

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, October 21, 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 - Director |
| Anne Morrow | Position 4 – Treasurer |
| James Sharp | Position 5 – Secretary |

All Board Members were present.

A Quorum was established.

Also attending:

| | |
|------------------------------------|--------------------------------------|
| Arlecia Thomas – Adm OTSID | Krystine Ramon – OTSID legal counsel |
| Chris Loera – Business Owner | Connie Ouellette – Business Owner |
| Vance Fellers – Business Owner | Chris Rogers – Business Owner |
| Kristen Shaw – Business Owner | Sue Mallott – Museum President |
| Clarence Williams – Property Owner | |

1. Call to order.

President Seth Sanders called the meeting to order at 10:04am.

2. To receive public comments.

A discussion about how to handle a complaint made by an OTS visitor that felt threatened by an OTS merchant who publicly humiliated her by yelling at her, calling her names and attempting to have her (the merchant) dog attack her dog. Expressions were made by other OTS merchants that have had similar complaints from the same offending merchant. President Seth Sanders will reach out to the offending merchant.

3. To receive, discuss and approve minutes from prior meeting(s), September 16, 2025.

A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve the minutes for the September 16, 2025, Board meeting. The motion was unanimously approved as presented.

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

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

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

Director Anne Morrow reported that Wells Fargo account had \$126,115.80 at the beginning of the month. A motion was made by Director Anne Morrow and seconded by Director Danette Mostyn to approve October Bookkeeper's report for September 2025. The motion was unanimously approved as presented.

6. To receive, discuss and approve the October Investment Officer's Report for September.

Director Anne Morrow reported that the TexPool Investment account had \$180,267.73 at the beginning of October with 627.77 interest earned. A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve October 2025 Investment report. The motion was unanimously approved as presented.

7. To receive and discuss the Visitors Bureau Report (Quarterly Only).

Arlecia Thomas presented the quarterly Visitor's Bureau Report. A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve the report. The motion was unanimously approved as presented.

8. To receive and discuss the Visitor's Center Report.

Vance Fellers reported the following:

There are 3 tours scheduled to visit OTS. OTS needs to present the best scenario for the tourists because tourists are the best advertisers. Christie Wernick greets the tourists and provides gift bags for tours of 10 or more people.

The visitor's guide button on the website is working well but needs a little tweaking.

HFTH is the main event scheduled. The visitors' committee is currently working on entertainment. The train is currently up and running. VC is looking into using the train as a ride for the children and a shuttle from the museum to the Preservation Park parking lot. Also, the VC is looking to decorate the train to be more festive like the Polar Express.

The VC has obtained 2 sponsors for the Christmas lighting contest. They are in need of a 3rd prize sponsor.

No action taken.

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

Director Anne Morrow reported on the advertising campaigns for September. She reported that the current video advertising is outdated with merchants that are no longer in OTS.

A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to spend \$500 to update the current video advertising. The motion was unanimously approved as presented.

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

Emergency repairs were made to the plumbing at the public restrooms outside the museum.

No action taken.

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

No action taken.

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

Jason Dawson Electric checked the lampposts throughout OTS and made repairs as needed. The total cost for material and labor paid \$2,084.

No action taken.

13. To review, discuss and take action on Home for the Holidays.

A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to allocate the \$15,500 budget funds for HFTH as follows: up to \$2,500 to "Be an Angel;" up to \$2,500 to the Balloons; up to \$8,000 for entertainment and up to \$2,500 to Christmas lights. The motion was unanimously approved as presented.

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

No action taken.

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

The Board went into closed session at 10:28am and came out at 10:46am.

16. To meet in Closed Session pursuant to Government Code §55 I .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 did not go into closed session.

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

The Board went into closed session at 10:28am and came out at 10:46am.

18. 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 did not go into closed session.

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

No action taken.

20. 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.

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

No action taken.

22. Adjournment.

The meeting was adjourned at 10:47am.

ATTACHMENTS

- 1. November Investment Report**
- 2. November Bookkeeper Report**
- 3. September 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

November 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> |
|--------------------|-----------------|---------------|------------------|----------------|
| 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 |
| July 31, 2025 | \$653.09 | 4.3274% | 1.00 | \$178,985.50 |
| August 31, 2025 | \$654.46 | 4.3096% | 1.00 | \$179,639.96 |
| September 30, 2025 | \$627.77 | 4.1779% | 1.00 | \$180,267.73 |
| October 31, 2025 | \$634.11 | 4.0776% | 1.00 | \$180,901.84 |

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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November BOOKKEEPER REPORT

SALES TAX REVENUE—November 2025-- \$51,580.49 Increase of \$28,204.00
Total Fiscal Year—2024-2025-- \$23,376.49
Total Fiscal Year---2023-2024-- \$29,612.42

SALES TAX REVENUE—October 2025--\$23,004.11 **Decrease of \$3,199.47**
Total Fiscal Year—2024-2025--\$26,203.58
Total Fiscal Year---2023-2024--\$28,443.12

SALES TAX REVENUE—September 2025--\$28,604.16 Increase of \$6,003.66
Total Fiscal Year—2024-2025--\$ \$22,600.50
Total Fiscal Year---2023-2024--\$ \$21,165.06

SALES TAX REVENUE—August 2025--\$39,273.19 Increase of \$16,719.64
Total Fiscal Year—2024-2025--\$ \$22,553.55
Total Fiscal Year---2023-2024--\$ \$49,551.97

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

AVERAGE THIS FISCAL YEAR: (8 months) \$31,704.32

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 November 1, 2025--\$121,107.58

Balance in TexPool Investment Account as of November 1, 2025--\$180,901.84

All invoices except for the water invoices for October 2025 have been paid. Due to water company transition error all invoices were not generated on time.

Respectfully submitted,

(SEAL)

Anne Morrow
Financial Officer

Arlecia Thomas
Office Administrator

Old Town Spring Improvement District
Check Detail

October 2025

| Type | Name | Account | Paid Amount |
|----------------------------|----------------------------|---|------------------|
| Extraordinary | Prime ITS, Inc. | Maintenance & Updates | 97.50 |
| Extraordinary | Jason Dawson Electric | Lamp post repairs | 2,084.00 |
| Extraordinary | Office Depot | Office supplies - Toner | 84.89 |
| Extraordinary | Ace Hardware | Christmas Lights | 2,798.00 |
| Extraordinary | Vance Fellers | HFTH: PA System, traffic cones, insurance | 620.23 |
| Extraordinary Total | | | 5,684.62 |
| Monthly | Wells Fargo Bank | Safety Deposit Box | 0.26 |
| Monthly | United States Treasury | Payroll Liabilities | 1,381.36 |
| Monthly | Nexus Disposal | Trash/Recycling | 448.60 |
| Monthly | NRG Energy | Streetlights | 543.11 |
| Monthly | Wex Bank | Fuel | 119.80 |
| Monthly | Texas Water Utilities | Water | 162.75 |
| Monthly | NRG Energy | Streetlights | 834.33 |
| Monthly | Intuit Payroll Services | Intuit monthly fee | 21.00 |
| Monthly | Hyperchat Social | Advertising | 1,920.00 |
| Monthly | everOn/ ADT Commercial | Office Alarm | 81.18 |
| Monthly | EFFECTV | Spring/Fall Advertising | 5,541.50 |
| Monthly | Payroll | Payroll | 2,932.87 |
| Monthly | T Mobile+ | 3 Cell Phones | 75.18 |
| Monthly | Coveler & Peeler | Legal Fees | 1,404.36 |
| Monthly | Prime ITS, Inc. | IT Maintenance and updates | 69.00 |
| Monthly | Spring Preservation League | Park Lease | 2,300.00 |
| Monthly | Payroll | Payroll | 2,910.48 |
| Monthly | T Mobile+ | 3 Cell Phones | 75.18 |
| Monthly | Xtreme Hygiene | Restroom cleaning | 675.00 |
| Monthly Total | | | 21,495.96 |
| Petty Cash | Ace Hardware | Jumper cables | 30.30 |

Old Town Spring Improvement District
Check Detail

October 2025

| | | | |
|-------------------------|------------------------------------|-------------------------|------------------|
| Petty Cash | Sam's Club | Water, tissue | 30.99 |
| Petty Cash | U. S. Postal Service | Postage | 10.48 |
| Petty Cash Total | | | 71.77 |
| Quarterly | EFFECTV | Spring/Fall Advertising | 5,434.25 |
| Quarterly | Texas Workforce Commission | Payroll Liabilities | 45.31 |
| Quarterly Total | | | 5,479.56 |
| Tourism | Vance Fellers | Stickers, postage | 379.20 |
| Tourism Total | | | 379.20 |
| Yearly | Active Internet Technologies, LLC* | Blackboard Connect | 715.00 |
| Yearly Total | | | 715.00 |
| Grand Total | | | 33,826.11 |