

**CY-CHAMP PUBLIC UTILITY DISTRICT**  
Minutes of Meeting of Board of Directors  
November 18, 2021

The Board of Directors of Cy-Champ Public Utility District (the “District”) met at 13455 Cutten Road, Suite 1A, Houston, Texas on November 18, 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 District resident Glen Adams, HCCO Sgt. Anthony Sebastian, Michelle Guerrero of Bob Leared Interests, Inc., Tiffany Loggins of L&S District Services, LLC, Mike Plunkett of Eagle Water Management Company, Dennis Sander\* and Rene Hurtado of Sander Engineering Corporation, Jason Buckley of Clark Condon Associates, Inc., and Mark W. Brooks of Young & Brooks.

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

**APPROVAL OF MINUTES**

Upon motion duly made, seconded and unanimously carried, the board approved the minutes of the October 21, 2021, and October 28, 2021 meetings as presented.

**QUESTIONS/COMMENTS FROM THE PUBLIC**

District resident Glen Adams asked that the District enable automatic draft payments of District water bills. Mike Plunkett with Eagle Water Management Company, the District’s operator, explained that the District is in the process of setting up a new service for electronic customer payments through First Billing Services, that will enable automatic payments. Mr. Adams also asked questions about the District’s bonded indebtedness, which the board responded to. After discussion was concluded, Mr. Adams excused himself from the meeting.

**QUALIFY DIRECTORS**

By Order for Cancellation of Election adopted prior to November 2, 2021 pursuant to Texas Election Code Section 2.053, the unopposed candidates for the November 2, 2021 directors election

were declared elected. Accordingly, upon motion duly made, seconded and unanimously carried, the board president was authorized to issue Certificates of Election for the candidates declared elected. Each candidate declared elected to office executed his or her Statement of Elected Officer and Oath of Office, which the board approved upon motion duly made, seconded and unanimously carried.

### **ELECT OFFICERS**

The board noted the need to elect officers following the recent directors election. After discussion, upon motion duly made, seconded and unanimously carried, the board members listed below were elected to the offices indicated:

Ron Walkoviak	President
Richard M. Spurlock	Vice President
Shelley Serres	Secretary
Harold W. Greer	Assistant Secretary
Polly Looper	Security Coordinator

### **CONSULTANT / VENDOR CONTRACTS**

The board is waiting on an updated schedule of work items for the interim landscape maintenance agreement with Jinco, Inc., and District landscape architect Clark Condon Associates is working on landscape maintenance specifications for solicitation of proposals for a long-term landscape maintenance agreement.

### **MONTHLY REPORTS**

Security Coordinator Polly Looper and HCCO Sgt. Anthony Sebastian reported as to matters regarding security within the District. After discussion was concluded, Sgt. Sebastian excused himself from the meeting.

The board unanimously authorized the purchase of holiday gift cards for the contract deputies to recognize their service to the District, not to exceed the statutory limit on gifts to public servants.

Michelle Guerrero of Bob Leared Interests, Inc., the District's tax assessor, advised the board that long-time tax assessor Bob Leared recently passed away. The board members and consultants all expressed their fond memories of Mr. Leared, and their sadness that he is no longer with us.

Ms. Guerrero reported as to the status of District tax collections. The District is 98.551% collected for 2020 taxes.

[\*District engineer Dennis Sander joined the meeting at this point, having been delayed.]

Tiffany Loggins of L&S District Services, LLC, the District's bookkeeper, presented their monthly report. She also presented to the board a list of bills for the approval of payment, a copy of which is attached hereto.

Mike Plunkett of Eagle Water Management Company (Eagle), the District's operator, presented a written summary report regarding District operations and facilities. Mr. Plunkett reviewed the report with the board and responded to questions.

The board discussed customer complaints related to the District's transition to a new electronic customer payment service and asked that Eagle send an explanatory note to the District auto-pay customers, apologizing for any inconvenience caused by the transition and explaining again the procedures they need to follow in order to authorize auto-pay going forward.

Mr. Plunkett presented, recommended, and after discussion the board unanimously authorized adjustments to a recent billing on a commercial water and sewer account, which was unusually high due to a leak that has since been repaired.

The board discussed issues with respect to Eagle's answering service not forwarding messages received after hours, and suggested that Eagle needs to address this problem with the answering service as it reflects on both Eagle and the District.

Rene Hurtado of Sander Engineering Corporation (SEC), the District's engineers, presented a written summary report regarding the status of pending District projects. Mr. Hurtado reviewed the report with the board and responded to questions.

Mr. Hurtado presented a tabulation of bids received to clean and televise the Sanitary Sewer Rehab Phase 4 area. SEC is recommending, and after discussion, upon motion duly made, seconded and unanimously carried, the board awarded the contract for the base bid and sanitary manhole inspection extra items to CSI Consolidated dba AIMS, based on their low base bid of \$47,369.45.

The board discussed recent inquiries received by SEC on behalf of tracts located outside the District regarding the availability of water supply and waste water treatment service, and asked that SEC look into options to increase the District's available wastewater treatment capacity.

SEC is looking into options to add emergency power to the lift station on Haynes Road, taking into consideration equipment supply chain difficulties currently being experienced by the construction industry.

Engineer Dennis Sander had previously distributed final calculations of the balances due from Champions MUD and Cypress Forest PUD for the waterline relocation costs necessitated by Harris County's recent Champions Drive improvement project. After review and discussion, the board authorized SEC to forward the calculations to the engineers for the other districts.

Jason Buckley of Clark Condon Associates, Inc. reported as to the status of matters pending with respect to Cutten Parkway, the Cy-Champ Park, the Cy-Champ Garden Parks, and the Cy-Champ Park Extension. Mr. Buckley reviewed their report with the board and responded to questions. The board noted that a park development workshop meeting is scheduled for 11:00 a.m. on November 22, 2021.

Upon motion duly made, seconded and unanimously carried, the board approved all consultant reports not already approved by separate motion, and payment of all bills presented.

### **PARK EXTENSION TRACT**

Mark W. Brooks of Young & Brooks, the attorneys for the District, presented and board president Walkoviak signed closing documents for the District's acquisition of the 3.89 acre park extension tract. Closing is tentatively scheduled for next week.

### **FM1960 SECURITY**

Board member and security coordinator Polly Looper reported as to recent working group discussions regarding a local effort to develop a structure to fund improved law enforcement coverage of the commercial areas along FM1960 between I-45 and SH249 pending creation of a Management District for the area.

### **KLEINWOOD JOINT POWERS REPORT**

Board member Richard Spurlock reported as to matters pending before the Kleinwood Joint Powers Board (the "JPB"). The JPB approved an Agreed Order to resolve the pending TCEQ enforcement action in connection with two E. coli permit violations that occurred during 2019. The two contractors for the Reclaimed Water Supply Producer System Project both made good progress during October. Remaining work on the Reclaimed Water WWTP Facility Improvements contract (N&S) includes electrical programming, the metal canopy over the filter basin, transfer of flow at the chlorine contact basin, and connection to the reclaimed water line. Work continues on site restoration at the Cypress Forest PUD park property by the contractor for the Reclaimed Water Line contract (G&A).

### **PENDING BUSINESS**

The board discussed the offer of developer Chayn Mousa to donate a potential park tract to the District that is located on the north side of Tournament Drive, east of the Harris County MUD No. 191 detention pond. After discussion, the board unanimously authorized having a survey and environmental site assessment of the tract prepared.

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

---

Secretary

Attachments - Bookkeeper's Report