



CYPRESS CREEK FLOOD CONTROL COALITION
MEETING NOTES
November 16, 2023

MEETING TIME / LOCATION

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

	Directors in Attendance	Joe Myers, Mark Adam, Jim Robertson, John Porea, 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 the September 27, 2023 board meeting, November treasurer’s report, and 2023 budget update.
1	Meeting Notes	Review and Approve Meeting Minutes Myers asked for edits or corrections to the September meeting notes. Robertson provided corrections to the four bulleted notes for the Cypress Creek Greenway. Sakolosky will update the meeting notes to include the edits requested by Robertson. Robertson made a motion to approve the September meeting notes including his corrections. Motion seconded by Sakolosky. Approval unanimous. ACTION: Sakolosky to incorporate Robertson’s revisions into the final Meeting Notes for September 2023.
2	Financial	Treasurer’s Report Porea presented the November treasurer’s report. Expense costs included invoice cost from Al Alverson for preparation of the Voting Form/ Proxy Form (re member voting on updated By-Laws), and

reimbursement to Smith for storage of file boxes, administrative services, and other miscellaneous expenses. Porea also presented a draft budget for 2024 and suggested a budget meeting be scheduled to discuss the proposed budget. Further discussion included:

- Myers reported he and Foley met with Smith to review file boxes in storage to assess potential conversion to electronic files. They estimate there are approximately 30 boxes of existing files. There is a general list of the material included in each box, but a specific file format has not been used. Boxes include a range of reports, maps, correspondence, etc. He estimates significant effort will be needed to organize the material for electronic filing, and questions the value of retaining electronic files of all the materials. Copies of historic reports and mapping should be available from HCFCD if future issues identify such a need.
- Myers suggested the board schedule a budget meeting in December to discuss the proposed 2024 budget and further decisions regarding file storage. Adams stated that his office could be used for the meeting if needed. The meeting was tentatively scheduled for December 12th.
- Myers stated he will meet with St. Clair to obtain budget estimates needed for CCFCC's membership with the Houston Stronger organization.
- Myers will coordinate with Dunbar to obtain an update on scope, progress, schedule, and estimated engineering cost for the Cypress Creek Comprehensive Study/Report that is being prepared by Bedient/Dunbar.
- Additional budget items that need to be considered include updating of CCFCC's existing tri-fold brochure, business cards for directors, budget needs for each committee, materials needed for CCFCC's reach-out for new membership of MUD's and HOA's, etc.
- Porea stated that Malcolmson UD has not made their monthly contribution to CCFCC the last three months. He will coordinate with Malcolmson to determine status.

Motion made by Sakolosky with second by Robertson to approve the treasurer's report; approval unanimous.

ACTION:

- 1. Myers meet with St. Clair to determine FY 2024 budget needs for Houston Stronger membership.**

		<p>2. Myers meet with Dunbar to determine budget estimate for 2024 for Bedient/Dunbar to complete the Cypress Creek Comprehensive Study/Report.</p> <p>3. Porea meet with Malcolmson UD to determine status of their monthly contributions to CCFCC.</p>
3	Old Business	<p>a. Discussion and vote on revising the By Laws.</p> <p>Myers requested a report from the Secretary on votes cast for the By-Laws revisions. Sakolosky stated four votes (Meacham, Porea, Adam, Sakolosky) were returned to him via email, all supporting the by-law revisions. Myers reported three additional votes (Myers, Robertson, Foley) that he received, all supporting the revisions. With all votes received supporting the By-Laws revisions, Myers requested a motion for the board to adopt the revised By Laws. Motion to adopt the revised By Laws made by Sakolosky with second by Porea; approval unanimous.</p> <p>Myers reminded directors that CCFCC’s official address will now be the address of our Agents office as identified in the Articles of Incorporation. Foley stated she will update the by-laws by accepting all red-line changes. Foley will send a copy of updated by-laws to each director.</p>
4	New Business	a. No new business.
4a.	Other Business	None
5	Committee Reports	<p>a. Nominations – Sakolosky</p> <p>Sakolosky stated with the adoption of the revised by-laws we have one director position that is currently open (seven director board adopted, six director positions currently filled). He informed the board that three potential candidates have been identified (Yancy Scott, Colleen Gilbert, retired Klein ISD administrator mentioned by Mark Adam). Myers suggested we contact the candidates and invite them to attend the January board meeting. Sakolosky indicated he would follow-up accordingly.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. Sakolosky contact Adam to obtain name and contact information of retired Klein ISD administrator. 2. Sakolosky contact candidates and invite them to January board meeting.

		<p>b. Technical Management – Smith Myers stated he will reach out to Smith and Dunbar to firm up estimated engineering cost and schedule for Bedient/Dunbar’s services for preparation of the Cypress Creek Comprehensive Study/Report.</p> <p>ACTION: Myers coordinate with Smith, Dunbar, and Scott Elmer to clarify tasks described above.</p> <p>c. Tunnel Advocacy – Smith Myers stated CCFCC needs to close out the “Rising Waters” information sheet prepared by Smith. The intent is to send this information to 128 utility districts within the watershed. Sakolosky stated he reviewed the latest copy transmitted by Smith and provided comments and suggested edits for Smith to consider. He will forward a copy of his comments to each director and St. Clair.</p> <p>ACTION: 1. Sakolosky to provide a copy of his review comments for the “Rising Waters” document to directors, Foley, and St. Clair.</p> <p>d. Houston Stronger – St. Clair No report.</p> <p>e. Membership – Adam Myers stated he will meet with Adam to discuss ideas for restarting the membership drive.</p> <p>g. Cypress Creek Greenway – Robertson Robertson reported the following:</p> <ul style="list-style-type: none">• Robertson and Myers met with Jesal Shah, Chief Project Delivery Officer, HCFCD, to discuss Russ Poppe Park (clear cutting of trees within the park for construction of a new detention basin) and Cypress Park. Mr. Shah indicated HCFCD does not have a re-planting plan for Russ Poppe park. Robertson provided him with background information regarding the Cypress Creek Greenway. Shah has a strong background in natural channel design and expressed his interest in greenway preservation for the Cypress Creek watershed. Myers indicated he was previously introduced to Mr. Shah by Tina Petersen, Executive Director, HCFCD.
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		<ul style="list-style-type: none"> Myers stated he will continue to pursue a meeting with Ms Petersen to discuss design issues and emphasize the importance of greenway preservation for HCFCD. He indicated CCFCC needs to initiate regular attendance at Commissioners Court and plan to conduct regular periodic meetings with Commissioner Ramsey, Pct 3. <p>ACTION:</p> <ol style="list-style-type: none"> Myers schedule a follow up meeting with Ms. Petersen. Myers/Directors develop a plan for routine regular communication with Commissioners Court and periodic meetings with Commissioner Ramsey. <p>g. Communications & Website – Smith No report.</p>
6	Next Meeting Date	4:00 pm, January 17, 2023, In person. Location – Coles Crossing Community Center.
7	Adjourn	5.50 pm