



CYPRESS CREEK FLOOD CONTROL COALITION  
MEETING NOTES  
January 17, 2024

MEETING TIME / LOCATION

4:30 pm, Coles Crossing Community Center, 13030 Barker Cypress Rd, Cypress, TX 77429

	<b>Directors in Attendance</b>	Joe Myers, Mark Adam, Dick Smith, Jim Robertson, John Porea, Jack Sakolosky
	<b>Committee Members</b>	Lisa Foley
	<b>Guests in Attendance</b>	None
	<b>Guest Speaker</b>	None
	<b>Documents</b>	<b>Meeting called to order – 4:35 pm.</b> Documents include meeting Agenda, draft meeting notes for the November 16, 2023 board meeting, January treasurer’s report, and draft 2024 budget.
1	<b>Review and Approve Meeting Notes</b>	<b>Meeting Minutes</b> Myers asked for edits or corrections to November meeting notes. No corrections were noted. Porea made a motion to approve the November meeting notes with a second by Robertson. Meeting notes approved with Smith abstaining since he has not completed his review.
2	<b>Financial</b>	<b>Treasurer’s Report</b> Porea presented the December 2023-January 2024 treasurer’s report (i.e.; December board meeting was cancelled due to weather). Porea stated December contributions were greater than normal whereas January contributions were lower than normal. Porea requested discussion of the draft 2024 budget since the proposed budget meeting in December was cancelled. Myers stated directors and committee members need to submit their 2024 budget requests to Porea as soon as possible. Discussion included:

		<ul style="list-style-type: none"> <li>• Porea – reviewed budget requests from Technical Management Committee, Communication Committee, and Tunnel Advocacy Committee and recommends reductions in storage cost, Chronicle subscription, and administrative services;</li> <li>• Myers – need to firm-up engineering costs (Dunbar-Bedient) services for Cypress Creek Comprehensive Study/Report;</li> <li>• Sakolosky – suggested a clerical budget of approximately 12 hr/month to support Smith’s work on Technical Management Committee, Communications Committee, and Tunnel Advocacy Committee (\$3,000/yr).</li> <li>• Myers – reminded directors that the board previously adopted a policy for reimbursement of lunches when meeting with local representatives, state representatives, governmental agencies, engineering representatives, and other entities as approved by the board.</li> </ul> <p>Motion made by Smith with second by Porea to approve the January treasurer’s report; approval unanimous.</p>
3	<b>Old Business</b>	<p><b>a. Discussion By-Laws modifications and take necessary actions.</b>  Myers stated board action taken at the November meeting included receiving the vote of membership approving the by-laws revisions, and the subsequent approval of the by-law revisions by the board. He indicated the board will officially sign the updated by-laws at the February board meeting. The secretary will bring a copy of the updated by-laws for signature. Myers reminded that the quorum requirement for a voting of the Members (Article IV, Section 4 of By-Laws) has been updated from the original definition of 10% of the membership to a new definition of a majority of the members present.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. <b>Sakolosky bring copy of updated By-Laws to February 21 board meeting for signature by directors.</b></li> </ol>
4	<b>New Business</b>	<p><b>a. Discuss latest engineering proposals and take any necessary action.</b>  Smith discussed worksheets prepared by the Technical Mgmt Committee based on his coordination with Dunbar regarding Wk. Authorization #50. He provided the following comments:</p> <ul style="list-style-type: none"> <li>• CCFCC requested Dunbar-Bedient to include review of fourteen (14) additional studies along with the six (6) initial reports that were identified for review of previously completed</li> </ul>

		<p>studies/reports for the Cypress Creek watershed. Refer to worksheets handed out by Smith.</p> <ul style="list-style-type: none"> <li>• Smith suggested the board consider implementation of a milestone payment schedule for the remaining tasks.</li> <li>• Smith’s understanding is the fee for Part I of the scope (the initial six reports) is \$20,000.</li> <li>• Smith – stated the Technical Committee is coordinating with Dunbar-Bedient to obtain a final scope and fee estimate for the remaining services.</li> </ul> <p>Myers suggested Smith ask Dunbar to attend CCFCC’s February board meeting to (1) present the Phase I report titled “Previous Cypress Creek Studies Literature Review”, December 31, 2023, and (2) to describe remaining services to prepare an improvements plan that summarizes flood mitigation projects for the Cypress Creek watershed. The plan will incorporate conclusions and recommendations of the Phase I study “Previous Cypress Creek Studies Literature Review”, December 31, 2023.</p> <p><b>ACTION:</b></p> <p><b>1. Smith coordinate with Dunbar to request he attend CCFCC’s February board meeting to present the draft report “Previous Cypress Creek Studies Literature Review” and pending services for development of an improvements plan for flood mitigation reduction in the Cypress Creek watershed.</b></p> <p><b>b. Discuss 2024 Annual Meeting and take any necessary actions.</b>  Myers suggested the 2024 Annual Meeting be held on March 20, 2024, 6:00 pm, at Coles Crossing. The secretary will send out announcements to members. Directors are requested to review last year’s agenda and ballot and provide suggestions to Myers for the 2024 annual meeting. The change in the by-laws for directors from a 3-yr term to a 2-yr term will require a review of directors to be elected at the Annual Meeting. Preliminary review indicates the following:</p> <p>2024 - Myers elected to 1-year term. Sakolosky, and Porea each elected to 2-year term. If the currently vacant director position is filled in 2024, the “new director” will be appointed for the remaining duration of 2024. The “new director” will be a candidate for election to a regular 2-yr term at the 2025 Annual Meeting.</p> <p>2025 – Smith, Myers, and “new director” each elected for 2-yr term.  2026 – Robertson and Adam each elected to 2-year term.</p>
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4.A.	<b>Other Business</b>	<p><b>a. CCFCC’s Current and Future Role</b></p> <p>Myers suggested directors take time to review CCFCC’s Articles of Incorporation. A refresher of original goals, objectives, and committee structure will be helpful to clarify CCFCC’s current role and future objectives as we move forward with the recently legislated Cypress Creek Drainage Improvement District. Myers believes effective committee leadership with clear goals definition will be a key to the organizations future success.</p> <p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li><b>1. Smith to resend each director a list of CCFCC’s existing committees and the responsibilities associated with each committee.</b></li> </ol> <p><b>b. Houston Wilderness 2023 Awards Luncheon</b></p> <p>Myers announced the Houston Wilderness Association is honoring Jim Robertson with an award for his 20+ years of services associated with development of the Cypress Creek Greenway at their awards luncheon on February 21<sup>st</sup>. Motion made by Sakolosky for CCFCC to purchase an individual ticket to the luncheon for \$350</p>

		<p>for a CCFCC representative to support Robertson at the luncheon. Motion seconded by Robertson, vote unanimous.</p> <p><b>ACTION:</b>  <b>Treasurer to purchase an individual ticket for CCFCC’s attendance at luncheon. Houston Wilderness website - <a href="http://houstonwilderness.org/luncheon">houstonwilderness.org/luncheon</a></b></p>
5	<b>Committee Reports</b>	<p><b>a. Nominations – Sakolosky</b>  No report.</p> <p><b>b. Technical Management – Smith</b>  Refer to Item 4.a.</p> <p><b>c. Tunnel Advocacy – Smith</b>  No report.</p> <p><b>d. Houston Stronger – St. Clair</b>  No report.</p> <p><b>e. Membership – Adam</b>  No report.</p> <p><b>g. Cyress Creek Greenway – Robertson</b>  No report.</p> <p><b>g. Communications &amp; Website – Smith</b>  No report.</p>
6	<b>Next Meeting Date</b>	4:00 pm, February 21, 2024, In person. Location – Coles Crossing Community Center.
7	<b>Adjourn</b>	6:45 pm