

# 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, May 20, 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
Dannette Mostyn	Position 3 – Vice President
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
Christine Rogers -	Connie Ouellette – Business Owner
Kristen Shaw – Business Owner	Clarence Williams – Property Owner
Sue Mallott – Spring Historical Museum	Ursula Sledge – Business Owner
Alex Bregenzer – Spring Fire	

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 10:01am.

### 2. To receive public comments.

Vance announced his Old Town Spring Merchant Mixer event on Thursday, May 22, 2025.

Clarence Williams suggests that we bring the Car Art Show to Old Town Spring.

There was a discussion about Home for the Holidays being moved to the third Saturday in November instead of the second Saturday. Anne mentioned that the third Saturday the Junior League Nutcracker is held the same day which may cause business at Old Town Spring to be slow. Clarence stated that logistically the third Saturday works because of the lack of volunteers. Seth suggested that he hire Eliseo to work a Monday to put up the Christmas tree and Santa house. It was also suggested to ask for volunteers to help decorate the park.

Seth stated that he has seen county people measuring the parking lot possibly for the asphalt project.

Alex from the Spring Fire Department announced a Spring Park Scavenger Hunt in Old Town Spring to teach people about community safety. He passed out flyers to everyone. Vance volunteered to coordinate the effort.

**3. To receive, discuss and take action on the appointment of the Board of Director for Position No. 2, including oath of office.**

Krystine Ramon OTSID legal representative and notary public swore in Cristy Wernick as the Board of Director for Position No. 2.

**4. To receive, discuss and approve minutes from prior meeting(s), April 15, 2025.**

A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve the minutes for the April 15, 2025, Board Meeting. The motion was unanimously approved as presented.

**5. To receive, discuss and approve payment of the District's bills for April.**

A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve the bills for April. The motion was unanimously approved as presented.

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

Director Anne Morrow reported that Wells Fargo had \$113,065.97 at the beginning of the month. A motion was made by Director Anne Morrow and seconded by Dannette Mostyn to approve the May Bookkeeper's Report for April 2025. The motion was unanimously approved as presented.

**7. To receive, discuss and approve the May Investment Officer's Report for April.**

Director Anne Morrow reported that TexPool Investment account had \$177,057.03 at the beginning of May with \$628.69 interest earned in April. A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve the May Officer's Report for April 2025. The motion was unanimously approved as presented.

Director Anne Morrow suggested that the money the District borrowed during Covid be paid back.

**8. To approve the TexPool Resolution.**

OTSID Legal representative, Krystine Ramon, recommended to the Board to approve by resolution to add Director James Sharp as a second signer, allow Arlecia Thomas administrative rights to view only the account, to remove Kelly Speer and Charlotte Joiner all access to the TexPool account. A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve by resolution adding Director James Sharp as a second signer, allow Arlecia Thomas administrative rights to view only the account, to remove Kelly Speer and Charlotte Joiner all access to the TexPool account. The motion was seconded by Director Anne Morrow and unanimously approved as presented.

**9. To receive and discuss the Visitors Bureau Quarterly Report.**

No action taken.

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

Director Anne Morrow reported on the advertising campaigns.

Flourishing Families – 40,429 impressions up 101% of ordered impressions, of those impressions 38,812 completed views which means 92% of the views were viewed in full, 100% of the impressions were seen on the big screen whether streaming or watching video in demand, The content brand list shows the top 20 networks the ads ran on - good mix of nets like HGTV, Food Network, Investigation Discovery, Discovery Channel and the History Channel.

Facebook – Views 10.5K, Reach 3.1K, Content interaction 232, Link clicks 1

Instagram – Views 10.1K, Reach 2.4K, Content interaction 336, Link clicks 0

Top Performing – Views 886, Reach 643, Reactions 22

Top Performing Content Instagram – Views 1,350, Reach 901, Interactions 37

Lowest Performing Content Facebook – Views 354, Reach 232

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

No action taken.

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

There was talk about adding a back entrance. Have Eliseo work on main entrance. Carlos to weed the front entrance. No action was taken.

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

Clarence Williams stated that the Preservation League is in the process of purchasing 2 sets of flags. The cost is about \$1000. No action was taken.

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

No one from the Commissioner's Office was present. No action was taken.

**15. 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 pursuant to Government Code §551.072 to deliberate regarding real estate matters.

**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 chose to go into closed session pursuant to Government Code §551.071 to consult with legal counsel at 10:33am and came out of closed session at 11:10am.

**17. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

The Board chose to go into closed session pursuant to Government Code §551.074 to discuss personnel matters at 10:33am and came out of closed session at 11:10am.

# Old Town Spring Improvement District

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## MAY BOOKKEEPER REPORT

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

SALES TAX REVENUE-December--\$25,230.63—**Decrease of \$18,825.31**  
Total Fiscal Year-2022-2023--\$44,055.94  
Total Fiscal Year-2021-2022--\$37,752.49

SALES TAX REVENUE-November \$23,376.49 **Decrease of \$6,235.93**  
Total Fiscal Year-2022-2023--\$29,612.42  
Total Fiscal Year—2021-2022--\$32,925.16

**AVERAGE THIS FISCAL YEAR: ( 2 month) \$28,074.32**

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 May 1, 2025--\$113,065.97

Balance in TexPool Investment Account as of May 1, 2025--\$177,057.03

All invoices for April. 2025 have been paid.

Respectfully submitted,

(SEAL)

\_\_\_\_\_  
Anne Morrow  
Financial Officer

\_\_\_\_\_  
Arlecia Thomas  
Office Administrator

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May, 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>
February 29, 2024	\$704.53	5.3252%	1.00	\$167,220.88
March 31, 2024	\$754.96	5.3350%	1.00	\$167,975.84
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

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

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Arlecia Thomas, OTSID Office Administrator  
Prepared Report for Financial Officer

Old Town Spring Improvement District

Check Detail

May 2025

Type	Name	Expense	Paid Amount
Annual	Guardian Fire Protection Services	Annual and 6 year Fire Extinguisher inspections	\$ 962.46
<b>Annual Total</b>			<b>\$ 962.46</b>
Extraordinary	Arlecia C Thomas	Office Supplies - Ink	\$ 97.30
Extraordinary	Nextera Water Texas	Vendor updating account due dates	\$ 273.48
Extraordinary	Prime ITS, Inc.	QB Updates	\$ 88.19
Extraordinary	Nextera Water Texas	Vendor updating account due dates	\$ 129.98
<b>Extraordinary Total</b>			<b>\$ 588.95</b>
Monthly	AT&T*	Phone/Internet	\$ 169.10
Monthly	Nexus Disposal	Trash	\$ 225.95
Monthly	Intuit	QB	\$ 28.00
Monthly	Nextera Water Texas	Water	\$ 175.45
Monthly	Wex Bank	Fuel	\$ 2.94
Monthly	Nextera Water Texas	Water	\$ 76.28
Monthly	NRG Energy	Electricity - street lights and office	\$ 1,260.53
Monthly	everOn/ ADT Commercial	Office Alarm	\$ 74.86
Monthly	AT&T* - June	Phone/Internet	\$ 169.10
Monthly	Prime ITS, Inc.	IT Services	\$ 69.00
Monthly	Payroll	Payroll	\$ 2,810.72
Monthly	T Moblie+	3 Cell phones	\$ 73.53
Monthly	Coveler & Peeler	Legal Fee	\$ 404.36
Monthly	Spring Preservation League	Lease - Park	\$ 2,300.00
Monthly	Payroll	Payroll	\$ 2,910.49
Monthly	Xtreme Hygiene	Restroom expenses	\$ 824.00
<b>Monthly Total</b>			<b>\$ 11,574.31</b>
Petty Cash	Prosize Tire Service	Vehicle maintenance	\$ 5.00
Petty Cash	Dolla Tree - hand sanitizer rr	Public Restrooma	\$ 15.21
Petty Cash	Post Office	Mail	\$ 2.87
<b>Petty Cash Total</b>			<b>\$ 23.08</b>
<b>Grand Total</b>			<b>\$ 13,148.80</b>