

**THE STATE OF TEXAS**

**COUNTY OF HARRIS**

On the 17<sup>th</sup> day of August, 2021, the Crosby Municipal Utility District held a teleconference meeting of the Board of Directors at the office of the District at 103 W. Wahl St., Crosby, Texas with the following members present:

Steve Schreiber – President  
Eddie Foster – Vice President  
Donna Davenport – Treasurer  
Wesley Zarsky – Secretary  
Diane Feland – Asst. Secretary

Visitors: Chris Wallace, Beth McCormack, Debbie Roberts, Teague Harris, Dawn Muth, Andy Cepeda with Castlerock Homes.

Visitor Via Phone: JoAnn Matthiesen

Meeting was called to order at 5:30 p.m. by Steve Schreiber.

Prayer

Steve Schreiber opened the meeting with a prayer.

I. Approve Minutes

**A motion was made by Wesley Zarsky and seconded by Eddie Foster to approve the minutes.**

**Diane – Aye**

**Donna – Aye**

**Wesley – Aye**

**Eddie - Aye**

**Motion Carried Unanimously.**

II. Citizen's presentations and requests to address the Board of Directors and take necessary action granting connections for utility commitments and billing adjustments.

a. Teague Harris Introduced Andy Cepeda with Castlerock Homes.

III. New Business

a. Review Code of Ethics and Travel, Professional Services and Management Policies.

**Tabled to allow workshop meeting with Steve Schreiber and Diane Feland on August 25<sup>th</sup>, 2021.**

#### IV. Old Business

- a. Ratify hiring of website designer.

**A motion was made by Wesley Zarsky and seconded by Eddie Foster to  
To ratify the hiring of website designer, The Texas Network.**

**Diane – Aye**

**Donna – Aye**

**Wesley – Aye**

**Eddie - Aye**

**Motion Carried Unanimously.**

- b. Discuss possible Maintenance Tax and take any necessary action.

JoAnn Matthiesen discussed with the board about setting an election for May 7<sup>th</sup>, 2022 to vote on a maintenance tax of possible 25¢.

**A motion was made by Wesley Zarsky and seconded by Eddie Foster to  
Set an election date of May 7<sup>th</sup>, 2022 to vote on a maintenance tax of 25¢.**

**Diane – Aye**

**Donna – Aye**

**Wesley – Aye**

**Eddie - Aye**

**Motion Carried Unanimously.**

#### V. Tax Assessor/Collector's Report

Dawn Muth went over the report.

Next month to set Tax Rate

#### VI. Attorney's Report

- a. JoAnn Matthiesen discussed the Texas Governor's orders have expired and Telecommunication meetings will no longer be allowed as of Sept 1, 2021.

#### VII. Engineer's Report

Engineering matters and capital improvement projects, including authorize design, approve plans and specifications, approve easements, authorize advertisement for bids, review bids and approve award of contract, approve estimates, time extensions and change orders, and final acceptance, as appropriate, for the following:

- a. Harris County Community Development Grants
- b. TCEQ Bond Application No 8 Series 2021
- c. Rate Order Plumbing Code Matters
- d. Surface Water Treatment Plant Expansion
- e. SWTP East Site: Sludge Disposal Relocation
- f. Replace 6" Water Line with 12" Water Line in FM 2100 (Kennings to Church)
- g. 12" Water Line Loop to Pecan Estates
- h. Phase 4 Sanitary Sewer Rehabilitation

- i. Future Lift Station and Force Main to serve US 90 and Krenek
- j. Pin Oak Lift Station Upgrade
- k. Pecan Estates Force Main and Gravity Sewer, Phase 2
- l. Crosby Park Village Residential Development
- m. Request for Service Commitments, Plan Reviews and Annexations

Teague Harris went over his report and recommended the Board's approval on the following items:

1. Surface Water Treatment Plant Expansion (JTR Constructors, Inc. \$31,117,338)

- a. Recommend payment to JTR Constructors for Pay Application No. 18 in the amount of \$41,512.90 this meeting.

**Motion was made by Diane Feland and Seconded by Donna Davenport to make recommended payment to JTR Constructors in the amount of \$41,512.90.**

**Eddie Foster – Aye**

**Wesley Zarsky – Aye**

**Diane Feland – Aye**

**Donna Davenport - Aye**

**Motion Carried Unanimously.**

2. Pecan Estates Section 2 Water Sewer and Drainage (WS&D) (32 Acres, 69 Lots)

Castlerock Communities is routing the Section 2 WS&D plans for agencies review and approval.

Castlerock requests the Board's concurrence to begin advertisement for bids for the Section 2 WS&D construction.

**Motion was made by Diane Feland and Seconded by Donna Davenport to give the concurrence to begin advertisement for the bids for Section 2 WS&D construction.**

**Eddie Foster – Aye**

**Wesley Zarsky – Aye**

**Diane Feland – Aye**

**Donna Davenport - Aye**

**Motion Carried Unanimously.**

3. Pecan Estates Section 3 Water Sewer and Drainage (WS&D) (36Acres, 161 Lots)

Castlerock Communities is routing the Section 3 WS&D plans for agencies review and approval.

Castlerock requests the Board's concurrence to begin advertisement for bids for the Section 3 WS&D construction.

**Motion was made by Diane Feland and Seconded by Donna Davenport to give the concurrence to begin advertisement for the bids for Section 3 WS&D construction.**

**Eddie Foster – Aye**

**Wesley Zarsky – Aye**

**Diane Feland – Aye**

**Donna Davenport - Aye**

**Motion Carried Unanimously.**

VIII. Office Manager's Report

N/A

IX. Utility Manager's Report

Chris Wallace gave report that there were power issues at the water plant and he was currently working with Centerpoint Energy and Roy Lackey to resolve the issues. Mr. Lackey was also in contact with Centerpoint Energy.

X. Treasurer's Report

a. Approve customer write offs

**Tabled until further notice**

b. Approve Quarterly Investment Reports

N/A

c. Approval Financial Statements

**A motion was made by Wesley Zarsky and seconded by Diane Feland to approve the Financial Statements.**

**Eddie Foster – Aye**

**Wesley Zarsky – Aye**

**Diane Feland – Aye**

**Donna Davenport - Aye**

**Motion Carried Unanimously.**

XI. Recess into Executive Session according to the Texas Government Code

Section 551.074(a) regarding personnel matters and/or Section 551.071

Consultation with attorney pending or contemplated litigation

N/A

XII. Reconvene into Regular Session

N/A

XIII. Consider and take necessary action on the result of the Executive Session

N/A

XIV. Adjournment

**A motion was made by Wesley Zarsky and seconded by Donna Davenport to adjourn at 6:40 p.m.**

**Eddie Foster – Aye**

**Wesley Zarsky – Aye**

**Diane Feland – Aye**

**Donna Davenport - Aye**

**Motion Carried Unanimously.**



Steve Schreiber, President

ATTEST: DR



Wesley Zarsky, Secretary