

Old Town Spring Improvement District



P.O. Box 1952 * Spring, Texas 77383 * (281) 288-8177 * oldtownspringshopping.com * cjoiner@otsid.org

Minutes of the Regular Monthly Meeting Of Old Town Spring Improvement District Board of Directors

The Board of Directors of the Old Town Spring Improvement District (OTSID) held a regular meeting, open to the public, on Tuesday, June 17, 2025, at 10:00 am at 26501 Border St. Immanuel Church of Spring 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
Cristy Wernick	Position 2 - Director
Anne Morrow	Position 4 – Treasurer
James Sharp	Position 5 – Secretary

All current Board Members were present.

A Quorum was established.

Also attending:

Arlecia Thomas – Adm OTSID	Krystine Ramon – OTSID legal counsel
Lana Williams – Property Owner	Connie Ouellette – Business Owner
Vance Fellers – Business Owner	Michaela Lyden – Precinct 3
Kristen Shaw – Business Owner	Ursula Sledge – Business Owner
Clarence Williams – Property Owner	Chris Loera

The District will consider and act on the following matters.

1. **Call to order.**

The meeting was called to order by President Seth Sanders at 10:02am.

2. **To receive public comments.**

Eric with Harris County Precinct 3 presented a presentation on the OTS street pavement project. Phase 1 the intent is to repave the roads, establish new curb lines for the parking bulb-outs, and to establish signage and striping for the one-way pairs and roundabout. There will be a second phase that includes the sidewalks, ramps, concrete. This will establish the framework needed to ensure more pedestrian friendly access.

Carrie Watson with Hometown Exposure gave a presentation to solicit OTS to buy an ad that would go on the back of the pharmacy bags for Cypresswood Pharmacy to promote OTS.

President Seth Sanders addressed the community's concern about losing 27 parking spaces as a result of the street paving project. Legal representative Krystine Ramon suggested the Board express those concerns to the county. She offered to go with

the Board to express those concerns.

The question was raised if the Horse and Carriage will be a risk this year with the new improvements. Board President Seth Sanders responded that consideration is being given to this concern and will be decided at a later date.

3. To receive, discuss and approve minutes from prior meeting(s), May 20,2025.

A motion was made by Director Anne Morrow and seconded by Director James Sharp to approve the minutes for the May 20, 2025, Board meeting. The motion was unanimously approved as presented.

4. To receive, discuss and approve payment of the District's bills for May.

A motion was made by Director Anne Morrow and seconded by James Sharp to approve the bills for May. The motion was unanimously approved as presented.

A motion was made by Anne Morrow and seconded by James Sharp to approve payment to Hyperchat and move forward with the Hyperchat Social agreement for advertising. The motion was unanimously approved as presented.

5. To receive, discuss and take action to approve the June Bookkeeper's Report for May, including sales tax payment details.

Director Anne Morrow reported that Wells Fargo had \$125,385.37 at the beginning of the month. A motion was made by Director Anne Morrow and seconded by James Sharp to approve the June Bookkeeper's Report for June 2025. The motion was unanimously approved as presented.

6. To receive, discuss and approve the June Investment Officer's Report for May.

Director Anne Morrow reported that TexPool Investment account had \$177,704.81 at the beginning of June with \$647.78 interest earned in May. A motion was made by Anne Morrow and seconded by James Sharp to approve the Officer's Report for May 2025. The motion was unanimously approved as presented.

President Seth Sanders stated that the Investment account is for a "Rainy Day." Some of the money will be used in the future to beautify OTS.

7. To receive and discuss the Visitors Bureau Quarterly Report.

No action taken.

8. To receive and discuss the updates on the results of the advertising campaigns.

Director Anne Morrow reported on the advertising campaigns.

9. To review, discuss and approve forming a Visitor's Bureau Committee and appointments.

Vance Fellers presented his envision of what the committee would accomplish.

He categorized it in 3 areas: 1) Tourism – contact the Chambers of Commerce and Visitor’s Bureaus in Texas. 2) Events 3) locate community interactions where we can promote Old Town Spring. A working committee is needed to make this happen.

President Seth Sanders and Director Anne Morrow will be the OTSID Board members that would be on the committee.

A motion was made by Director Anne Morrow and seconded by Director James Sharp to approve formation of the Visitor’s Bureau Committee and committee members. The motion was unanimously approved as presented.

10. To review, discuss and approve using the Visitor's Guide in place of the Old Town Spring Shops brochure.

A motion was made by Director Anne Morrow and seconded by James Sharp to approve the Visitor's Guide in place of the Old Town Spring Shops brochure and to add a button on the website that links to the Visitor's Guide. The motion was unanimously approved as presented.

11. To review, discuss and approve the District's financial reports to be posted on the District's website.

A motion was made by Director Anne Morrow and seconded by Director James Sharp to approve the District’s financial reports to be posted on the District’s website after the District’s meetings. The motion was unanimously approved as presented.

12. To review, discuss and approve repairs and purchases required by the District's facilities, buildings, and equipment.

A motion was made by Director Anne Morrow and seconded by Director Cristy Wernick to approve replacing the wall unit in the maintenance building and replacing the 3-ton a/c unit in the office for no more than \$8,200. The motion was unanimously approved as presented.

13. To review, discuss and take action on beautification projects within the District.

No action was taken.

14. To review, discuss and take action on lampposts, including repairs.

One lamppost is being repaired near Director Cristy Wernick’s shop – High Maintenance Beauty Bar on Preston street. No action was taken.

15. To receive a report from Harris County Commissioner Precinct 3's Office.

No action was taken.

16. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

The Board chose not to go into closed session.

17. **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 closed session at 10:50am and came out at 11:11am.

18. **To meet in Closed Session pursuant to Government Code \$551.074 to discuss personnel matters.**

The Board went into closed session at 10:50am and came out at 11:11am.

19. **To meet in Closed Session pursuant to Government Code \$551.089 to deliberate regarding security assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.**

The Board chose not to go into closed session.

20. **To review, discuss and take action on District personnel matters including compensation, retention, and hiring or termination of District employees.**

A motion was made by Director Anne Morrow and seconded by Director James Sharp to approve up to \$50 a month to admin for gas allowance. The motion was unanimously approved as presented.

21. **To review and act on real estate matters, including but not limited to purchase, sale, lease, utilities, encumbrances, easements and other matters related to real property transactions.**

No action taken.

22. **To review and discuss any items to be placed on the agenda for the subsequent meetings.**

Renew Facebook advertising contract.

23. **Adjournment.**

The meeting was adjourned at 11:11am.

ATTACHMENTS

1. July Investment Report
2. July Bookkeeper Report
3. June Check Detail Report

X

Secretary - James Sharp

X

Prepared by Arlecia Thomas
OTSID Office Administrator

Old Town Spring Improvement District

PO Box 1952 Spring, Texas 77383 * 606 Spring Cypress Road Spring, Texas 77373 * (281) 288-8177

July, 2025

INVESTMENT REPORT

Period:

April 30- 2025, – March 31, 2026

TEXPOOL INVESTMENTS ACCOUNT

<u>Month</u>	<u>Interest</u>	<u>% Rate</u>	<u>Net Value</u>	<u>Balance</u>
April 30, 2024	\$733.72	5.3233%	1.00	\$168,709.56
May 31, 2024	\$761.74	5.3270%	1.00	\$169,471.30
June 30, 2024	\$739.91	5.3249%	1.00	\$170,211.21
July 31, 2024	\$768.70	5.3297%	1.00	\$170,979.91
August 31, 2024	\$769.32	5.2968%	1.00	\$171,749.23
September 30, 2024	\$728.94	4.9843%	1.00	\$172,478.17
October 31, 2024	\$719.73	4.8617%	1.00	\$173,197.90
November 30, 2024	\$673.35	4.6683%	1.00	\$173,871.25
December 31, 2024	\$673.54	4.4769%	1.00	\$174,544.79
January 31, 2025	\$651.09	4.3913%	1.00	\$175,195.88
February 28, 2025	\$585.36	4.3653%	1.00	\$175,781.24
March 31, 2025	\$647.10	4.3488%	1.00	\$176,428.34
April 30, 2025	\$628.69	4.3545%	1.00	\$177,057.03
May 31, 2025	\$647.78	4.3284%	1.00	\$177,704.81
June 30, 2025	\$627.60	4.3520%	1.00	\$178,332.41

The District's Investments are in compliance with the investment strategy as expressed in the Investment Policy and with the relevant provisions of Chapter 2256 of the Texas Government Code and in compliance with generally accepted accounting principles.

(SEAL)

Anne Morrow Financial Officer

Arlecia Thomas, OTSID Office Administrator
Prepared Report for Financial Officer

Old Town Spring Improvement District

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JULY BOOKKEEPER REPORT

SALES TAX REVENUE—July 2025 \$26,025.73 **Increase of \$1,827.62**
Total Fiscal Year—2024-2025--\$24,198.11
Total Fiscal Year---2023-2024--\$34,461.09

SALES TAX REVENUE—June 2025 \$28,998.21 **Decrease of \$11,133.95**
Total Fiscal Year—2024-2025--\$40,132.16
Total Fiscal Year---2023-2024--\$40,527.81

SALES TAX REVENUE—May 2025 \$30,254.98 Increase of \$1,227.90
Total Fiscal Year—2024-2025--\$29,027.08
Total Fiscal Year---2023-2024--\$44,721.71

SALES TAX REVENUE-April, 2025 \$25,893.66 Increase of \$3,382.48 **February Sales**
Total Fiscal Year 2024-2025 \$22,511.18
Total Fiscal Year 2023-2024 \$36,185.05

SALES TAX REVENUE- March, 2025 \$22,217.50 **Decrease of \$3,407.91**
Total Fiscal Year-2023-2024--\$25,625.41
Total Fiscal Year-2022-2023--\$26,482.82

SALES TAX REVENUE-February, 2025--\$53,207.17 (December Reporting)
Total Fiscal Year 2022-2023--\$35,557.44 Increase of \$17,649.73
Total Fiscal Year: 2021-2022:\$42,703.15

SALES TAX REVENUE-January 2025-\$26,582.20---(November Reporting)
Total Fiscal Year 2022-2023--\$28,265.38---**Decrease \$1,683.18**
Total Fiscal Year 2021-2022--\$44,244.99

AVERAGE THIS FISCAL YEAR: (4 month) \$27,793.15

The budget for 2025-2026 Fiscal Year is based on expected revenue of \$30,000 per month.

Balance in account at Wells Fargo Bank as of July 1, 2025--\$130,393.43

Balance in TexPool Investment Account as of July 1, 2025--\$178,332.41

All invoices for June. 2025 have been paid.

Respectfully submitted,

(SEAL)

Anne Morrow
Financial Officer

Arlecia Thomas
Office Administrator

Old Town Spring Improvement District
Check Detail

June 2025

Type	Name	Account	Paid Amount
Extraordinary	Home Depot Credit Services	Trash Bags	\$ 262.74
Extraordinary	A & R HVAC Services, LLC	A/C Repair	\$ 250.00
Extraordinary	Prime ITS, Inc.	IT Support	\$ 68.75
Extraordinary	A & R HVAC Services, LLC	A/C Repair	\$ 8,200.00
Extraordinary	Arlecia C Thomas	Office Supplies	\$ 281.24
Extraordinary	Eliseo Casares	Repairs - Lawn mower, a/c replacement	\$ 1,750.00
Extraordinary Total			\$ 10,812.73
Monthly	United States Treasury	Payroll Liabilities	\$ 1,376.82
Monthly	Nexus Disposal	Trash	\$ 225.95
Monthly	NRG Energy	Street Lights/Office	\$ 482.68
Monthly	EFFECTV	Advertisement	\$ 1,859.75
Monthly	Wex Bank	Fuel	\$ 65.79
Monthly	Intuit Payroll Services	Intuit monthly fee	\$ 21.00
Monthly	everOn/ ADT Commercial	Office Alarm	\$ 74.86
Monthly	NRG Energy	Street Lights	\$ 685.88
Monthly	AT&T*	Phone/Internet	\$ 169.10
Monthly	Xtreme Hygiene	Restroom Maintenance	\$ 738.75
Monthly	Payroll	Payroll	\$ 2,901.31
Monthly	T Mobilie+	3 Cell Phones	\$ 73.38
Monthly	Coveler & Peeler	Legal Fees	\$ 1,343.75
Monthly	Spring Preservation League	Parking Rental	\$ 2,300.00
Monthly	Prime ITS, Inc.	IT Support	\$ 69.00
Monthly	Payroll	Payroll	\$ 2,693.13
Monthly	Nextera Water Texas	Water	\$ 445.70
Monthly Total			\$ 15,526.85
Petty Cash	U. S. Postal Service	Stamps	\$ 14.60
Petty Cash	HEB	Water/Gatorade Maintenance	\$ 48.92
Petty Cash	HEB	Water/Supplies Office	\$ 14.49
Petty Cash Total			\$ 78.01
Grand Total			\$ 26,417.59