

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, September 16, 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
Dannette Mostyn	Position 3 - Director
Anne Morrow	Position 4 – Treasurer
James Sharp	Position 5 – Secretary

Four 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	William Fisher – Business Owner
Kristen Shaw – Business Owner	Sue Mallott – Museum President
Clarence Williams – Property Owner	Ursula Sledge – Business Owner
Phil Brown – Church Pastor	Mary Todeschini - Resident
Denise Wallas – Business Owner	Suzanne Strah – Business Owner
Alida Gibson – Business Owner	Jennifer Almorle – Precinct 3
Celine Gomez – Spring Fire Dept	Tracee Evans – Spring Fire Dept

1. Call to order.

President Seth Sanders called the meeting to order at 10:02am.

2. To receive public comments.

Merchants expressed concerns about losing parking with the county's street improvements. OTSID has nothing to do with the parking spaces that are affected but will do everything possible to save as many spaces as possible.

Two new merchants were introduced and welcomed to OTS, Alida's Closet Boutique and In a Pickle Co. Also, a coloring book, with colored pencils, that features the history of OTS was presented to the merchants to purchase at the wholesale price of \$7.

The Spring Fire department informed everyone about the Scavenger Hunt event that will take place in OTS October 18, 2025, from 2:00-5:00pm.

Jennifer Amante from the county gave an update on the street project in OTS. She is the builder of the plans that were designed. She explained that the first phase of the project will

consist of the following: take the crown on the road down, pave the streets, change the traffic flow (will begin September 17, 2025). The surface of the street will be replaced, the concrete will be striped, and they will redo the museum parking lot in concrete.

Phase two will take place in the spring. There is still more planning that needs to take place before the county is ready to proceed with the project. Jennifer Almonle (202) 805-0216 asked the merchants to express their concerns and justifications for the project. The county will look at the business concerns individually. They may or may not be able to change anything but will let the business owner know before making any changes. All asphalt ramps will be removed. True ramps should not be in the gutters of the road in or to do paving. Sidewalk plans need to be looked at. One problem they have with this is the "right of way." There is talk of easements from businesses. There is not a good plan now which is why the county is not working on the sidewalks now. (TBD). There is also concern about flooding with the way the current plans are designed. There needs to be a better plan. The county cannot be built without proper drainage. More planning has to be done before starting on phase two of the project.

3. To receive, discuss and approve minutes from prior meeting(s), August 19, 2025.

A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve the minutes for the August 19, 2025, Board meeting. The motion was unanimously approved as presented.

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

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

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

Director Anne Morrow reported that Wells Fargo account had \$137,457.71 at the beginning of the month. A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve September Bookkeeper's report for August 2025. The motion was unanimously approved as presented.

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

Director Anne Morrow reported that the TexPool Investment account has \$179,639.96 for August with \$654.46 interest earned. A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve September's Investment report for August. The motion was unanimously approved as presented.

7. To review, discuss and take action regarding the Property and General Liability Insurance for the District.

Director Anne Morrow presented the General Liability Insurance and Workman's Compensation insurance for the 2025-2026 year in the amounts of \$12,098.75 and \$1,650 respectively. A motion was made by Director Anne Morrow and seconded by Director James Sharp to approve renewal of the insurance policies as presented. The motion was unanimously approved as presented.

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

No action taken.

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

Vance Fellers presented the following reports:

Cristy Wernick has accepted the Team Leader position to prepare gift bags and greet tourists when they arrive. She is updating the tour gift bags. There is a tour of 35 people from Angleton on September 24, 2025, coming to OTS. The committee is working to develop an excursion for 4-star hotels in the Spring & Woodlands that can be given to their guests or groups to provide them with a way to spend their open time in OTS. The committee asks for merchants to have any classes that they offer to present them to add to the excursion.

The committee is working on 4 future events taking place in OTS. 1) Scavenger Hunt sponsored by the Spring Fire Department on October 18, 2025, from 2:00-5:00pm 2) Activities for HFTH 3) the committee will meet with "Be an Angel" train supervisor to discuss train operation for HFTH 4) Christmas lighting contest. Merchants are asked to set their hours to: Tues-Sat 10:00-5:00pm and Sun 10:00-6:00pm.

There are OTS car window decals for the committee to provide to merchants to present at shows, festivals, etc. and to display on their cars.

A motion was made by Director Dannette Mostyn and seconded by Director Anne Morrow to remove Anne Morrow and add Cristy as a committee member. The motion was unanimously approved as presented.

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

Director Anne Morrow reported on the advertising campaigns for August. No action was taken.

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

There is a pole down on the festival grounds. A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn to approve spending up to \$3,000 to repair/replace the pole. The motion was unanimously approved as presented.

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

The motion was by Director Anne Morrow and seconded by Director Dannette Mostyn to install air conditioners and vents with fans, to keep the cost down, to the women's restrooms spending up to \$8,000. The motion was unanimously approved as presented.

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

President Seth Sanders will drive through OTS at night and inspect which lights need repairing. No action was taken.

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

No action taken.

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

No action taken.

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

The Board did not 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 the State Bar of Texas.**

The Board went into closed session at 11:04am and came out at 11:19am.

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

The Board did not go into closed session.

- 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 did not 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.**

No action taken.

- 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, discuss and take action regarding renewal of MOU with Spring Preservation League.**

A motion was made by Director Anne Morrow and seconded by Director Dannette Mostyn not to renew the Spring Preservation League Parking contract as written and to work on a new contract for a future date. The motion was unanimously accepted as presented.

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

No action taken.

- 24. Adjournment.**

The meeting was adjourned at 11:21am.

ATTACHMENTS

1. **October Investment Report**
2. **October 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

October, 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>
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
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

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

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October BOOKKEEPER REPORT

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

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

AVERAGE THIS FISCAL YEAR: (7 months) \$28,864.86

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 October 1, 2025--\$126,115.80

Balance in TexPool Investment Account as of October 1, 2025--\$180,267.73

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

Respectfully submitted,

(SEAL)

Anne Morrow
Financial Officer

Arlecia Thomas
Office Administrator

Old Town Spring Improvement District
Check Detail

September 2025

Type	Name	Account	Paid Amount
Annually	Intuit Payroll Services	Intuit	2,099.00
Annually	Frank Williamham Insurance Agency	Liability Insurance	12,098.75
Annually	Texas Mutual Insurance Company	Workman's Comp Insurance	1,650.00
Annually Total			15,847.75
Extraordinary	Home Depot Credit Services	Supplies	218.92
Extraordinary	Home Depot Credit Services	Velcro Tape	21.57
Extraordinary	Eliseo Casares	Museum rr plumbing repairs	1,600.00
Extraordinary	Arlecia C Thomas	Supplies - battery replacement	95.28
Extraordinary	Minuteman Press	Kiosk	84.00
Extraordinary	McCoy's Building Supply	Supplies to make museum stage	2,029.50
Extraordinary	Eliseo Casares	Repairs to electrical poles in PP	5,000.00
Extraordinary Total			9,049.27
Monthly	United States Treasury	Payroll Liabilities	2,101.40
Monthly	Nexus Disposal	Trash/Recycling	232.73
Monthly	NRG Energy	Streetlights	550.70
Monthly	Wex Bank	Fuel	115.98
Monthly	Intuit Payroll Services	Intuit	21.00
Monthly	EFFECTV	Advertising	1,286.25
Monthly	everOn/ ADT Commercial	Office Alarm	81.18
Monthly	AT&T*	Phone/Internet	168.82
Monthly	Hyperchat Social	Advertising	1,920.00
Monthly	NRG Energy	Streetlights	818.26
Monthly	T Moblie+	3 Cell phones	75.18
Monthly	Payroll	Payroll	2,810.72
Monthly	Coveler & Peeler	Legal fees	1,291.86
Monthly	Spring Preservation League	Lease/Park	2,300.00
Monthly	Prime ITS, Inc.	IT Monthly fee	69.00
Monthly	Xtreme Hygiene	Restroom Cleaning	540.00
Monthly	Payroll	Payroll	2,923.72
Monthly Total			17,306.80

Old Town Spring Improvement District
Check Detail

September 2025

Petty Cash	Sam's Club	Water/Gatorade	32.79
Petty Cash	Arlecia C Thomas	Windshield Repair	50.00

Petty Cash Total

82.79

Grand Total

42,286.61