

CY-CHAMP PUBLIC UTILITY DISTRICT
Minutes of Meeting of Board of Directors
October 19, 2023

The Board of Directors of Cy-Champ Public Utility District (the “District”) met at 13455 Cutten Road, Suite 1A, Houston, Texas on October 19, 2023, 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, HCCO Sgt. Anthony Sebastian, HCCO Corporal Stephen Holle, Michelle Guerrero of Bob Leared Interests, Inc., Tiffany Loggins of L&S District Services, LLC, Mike Plunkett of Eagle Water Management Company, Michelle Kincer of Storm Water Solutions, Rene Hurtado of Sander Engineering Corporation, Katie Golzarri of Clark Condon Associates, Inc., Mark W. Brooks of Young & Brooks, and District resident Sharleen Walkoviak.

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 September 21, 2023 meeting as presented.

NATIONAL MEMORIAL LADIES

Cheryl Whitfield of the National Memorial Ladies reported as to recent events and plans for coming events at the Fallen Warriors Memorial.

By virtue of her daily use and visits to the Cy-Champ Park, Ms. Whitfield has become a go-to contact for matters related to the park. The board discussed the need to streamline communication with the District’s landscape architect regarding issues at the park. After review and discussion, and with Ms. Whitfield's agreement, upon motion duly made, seconded and carried by four votes with director Looper voting against the motion, the board designated Ms. Whitfield as the District’s Park Coordinator, with authority to notify the District’s landscape architect directly of issues that she observes at the park and thinks are in need of attention. The board agreed that it will be necessary

and appropriate to develop a statement of authority and responsibilities for the volunteer position of District Park Coordinator.

PUBLIC HEARING/ADOPT TAX RATE

President Walkoviak announced that one purpose of this board meeting is to conduct a public hearing on the district's proposed tax rate for 2023. The board noted that the district tax assessor has published the required notice for the public hearing and that the public hearing is also noted on the agenda for this board meeting. The board reviewed discussions at the previous meeting leading to the proposed tax rate as reflected in the published notice. Mr. Walkoviak then declared the public hearing open and invited questions and comments from the public. There were no questions or comments from the public. There being no further comments, the public hearing was closed.

The board then considered the attached Order Establishing Ad Valorem Tax Rate for 2023, which was reviewed by the board, passed, and adopted upon motion duly made, seconded, and unanimously carried. The board was also presented with an Amendment to District Information Form reflecting the new tax rate, which was reviewed and approved upon motion duly made, seconded and unanimously carried. The directors present were authorized to execute the Amendment to District Information Form.

SECURITY REPORT

Security Coordinator Polly Looper and HCCO Sgt. Anthony Sebastian reported as to matters regarding security within the District and responded to questions.

Sergeant Sebastian introduced Corporal Stephen Holle as the substitute contract supervisor for the District while Sgt. Sebastian is out on paternity leave later this fall.

Having concluded their reports and responded to all questions, Sergeant Sebastian and Corporal Holle excused themselves from the meeting.

MONTHLY REPORTS

Michelle Guerrero of Bob Leared Interests, Inc., the District's tax assessor, reported as to the status of District tax collections. She also presented the District's monthly SPA revenue report. The District is 99.090% collected for 2022 taxes, and over 99% collected for all prior years.

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 their report with the board and responded to questions.

Michelle Kincer of Storm Water Solutions (SWS) presented a written report with photographs reflecting their work at the Cutten Road Detention Pond.

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

Mr. Hurtado presented and recommended board approval of Pay Estimate Nos. 1 and 2 to Insituform Technologies, LLC on their contract for the Sanitary Sewer Rehabilitation, Phase 4 project, in the respective amounts of \$16,200.00 and \$23,669.10.

A number of manholes in the Phase 4 rehab area (Champions Park) have been covered by homeowner landscaping improvements. After discussion, the board unanimously authorized the operator and engineer to work together to notify customers of the need to access, inspect, and adjust manholes as needed.

Mr. Hurtado reported that a crepe myrtle tree at 6803 Fawncliff needs to be removed in order to allow a sanitary sewer point repair. The board asked that the homeowner be notified so that they have an opportunity to move the tree should they wish to do so.

Katie Golzarri of Clark Condon Associates, Inc. (CCA), the District's landscape architects, reported as to the status of matters pending with respect to the District's park system. Ms. Golzarri reviewed their report with the board and responded to questions.

Ms. Golzarri presented, recommended, and upon motion duly made, second and unanimously carried, the board approved proposals by Jinco Inc., the District's landscape maintenance contractor, for the following work items:

- Irrigation system repairs along Cutten Parkway (\$727.10) and at Cy-Champ Park (\$830.70).
- Remove dead trees (due to drought) along Cutten Parkway and at Cy-Champ Park, at a cost of \$7080.
- Install seasonal color at Cutten Parkway (\$7500) and at the Memorials/Park (\$3195).
- Install winter rye grass at a cost of \$9500.

Ms. Golzarri presented, recommended and after discussion, upon motion duly made, second and unanimously carried, the board approved Pay Application No. 2W in the amount of \$900.00 for WSD items, and Pay Application No. 2P in the amount of \$2,970.00 for Park related items, for

payment to Texas Wall Systems, LLC dba Texas Wall and Landscape (TWL) on their contract for construction of Parks A and B.

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

KLEINWOOD JOINT POWERS REPORT

Board member Richard Spurlock reported as to matters pending before the Kleinwood Joint Powers Board (the “JPB”). The Reclaimed Water WWTP Facility Improvements project (Contract A), is under warranty through September 28, 2023. The one-year warranty inspection was held on September 7, 2023. The contractor is currently working on addressing deficiency items identified during the warranty inspection. The replacement filter cloths were scheduled for delivery last week. The Reclaimed Water Line project (Contract B) has been closed out.

The JPB has authorized the engineers for the plant to proceed with design work for the Thickener Rehab project.

The engineer for the plant expects to present bids for the Electrical Modifications Phase 3 project at the February JPB meeting. The District's share of estimated costs for the project totals \$199,163 for the current fiscal year, and \$153,260 for fiscal year 2025.

PENDING BUSINESS

After discussion, the board unanimously agreed to reschedule the regular November board meeting from November 16, 2023 to November 17, 2023 at 10:00 a.m., and scheduled a special meeting for Monday, November 20, 2023 at 10:00 a.m., or later in the day if necessary, in order to canvass returns for the pending director election.

Board member Richard Spurlock presented and after discussion, the board unanimously approved a proposal by Zalladium Security for replacement of seven security cameras, with two of the of the seven being covered by warranty.

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

Secretary

Attachments - Order Establishing Ad Valorem Tax Rate
Bookkeeper’s Report