

MINUTES
CYPRESS FOREST PUBLIC UTILITY DISTRICT

February 2, 2016

The Board of Directors (the "Board") of Cypress Forest Public Utility District, (the "District"), met in regular session, open to the public, on the 2nd day of February, 2016, at the Cypress Forest Public Utility District Administrative Building, 16215 Champion Forest Drive, Spring, Texas 77379, inside the boundaries of the District, and the roll was called of the members of the Board:

Greg DiCioccio	President
Fred P. Jones	Vice President
Thomas J. Petrick	Secretary
David Normand	Assistant Secretary
John N. Parker	Assistant Vice President

and all of the above were present, thus constituting a quorum.

Also present for all or part of the meeting were Harvey Vick; Jim Fryfogle, resident of the District; Kim Shelnett of Myrtle Cruz, Inc.; Esther Flores of Tax Tech, Inc.; Nabil Joubran of Pepe Engineering, Ltd. ("Pepe Engineering"); Andrew Phelps of Environmental Development Partners, LLC; Les Griffith of Champions Hydro-Lawn, Inc.; and Greer Pagan and Justine M. Cherne of Allen Boone Humphries Robinson LLP.

Director DiCioccio called the meeting to order.

PUBLIC COMMENTS

Director DiCioccio opened the meeting to receive public comments. There being no public comments, Director DiCioccio closed the meeting to public comments.

CONSENT AGENDA:

APPROVE MINUTES

FINANCIAL AND BOOKKEEPING, INCLUDING PAYMENT OF BILLS

TAX ASSESSMENT AND COLLECTION, INCLUDING PAYMENT OF BILLS

ENGINEERING, INCLUDING LONG-TERM MAINTENANCE PLAN

OPERATION OF DISTRICT FACILITIES

The minutes of the January 5, 2016, meeting of the Board were previously distributed. Upon a motion made by Director Parker and seconded by Director Jones, the Board voted unanimously to approve the items included on the Consent Agenda. Copies of the bookkeeper's report, tax assessor/collector's report, engineer's report, and operator's report are attached.

ADDITIONAL FINANCIAL AND BOOKKEEPING ACTION ITEMS

Ms. Shelnutt presented and reviewed with the Board two additional checks for payment of meeting expenses and six month's of Administrative Building security monitoring services. She noted a correction made to the consolidated budget spreadsheet. Following review and discussion, Director Petrick moved to authorize execution of the two additional checks as presented. Director Parker seconded the motion, which was approved by unanimous vote.

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") CONFERENCES

Directors DiCioccio and Normand reported on the AWBD winter conference. Following discussion, Director Petrick moved to approve reimbursement of eligible expenses and authorize Directors' attendance at the AWBD summer conference. Director Normand seconded the motion, which was approved by unanimous vote.

HOMEOWNERS ASSOCIATION MATTERS

Directors Petrick and DiCioccio reported on items discussed during the Champion Forest Maintenance Fund's ("HOA") Board of Directors and annual meetings and discussed HOA activities.

GROW NORTHWEST INITIATIVE PARTICIPATION REQUEST

The Board discussed the Houston Northwest Chamber of Commerce's request for the District's participation in the Grow Northwest economic development initiative. Following discussion, Director Normand moved to not participate in the initiative. Director Petrick seconded the motion. Discussion ensued regarding the initiative. Following discussion, the motion failed with Directors Petrick, DiCioccio, and Jones voting against. The Board concurred to remove consideration of the initiative from the Board's meeting agenda.

DEVELOPMENT AND MAINTENANCE OF PARKS AND TRAILS

Director Normand reported on matters related to the development and maintenance of park facilities and trails in Cypress Forest Park, including unauthorized tree pruning activities, installation of four bluebird nesting houses by the Champion Forest Garden Club, and the scheduled repair of ruts. He presented and reviewed with the Board a task order from Summit Landscape Services, Inc. ("Summit") for irrigation and landscaping services and recommended authorizing evaluation of the irrigation system's circuits by an electrician to determine the cause of several non-working controllers. Following review and discussion, Director Normand moved to accept the task order from Summit and authorize evaluation of the irrigation system's circuits by an electrician. Director Petrick seconded the motion, which was approved by unanimous vote.

The Board discussed the Association of Water Board Parks Committee meeting scheduled for February 8, 2016.

PROPOSED DEVELOPMENT PROJECT FOR THE RAVENEAUX COUNTRY CLUB TRACT, INCLUDING ACTIONS RELATED TO THE LEASE AGREEMENT

The Board discussed the status of the proposed development project for the Raveneaux Country Club tract and tree maintenance matters for the leased tract.

ENGINEERING ACTION ITEMS, CONTRACT FOR CONVEYANCE OF WASTEWATER, AGREEMENT FOR RECLAIMED WATER SERVICE, AND RECLAIMED WATER SUPPLY AGREEMENT

Mr. Joubran asked for the Board's assistance with providing a response to a prospective commercial developer's engineer's request for contact information for the HOA's architectural committee.

The Board discussed preparation of a contract by the attorney for Harris County Fresh Water Supply District No. 52 for the proposed permanent transport of sewage flow through the District's sanitary sewer trunk lines and force main located along Champion Forest Drive and Cypresswood Drive to the Kleinwood Regional Wastewater Treatment Plant.

The Board discussed matters related to a proposed effluent reuse treatment facility to be located in the vicinity of the Kleinwood Regional Wastewater Treatment Plant, including a proposed Agreement for Reclaimed Water Service with Raveneaux Country Club and a proposed Reclaimed Water Supply Agreement with Kleinwood Joint Powers Board. Discussion ensued regarding the status of negotiations between the proposed participants in the project, including the Champions Golf Club and the Raveneaux Country Club. Following discussion, the Board concurred that capital contributions or guaranteed take-or-pay contracts from the proposed participants in the project are necessary.

Mr. Joubran reported that Pepe Engineering submitted a proposal to the engineer for Harris County Water Control and Improvement District No. 116 ("No. 116") for conducting a feasibility analysis of the option of No. 116 permanently transporting sewage flow through the District's sanitary sewer trunk lines and force main located along Champion Forest Drive and Cypresswood Drive to the Kleinwood Regional Wastewater Treatment Plant. He stated that No. 116's Board is expected to act on the proposal during its February, 2016 meeting.

ADDITIONAL TAX ASSESSMENT AND COLLECTION ACTIONS

Ms. Flores reported that payment was received for the delinquent taxes owed for recently sold bankrupt properties.

ADDITIONAL DISTRICT FACILITY OPERATIONS ACTION ITEMS

There were no additional District facility operations action items.

CONDUCT HEARING ON TERMINATION OF WATER SERVICE

The Board conducted a hearing on the termination of water service. Mr. Phelps reported that the customers included on the delinquent 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 to explain, contest or declare why the utility service should not be terminated for reason of nonpayment. Following review and discussion, Director Normand moved to terminate the service for the customers on the list in 10 days if the bill is not paid in accordance with the District's Rate Order. Director Petrick seconded the motion, which was approved by unanimous vote.

NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY (THE "NHCRWA")

Mr. Joubran reported on items discussed during the February, 2016 monthly meeting of the NHCRWA.

KLEINWOOD REGIONAL WASTEWATER TREATMENT PLANT

Director DiCioccio discussed the operations and maintenance of the Kleinwood Regional Wastewater Treatment Plant, including completion of the bar screen repair project. He reported that an annual tour of the plant is scheduled in April, 2016.

PUBLIC COMMUNICATIONS

The Board discussed articles for publication in the Champion Forest Women's Club Newsletter.

2016 DIRECTORS ELECTION

Mr. Pagan reviewed an Order Calling Directors Election and discussed procedures related to the District's 2016 Directors Election. He stated that a Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Harris County. Following discussion, Director Jones moved to adopt an Order Calling Directors Election and authorize the Secretary's agent to post, publish and provide a Notice of Election, if required. Director Parker seconded the motion, which was approved by unanimous vote.

MEETING SCHEDULE AND AGENDA

The Board discussed its meeting schedule and items for inclusion on the next meeting agenda and concurred to hold its March 1, 2016, meeting at 5:00 p.m. at the

District's Administrative Building.

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

[SIGNATURE PAGE FOR THE MINUTES OF THE FEBRUARY 2, 2016, BOARD MEETING]



Secretary, Board of Directors



LIST OF ATTACHMENTS TO MINUTES

	Minutes <u>Page</u>
Bookkeeper's Report.....	1
Tax Assessor/Collector's Report.....	1
Engineer's Report.....	1
Operator's Report.....	1