

**MINUTES OF ORGANIZATIONAL MEETING  
OF  
CYPRESS CREEK DRAINAGE IMPROVEMENT DISTRICT**

**JANUARY 31, 2024**

The Board of Directors (the "Board" or "Directors") of Cypress Creek Drainage Improvement District (the "District") met in public session, at 3:00 p.m., at 6827 Cypresswood Drive, Spring, Texas 77379, inside the boundaries of the District, pursuant to notice of said meeting posted in accordance with Chapter 551 of the Texas Government Code; whereupon the roll was called of the members of the Board, to-wit:

Calvin Cobb  
Mark Adam  
Clara Lewis  
Joe Myers  
Barbara Schlattman

All members of the Board were present, thus constituting a quorum. Also attending were: Andrew P. Johnson, III, attorney, and Mirna Croon, paralegal, of Johnson Petrov LLP ("JP"); Alan Black, P.E. of Quiddity Engineering ("Quiddity"); Judge Lincoln Goodwin, Harris County Justice of Peace Precinct 4; and Kay Adam, Carol Cobb, and Emily Lincke, residents of the District.

The meeting was called to order and evidence was presented that public notice of the meeting had been given in compliance with the law.

**ADMINISTER AND EXECUTE OATH OF OFFICE AND STATEMENTS OF APPOINTED OFFICERS**

The Oaths of Office, Statements of Appointed Officers, and Affidavits of Directors for the five (5) Directors were presented to the Board for review and execution. Judge Goodwin then administered the Oath of Office, which states that each Director will execute the duties of director and will, to the best of his/her ability, preserve, protect, and defend the Constitution and laws of the United States. This is the same oath given by all public officials in Texas.

**ORGANIZATION OF THE BOARD AND ELECTION OF OFFICERS**

Mr. Johnson next explained that pursuant to Chapter 49 of the Texas Water Code, the Board must elect officers. Mr. Johnson further explained that most districts elect a President, Vice President, and Secretary. Director Lewis proceeded to nominate the following officers of the Board:

Calvin Cobb	President
Mark Adam	Vice President
Clara Lewis	Secretary
Joe Myers	Director

Barbara Schlattman Director

After full discussion and with all Directors present voting aye, the Board voted unanimously to elect the slate of officers as nominated.

RESOLUTION ESTABLISHING POSTING PLACE FOR NOTICE OF BOARD MEETINGS

The Board next considered adopting a Resolution Establishing Posting Place for Notice of Board of Directors Meetings of the District, which provides that meeting notices will be posted at inside the District at 6827 Cypresswood Drive, Spring, Texas 77379; and at the JP office. A copy of the Resolution is attached hereto as Exhibit "A".

RESOLUTION ESTABLISHING DIRECTOR FEES OF OFFICE AND DISTRICT REIMBURSEMENT POLICY

The Board next considered adoption of a Resolution Establishing Director Fees of Office and District Reimbursement Policy, a copy of which is attached hereto as Exhibit "A-1".

ORDER ESTABLISHING DISTRICT OFFICES AND REGULAR MEETING PLACES OF THE BOARD OUTSIDE THE BOUNDARIES OF THE DISTRICT

The Board next considered adopting an Order Establishing District Offices and Meeting Places of the Board of Directors Outside the Boundaries of the District. After discussion, the Board determined to designate 6827 Cypresswood Drive, Spring, Texas 77379 as the meeting place inside the District, and to also designate the Attorney's office, 2929 Allen Parkway, Suite 3150, Houston, Texas 77019 as a meeting place; to establish its official office of the District at the Attorney's office; and to also designate the Engineer's office as a District office for the purposes of receiving bids and administering construction contracts of the District. A copy of the Order is attached hereto as Exhibit "A-2".

AUTHORIZE EXECUTION AND FILING OF DISTRICT REGISTRATION FORM

The Board next considered authorizing the preparation, execution and filing of a District Registration Form (the "Registration Form"). Mr. Johnson explained that the Registration Form would be filed with the TCEQ to record the Directors' appointments, District's consultants and the organization of the Board.

ADOPT DISTRICT SEAL

Mr. Johnson stated that the Board must adopt a seal for the District, which is required pursuant to Section 49.061 of the Texas Water Code, as amended (the "Water Code").

ADOPT RESOLUTION ADOPTING FISCAL YEAR END

Mr. Johnson then introduced a Resolution Adopting Fiscal Year End. Mr. Johnson stated that Section 49.158 of the Water Code, as amended, requires that the Board establish a fiscal

year. He recommended the Board designate January 1 through December 31 the District's fiscal year. A copy of the Resolution is attached hereto as Exhibit "A-3".

RESOLUTION ADOPTING POLICIES FOR CAPITALIZATION AND DEPRECIATION OF DISTRICT ASSETS

Mr. Johnson next recommended that the Board adopt a depreciation policy in which the years of useful life are assigned to the District's assets and a capitalization threshold is specified for additions to the District's asset base as required by GASB 34 preemptively, even though the District does not yet have assets. Mr. Johnson then presented a Resolution Adopting Policies for Capitalization and Depreciation of the District's Assets (the "Resolution") for the Board's approval, a copy of which is attached hereto as Exhibit "A-4".

RESOLUTION DESIGNATING AGENT FOR ISSUANCE OF NOTICE TO PURCHASER AND EXECUTE SAME

Mr. Johnson then presented a Resolution Designating Agent for Issuance of Notice to Purchasers and explained to the Board that Section 49.452 of the Water Code, as amended, requires a seller of land within the boundaries of the District to notify a purchaser of land in the District that the property is located within the District's boundaries, a copy of which is attached hereto as Exhibit "A-5".

AUTHORIZE FILING OF DISTRICT INFORMATION FORM

Mr. Johnson next presented a District Information Form, a copy of which is attached hereto as Exhibit "A-6".

ADOPT ORDER ESTABLISHING RULES, POLICIES, AND CODE OF ETHICS FOR THE INVESTMENT OF DISTRICT FUNDS AND REVIEW OF INVESTMENTS;

Mr. Johnson reviewed the Order Establishing Rules, Policies, and Code of Ethics, a copy of which is attached hereto as Exhibit "A-7".

ADOPT ORDER ESTABLISHING A RECORDS MANAGEMENT PROGRAM AND DESIGNATING A RECORDS MANAGEMENT OFFICER

Mr. Johnson next submitted an Order Establishing a Records Management Program and Designating a Records Management Officer to the Board for consideration, a copy of which is attached hereto as Exhibit "A-8". Mr. Johnson stated that the Order provides for the records of the District to be managed at the office of the District, such office being the Attorney's office, designates the Attorney as the District's Records Management Officer.

Upon motion by Director Lewis, seconded by Director Schlattman, after full discussion and with all Directors present voting aye, the Board approved the following:

- a. Resolution Establishing Posting Place for Board Meetings;

- b. Resolution Establishing Director Fees of Office and District Reimbursement Policy;
- c. Order Establishing District Offices and Designating District Meeting Places Inside and Outside the District and authorize publication of notice of same;
- d. Authorize execution and filing of District Registration Form with the Texas Commission on Environmental Quality, as required;
- e. District Seal;
- f. Resolution Adopting Fiscal Year;
- g. Resolution Adopting Policies for Capitalization and Depreciation of District Assets;
- h. Resolution Designating Agent for Issuance of Notice to Purchasers;
- i. Execute District Information Form/Notice to Purchasers;
- j. Order Designating Investment Officer and Establishing Rules, Policies, and Code of Ethics for the Investment of District Funds and Review of Investments; and
- k. Order Establishing a Records Management Program and Designating a Records Management Officer;

#### DISTRICT FUNDING, INCLUDING GRANTS AND DONATIONS

Mr. Black introduced himself and discussed grant funding opportunities through the Federal Emergency Management Agency ("FEMA") and Harris County. He proposed the District pursue the fully County-funded Harris County Hazardous Plan grant funding.

Next, Director Cobb updated the Board on his meeting with the Harris County Flood Control District regarding its drainage plans for the Cypress Creek Watershed.

Subsequently, upon Director Adam's motion, seconded by Director Myers, after full discussion with all Directors voting aye, the Board: (i) authorized Quiddity to act as the District's agent related to governmental funding opportunities; (ii) authorized Quiddity to submit an application for the Harris County Hazardous Plan grant; and (iii) authorized the President to execute a Letter of Intent for Harris County grant opportunities, once available.

#### DISCUSS AND APPROVE ALL ACTIONS TAKEN AND EXPENDITURES MADE BY JP IN CONNECTION WITH THE CREATION OF THE DISTRICT

Mr. Johnson then reviewed the actions taken and expenditures made by JP in connection with the creation of the District. Upon motion by Director Lewis, seconded by Director Cobb, after full discussion and with all Directors present voting aye, the Board voted unanimously to ratify all actions taken and expenditures made by JP in connection with the creation of the District.

ENGAGEMENT OF CONSULTANTS FOR THE DISTRICT

Upon motion by Director Lewis, seconded by Director Schlattman, after full discussion and with all Directors present voting aye, the Board engaged JP as the District's attorney; and Quiddity as the District's engineer.

CITY OF HOUSTON APPLICATION FOR CONSENT TO CREATION OF THE DISTRICT

Upon motion by Director Schlattman, seconded by Director Myers, after full discussion and with all Directors present voting aye, the Board (i) authorized JP to complete the City of Houston creation application the District's behalf; and (ii) appointed Directors Adam and Myers to a committee tasked with working with Quiddity and HCFCD to obtain a legal description for the District, as well as any other documents needed to finalize the City of Houston consent application.

There being no further business to come before the Board, the Board concurred to adjourn the meeting at 4:23 p.m.

(EXECUTION PAGE FOLLOWS)

PASSED, APPROVED AND ADOPTED this 19 of March 2024.

  
Secretary, Board of Directors

"A"	Resolution Establishing Posting Place for Board Meetings;
"A-1"	Resolution Establishing Director Fees of Office and District Reimbursement Policy;
"A-2"	Order Establishing District Offices and Designating District Meeting Places Inside and Outside the District and authorize publication of notice of same;
"A-3"	Authorize execution and filing of District Registration Form with the Texas Commission on Environmental Quality, as required;
"A-4"	Resolution Adopting Fiscal Year;
"A-5"	Resolution Adopting Policies for Capitalization and Depreciation of District Assets;
"A-6"	Resolution Designating Agent for Issuance of Notice to Purchasers; Execute District Information Form/Notice to Purchasers;
"A-7"	Order Designating Investment Officer and Establishing Rules, Policies, and Code of Ethics for the Investment of District Funds and Review of Investments;
"A-8"	Order Establishing a Records Management Program and Designating a Records Management Officer;