



CYPRESS CREEK FLOOD CONTROL COALITION  
 MEETING NOTES  
 February 22, 2023

	Directors in Attendance	Meeting Conducted via Conference Call Joe Myers, Dick Smith, Pete Smullen, Jim Robertson, John Porea, Jack Sakolosky
	Committee Members in Attendance	Bill St. Clair
	Guests in Attendance	
	Guest Speaker	None
1	Monthly Transmittals/ Handouts	Meeting called to order - 6:34 pm. Myers emailed the February agenda, January meeting notes, February Treasurer's report and updated 2023 Budget to directors.
2	Membership	No new members.
3	Meeting Minutes	Motion to approve January meeting minutes by Sakolosky, second by Robertson, and unanimous approval by board. Myers clarified the status of previous approvals as follows: October 2022 Meeting Minutes – Approved as noted. December 2022 Meeting Minutes – Approved
4	Financial - Treasurer's Report	a. Porea submitted the February treasurer's report to director's via email. Motion to approve February treasurer's report by Sakolosky, second by Robertson, and unanimous approval by board. Sakolosky suggested the Budget sheet be clarified to show Work Authorization #, Fee Amount, and Title or brief description (reference Expense, line 18, of 2023 Budget summary. Smith commented that some work authorizations are based on hourly reimbursement. They typically are difficult to define the cost, and have an estimated fee which is subject to change after the work is started.  b. Discussion of Financial Practices

		<p>Myers stated further discussion of financial practices is warranted. We must comply with regulatory best practices for non-profit organizations. We must have fee estimates for all Work Orders. Expense records should be well documented and managed. We now have funds that exceed \$100,000. We need to confirm our current practices are in compliance with applicable regulations. Record keeping for administrative hourly help should comply with IRS requirements. Porea indicated he doesn't feel we should be using funds to reimburse directors for working lunches between directors. He suggested we review storage needs. We may be able to reduce storage costs by discarding unnecessary files and/or by creating electronic files of existing documents. Myers stated a financial policy document needs to be developed and should then be approved by the board.</p> <p><b>ACTION:</b> Myers will schedule a meeting with Porea and Smith to discuss current financial practices, record keeping, and development of a financial practices policy.</p>
5	Old Business	<p>a. Discuss Cypress Creek Flooding Task Force Actions (Myers) Myers reported the draft legislation has been submitted to Representative Harless. He has not received an updated status.</p> <p>b. Houston Stronger (St. Clair) No new information reported by St. Clair.</p> <p>c. San Jacinto Regional Flood Planning Group (SJRFPG) – Discussion Robertson reported he has reached out to committee members to determine if the SJRFPG draft report has been updated to include the Cypress Creek Implementation Plan. No response has been received to date. St. Clair reported he has not received a response to his request to have an SJRFPG member attend a CCFCC board meeting to inform us on the Planning Group's responsibilities and project selection. Myers stated that the Planning Group was created by the Texas Water Development Board and may be limited in their ability to meet with public entities.</p>
6	New Business	<p>a. Annual Meeting Preparations – Discussion Myers reported he has prepared a draft Notice of Annual Meeting and Proxy to be sent to members. He has been coordinating with Tina Petersen, Executive Director HCFCD, to have a representative from HCFCD as speaker at the annual meeting. He thinks the speaker will likely be Jonathan St. Romain (his speculation, not confirmed). HCFCD will provide a representative to speak but the</p>

		<p>name has not yet been identified. Myers stated CCFCC needs to finalize the updated list of CCFCC members. Smith is working with Al Alverson to develop a PDF ballot form that will be sent to members for their voting. Ballots and proxies will be returned by members to Sakolosky.</p> <p>b. Engineer of the Year – Commissioner Tom Ramsey Myers informed the board that Commissioner Tom Ramsey has been selected as Engineer of the Year by TSPE. Myers reported his coordination with Eric Heppen, Precinct #3, indicates the Precinct has identified three priority flood mitigation detention projects in the Cypress Creek watershed.</p> <p>c. HC Commissioner Court Actions Myers reported Commissioner Ellis is leading the development of criteria for review of non-committed flood mitigation funds for future allocation to non-bond flood mitigation projects. Myers thinks it is unlikely Cypress Creek watershed will meet the new criteria being developed.</p> <p>d. Meetings with Community Representatives or Elected Officials Myers stated CCFCC must focus on meeting with Commissioners and members of the Flood Resiliency Task Force to make them aware of CCFCC’s goals and objectives. He indicated he is continuing to talk to HCFCD Exec Director Petersen regarding regular meetings to receive updates on HCFCD’s projects. HCFCD prefers this be accomplished through a joint meeting with other entities and the public, rather than individual meetings with each entity. He also indicated CCFCC will need to work with both the Stop the Flooding Group and the Flood Task Force to understand their flood mitigation efforts in the Cypress Creek watershed.</p> <p>e. MUD 365 - Local Flood Control Mitigation Project Myers serves as president of MUD 365, Coles Crossing. He summarized the MUD’s coordination efforts with HCFCD, Alan Black (now with Quiddity Engineers), and Congressional Representative Wesley Hunt. MUD 365’s goal is to construct additional storage depth for an existing detention basin. They are working with Rep Hunt to request earmark funding in 2024 for the project. To accomplish this the MUD needs letters of support from organizations within the watershed. Myers will work with Robertson to prepare a letter of support for the project from CCFCC.</p>
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<p>7</p>	<p>Committee Reports</p>	<p>Nominations - Sakolosky  Sakolosky reported that Adam has identified a potential board candidate that previously served in the Klein ISD administration. Sakolosky will coordinate with Adam for further information. Robertson suggested we contact Cathy Dunn to see if she can recommend a potential candidate from the Norchester area. Smith suggested contacting Chris Burke with Water District #?? to see if he may be interested.</p> <p>Technical Management – Smullen  Smullen reported Dunbar is reviewing new floodplain maps prepared by HCFCD under Work Authorization #??. Myers indicated HCFCD has stated that CCFCC’s review comments should be reported directly to HCFCD (i.e.; should not be made public). Myers suggested CCFCC needs to focus primarily on flood mitigation efforts rather than checking/review of HCFCD’s work. Smith reported the Corps of Engineers and HCFCD reached an agreement whereby HCFCD will take the lead in the Flood Tunnel Conveyance Study. Robertson reported the upper Cypress Creek watershed will be included in the study by HCFCD.</p> <p>Tunnel Advocacy – Smith  The committee is working on preparation of a document to send to MUD members. Gloria Lopez is assisting Smith with edits and revisions to CCFCC’s 2020-2021 Annual Report. Myers requested each director to review the draft report and send comments to Smith.</p> <p>Membership – Adam  No report.</p> <p>Cypress Creek Greenway – Robertson  Robertson reported the following:</p> <ul style="list-style-type: none"> <li>• He has been meeting with representatives from Pct #3 and Pct #4 as they continue their organizations transition to the new precinct maps.</li> <li>• He has a future meeting scheduled with Commissioner Briones.</li> <li>• The North Houston Association has an open house scheduled for Commissioner Briones.</li> <li>• He has been meeting with Pct #3’s Eric Heppen regarding the Cypress Creek Greenway.</li> </ul> <p>Communications and Website – Smith  No additional input.</p>
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8	Adjourn	8:20 PM  NEXT MEETING DATE: March 15, 2023; this will be the last conference call meeting.
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APPROVED