

CY-CHAMP PUBLIC UTILITY DISTRICT
Minutes of Meeting of Board of Directors
September 21, 2021

The Board of Directors of Cy-Champ Public Utility District (the "District") met at 13455 Cutten Road, Suite 1A, Houston, Texas on September 21, 2021, in accordance with the duly posted notice of said meeting, with a quorum of directors present as follows:

Ron Walkoviak, president
Richard M. Spurlock, vice president
Shelley Serres, secretary
Harold W. Greer, assistant secretary
Polly Looper, security coordinator

and being absent:

None

Also present were Cheryl Whitfield of the National Memorial Ladies, Robert McMullin and Chris Kruger of J.Kru Land Services, LLC, and Katie Golzarri and Jason Buckley of Clark Condon Associates, Inc.

The president called the meeting to order and declared it open for such business as might come before it.

PARK PLANNING WORKSHOP

Board president Walkoviak noted that the primary purpose of today's meeting is conduct a park planning workshop and site review with the District's new landscape architects. After introductions, Robert McMullin and Chris Kruger of J.Kru Land Services, LLC (J.Kru) briefly discussed the work they have been doing for the District. Katie Golzarri of Clark Condon Associates, Inc requested to see the current maintenance contract with J.Kru so that they could get a better understanding of J.Kru's responsibilities. J.Kru will send their current contract to Ron and he will have it distributed. Katie recommended creating a Parks Committee to review things (2 board members) who have a max amount that they can approve. J.Kru explained that they do color change outs for Cutten Road and the Park twice a year. Ron recommended the board consider going to three times a year.

Katie would like to see the annual budget for landscape maintenance, and she will contact the bookkeeper for that. Katie asked what phone number should people call if they see issues at park. This something the board may want to put on a sign. Richard will send the existing park plans to Katie. Polly will put together a map of the cameras for her.

The board discussed a list of items to be reviewed during the site visits.

The board considered and unanimously approved a proposal from J.Kru to repair the water fountain at Cy-Champ Park.

Director Shelley Serres exited the meeting at this point. The other board members and consultants then adjourned to the District's Garden Park tracts at the southeast corner of the intersection of Cutten Road and Cherry Hills for a site review.

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

A copy of Clark Condon's Meeting Notes with additional detail as to the meeting and site review is attached to these minutes.

Secretary

Attachments: Clark Condon Meeting Notes

MEETING DATE: Tuesday, September 21, 2021
ISSUE DATE: Wednesday, September 22, 2021
PROJECT: Cy-Champ PUD technical services
CC PROJECT No: 121-112
ATTENDEES: Cy-Champ Board of Directors (all), Katie Golzarri and Jason Buckley – Clark Condon, Chris and Robert – J-Kru, Cheryl Whitfield - resident

Meeting to review Existing Park conditions

I. Introductions

II. Historical Data

- A. Reviewed previous procedures for authorizing expenditures for the existing park. Board would like to be more involved in these decisions
 - 1. Clark Condon will coordinate with J-Kru on future expenditures and provide these to the Board for review and approval.
 - 2. **ACTION – Board to consider appointing a “Parks Committee” to review and approve expenditures up to a maximum cost.**
 - 3. **ACTION – Clark Condon to request report from District bookkeeper relating to annual expenditures related to park maintenance**
- B. Clark Condon has requested a copy of the existing maintenance contract to review responsibilities and fees.
 - 1. J-Kru noted during site walk they perform tree limbing up about every 2 months. They currently have 2 annual color change outs and only 1 mulch refresh in their contract. They also refresh kiddie mulch in playground once a year which also requires root removal.
 - 2. **ACTION – J-Kru to provide current contract to Board members who will then distribute to CCA for review**
 - 3. **ACTION – Board has requested 3 annual color change outs in lieu of 2. Clark Condon to review plant choices with J-Kru and the Board.** Board directed careful attention to height of plant selections, especially at intersections.
- C. District Engineer is currently working on plans to improve the existing walk within Cy-Champ Park
 - 1. **ACTION – Board to provide current plans to Clark Condon for review**

III. Review of maintenance items

- A. The Board provided a list of maintenance and repair items to review and consider at the existing Cy-Champ Park. This list was reviewed at the District office, first and then at an onsite tour of Cy-Champ Park. The list and action items are on the following page.

List of Repair and Maintenance items at existing Cy-Champ Park

This list was created by the Board. Site observations are noted below each item. Clark Condon will be reviewing each of these for future discussion with the Board.

1. Replace Split Rail Fence
 - Observed rot and damage to existing fence near parking lot. Review options for replacing with alternate material or methods to increase life. Board noted fence was repaired and partially replaced only 2 years ago.
2. Leaking Water Fountains
 - 4 existing water fountains within the park. Push stops are abused and need regular repair/replacement. Fountains are on a cistern system which need to be pumped frequently. Observed water holding in basins on several of these. Consider replacement with dog bowl attachment. **ACTION: J-Kru to provide model of current fountains**
3. Playground Area in Park
 - Board would like to consider additional elements to the playground area, however, due to safety distances of the current elements and the existing limits of the playground area that does not seem to be an option. Wood posts on playground area have been repaired and stained. J-Kru had suggested re-staining of high use surfaces on the equipment.
4. Review location for tree planting for former directors
 - Reviewed location just east of the parking lot off of Hargrave Road. Directors are considering planting of 3 trees with former director plaques – plaques are already made. Also considering a paver path with former director names engraved on walk. Existing drain inlet and grading could be challenging here.
5. Review planting at park entrance
 - Planting was in overall good health and freshly mulched. 2 dead pines were observed just inside the park which should be removed. Large bed of ruellia had a few remaining knock out roses which are struggling due to lack of sun. Recommend removal of remaining roses. **ACTION: J-Kru to provide price for removing pines and roses.**
 - At this location we also observed the existing large park signage at the corner of Cutten Road. Metal piece is bowing and observed separation of laminates. Consider replacement of metal sign panel.
6. Walk entire path
 - Reviewed status of existing path. Some drifting of decomposed granite and exposed subbase material. Board has completed a pilot project to install plastic edging along granite trail to reduce this and maintain consistent 8'-0 width. **ACTION: Board to provide engineers trail improvements plan to Clark Condon for review**
 - Just north of the playground area observed a 4" dia. tree in the center of the path. Board recommends removal of this tree to improve circulation. **ACTION: J-Kru to provide price for tree removal.**
 - Observed several drainage culverts under the existing trail and areas that appear to hold water after rains. Culverts do not appear to have water directed to them. **ACTION: Clark Condon will review how these areas are addressed in the District Engineers plans for trail improvements.**
7. Area from Napier Lane that may serve as connection to Cy-Champ Park
 - Observed park and trail area at Napier Lane ROW across Cutten Road. Walk on the east side of Cutten may be possible if landowner provides easement. Existing trees, drainage and utilities will need to be reviewed in this area.
 -

8. Fallen Warriors Memorial
 - Board noted several lights out at memorials. Observed missing screws in several surface lights. Concrete surface was peeling and discolored in several areas. Rust was observed on a few existing bollards. Limestone signage is showing mold. Review landscaping and irrigation at this location. **ACTION – Clark Condon to review current maintenance responsibilities at the Memorial and provide recommendations for repairs.**
9. Discuss plaque for Danna Asbill
 - Board would like to consider surface mounted bronze plaque within existing pavers just outside veterans memorial
10. Discuss plaque at entrance to Cy-Champ PUD office
 - **ACTION: Board to provide verbiage for plaque to Clark Condon for design**
11. Discuss maintenance of Cutten Road
 - PUD maintains Cutten Road between Cypresswood Drive and 1960. Some existing trees have died – review for removal and possible replacement. Annual color changeouts need to be sensitive to site lines at intersections. Consider trimming of large crepe myrtles at intersections.
12. Remove existing park bond signs
 - Board discussed and decided to leave signs in place until we have something new to show
13. Place sign in front of 4 acre site stating “Future Park Improvements”
 - Board will consider this after November when parcel is anticipated to be fully acquired.
14. Discuss Cy-Champ Park sign lighting
 - Board has heard concerns that existing lighting at cutten/Hargrave intersection is effecting driver sight lines at night.
15. Discuss sign at Cutten and Cypresswood Drive
 - Develop more permanent signage option for Memorial signage and consider lighting
16. Discuss adding space force flag to memorial
17. Discuss ideas for permanent urb for flowers left at memorial
18. Discuss plans for tree removal and re-planting needs
 - **ACTION -Clark Condon will review dead trees within median and provide recommendation**
19. Inspect benches/tables/picnic areas for possible upgrades as they age
 - Furniture appears to be in good shape. Some vandalism is occurring at boards are being removed from picnic tables. Consider alternate furniture at future parks
20. Discuss maintenance of landscape as it pertains to cameras and view obstructions
 - Clark Condon will review current maintenance contract. Consider developing key map to show camera locations, median locations, etc to assist with maintenance. Board also to consider providing contact info in the park for users to report concerns.

Other items reviewed/discussed during the walk

21. Considered relocation of signage within Fallen Warriors Parking lot. Signage in SE corner of lot is not visible – relocate to south side along water plant.
22. Board has considered restrooms just inside park off of Fallen warriors parking lot. The Board has an access agreement with centerpoint. **ACTION: Board to provide agreement to Clark Condon for review**

END OF NOTES

Should any recipients find the information herein incorrect please, contact us immediately at 713-871-1414.