \$500 for 10 days to highlight February events in Old Town Spring.

No action.

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

Landon Reed stated the item is on the Commissioners Court agenda for February 26.

No action.

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

Seth Sanders stated he will meet with the architect and asked legal about the bidding process. Mike Rogers asked if the Quadvest fee would need to be included with the bid. The Board received legal counsel about the importance and absolute necessity of completion bonds and public bidding. 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 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 met in Executive Session at 9:31 am.

The Board resumed into Regular Session at 9:49 am.

No action.

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 was adjourned at 9:51 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. January 2019/partial February 2019 Checks list
2. February 2019 Bookkeeper's report
3. February 2019 Investment Officer's report
4. Engagement letter from Breedlove CPA