

## CYPRESS CREEK UTILITY DISTRICT

Minutes of Meeting of Board of Directors  
July 11, 2019

The Board of Directors ("Board") of Cypress Creek Utility District ("District") met at a designated meeting place inside the District at Mills Walk Clubhouse, 10643 Mills Walk Drive, Houston, Texas on July 11, 2019, in accordance with the duly posted notice of said meeting, with a quorum of Directors present, as follows:

Glenn Land, President  
Robert Jackson, Vice President  
Harvey W. Roensch, Secretary  
Rob Nixon, Director

And the following absent:

Theresa Dildy, Director.

Also present were Mr. Jeff Pena, District engineer; Ms. Claudia Redden, bookkeeper for the District; Ms. Robin Goin, tax assessor-collector for District; Ms. Christine High and Mr. Dwayne High, District operators; and Mr. W. James Murdaugh, Jr., attorney for the District.

President Land called the regular meeting of the Board of Directors of Cypress Creek Utility District to order.

1. There were no comments from District residents.
2. The Board reviewed the minutes of the meetings held on June 13, 2019, and subject to one correction, the minutes were unanimously approved.
3. Ms. Goin presented the tax assessor-collector's report, copy attached. She noted 96.934% collections for 2018 taxes with current taxable value in the District of \$174,575,032. She also reported a request from the Castano account for a payment plan of 3 payments, with \$200.00 already received; the Board agreed with the recommendation of the tax assessor-collector. After such discussion, upon motion duly made, seconded and unanimously carried, the Board approved the tax assessor-collector's report and the checks listed thereon.
4. Ms. Redden presented the bookkeeper's report, a copy of which is attached. The Board noted the energy consumption report and approved the investment report.

Subject to that discussion, upon motion duly made, seconded and unanimously carried, the Board approved the bookkeeper's report and authorized payment of the checks listed thereon. The Board discussed the required review of the District's investments in compliance with Senate Bill 253. The Board requested that the District's bookkeeper and investment officer review the list promulgated by the State Comptroller and monitor it periodically to prevent violations of Senate Bill 253. The Board requested that the July agenda contain an item for approving an amended budget.

5. The Board addressed the need to approve an amended operating budget; Ms. Redden proposed such amended budget and received further comments from the Board. After a discussion, the amended budget for the current fiscal year was unanimously approved in accordance with the Resolution which is attached.

6. Mr. Pena presented the engineer's report, a copy of which is attached. He addressed the status of the regional sewage treatment plant and confirmed that the amended contract with Cy-Fair ISD for service to Old Matzke Elementary School had been fully executed, and all necessary payments had been made by the Cy-Fair ISD. The operator was coordinating on the installation of the appropriate water meter as well as the service line on Copeland Drive. The one-year warranty review of the Mills Walk lift station project is scheduled for February, 2020. The engineer addressed the status of the sanitary sewer rehabilitation project, and on his recommendation the Board authorized the engineer to advertise for receipt of bids on the project once all appropriate approval of plans and specifications were received. Plans for the water line replacement project will go to the City of Houston and Harris County for review and approval next week, and the engineer stated his office was completing Outlay Reports for submission to the Texas Water Development Board for reimbursement of invoices. He reviewed the status of surface water conversion at water plant No. 1 and then requested authorization from the Board to prepare a report, calculations and additional information for submission to the Texas Commission on Environmental Quality for the use of phosphate equipment at water plant No. 1. The Board approved his request. Finally, the engineer addressed the schedule for receipt of surface water by Harris County MUD No. 230 and Northwest Harris County MUD No. 9.

9. Mr. High presented the operations report, copy attached, which showed 995 connections with 96% water accountability. Five bacteriological tests had been performed, all with good results. Average residential usage of water in the District

had begun to increase. The operator address repairs at booster pump No. 2 and noted the water production analysis. The operator was coordinating with Harris County on the abandonment of a old meter vault near Matzke Park. The operator then submitted a list of delinquent accounts to the Board for termination of utility service and stated that the accounts in question have been given written notification of the opportunity to appear, either in person or in writing, at the Board meeting to contest, explain, or correct the charges, services, or disconnection. The operator noted that the accounts listed have neither attended the Board meeting nor contacted the operator's office or the District to contest or explain the charges. After discussion, upon motion duly made, seconded and unanimously carried, the Board authorized the District's operator to proceed with termination of utility service to said accounts pursuant to the provisions of the District's Rate Order. The Board also reviewed and approved the District's annual Consumer Confidence Report.

10. Director Roensch stated that there was nothing new to report concerning the Lake Forest Regional sewage treatment plant, after which President Land reported on the most recent meeting of the North Harris County Regional Water Authority. The Board approved and ratified the recent grant of an easement from the District to the North Authority, and noted with pleasure receipt of \$10,000 from the North Harris County Regional Water Authority for such easement.

11. With respect to other matters the Board noted recent correspondence from the Harris-Galveston Area Council concerning development of a watershed protection plan for Cypress Creek, and the Board then addressed the need to schedule a special meeting to review the proposed new contract between the District and its financial advisor.

12. The Board addressed continuing problems with garbage collection in the District, and Director Nixon reviewed the District's recent contract with Off Cinco for emergency notification services. The Board reaffirmed its understanding that it had authorized email message alerts pursuant to the pay-per-use provision and text message alerts pursuant to the pay-per-use provision. Additionally, on Director Nixon's recommendation the Board agreed to addition services as shown on the attached "Exhibit B": an email account with unlimited storage, SSL certificate purchase at \$100.00 per year, and SSL certificate integration at \$100.00 per year. The Board approved and authorized execution of the appropriate documents for its contract with Off Cinco.

There being no further business to come before the Board, the meeting was adjourned.

*Harry Roanach*

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Secretary