



CYPRESS CREEK FLOOD CONTROL COALITION
MEETING NOTES
August 23, 2023

MEETING TIME / LOCATION

4:00 pm, Coles Crossing Community Center, 13030 Barker Cypress Rd, Cypress, TX 77429

	Directors in Attendance	Joe Myers, Dick Smith, Jim Robertson, John Porea, Mark Adam, Jack Sakolosky
	Committee Members	Lisa Foley
	Guests in Attendance	None
	Guest Speaker	None
	Documents	Meeting called to order – 4:05 pm. Documents include meeting Agenda, draft meeting notes for July 27, board meeting, August treasurer’s report, and 2023 budget update.
1	Meeting Notes	Review and Approve Meeting Minutes Myers asked if there were edits or corrections to the July meeting notes. No comments were received. Motion to approve the July meeting notes was made by Porea with second by Smith. Approval unanimous.
2	Financial	Treasurer’s Report Smith requested clarification on the board’s decision regarding reimbursement of lunch expenses. Myer’s summarized the board’s previous discussion which provides reimbursement of lunch expense when meeting with an agency contact, service provider, and/or client. When meeting internally between directors, committee members, or clerical staff lunch expense is not reimbursable. Myers made a motion for the board to formalize this policy, seconded by Porea. Motion passed with 5 for, 1 opposed. Additional discussion:

		<ul style="list-style-type: none"> • Adam requested a list of the current organizations that CCFCC is a member. Porea will tabulate memberships and prepare a list of CFCC’s memberships to each director.. • Myers stated the board will initiate the budgeting process for 2024. He suggested Porea prepare a draft budget based on past history for directors to review. Additionally, each director should prepare a proposed budget for the committee(s) he chairs and submit to Porea to include in the draft 2024 budget. The board will review and discuss the draft budget and approve a final budget for 2024. The budget can be amended at any time throughout the year to accommodate unanticipated events and/or cost changes. • Smith stated he will send a list of committee descriptions to each director. Each director is requested to review the description, update as needed, and return to Smith. • Smith will provide a copy of a recent invoice from Al Alverson to Porea. He will request Alverson to address and send invoices directly to Porea in the future. <p>Motion made by Sakolosky to approve the Treasurer’s report, second by Smith. Approval unanimous.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Porea (1) compile list of organizations for which CCFCC is a member and send to each director, (2) prepare a draft budget based on past history and committee chair budget requests. 2. Smith (1) send committee descriptions to each director, (2) send Alverson invoice to Porea. 3. Committee chairs prepare a proposed budget for 2024. Submit proposed budget to Porea.
3	Old Business	<p>a. Discussion and vote on revising the By Laws.</p> <p>Foley worked with Myers to prepare draft revisions that were sent to each director prior to the meeting. Discussion, led by Myers, included the following:</p> <ul style="list-style-type: none"> • Article I – need to include a mailing address of the organization • Article II, Section 2 – clarification of definition of Charter members • Article II, Section 4 – clarification of definition of Regular members • Article II, Section 5 – clarification of definition of Members • Article II, Section 6 – clarification of definition of Supporting members • Article IV, Section1 – clarification of date for Annual Meeting

- Article IV, Section 3 – clarification of notification procedures for Annual Meeting
- Article IV, Section 4 – clarification of Quorum requirements
- Article IV, Sections 5, 6 – discussion to delete Section 6 and combine with Section 5
- Article V, Section 1 – discussion of the number of director positions the board should have. Directors decided the board should be made up of seven (7) members.
- Article V, Section 2 – clarification of the term of services for each director
- Article VI, Section 1 – clarification of board meetings to be in-person or virtual
- Article VI, Section 4 – clarification of the requirements for Action Without a Meeting
- Article VII, Section I – clarification of the powers of the board
- Article XI – clarification of retention policy for reports and related correspondence
- Article XII – clarification of check disbursement policy
- Article XXII – updated names of directors and dates of signature for this update of the By-Laws

Following discussion, Myers requested directors to send Foley any additional comments or revisions, and Foley to prepare a revised draft for final review and adoption.

ACTION:

Foley to prepare an updated draft of the By-Laws for final review and adoption.

b. Discussion related to the holding of Townhall meetings in the Cypress Creek Watershed.

Myers reported the Cypress Creek Drainage Improvement District (DID) is preparing to conduct three (3) Town Hall meetings at three separate locations in the Cypress Creek watershed. The agenda will include findings by Bedient/Dunbar from their review of existing studies/reports (14 studies) for CCFCC. Myers has confirmed that Bedient/Dunbar will attend the meetings to present their findings. The meetings are scheduled to held from 6:00 pm to 8:00 pm on October 5, 2023, October 11, 2023, and October 25, 2023.

c. Discussion related to the engineering efforts of Dr. Phil Bedient and Larry Dunbar.

Smith reported his communication with Bedient/Dunbar to discuss Work Authorization #50 (analysis of existing flood mitigation

		<p>studies/reports for Cypress Creek. The original scope was based on review of 14 studies for a fee of \$20,000. The scope has been increased to 23 studies and additional fee will have to be negotiated for the consultant. The draft report of findings covering the initial 14 studies is scheduled to be completed by mid-September.</p> <p>ACTION: Smith to proceed with negotiation of WA #50 with Bedient/Dunbar. Include consultant’s participation in Town Hall meetings. Coordinate with Myers to clarify/define scope to complete fee negotiation.</p>
4	New Business	<p>a. Discussion and vote on CCFCC E-mails for Directors. Foley has looked into available options to provide each director with a CCFCC email address in lieu of their use of personal email address. Currently only Smith has an email address that identifies the sender as a representative of CCFCC. Alverson has indicated he can set up a system for each director that will be similar to Smith’s email address. Foley will coordinate with Alverson to determine the cost to set up the system and the annual cost for the service. Myers stated his next objective is to obtain business cards for directors.</p> <p>ACTION: 1. Foley contact Alverson to determine cost to set up a CCFCC email address for Coalition representatives. 2. Myers obtain cost of business cards for CCFCC directors.</p> <p>b. Discussion on the scanning of documents. No report.</p> <p>c. Discussion on meeting communication devices to assist with remote participation. Myers recommended CCFCC purchase a wireless Blue Tooth speaker phone for communication with remote attendees during board meetings. Estimated cost is approximately \$200. Motion made to approve purchase by Porea, second by Sakolosky. Approval unanimous.</p> <p>d. Discussion on various meeting and presentations in the next month. i. Harris County Community Flood Resilience Task Force (CFRTF) Myers reported the Harris County Flood Resilience Task Force will meet on August 24, 2023, 5:30 pm - 7:30 pm. The public can attend virtually by accessing the website (https://cfrtf.harriscountytx.gov/Meetings). Comments to the CFRTF can be provided at cfrtf@hcfcd.hctx.net.</p>

		<p>II. TFMA Technical Conference, Sept 11-15, 2023 Myers reported the Texas Floodplain Management Association (TFMA) has a technical conference scheduled for September 12-15, 2023. Myers plans to attend. Conference will be held in Denton, TX.</p>
4a.	Other Business	<p>Myers reported the initial goals of Drainage Improvement District (DID) are to inform the public of current flood mitigation activities within the watershed, and to serve as an advocacy group for construction of flood mitigation projects in the watershed. The proposed Town Hall meeting are to inform the public of on-going flood mitigation projects within the watershed, and to generate some excitement and support from the community. The DID does not have a specific implementation plan to present to the public. The DID does not currently have legislative authority to generate revenue. Myers reported his intent to meet with NHCRWA to discuss common interests in development of potential joint flood mitigation/water supply projects.</p>
5	Committee Reports	<p>a. Nominations – Sakolosky No report.</p> <p>b. Technical Management – Smith Refer to paragraph 3.c. of Meeting Notes.</p> <p>c. Tunnel Advocacy – Smith Smith reported his communications with attorneys for MUD’s within the Cypress Creek watershed. Smith intends to send copies of the CCFCC 2020-2021 Biennial Report and the information sheet titled “Rising Water” to each of 128 districts that have been identified through his communication with attorneys. Myers requested Smith to hold off transmittal of the of this information to the districts until he (Myers) has reviewed the “Rising Water” information sheet. Directors are also requested to review and provide comments to Smith.</p> <p>ACTION: 1. Myers and directors to review the “Rising Water” information sheet and provide comments to Smith. 2. Smith submit the 2020-2021 Biennial Report and “Rising Water” information sheet to 128 districts.</p> <p>d. Houston Stronger – St. Clair</p>

		<p>No report.</p> <p>e. Membership – Adam No report.</p> <p>g. Cypress Creek Greenway – Robertson Robertson reported the following:</p> <ul style="list-style-type: none"> • Harris County Flood Control District is proceeding with major maintenance projects for Cypress Creek. The engineer for the maintenance of the creek through the Kickerillo-Mischer preserve is Freese Nichols. • The San Jacinto River Authority has reported that Cypress Creek is the highest sediment transport discharger in the upper region of the San Jacinto River basin. Robertson has observed the Creek to be exceptionally muddy recently and is following up with HCFCD to try to identify the cause. • Robertson reported Harris County engineering is constructing a grass bottom detention basin in Poppe Park. The area has been clear cut to remove all existing trees and vegetation. Robertson has tried to contact Irwin Burden, project manager, with Harris County Engineering to discuss the County’s planting plans for the project. <p>g. Communications & Website – Smith Smith reported the Bi-Annual Report for 2020-2021 has been posted on CCFCC’s website.</p>
6	Next Meeting Date	4:00 pm, September 27, 2023, Virtual
7	Adjourn	7:10 pm