

**MINUTES OF MEETING  
OF THE  
BOARD OF DIRECTORS**

July 8, 2019

THE STATE OF TEXAS	§
COUNTY OF HARRIS	§
CYPRESS-KLEIN UTILITY DISTRICT	§

The Board of Directors (the “Board”) of Cypress-Klein Utility District (the “District”) met in regular session, open to the public, at 15705 North Greenfield Drive, Spring, Harris County, Texas, a designated meeting place of the Board inside the boundaries of the District, on Monday, July 8, 2019, whereupon the roll was called of the members of the Board, to-wit:

Adam Lightfoot	President
Carl Sandhoff	Vice President
Chaz Logan	Secretary
Robert Rasch	Assistant Secretary
Paul Laven	Director

All members of the Board were present, except Directors Rasch and Laven, thus constituting a quorum.

Also present at the meeting were Heather White and Diane White, residents of the District; Officer Gomez and Sergeant Zitzmann, with Harris County Precinct 4; Debra Loggins with L&S District Services (“L&S”), Bookkeeper for the District; Wayne Cherry with AEI Engineering, LLC (“AEI”), Engineer for the District; Doug Jacobson and Mike Plunkett with Eagle Water Management, Inc. (“Eagle”), Operator for the District; Miranda Burks with Wheeler & Associates, Inc. (“Wheeler”), Tax Assessor/Collector for the District; and Maria Salinas Parker and Ryan L. LaRue with Sanford Kuhl Hagan Kugle Parker Kahn LLP (“SKLaw”), Attorney for the District.

The meeting was called to order and the following business was transacted.

**APPROVAL OF MINUTES**

Proposed minutes of the meeting of June 10, 2019, previously distributed to the Board, were presented for consideration and approval.

Upon motion duly made and seconded, the Board voted unanimously to approve the minutes of the meeting of June 10, 2019, as presented.

**HEAR FROM PUBLIC**

The Board noted that there were no members of the public present at the meeting who wished to address the Board.

## **PEACE OFFICER'S REPORT**

The Board recognized Officer Zitzmann, who presented the Peace Officer's Report. A copy of said Report is on file in the Official Records of the District. Director Lightfoot requested that the officers maintain greater visibility in the mornings and evenings. The Board requested that they be provided a copy of the statistics issued to the Homeowners Association.

Upon motion duly made and seconded, the Board voted unanimously to approve the Peace Officer's Report.

## **TAX ASSESSOR/COLLECTOR'S REPORT**

The Board recognized Ms. Burks, who submitted to and reviewed with the Board the Tax Assessor/Collector's Report. Ms. Burks noted that the District has collected 97.21% of its 2018 personal and real property taxes.

Upon motion duly made and seconded, the Board voted unanimously to approve the Tax Assessor/Collector's Report, and to authorize payment of the checks listed therein.

## **DELINQUENT TAX REPORT**

The Board next reviewed the Delinquent Tax Report as submitted by Perdue Brandon Fielder Collins & Mott LLP ("PB"), a copy of which is attached hereto.

Upon motion duly made and seconded, the Board voted unanimously to approve the PB Delinquent Tax Report.

## **BOOKKEEPER'S REPORT**

The Board then reviewed the Bookkeeper's Report, a copy of which is attached hereto. They noted the balances in each of the District's accounts and noted investments in each account. The Board then reviewed the activity in each account. The Board's also reviewed the invoices and the checks prepared in payment thereof.

The Directors then reviewed: (1) the Cash Flow Report for the District's Operating Fund; (2) the Budget Comparison; and (3) the Pledged Security Report, copies of which are included with and/or attached to the Bookkeeper's Report.

Upon motion duly made and seconded, the Board voted unanimously to approve (1) the Bookkeeper's Report, and (2) the checks presented for payment.

## **OPERATIONS REPORT**

The Board recognized Mr. Jacobson, who submitted to and reviewed with the Board the Operations Report, a copy of which is attached hereto.

With regard to the Operations Report, the following items were noted:

- the District has a total connection count of 886.

- there were no excursions at the wastewater treatment plant.
- invoices were sent to the Engineer for Spring Creek Mud for reimbursement of costs to repair the water and sanitary sewer lines damaged by a contractor for Spring Creek MUD while working in the road-right-of-way.
- the billed to pumped ratio was 98.12%.
- there were no delinquent uncollectable accounts presented for “write off” and release to a collection agency.
- last month 20,978,000 gallons of water were produced, of which 20,422,000 gallons were supplied by the North Harris County Regional Water Authority (“RWA”), and 556,000 gallons were supplied by District wells.
- the thickener was installed at the wastewater treatment plant.

Mr. Jacobson reported that he noted a few discrepancies in the accountability numbers. He will verify the numbers and report back at the next meeting.

Upon motion duly made and seconded, the Board voted unanimously to (1) approve the Operations Report, and (2) authorize Eagle to write off the delinquent uncollectable accounts presented for “write off”, if any.

### **TERMINATION OF WATER SERVICE**

Consideration was then given to terminating water service to those accounts listed on the Water Termination List. The Board noted that there was no one present at the meeting who wished to address the Board concerning their water bill or the termination of water service.

Upon motion duly made and seconded, the Board voted unanimously to terminate water service to the accounts listed on the Water Termination List, with the assistance of a peace officer, if necessary.

### **ENGINEER’S REPORT**

The Board recognized Mr. Cherry, who presented the Engineer’s Report.

### **Long Term Capital Projects Plan**

The Long-Term Capital Projects Plan (“CPP”) is attached to the Engineer’s Report. The CPP has been updated to reflect work authorized and completed. AEI is working on Water Well 1 and Water Plant 1 abandonment bid documents. This project will be bid in August.

Mr. Cherry reviewed with the Board Phase III of the Sanitary Sewer Rehabilitation Project and stated bids will be received on July 12, 2019.

### **Phase IIB Sanitary Sewer Rehabilitation**

At the meeting on November 12, 2018, the Board awarded the contract for the Phase IIB sanitary sewer rehabilitation to T. Gray Utility & Rehab Co. (“Gray”) in the base amount of \$138,064.50, plus \$42,000.00 for Alternate 1 and \$9,805.00 for Alternate 2, for a total contract amount of \$189,869.50. A Final Inspection was conducted on June 20, 2019. One item was noted, the grout around invert at MH-69. Subsequent to the inspection, Gray addressed the grout issue. Gray has provided affidavits from the homeowners who filed complaints with Gray stating that all issues have been resolved. Gray also presented Pay Estimate 4 and Final in the amount of \$39,952.69. The one- year warranty started June 20, 2019.

### **Water Plant 1/Elevated Storage Site Electrical Modifications**

With regard to the electrical modifications at the site for water plant 1, the electrical service pole will be installed later this week.

### **Emergency Preparedness Plan (EPP)**

AEI has updated the EPP and submitted same to the Texas Commission on Environmental Quality for approval.

### **Cypresswood III Project**

The shopping center adjacent to the center at the corner of Cypresswood and Stuebner Airline is being renovated. The owner has paid the application fee. AEI has reviewed and commented on the plans. AEI has requested that the Owner send the final plans to Eagle for use in observing the connections to the District's system.

Upon motion duly made and seconded, the Board voted unanimously to approve (1) the Engineer's Report, and (2) Pay Estimate 4 and Final in the amount of \$39,952.69 to Gray.

### **ATTORNEY'S REPORT**

The Board recognized Ms. Parker, who presented the Attorney's Report.

Upon motion duly made and seconded, the Board voted unanimously to approve the Attorney's Report.

### **Legislative Update**

Mr. LaRue updated the Board on legislative matters.

### **TRASH CONTRACT**

There was no action on the trash contract.

### **WEBSITE**

The Board asked Mr. Plunkett to contact Off Cinco to send an alert to the possible tropical disturbance.

### **LOCAL CYPRESS CREEK DRAINAGE MEETING**

Ms. Parker then reported on the meeting that hosted by Harris County WCID No. 110 on June 26, 2019 regarding drainage concerns along Cypress Creek.

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THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, the meeting was adjourned.

Approved this August 12, 2019

  
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Secretary, Board of Directors