

CY-CHAMP PUBLIC UTILITY DISTRICT
Minutes of Meeting of Board of Directors
December 19, 2024

The Board of Directors of Cy-Champ Public Utility District (the “District”) met at 13455 Cutten Road, Suite 1A, Houston, Texas on December 19, 2024, 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 Jane Dougall, HCCO Cptn. Jose Garza, HCCO Cpl. 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, Sam Miskimins of Champions Hydro-Lawn, Inc., Dennis Sander of Sander Engineering Corporation, Katie Golzarri 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.

SECURITY REPORT

Security Coordinator Polly Looper and HCCO Cpl. Stephen Holle reported as to matters regarding security within the District and responded to questions. HCCO Cptn. Jose Garza explained that Cpl. Holle will be replacing Sgt. Sebastian as the District’s deputy contract supervisor, and that Cpl. Holle is being recommended for promotion to the rank of Sergeant. After the report was concluded, Cptn. Garza and Cpl. Holle excused themselves from the meeting.

APPROVAL OF MINUTES

Upon motion duly made, seconded and unanimously carried, the board approved the minutes of the November 21, 2024 meeting as presented.

QUESTIONS/COMMENTS FROM THE PUBLIC

District resident Jane Dougall suggested that larger trees be planted around the new playground at Park A.

AUDITOR ENGAGEMENT

The board considered a continuance letter received from the District auditor's, McCall Gibson Swedlund Barfoot PLLC (MGSB), which included their fee estimate to perform the annual audit of the District's accounts for FYE 2024. After discussion, upon motion duly made, seconded and unanimously carried, the board confirmed the engagement of MGSB to perform the audit of the District's accounts for fiscal year ending 2024 under the terms of their engagement letter with the District.

ADOPT BUDGET

Tiffany Loggins of L&S District Services, LLC, the District's bookkeeper, presented a draft of the proposed budget for the District's fiscal year ending December 31, 2025. She reviewed the proposed budget with the board in detail and responded to questions. After discussion was concluded, upon motion duly made, seconded and unanimously carried, the board adopted the budget as presented, with revisions requested during the discussion.

CONSULTANT/VENDOR CONTRACTS

The board asked each of the District consultants whether they proposed to implement any fee increases for the coming year. Dennis Sander of Sander Engineering Corporation (SEC) indicated that their rates were increasing by 3.0% consistent with the consumer price index. Mark W. Brooks of Young & Brooks (Y&B) indicated that subject to board approval, his hourly rate for work as general counsel to the District is increasing effective January 1, 2025 by 3.0% rounded up to the nearest dollar, but with no change in his fees for work as bond counsel to the District. After discussion, upon motion, duly made, seconded and unanimously carried, the board approved the SEC and Y&B increases.

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 99.689% collected for 2023 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.

After discussion, the board unanimously agreed to defer termination of service to delinquent accounts until January. Mr. Plunkett explained circumstances that led to a late payment and the resulting recent termination of service to a customer on Cannady Court.

Michelle Kincer of Storm Water Solutions (SWS) presented a written report with photographs reflecting the condition of the storm water detention facilities that they maintain for the District at the Prose and Cutten Road Detention Ponds. The report included dye test results for two sinkholes at the Prose Detention Pond. Further investigation is needed in order to develop repair recommendations.

Sam Miskimins of Champions Hydro-Lawn, Inc. presented a written report with photographs reflecting the condition of the storm water detention facilities that they maintain for the District at the Cutten Road Business Park Detention Ponds.

Dennis Sander 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. Sander presented a tabulation of bids received for the Haynes Road Waterline Replacement project. SEC recommends and after discussion, upon motion duly made, seconded and unanimously carried, the board awarded the contract for the project to Bull G. Construction, LLC based on their low bid of \$451,050.00 including base bid, bid allowance, and extra work items if determined needed. The board agreed to schedule a special meeting with residents who will be directly affected by this project in order to explain the potential impact on them of the work that will be done.

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 and recommended board approval of Pay Application No. 4 and Final to RS Industrial Arts (RSI) on their contract to replace the signs at Cy-Champ Park, in the amount of \$5,050.00.

Ms. Golzarri presented and recommended board approval of proposal(s) by Jinco Inc. (Jinco), the District's landscape maintenance contractor, for the following work items:

- Renewal of the irrigation controller air cards, at a cost of \$796.00.

Ms. Golzarri presented and recommended board approval of the following Pay Application(s) to Texas Wall Systems, LLC dba Texas Wall and Landscape (TWL) on their contract for construction of Parks A and B:

- Pay Application No. 14W in the amount of \$1,350.00 for WSD items
- Pay Application No. 14P in the amount of \$250,060.97 for Park items

Ms. Golzarri presented and recommended board approval of the following Change Order(s) to the District's contract with Texas Wall Systems, LLC dba Texas Wall and Landscape (TWL) for construction of Parks A and B:

- Change Order No. 14 for credits due to items unused in Park A, installation of additional AV conduit for future use in Park B, and additional soil hauling and tree removal in Park B, at a net contract price increase of \$11,365.00.

Ms. Golzarri presented and reviewed verbiage and layout for proposed plaques for Park B. After discussion, the board unanimously approved Serenity Park as the name for Park B.

Upon motion duly made, seconded and unanimously carried, the board approved all consultant reports not already approved by separate motion, the landscape maintenance work items recommended by CCA, and all recommended proposals, pay estimates, pay applications, change orders, and bills presented.

KLEINWOOD JOINT POWERS REPORT

Board member Shelley Serres reported as to matters pending before the Kleinwood Joint Powers Board (the "JPB"). The contractor for the Thickener Rehab project requested to drain the thickener to take measurements requested by the equipment supplier. The tank is scheduled to be drained in January and then placed back online until the new equipment is shipped. The tank will be drained a second time for equipment install. The contractor will pay for the initial tank drain and haul since two separate drain and hauls were not part of the plan at the time Change Order No. 1 to delete this work from the contract was negotiated.

The engineers for the plant are working with the contractor for the Electrical Modifications Phase 3 project to explore alternative approaches for the air line replacement. They are preparing exhibits and cost estimates for discussion and consideration at the January meeting.

The frequency of the reclaimed water system filter backwashes was normal during the month of November, averaging 7.6 backwashes per day.

There being no further business to come before the board, the meeting was adjourned. The board members and consultants all wished one another a happy and safe Christmas and New Year.

Secretary

Attachments - Bookkeeper's Report