

MINUTES OF REGULAR MEETING
OF
CYPRESS FOREST PUBLIC UTILITY DISTRICT

June 1, 2004

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

The Board of Directors of Cypress Forest Public Utility District, Harris County, Texas, met in regular session, open to the public, on the 1st day of June, 2004, at the Cypress Forest Public Utility District's Administrative Building, 16215 Champion Forest Drive, Spring, Texas, 77379, within the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

W. Mike Neumann	President
Roger P. Balog	Vice President
Michael J. Lynch, Jr.	Secretary
Edward L. Best	Assistant Vice President
Floyd A. Mechler, Jr.	Assistant Secretary

and all of said Directors were present except Director Mechler, thus constituting a quorum.

Also present at the meeting were the following: Kevin Quisenberry of Sterling Gate Estates, Ltd.; Deborah Louise Jackson, William J. Lawrence, and Thomas J. Petrick, newly elected Directors; Linn Smyth of the Champion Forest Garden Club ("Garden Club"); Nancy Kral and Ken Kral, residents; Salim Joubran and Nabil Joubran of Pepe Engineering, Ltd.; Kim Shelnett of Myrtle Cruz, Inc.; Greg Ordeneaux of Tax Tech, Inc.; Bob Haas of Aqua Services, L.P. ("Aqua Services"); Joe B. Allen and Steve Robinson of Allen Boone Humphries LLP ("ABH"); and Justine M. Cherne, Recording Secretary.

Director Neumann called the meeting to order.

APPROVE MINUTES

The Board first considered approving the minutes of the District's regular meeting held on May 4, 2004. Following review and discussion, Director Best moved that the Board approve the minutes as submitted. Director Lynch seconded the motion, which was approved by unanimous vote.

Mr. Robinson discussed proposed procedures for transition of the Board due to the results of the Directors Election. He noted that there were outstanding bills to be paid and suggested that the bookkeeper's report be reviewed prior to approving the Sworn Statements, Bonds and Oaths of Office of the newly elected Directors. No one had an objection to the proposed transition procedures.

BOOKKEEPER'S REPORT

The Board next received the bookkeeper's report and considered payment of the bills. Ms. Shelnutt presented 42 checks for the Board's approval. Ms. Shelnutt and Mr. Robinson responded to Directors' questions and discussion ensued regarding specific invoices, accounting procedures and the budget. Mr. Robinson reviewed the District's Garbage Contract with Republic Waste Services, Ltd. and stated that there was no requirement for two monthly invoices. He reported that Republic Waste Services, Ltd. has forwarded a request that the Board consider the addition of a 2.5% fuel surcharge to the contract. The Board concurred to consider the request at the next regularly scheduled meeting and requested that a representative from Republic Waste Services attend. Ms. Shelnutt then reviewed the fiscal year expenditures for the administrative building. She reviewed the investment report as required by the Public Funds Investment Act. Copies of the reports and a list of the checks presented for payment are attached.

Following review and discussion, Director Balog moved that the Board approve the bookkeeper's report and authorize payment of the bills. Director Best seconded the motion, which was approved by unanimous vote.

APPROVE CERTIFICATE OF ELECTION, DIRECTORS' SWORN STATEMENTS, BONDS AND OATHS OF OFFICE

The Board next considered approving a Certificate of Election and the executed Sworn Statements, Bonds and Oaths of Office of the newly elected Directors. Mr. Robinson reviewed the Certificate of Election which states that Deborah Louise Jackson, William J. Lawrence and Thomas J. Petrick have been elected to the Board of Directors of the District, each for a four-year term beginning June 1, 2004 and expiring May 3, 2008, or until their successors have been duly elected or appointed and have qualified. Mr. Robinson suggested that a special meeting of the Board be held prior to the next meeting to provide the newly elected Directors with an overview of the history of the District, contracts, agreements, governing law and the regulatory process. Discussion ensued regarding possible dates for scheduling such a meeting and the individual schedules of the Directors. Following review and discussion, Director Best moved to approve the Certificate of Election, and the executed Sworn Statements, Bonds and Oaths of Office, copies of which are attached. Director Balog seconded the motion, which was approved by unanimous vote.

REORGANIZE BOARD AND ELECT OFFICERS

Director Balog made a motion to thank W. Mike Neumann, Ed Best and Floyd A. Mechler, Jr. for their many years of outstanding service to the District. Director Petrick seconded the motion, which was approved by unanimous vote.

The Board next considered reorganizing and electing officers. Director Lynch nominated Roger Balog as the President of the Board, Michael J. Lynch, Jr. as the Vice President, Thomas J. Petrick as the Secretary, Deborah Louise Jackson as the Assistant Secretary and William J. Lawrence as the Assistant Vice President. Director Lawrence seconded the nominations, which were approved by unanimous vote.

Mr. Robinson noted that Floyd A. Mechler served as the Board's liaison with the District's Investment Officer, Mary Jarmon of Myrtle Cruz, Inc. He stated that a member of the Board is able to serve as the District's Investment Officer. Discussion ensued regarding the requirements and responsibilities of the Investment Officer. Following discussion, Director Lynch moved that the Board designate William J. Lawrence to serve as the liaison with the District's Investment Officer. Director Petrick seconded the motion, which was approved by unanimous vote.

Director Balog welcomed the new members of the Board. He encouraged the new members to attend the Association of Water Board Directors summer conference scheduled for June 23 and 24, 2004. Discussion ensued regarding the Directors' schedules. Following discussion, the Board concurred that ABH will conduct quorum calls during the summer.

Ms. Shelnett stated that the Board may want to consider opening an account with a bank other than Klein Bank if the new signature cards aren't accepted without the information that the Directors do not want to provide.

Director Balog suggested allocating the responsibilities of the Board previously held by the former Directors and described the responsibilities. He stated that he would like to continue to attend the monthly meetings of the North Harris County Regional Water Authority and encouraged attendance of the meetings by the new Board members. Following discussion, Director Lynch moved that the Board designate Director Lynch to attend the monthly meetings of the Kleinwood Central Sewage Treatment Plant Joint Powers Board; Directors Jackson and Petrick to be in charge of community relations; Director Petrick to be the District's representative on the beautification committee consisting of members from the Maintenance Fund, Civic Club, Garden Club, and the District to develop beautification projects; and Directors Petrick and Lynch to be in charge of the District's Administrative Building. Director Lawrence seconded the motion, which was approved by unanimous vote.

AUTHORIZE FILING OF DISTRICT REGISTRATION FORM

The Board next considered authorizing filing of the District Registration Form with the Texas Commission on Environmental Quality (the "TCEQ") to submit the changes in the Board of Directors. Following review and discussion, Director Lynch moved to authorize filing of the District Registration Form, a copy of which is attached. Director Petrick seconded the motion, which was approved by unanimous vote.

RECEIVE PROPOSAL FOR PUBLIC RIGHT-OF-WAY BEAUTIFICATION PROJECT AND AUTHORIZE APPROPRIATE ACTION

Ms. Smyth stated that she does not have a presentation for the Board. She stated that facts are being gathered to develop a written proposal for presentation that includes the Champion Forest Entrance Enhancement Project in coordination with the Garden Club, Maintenance Fund and the District. Mr. Allen reported that he is speaking at a breakfast meeting scheduled at 7:30 a.m. on June 10, 2004, at the Greenspoint Wyndham Hotel to discuss the implementation of park services under new Senate Bill 624. He stated that water districts have been able to use only water and sewer revenues for park and recreation projects. He stated that water districts now have the option to hold an election for approval of park plans funded by tax revenue. Following discussion, Director Lawrence moved that the Board approve attendance of the breakfast meeting by the Directors. Director Petrick seconded the motion, which was approved by unanimous vote. Mr. Allen responded to Directors' questions regarding park projects undertaken by other districts.

Director Balog reported that he received a telephone call a few hours before the meeting from Nancy Kral and Ken Kral and that they are present to address the Board. Mr. Kral stated that he and his wife live on a street that contains an esplanade which has been renovated by the residents who live on the street. He stated that thousands of dollars have been spent renovating the esplanade. He stated that the sprinkler system that serves the esplanade has been connected by the residents to a fire hydrant. He stated that he has recently been told that the connection to the fire hydrant is going to be disconnected. He requested assistance to quickly provide water to the esplanade because flowers have been newly planted. Director Balog noted that the District has an agreement with the Champion Forest Maintenance Fund to provide irrigation of the esplanades. Mr. Haas stated that a determination needs to be made as to whether there is an unauthorized tap and he needs to review the site to get a better understanding of the situation. Following discussion, the Board authorized Mr. Haas to review the site and install a meter if an improper tap is found.

Mr. Quisenberry requested that if the Board undertakes park and beautification projects, that consideration be made for undertaking such projects for Sterling Gates and other subdivisions which are located outside of Champions Forest. Mr. Robinson responded to Directors' questions and discussion ensued regarding the process for

undertaking park and beautification projects and the requirements for ensuring that such projects are equitable. He briefly reviewed options the Board could currently undertake and the requirements under Senate Bill 624. He stated that if such projects are financed by the District, the projects have to be public and available to everyone. It was noted that Sterling Gates is a gated community. Mr. Robinson stated that he would need to research that issue.

Ms. Smyth stated that she is gathering data to prepare a proposal to bring before the Board as part of what she assumes is an application process. Mr. Robinson stated that the District can choose to directly expend funds for such projects. Director Balog noted that the last project was done by entering into an agreement with the Champion Forest Maintenance Fund. He stated that the Board is looking for a unified plan from all communities, prepared through a coordinated effort, which is consistent with the District's purpose of conserving water. He encouraged Mr. Quisenberry to coordinate with the group effort. Further discussion ensued regarding the nature of proposed projects.

Mr. Robinson explained to the Board that the District has reimbursed Mr. Quisenberry for infrastructure constructed in Sterling Gate Estates but that interest on the advanced funds is still owed. He stated that the TCEQ required the District to place the interest in escrow until approved for release. He reported that an application for the release of the funds has been forwarded to the TCEQ.

DISCUSS CAPITAL IMPROVEMENT ITEMS AND AMEND BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30 IF APPROPRIATE AND AUTHORIZE APPROPRIATE ACTION

The Board next discussed the budget for fiscal year ending September 30 and anticipated capital expenditures. Mr. Joubran reviewed with the Board a Summary of Yearly Budget Requirements, a copy of which is attached. He stated that the summary includes estimated regular maintenance and considers the life expectancy of equipment and facilities. Mr. Robinson explained that the summary is used for long-term business planning to ensure that the District has sufficient funds in reserve to maintain a tax rate that doesn't fluctuate and to avoid the issuance of bonds for maintenance items. Mr. Joubran and Mr. Robinson responded to Directors' questions and discussion ensued regarding the summary. Mr. Robinson briefly explained the regulations of the Harris-Galveston Coastal Subsidence District and the pumpage fees paid by Cypress Forest PUD. No action was required for this item.

TAX ASSESSOR/COLLECTOR'S REPORT

The Board next received the tax assessor/collector's report and considered payment of the tax bills. Copies of the report and a list of the checks presented for payment are attached. Mr. Ordeneaux stated that 97.31% of the year 2003 taxes had

been collected as of the end of the prior month. He then presented 12 checks for approval and reviewed the delinquent list. Mr. Robinson and Mr. Ordeneaux responded to Directors' questions and discussion ensued regarding the functions of the tax/assessor collector and bookkeeper, fund based accounting, the District's tax levy, statutory regulations governing delinquent taxes, and tax liens. Mr. Robinson explained the sources and uses of funds in the District's accounts. After review and discussion, Director Jackson moved that the tax assessor/collector's report be approved and the tax bills be paid. Director Lawrence seconded the motion, which was approved by unanimous vote.

AUTHORIZE DELINQUENT TAX ATTORNEY TO PROCEED WITH THE COLLECTION OF DELINQUENT TAXES

Mr. Ordeneaux reported that letters have been mailed to delinquent tax payers notifying them of the 20% penalty to be added on July 1, 2004. Mr. Robinson explained to the Board the procedures for levying and collecting taxes, the collection of delinquent taxes and the District's contract with the delinquent tax attorney. Following discussion, Director Jackson moved that the Board authorize the delinquent tax attorney to proceed with the collection of delinquent taxes. Director Petrick seconded the motion, which was approved by unanimous vote.

ENGINEER'S REPORT

The Board next received the engineer's report, a copy of which is attached. Mr. Joubran updated the Board generally on construction projects within the District and then reviewed with the Board the items more particularly described hereafter.

DISCUSS MAINTENANCE PLAN, APPROVE PAY ESTIMATES, CHANGE ORDERS AND TIME EXTENSIONS FOR REHABILITATION OF SANITARY SEWER TRUNK LINES

Mr. Joubran reported that the construction contract has been executed by the District and Insituform Technologies, Inc. for the rehabilitation of the sanitary sewer trunk lines. He stated that an application for the release of escrowed funds to pay for the project has been submitted. He reported that Cy-Champ PUD and Louetta North PUD are prepared to provide payments for their portions of the cost of the project. He stated that a Notice to Proceed will be issued upon approval of the release of escrowed funds and upon the availability of funds from the participating districts. No action was necessary for this item.

RECEIVE UPDATE ON DESIGN OF WATER, SEWER AND DRAINAGE FACILITIES FOR RAVENEAUX PLACE HIGH RISE CONDOS, AUTHORIZE EXECUTION OF STORM SEWER EASEMENT

Mr. Joubran updated the Board on the design of utilities to serve the Chateaux Raveneaux Condominiums. He reported that the design of the project is progressing and that the cost of the project was included in Bond Application No. 9. He stated that water line and sanitary sewer easements will be needed for the facilities. He stated that discussions with Tony Kindred have been held to obtain a storm sewer easement along the southern boundary line of the condominiums. In response to Directors' questions, he stated that the District has the capacity to serve the project. No action was necessary for this item.

APPROVE FINAL PAY ESTIMATE, CERTIFICATE OF COMPLETION AND ACCEPTANCE FOR CONSTRUCTION OF WATER LINE TO SERVE ECKERD DRUG STORE, AUTHORIZE EXECUTION OF WATER LINE EASEMENT

Mr. Joubran updated the Board on the construction of an extended water line to serve the Eckerd Drug Store located at the southwest corner of Champions Forest Drive and Louetta Road. He reported that a final review of the facilities was performed with the TCEQ but that there were no pay estimates for consideration at this time. He stated that a water line easement is needed because the water line had to be constructed outside of the right-of-way due to construction constraints. He responded to Directors' questions regarding the construction of the line outside of the right-of-way. He reported that he will coordinate with Mr. Robinson to obtain the necessary information for the water line easement. No action was necessary for this item.

RECEIVE UPDATE ON HCFCD ACCEPTANCE OF DISTRICT FACILITIES

Mr. Joubran and Mr. Robinson reviewed with the Board the history of the detention facilities located in Champion Forest, Section 11 and responded to Directors' questions regarding the purpose, construction, maintenance, and ownership of detention facilities.

Mr. Joubran reported that subsequent to the Board's meeting held on May 4, 2004, an inspection of the detention facilities located in Champion Forest, Section 11, was held with the Harris County Flood Control District ("HCFCD"), Rebel Contractors, Inc., Mr. Neumann and Mr. Lynch to ascertain what actions are necessary to be undertaken before HCFCD will accept the detention facilities. He reported that Rebel Contractors, Inc. submitted a proposal for the items in the amount of \$25,875.00. He noted that the Board authorized a change order to the contract with Rebel Contractors, Inc. in an amount not to exceed \$25,000, subject to the recommendation of the District's engineer and approval by Director Neumann. He stated that upon review of the proposal, removal of an item containing the relocation of a drainage structure not

required by HCFCD reduced the proposal to \$19,875.00. He recommended approval of the revised proposal. Following review and discussion, Director Lawrence moved that the Board authorize Rebel Contractors, Inc. to complete the project pursuant to the revised proposal, a copy of which is attached. Director Lynch seconded the motion, which was approved by unanimous vote.

Mr. Joubran reviewed a proposal from Champions Hydro-Lawn, Inc. for proposed future maintenance and erosion control of the detention facilities for consideration at a later date. A copy of the proposal is attached.

APPROVE PAY ESTIMATES, CHANGE ORDERS AND TIME EXTENSIONS FOR REPAIR OF 12" WATER LINE AND TRESTLE

Mr. Joubran updated the Board on the repair of a twelve-inch water line and trestle by CDC Maintenance, Inc. He stated that during the course of the repair, a 96-inch storm sewer pipe was found to be badly corroded. He stated that the consensus of Mr. Neumann, Director Lynch, the contractor and the District's engineer was to authorize replacement of 40 feet of the pipe. He reviewed and recommended approving a change order to the contract with CDC Maintenance, Inc. in the amount of \$6,285.00, a copy of which is attached. Following review and discussion, Director Lynch moved that the Board approve the change order as presented. Director Lawrence seconded the motion, which was approved by unanimous vote.

CONSIDER SANITARY SEWER INSPECTION PLAN

Mr. Joubran reviewed with the Board a drawing of the District's sanitary sewer facilities and summarized the inspections and projects undertaken to-date. He recommended inspection and televising of 29,140 feet of the sanitary sewer system in Champion Forest Sections 1 and 2. He estimated that the cost for Source Point to perform the inspection would be approximately \$100,000. He explained the procedures used to perform the inspection. Following discussion, the Board requested Mr. Joubran to obtain a proposal for the inspection for review at the next regularly scheduled meeting.

CONSIDER DEVELOPMENT OF A DISTRICT WEB SITE

The Board next considered development of a District web site. Discussion ensued regarding the process for development of a site, content options, legal issues, the possibility of including on-line payment options, and approximate set-up and maintenance costs and procedures. Mr. Robinson stated that ABH will forward links of water district web sites and a sample web site policy to the Board. Director Lynch suggested designating Director Jackson to serve as the Board's liaison on the development of a District web site.

Following review and discussion, Director Lynch moved that the Board approve the engineer's report as presented. Director Lawrence seconded the motion, which was approved by unanimous vote.

DISCUSS OPERATIONS OF KLEINWOOD CENTRAL SEWAGE TREATMENT PLANT JOINT POWERS BOARD MEETING

Mr. Robinson explained the operations of the Kleinwood Central Sewage Treatment Plant and the Joint Powers Board meeting. Director Balog noted that Director Lynch will provide future updates as the District's representative on the Joint Powers Board. No action was required for this item.

OPERATOR'S REPORT

Mr. Haas reviewed the written maintenance and operations report, builder back charges, and invoices with the Board. A copy of the operator's report is attached. He reported that the one-month accountability for last month was 95.3% and the four-month accountability average was 95.3%. He next reported that 35 termination letters were mailed. He reviewed a Grease Trap Report. Mr. Haas responded to Directors' questions and discussion ensued regarding the monthly voluntary EMS contribution included on the utility bills, accountability, the District's cost to deliver water and determining whether the District is efficiently delivering water, the District's water capacity, and whether the District bans drive-way and parking lot car washing to protect discharge into the sanitary sewer system. Director Lawrence requested that the District's cost to deliver water be calculated.

Mr. Haas reported that a meter has been pulled for an unauthorized connection to the District's system for a home being constructed by Gaybay Builders who did not pay a deposit to the District. He stated he spoke to the homeowners to notify them of the unauthorized connection and that a plumbing inspection has not been performed. Discussion ensued regarding the ability of Gaybay Builders to consistently circumvent the District's procedures. Following discussion, the Board authorized Director Balog to contact the homeowners.

Following review and discussion, Director Petrick moved that the Board approve the operator's report. Director Lynch seconded the motion, which was approved by unanimous vote.

Mr. Haas next reviewed proposals from Rust Busters in the amount of \$5,400 and from JG Industries in the amount of \$4,880 for power washing of the District's groundwater storage tank no. 2, copies of which are attached. In response to Directors' questions, Mr. Haas stated that power washing of the tanks was necessary. Following review and discussion, Director Lawrence moved that the Board accept the proposal

from JG Industries in the amount of \$4,880. Director Lynch seconded the motion, which was approved by unanimous vote.

CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Mr. Haas reported that the customers on the attached termination list were delinquent by more than 50 days and had been given written notice 10 days prior to this meeting of the opportunity to appear before the Board of Directors to explain, contest or correct the utility service bill and to show reason why the utility service should not be terminated because of nonpayment. Following discussion, Director Lynch moved that since the residents were neither present at the meeting nor had presented any written statement on the matter, the utility service to those residents be terminated in accordance with the District's Rate Order. Director Lawrence seconded the motion, which was approved by unanimous vote.

DISCUSS VULNERABILITY ASSESSMENT REPORT

Mr. Robinson explained that the District is required to conduct a Vulnerability Assessment and to prepare an Emergency Response Plan under the Public Health Security and Bioterrorism Preparedness and Response Act of 2002. He stated that Kimmons & Associates, Inc. has prepared the Vulnerability Assessment and Emergency Response Plan. He reported that Districts are required to file a certification and the Vulnerability Assessment with the EPA by June 30, 2004, and subsequently, a certification that an Emergency Response Plan has been developed within six months of filing the Vulnerability Assessment. He recommended that the Assessment and Plan be securely maintained at Mr. Haas' office. Following discussion, the Board concurred to consider recommendations from Mr. Haas on actions that should be undertaken at the District's facilities in response to the Vulnerability Assessment. Following further discussion, Director Lynch moved that the Board authorize filing of the Vulnerability Assessment. Director Petrick seconded the motion, which was approved by unanimous vote.

DISCUSS MATTERS RELATED TO NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY

Director Balog reported that a meeting of the North Harris County Regional Water Authority the ("NHCRWA") is scheduled for next week. No action was required for this item.

DISCUSS AMENDMENT TO LEASE AGREEMENT WITH CHAMPION FOREST FUND, INC.

Mr. Robinson reviewed with the Board the status of scheduling a meeting with the Champion Forest Maintenance Fund to discuss an agreement for the District's long-term use of the administrative building and addresses issues such as maintaining access

rights for all of the District's homeowners associations, and issues related to maintenance costs for the building. He stated that Mr. Neumann served as the District's liaison for this item. Following discussion, the Board concurred to designate Director Lawrence to serve as the liaison for this item.

UPDATE ON AGREEMENT WITH BROWN & BROWN OF TEXAS, INC.
REGARDING INSURANCE COVERAGE MATTERS

Mr. Robinson next updated the Board on the status of a proposed agreement with Brown & Brown of Texas, Inc. ("B&B") regarding insurance coverage matters. He reviewed the history of the negotiations of the agreement. He reported that the costs and expenses incurred in the matter of *Yi-Hsien Lin, Tsai Shiu Lin, and Yi-Chang Lin vs. Cypress Forest P.U.D.*, by the District's consultants are being tabulated and will be forwarded to B&B for payment. No action was necessary for this item.

SUCH OTHER MATTERS

Discussion ensued regarding cleaning services for the District's Administrative Building. Director Balog stated that he will obtain and forward the contact information of the cleaning service to Director Petrick to determine the status of future services.

The Board next considered awarding plaques at the next regularly scheduled meeting to the former Directors for their many years of outstanding service to the District. Following discussion, Director Petrick moved that the Board authorize ABH to order such plaques. Director Lynch seconded the motion, which was approved by unanimous vote.

There being no other matters to come before the Board, the meeting was adjourned.

[SIGNATURE PAGE FOLLOWS]

[SIGNATURE PAGE FOR THE MINUTES OF THE JUNE 1, 2004 BOARD MEETING]

(SEAL)

Secretary, Board of Directors

ACTION ITEMS

- Representative from Republic Waste Services to attend the next regularly scheduled meeting re: 2.5% surcharge request.
- Mr. Haas is working with the driver's insurance company on the District's claim for damaged fire hydrant.
- Special overview meeting to be held.
- ABH to conduct quorum calls during the summer.
- Ms. Smyth is coordinating with organizations located within the District to prepare a written proposal for beautification project.
- Mr. Joubran to coordinate with Mr. Robinson to obtain the necessary information for the water line easement for Eckerds.
- Mr. Haas to review esplanade site and install a meter if an improper tap is found.
- Delinquent tax attorney to proceed with the collection of delinquent taxes.
- Notice to Proceed for rehabilitation of sanitary sewer trunk lines to be issued upon approval of the release of escrowed funds.
- Rebel Contractors, Inc. to complete the detention facilities project pursuant to the revised proposal.
- Mr. Joubran to obtain a proposal for inspection of the District's sanitary sewer facilities.
- District's cost to deliver water to be calculated.
- Director Balog to contact homeowners of home being constructed by Gaybay Builders.
- Kimmons & Associates, Inc. to file Vulnerability Assessment and Emergency Response Plan with the EPA.
- Mr. Haas to provide recommendations in response to the Vulnerability Assessment.
- Costs and expenses incurred in the matter of *Yi-Hsien Lin, Tsai Shiu Lin, and Yi-Chang Lin vs. Cypress Forest P.U.D* by the District's consultants to be forwarded to B&B for payment.

- Director Balog to obtain and forward the contact information of the Administrative Building’s cleaning service to Director Petrick to determine the status of future services.
- ABH to order plaques for presentation to the former Directors at the next meeting.

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