

MINUTES OF REGULAR MEETING
OF
CYPRESS FOREST PUBLIC UTILITY DISTRICT

September 7, 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 7th day of September, 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:

Roger P. Balog	President
Michael J. Lynch, Jr.	Vice President
Thomas J. Petrick	Secretary
William J. Lawrence	Assistant Vice President
Deborah L. Jackson	Assistant Secretary

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

Also present at the meeting were the following: Greg Sissel of BKD, LLP; Debbie Shelton of First Southwest Company; Al Padron of Legacy Group; Greg Sonnier of Lawn Escape, Inc.; Donna Cox, Rozann Janak, Mary Dahlong, and Jim Dorman, residents; Cristy Hayes of the Champion Forest Civic Club; Linn Smyth, Jeanette Loverdi, and Wendy Fryfogle of the Champion Forest Garden Club; Salim Joubran of Pepe Engineering, Ltd.; Kim Shelnutt of Myrtle Cruz, Inc.; Greg Ordeneaux of Tax Tech, Inc.; Kay Divin of Aqua Services, L.P. ("Aqua Services"); Steve Robinson of Allen Boone Humphries LLP ("ABH"); and Justine M. Cherne, Recording Secretary.

Director Balog called the meeting to order.

APPROVE MINUTES

The Board first considered approving the minutes of the District's regular meeting held on August 3, 2004 and special meeting held on July 29, 2004. Following review and discussion, Director Lynch moved that the Board approve the minutes as submitted. Director Lawrence seconded the motion, which was approved by unanimous vote.

ENGAGE AUDITOR TO CONDUCT AUDIT FOR FISCAL YEAR ENDING
SEPTEMBER 30, 2004

Mr. Sissel next presented to the Board an engagement letter with BKD, LLP for performance of the District's annual audit for fiscal year ending September 30, 2004 for \$9,200 plus postage, printing, and delivery costs. He stated that the proposed fee is approximately \$500 more than last year's fee due to implementation of new accounting regulations. He discussed procedures for implementing GASB-34 and SAS-99 accounting regulations. He stated that the engagement letter includes an additional one-time hourly fee not to exceed \$2,500 for services pertaining to the preparation of a management discussion and analysis. Mr. Robinson noted that the management discussion and analysis will be included as part of the District's Continuing Disclosure requirements. Mr. Sissel responded to Directors' questions regarding fees. He presented a form granting permission to BKD, LLP to electronically transmit the District's financial statements. Following review and discussion, Director Lynch moved that the Board engage BKD, LLP to conduct the District's annual audit for fiscal year ending September 30, 2004 and authorize execution of the engagement letter and permission form as presented. Director Jackson seconded the motion, which was approved by unanimous vote. Copies of the engagement letter and permission form are attached as exhibits to these minutes.

CONSIDER REQUEST FROM REPUBLIC WASTE SERVICES FOR 2.5% FUEL
SURCHARGE AND AMENDED CONTRACT

The Board concurred to table this item pending receipt of a revised contract from Republic Waste Services.

RECEIVE PRESENTATION FROM LEGACY GROUP, CONSIDER ELECTRICITY
PROVIDER PROPOSALS, AND AUTHORIZE APPROPRIATE ACTION

Mr. Padron next discussed the services provided by Legacy Group. He reviewed proposals from electricity providers and responded to Directors' questions regarding penalties, fees, and the services provided by Legacy Group. A copy of a Rate Optimization Report is attached as an exhibit to these minutes. The Board requested information regarding pricing per kilowatt hour and terms of the electricity provider contracts, and requested to receive the electricity provider contracts for review. Mr. Padron stated that he would forward the contracts and the requested information. Following discussion, the Board concurred to defer action on this item pending receipt of the additional information. Mr. Padron stated that he would bring revised proposals to the next regularly scheduled meeting of the Board.

RECEIVE UPDATE ON PROPOSAL FOR WATER CONSERVATION PROJECT AND
AUTHORIZE APPROPRIATE ACTION

Ms. Smyth next updated the Board on the actions undertaken by the Champion Forest Entrance Enhancement Committee (the "EEC") on the Master Plan for updating and enhancing all entrances to Champion Forest, the esplanades on Cypresswood, Champion Forest and Champions Drives and any additional areas that offer public access, common space and bring value to all homeowners (the "Water Conservation Project"). She reminded the Board that several, recommended landscaping companies were asked for proposals for landscaping and irrigation of the four existing planted areas around the monuments and two proposals were received. She noted that the Board reviewed the proposals at the August meeting and requested that the EEC perform the following actions: (1) review the choices with the Champion Forest Maintenance Fund (the "Maintenance Fund") and discuss the Maintenance Fund's participation in a proposed contract; (2) present the Water Conservation Project to and obtain feedback from the other neighborhoods included in the District that are not located in Champion Forest, and (3) evaluate the proposals and make a recommendation to the Board in September.

She stated that the EEC previewed the Water Conservation Project with the Board of Directors of the Maintenance Fund who requested that a proposal from Noack Maintenance Landscaping Company ("Noack") be considered. She stated that the Board of Directors of the Maintenance Fund stated they would consider supporting the long term maintenance of the project.

She reported that Wendy Fryfogle, Bill Noack and Tom Petrick diagramed all of the sprinklers on all of esplanades contained in the proposal to assist the bidders with their quotes for irrigation.

She reported that on August 19, 2004, the EEC unanimously selected the proposal submitted by Lawn Escape, Inc. She stated that Noack failed to submit a proposal within two weeks after the request for proposals was made.

She reported that other possible participants and representatives from the other neighborhoods included in the District that are not located in Champion Forest were invited to view and ask questions about the selected proposal at an open house held on August 26, 2004. She stated that over twelve people attended the open house and were enthusiastic about the proposal. She stated that several real estate brokers commented that the additional color will increase home values and Mary Dahlong, Ground Maintenance Chair of the Champion Villas, talked highly about the design and service provided by Lawn Escape, Inc. in The Villas.

She reported that the Maintenance Fund was updated on the selection of Lawn Escape, Inc.'s proposal and notified that the EEC will seek the District's acceptance of the proposal.

She stated that the EEC courteously received Noack's late proposal. She stated that an analysis of the proposal found that Lawn Escape Inc.'s plan and costs are the best of the proposals received. She stated that the EEC can recommend a plan that offers greater beauty with less maintenance for about the same investment. She compared the landscaping of the esplanades located on Champion Forest Drive from Cypresswood with the landscaping of the grounds located in front of the Champion Villas. She stated that the EEC is proposing to replace Noack's current maintenance contract due to expire in October with a maintenance contract with Lawn Escape, Inc. She stated that the proposal from Lawn Escape, Inc. for installation of landscaping and irrigation priced at a one-time cost of \$22,216.00. She stated that the two other proposals priced at over \$40,000 and \$25,000. She stated that plants have been selected to accomplish the goals of adding color and conserving water.

Director Petrick stated that if an agreement for the project is entered into by the District with the Maintenance Fund, a provision needs to be included for the District's oversight and approval of the project prior to the release of any funds from the District. Discussion ensued regarding the prior irrigation project undertaken with the Maintenance Fund and whether the project was performed completely and satisfactorily. Ms. Smyth stated that great efforts had been recently undertaken to ensure that Noack satisfactorily completed the work. Members of the public requested that any agreement entered into by the District specifically identify Lawn Escape, Inc. as the approved company to perform the work for the project. Mr. Sonnier recommended that the work begin in the middle of October.

Following discussion, Directors Petrick and Jackson recommended accepting the recommendation provided by the EEC. Director Lawrence moved that the Board authorize ABH to draft an agreement with the Maintenance Fund for performance of the Water Conservation Project by Lawn Escape, Inc. as submitted in the proposal. Director Lynch seconded the motion, which was approved by unanimous vote. A copy of the proposal submitted by Lawn Escape, Inc. is attached as an exhibit to these minutes.

REVIEW ARBITRAGE REBATE ANALYSIS PROPOSAL FOR THE DISTRICT'S SERIES 1994B BONDS AND AUTHORIZE APPROPRIATE ACTION

The Board next reviewed a proposal from Bond Logistic, L.L.C. for performance of an arbitrage rebate analysis for the District's Series 1994B Bonds. Following review and discussion, Director Lynch moved that the Board approve the proposal from Bond Logistix, L.L.C. for performance of the ten-year and maturity arbitrage rebate analyses

of the District's Series 1994B Bonds, a copy of which is attached as an exhibit to these minutes. Director Petrick seconded the motion, which was approved by unanimous vote with the exception of Director Lawrence who was not present for the vote.

CONSIDER PROPOSED TAX RATE AND AUTHORIZE NOTICE OF MEETING REGARDING DISTRICT ADOPTION OF PROPOSED TAX RATE

Ms. Shelton next reviewed with the Board a cash flow analysis for a proposed debt service tax rate of \$0.25. Ms. Shelton, Mr. Robinson and Mr. Ordeneaux reviewed tax levying and publication procedures and responded to Directors' questions regarding uncertified values, financing options for future capital improvement projects, and average home values. Following review and discussion, Director Lawrence moved that the Board authorize publication of a notice of meeting regarding the District's adoption of proposed tax rate of \$0.30, with \$0.25 allocated to debt service and \$0.05 allocated to maintenance and operation. Director Lynch seconded the motion, which was approved by unanimous vote.

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. She reviewed the year-to-date budget and the fiscal year expenditures for the administrative building. She next 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 as an exhibit to these minutes.

Ms. Shelnutt reviewed a proposed maintenance fund recap of accounting activity and stated that she will continue to update the schedule in coordination with Mr. Joubran's projections of maintenance costs and the Board's direction.

Following review and discussion, Director Lawrence moved that the Board approve the bookkeeper's report and authorize payment of the bills. Director Jackson seconded the motion, which was approved by unanimous vote except for Director Lynch who was not present for the vote.

ADOPT BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2005

Ms. Shelnutt reviewed with the Board a draft budget for fiscal year ending September 30, 2005. Following review and discussion, Director Jackson moved that the Board adopt the budget for fiscal year ending September 30, 2005, as presented. Director Petrick seconded the motion, which was approved by unanimous vote.

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 98.53% of the year 2003 taxes had been collected as of the end of the prior month. He then presented 5 checks for approval and reviewed the delinquent list. After review and discussion, Director Lawrence moved that the tax assessor/collector's report be approved and the tax bills be paid. Director Lynch 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 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 updated the Board on the rehabilitation of the sanitary sewer trunk lines. He stated that the sanitary sewer trunk lines located in Champion Drive, Champion Forest, Sections Three and Six, Cypresswood Drive and Champion Forest Drive have been substantially cleaned, cured-in-place, and post-televised. He reported that additional work will be necessary for the rehabilitation of the sanitary sewer manholes after the current work is complete. He reported that he is facilitating repairs to the esplanades and the irrigation systems located in Cypresswood Drive and Champion Forest Drive. He presented and recommended for approval Pay Estimate No. 2 in the amount of \$661,186.35 payable to Insituform Technologies, Inc., a copy of which is attached. He stated that the District's share of the pay estimate is \$310,524.06.

RECEIVE UPDATE ON SANITARY SEWER INSPECTION BY SOURCE POINT SOLUTIONS, INC.

Mr. Joubran updated the Board on the inspection and televising of 29,140 feet of the sanitary sewer system in Champion Forest Sections One and Two by Source Point Solutions, Inc. He stated that the evaluation should be completed at the end of this month excluding any additional work related to manholes on behalf of Aqua Services.

RECEIVE UPDATE ON DESIGN OF WATER, SEWER AND DRAINAGE FACILITIES FOR RAVENEAUX PLACE HIGHRISE 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. He stated that Mr. Kindred has not been able to obtain approval for the easement from his mortgage lender. He requested authorization to request a storm sewer easement from the developer. 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 extended water line serving 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 previously performed with the TCEQ and that there were no pay estimates for consideration. 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. Mr. Robinson reported that he is coordinating with a representative of Eckerd Drug Store to obtain the necessary information for the water line easement. Following review and discussion, Director Lawrence moved that the Board authorize ABH to draft and forward a letter to Unicorp and Eckerd Drug Store that states if execution of the water line easement is not completed within thirty days, water service to Eckerd Drug Store will be terminated. Director Jackson seconded the motion, which was approved by unanimous vote.

RECEIVE UPDATE ON HCFCD ACCEPTANCE OF DISTRICT FACILITIES

Mr. Joubran reported that Rebel Contractors, Inc. has completed the necessary repairs of the detention facilities located in Champion Forest, Section 11. He stated that an inspection was held with the Harris County Flood Control District ("HCFCD") on September 3, 2004. He stated that the inspector requested performance of additional repair items and that he has not yet obtained an estimate of the cost of the repairs. He reported that surveying is being performed to prepare As-Built drawings for conveyance documents. Mr. Joubran and Mr. Robinson responded to Directors' questions regarding the additional repair items, the repairs previously performed, and the District's current and future obligations for repair and maintenance of the facilities. Mr. Joubran reported that the repairs originally submitted to the District by the HCFCD have been completed. Following discussion, Director Lynch moved that the Board

authorize ABH to forward a letter to the HCFCD requesting acceptance of the facilities and providing Mr. Joubran's certification that the repairs originally submitted to the District by the HCFCD have been completed, and to request a meeting with the HCFCD if there are any objections. Director Lawrence seconded the motion, which was approved by unanimous vote.

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. He reported that the project has been completed. He presented and recommended payment of Pay Estimate No. 2 and Final in the amount of \$5,835.46 payable to CDC Maintenance, Inc. and a pay estimate in the amount of \$950.00 payable to Champions Hydro-Lawn, Inc for the seeding of the banks, copies of which are attached. He stated that Cy-Champ Public Utility District will reimburse the District for its portion of the costs in the amount of \$2,603.48 and \$475.00 respectively. He reviewed a proposal from Champions Hydro-Lawn in the amount of \$2,000.00 for erosion control of the banks until the grass is established, a copy of which is attached. He stated that Cy-Champ PUD has agreed to approve the repairs and pay for half of the cost. He responded to Directors' questions regarding the proposal.

ENGINEER'S REPORT

Mr. Joubran next reported that a request for utilities has been received from Morris and Associates on behalf of Brazos Management Enterprises, Inc. to serve a 2.336-acre tract located on Louetta Road in Sterling Gate, Section Two. He stated that a shopping center and 7,900 square-foot restaurant are proposed for development on the tract. He stated that the District has capacity available to serve the tract. He stated that additional information has been requested from Morris and Associates for the utility commitment letter agreement. Mr. Robinson stated that the utility commitment letter agreement will contain a provision requiring execution of a Wastewater Services Contract if dry cleaning or photo processing is performed in the development. Mr. Joubran and Mr. Robinson responded to Directors' questions regarding the proposed development, agreement and contract. No action was necessary for this item.

Mr. Joubran reviewed with the Board a schedule of estimated capital improvement projects and costs projected from the ninth bond issue, a copy of which is attached. No action was necessary for this item.

Following review and discussion, Director Lynch moved that the Board approve the engineer's report as presented, including the pay estimates presented for the rehabilitation of the sanitary sewer trunk lines and for the repair of the twelve-inch water line and trestle, and the proposal from Champions Hydro-Lawn for erosion

control. Director Lawrence seconded the motion, which was approved by unanimous vote.

CONSIDER DEVELOPMENT OF A DISTRICT WEB SITE

The Board concurred to table this item.

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

Director Lynch reported on the operations of the Kleinwood Central Sewage Treatment Plant and the Joint Powers Board meeting. No action was required for this item.

OPERATOR'S REPORT

Ms. Divin reviewed the written maintenance and operations report, builder back charges, and invoices with the Board. A copy of the operator's report is attached. She reported that the one-month accountability for last month was 94.4% and the four-month accountability average was 95.5%. She next reported that 24 termination letters were mailed.

Ms. Divin reviewed a notice of a rate increase from Napco Chemical Company, Inc., a copy of which is attached. She reported that a chart of water and sewer rates of neighboring districts has been prepared and stated that additional information is being obtained. She reported that the Aqua Services offices are moving and that there are no changes to the drop box location, phone and fax numbers or e-mail addresses.

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

CONDUCT HEARING ON TERMINATION OF WATER SERVICE

Ms. Divin 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 Petrick 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 Jackson seconded the motion, which was approved by unanimous vote.

APPROVE AMENDED RATE ORDER AND AUTHORIZE APPROPRIATE ACTION

No action was required for this item.

DISCUSS MATTERS RELATED TO NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY

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

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

Mr. Lawrence reported that he is scheduling a meeting with Champion Forest Fund, Inc. to discuss amending the Lease Agreement. The Board concurred that the only change being requested to the agreement is an extension of the term for the District's right to continue to use the Administrative Building.

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 for payment of the costs and expenses incurred by the District's consultants in the matter of *Yi-Hsien Lin, Tsai Shiu Lin, and Yi-Chang Lin vs. Cypress Forest P.U.D.* He stated that a response was received from B&B offering payment of \$50,000 of the expenses. He stated that the District's actual expenses were closer to \$70,000. The Board discussed possible action items. Following discussion, the Board authorized Mr. Robinson to make an additional request for full payment from B&B and to confer with Director Balog on whether to proceed with filing a complaint with the Texas Department of insurance based on B&B's response to the request.

UPDATE ON PREPARATION OF DISTRICT NEWSLETTER

The Board next discussed preparation of the newsletter. No action was required for this item.

REVIEW ATTORNEY'S CONTRACT AND AUTHORIZE APPROPRIATE ACTION

Mr. Robinson reviewed with the Board the legal fees charged to the District over the prior years and legal budgets of other districts. He stated that no changes to the current attorney's contract are being requested. Following review and discussion, Director Lynch moved that the Board continue to engage ABH under the current

contract without amendment. Director Jackson seconded the motion, which was approved by unanimous vote.

AUTHORIZE DIRECTORS TO ATTEND THE ASSOCIATION OF WATER BOARD DIRECTORS WINTER CONFERENCE

The Board next considered authorizing the Directors to attend the Association of Water Board Directors. Following review and discussion, Director Lynch moved that the Board authorize the Directors to attend the Association of Water Board Directors winter conference. Director Lawrence seconded the motion, which was approved by unanimous vote.

CONVENE EXECUTIVE SESSION, RECONVENE OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION REGARDING THE DEPLOYMENT, OR SPECIFIC OCCASIONS FOR IMPLEMENTATION, OF SECURITY PERSONNEL OR DEVICES

The Board concurred that an executive session was not necessary.

SUCH OTHER MATTERS

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

[SIGNATURE PAGE FOLLOWS]

[SIGNATURE PAGE FOR THE MINUTES OF THE SEPTEMBER 7, 2004 BOARD MEETING]

(SEAL)

Secretary, Board of Directors

ACTION ITEMS

- BKD, LLP to conduct the District's annual audit for fiscal year ending September 30, 2004.
- Republic Waste Services will prepare an amended contract for garbage services.
- Mr. Pedron to forward information regarding pricing per kilowatt hour and terms of the electricity provider contracts, and the electricity provider contracts for review. Mr. Padron stated that he would bring revised proposals to the next regularly scheduled meeting of the Board.
- Bond Logistix, L.L.C. to perform the ten-year and maturity arbitrage rebate analyses of the District's Series 1994B Bonds.
- Mr. Ordeneaux to publish notice of meeting regarding the District's adoption of a proposed tax rate.
- Mr. Joubran to request a storm sewer easement from the developer of the Chateaux Raveneaux Condominiums.
- ABH to draft and forward a letter to Unicorp and Eckerd Drug Store that states if execution of the water line easement is not completed within thirty days, water service to Eckerd Drug Store will be terminated
- ABH to forward a letter to the HCFCD requesting acceptance of the facilities and providing Mr. Joubran's certification that the repairs originally submitted to the District by the HCFCD have been completed, and to request a meeting with the HCFCD if there are any objections.
- Morris and Associates to provide additional information for the utility commitment letter agreement.
- Aqua Services to obtain additional information for the chart of water and sewer rates of neighboring districts.
- Mr. Robinson and Director Lawrence to coordinate on scheduling a meeting with the Champion Forest Maintenance Fund to discuss an agreement for the District's long-term use of the administrative building.
- Mr. Robinson to make an additional request for full payment from B&B and to confer with Director Balog on whether to proceed with filing a complaint with the Texas Department of insurance based on B&B's response to the request

- ABH to prepare the District’s newsletter in coordination with the District’s consultants.
- Mr. Joubran to review the recommendations contained in the Vulnerability Assessment Report prepared by Kimmons & Associates, Inc. to create a prioritized list of the recommendations with corresponding estimated costs.

LIST OF ATTACHMENTS TO MINUTES

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