



CYPRESS CREEK FLOOD CONTROL COALITION
MEETING NOTES
May 31, 2023

MEETING TIME / LOCATION

4:00 pm, Coles Crossing Community Center, 13050 Barker Cypress Road, Cypress, TX 77429

	Directors in Attendance	Joe Myers, Dick Smith, Jim Robertson, John Porea, Mark Adam, Jack Sakolosky
	Committee Members in Attendance	Lisa Foley, Bill St. Clair (remote)
	Guests in Attendance	None
	Guest Speaker	None
	Documents	Meeting called to order – 4:01 pm. Documents included meeting Agenda, draft meeting notes for the Annual meeting (April 21), May treasurer’s report, 2023 budget, and draft description of CCFCC’s Strategic Plan Framework. Myers stated he modified the agenda to include each director’s term ending year. He indicated he plans to have a combination of in-person meetings and remote (Zoom) meetings for 2023 and future.
1	Meeting Minutes	Meeting notes for March 2023 were approved. Meeting notes for April 2023 were approved to include edits received from Foley, Smith, and Robertson. Motion by Adam, second by Porea.
2	Financial	a. Treasurer’s Report Porea reviewed income and expenses for the period ending May 31, 2023. A copy of CCFCC’s 2023 budget was included. Sakolosky suggested the budget include a breakdown of active Consultant work authorizations by Wk Authorization number. Adam will coordinate with Dunbar, Porea, and Smith to develop a log of work authorizations that have been closed and the existing active work authorizations. Motion to approve the Treasurer’s report was made by Robertson, second Smith. Approval unanimous.

		<p>Robertson requested approval of \$200 for annual dues for Citizens Environmental Coalition membership. Motion by Robertson, second by Smith. Approval unanimous.</p> <p>ACTION: Smith to provide Porea and Adam his earlier memorandum which summarized the status of CCFCC's Work Authorizations.</p>
3	Old Business	<p>a. Discussion of Financial Policies and Procedures</p> <p>i. Review email from St. Clair St. Clair's email to board members provides suggestions for generally accepted financial practices for CCFCC to consider adopting. St. Clair will use the guidelines to prepare a draft policy for review by Porea and Myers. The draft policy is scheduled for review at the next board meeting.</p> <p>ii. Discuss Policy vs Procedures Discussion follows:</p> <ul style="list-style-type: none"> • 2023 budget – clerical expense of \$4,360 exceeds the budget of \$3,600. Motion by Myers for Smith to provide recommendations for amended clerical budget at next board meeting, second by Adam. Vote passed 5 for, 1 opposed (Porea). • Smith to place a hold on further services by Gloria until the draft policy is completed and the clerical budget is amended. • The Budget identifies anticipated expense for the various budget categories, but separate authorization is needed for each expense. • Suggested CCFCC policy for internal lunches (board members only) should not be reimbursable, but lunches where board members meet with agency representatives, government officials, consultants, or similar should be reimbursable. • Invoices from vendors should be billed to CCFCC, not directly to a board member. • Myers indicated CCFCC should have a back-up/assistant for Porea. The back-up should be a board member. Porea should maintain a back-up file of financial records on flash drive. • Policy should include signature authority on checks. Porea reported current signature authority includes Porea, Smullen, Robertson, Sakolosky.

		<p>b. 2020-2021 Annual Report and Outreach Effort (Smith and Robertson) Smith to complete final edits to the 2020/2021 annual report in June. He will coordinate with Robertson to confirm suggested edits have been completed. Smith will forward completed report to each board member for final review and approval. Smith recommended CCFCC update the existing tri-fold for beneficial use in meetings with MUD's for new membership, tunnel advocacy, and public communication.</p> <p>c. NHA Flood Risk reduction Priorities Subcommittee Meeting (Robertson) Robertson explained North Houston Alliance's goal for the subcommittee was to develop a priority list of flood mitigation projects within the NHA jurisdictional area. Subcommittee members will also identify contacts (governmental agencies, municipalities, counties, private entities, and so forth) that NHA will meet with to review and receive input on the projects before submittal of the prioritized list to the San Jacinto Regional Flood Planning Group (SJRFPG). Myers pointed out there is currently very little State funding available compared to the recognized funding need. He indicated that MUD 365's project to increase detention by additional excavation of their existing detention facility has now been added to the SJRFPG list.</p>
4	New Business	<p>a. Confirm election results from the 2023 Annual Meeting and reinstate directors. Sakolosky stated that director Robertson was re-elected at the CCFCC's annual meeting last month. Myers stated director Adam withdrew his previous decision to retire from the board. Myers made a motion to reinstate Adam as a director to serve for the 2024-2026 term; motion seconded by Sakolosky. approval unanimous.</p> <p>b. Elect New Officers Motion made by Adam to elect Myers as President, second by Smith. Approval unanimous. Motion by Smith with second by Porea to reinstate the previous year's officers for another term. Approval unanimous. Current Listing of Officers Joe Myers – President Mark Adam – Vice President John Porea – Treasurer</p>

		<p>Jack Sakolosky – Secretary</p> <p>c. Board Meetings, Virtual vs In Person, platform discussion and attendees</p> <ul style="list-style-type: none"> i. Meetings per year Myers proposed four (4) in-person meeting per year. In-person meetings will be supplemented with eight (8) virtual meetings using Zoom format. ii. Change time to 4 pm to allow those that are working to attend at the end of day Meeting time will be revised to 4:00 pm of the third Wednesday each month. iii. Location of in-person meetings. Meetings will be held at Coles Crossing Community Center. iv. Get approval for Zoom The cost for Zoom license is \$149/yr. The license provides Zoom services can be used as needed for meetings of directors with agency representatives, government entities, or as otherwise needed. Motion made by Sakolosky, second by Smith, to purchase license from Zoom with plan for four in-person monthly director meetings and eight (8) monthly director Zoom meetings over the next year. Approval unanimous. <p>d. Strategic Direction Discussion</p> <ul style="list-style-type: none"> i. Discuss documents that were worked on last year Myers stated CCFCC’s strategic plan needs to be updated to match our Mission and goals. The plan should provide details for short term, mid-term, and long term goals. <p>e. Discussion of CCFCC Operations</p>
		<ul style="list-style-type: none"> i. By-Laws Directors should refer to mark-up with comments sent by Lisa Foley. She will forward comments/questions by Myers. The number of directors should be an odd number. ii. Address Myers suggests we change the official address to a PO Box. He will review the articles of incorporation and check with attorney

		<p>Michael Gainer for advice. Foley will research state law for specific requirements.</p> <p>iii. Storage of Documents, Prefer Scanning Document scanning is needed for electronic back-up of paper documents. Myers will coordinate with Smith to identify the number of boxes of stored material. An initial estimate of the volume of documents is needed to obtain an estimate of cost for the scanning service.</p> <p>iv. Clean up List of Members and Contact Information Membership has been divided into three separate lists – Municipal Utility Districts (voting members), Home Owner Associations (voting members), and Supporting Members (non-voting members). Membership voting for the annual meeting was low. It is anticipated that many of the contact names on the membership list may no longer be valid. Foley will contact member organizations to confirm the contact information is valid.</p> <p>ACTION: Sakolosky to send Foley the most recent list of membership lists – MUDs, HOA, Supporting Members.</p> <p>f. Committee Chairs Discussion</p> <p>i. Committee chairs and Directors only for In-Person, additional attendees for Zoom mtgs Myers commented that the use of Zoom meetings will be helpful to expand membership, identify additional potential members, and develop a bench for committees and future potential board members.</p> <p>ii. Committees should have independent chairs with a Director as a liaison Myers stated a new CCFCC goal will be to identify assistant chairs for each committee. Expanding membership and implementation of Zoom meetings will help achieve this goal.</p> <p>g. Cypress Creek Drainage Improvement District discussion</p> <p>i. Passage of bill and impact on the Coalition Myers stated the Cypress Creek Drainage Improvement District legislation was passed and is waiting for signature by Governor Abbot. Myers and Adam have been appointed by the legislature to serve on the temporary board of five or the Cypress Creek Drainage Improvement District. Their</p>
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		<p>appointment to the board will require resignation from their existing MUD boards.</p> <p>h. Meetings with Community Representative and/or Elected Officials</p> <p>i. Meeting with HCFCD being coordinated with their Director of Communications, Beth Walters</p> <p>Myers reported on continued communication effort with HCFCD. Director Petersen has requested he continue to communicate with Ms. Beth Walters, Director of HCFCD Communications. He will follow-up with HCFCD to update them of the formation of the CC Drainage Improvement District. This also provides additional opportunities for CCFCC to meet with local representatives and legislators to advocate for flood mitigation projects. We should plan to meet with representatives Oliverson and Swanson, who both voted against the legislation. There are additional opportunities for CCFCC to meet with NHCRWA to discuss potential flood mitigation projects that can serve the dual purposes of flood mitigation and water supply.</p>
5	Committee Reports	Discussion postponed until next meeting.
6	Next Meeting Date	June 21, 2023 (scheduled to be a virtual meeting)
7	Adjourn	6:48 pm