

## THE STATE OF TEXAS

### COUNTY OF HARRIS

On the 18th of May, 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, Crosby, Texas with the following members present or participating by phone:

Steve Schreiber – President  
Donna Davenport – Treasurer  
Eddie Foster – Secretary – Vice Present  
Wesley Zarsky – Director -Secretary  
Diane Feland – Director – Assistant Secretary

**Visitors present:** Beth McCormack, Chris Wallace, Kristie Wenzrel, Teague Harris and Dawn Muth, JoAnn Matthiesen

Meeting was called to order at 5:30 p.m. by Eddie Foster

Eddie Foster opened the meeting with a prayer.

#### I. Approve Minutes

**A motion was made by Donna Davenport and seconded by Wesley Zarsky to approve the minutes.**

**Motion carried.**

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

**No citizen presentation**

#### III. New Business

a. Discuss and approve the Audit for the fiscal year ending December 31<sup>st</sup>, 2020.

**Table**

b. Discuss request for Customer bill adjustment and take necessary action will be discussed in **Executive session**

#### IV. Old Business

N/A

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

Dawn Muth went over the report.

VI. Attorney's Report

- a. Discuss letter to Harris County regarding grant and take any necessary action  
**Not required**

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. SWTP East site: Sludge Disposal
- b. Surface Water Treatment Plant Expansion
- c. Replace 6" Water Line with 12" Water Line in FM 21 (Kennings to Church)
- d. Installation of antenna & software for radio meter reading
- e. Phase 4 Sanitary Sewer Rehab
- f. Future Lift Station and Force Main to serve US 90 and Krenek
- g. Pin Oak Lift Station Upgrade Evaluation
- h. Pecan Estates Residential Development, including internal Water, Sanitary Sewer . Storm Sewer, Stormwater Detention, and offsite water and Sanitary Sewer Facilities
- i. Crosby Park Village Residential Development
- j. Harris County Community Development Grants
- k. Request for Service and Annexations

Teague Harris went over his report and recommended the Board's approval on The following item

1. Approval of payment to JTR Contractors for pay application No.16 in the amount of \$155,489.06 for work completed through April 25<sup>th</sup>, 2021.

**A motion was made by Wesley Zarsky and seconded by Donna Davenport to pay JTR Constructors of pay application No. 16.  
Motion carried.**

Award Underground Construction Solutions as low bidder for the amount of \$9,11282.00.

**Motion made by Wesley Zarsky and seconded by Donna Davenport to approve and award Construction Solutions as low bidder for the amount of \$911,282.00.**

**Motion carried.**

VIII. Office Manager's Report

No report.

IX. Utility Manager's Report

Chris Wallace informed the board that Pecan Estates is wanting to put in a splash pad and wants to know what amount of deposit should we charge them. Chris suggested \$1200.00. Wesley suggested 10% of what the tap fees are which would make the deposit \$1500.00.

**A motion was made by Wesley Zarsky and seconded by Diane Feland to approve the \$1500.00 deposit for Pecan Estates Splash Pad and to also form a committee to go over the rates.**

**Motion carried.**

X. Treasurer's Report

a. Approve customer write offs

**JoAnn advised the board that a letter was sent out to Wendys.**

**A motion was made by Wesley Zarsky and seconded by Diane Feland to approve write offs but table KMCO's and Wendy's.**

**Motion carried.**

b. Approve quarterly investment reports

N/A

c. Approve Financial Report

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

**Motion carried.**

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 regarding pending or contemplated litigation  
**Board recessed into Executive Session at 6.17 p.m.**

XII. Reconvene into Regular Session

**Reconvened into Regular Session at 6:35 p.m.**

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

**A motion was made by Wesley Zarsky and seconded by Eddie Foster to Appoint JoAnn Matthiesen to prepare and send a letter.**

**Motion carried.**

XIV. Adjournment

**A motion was made by Wesley Zarsky and seconded by Diane Feland to  
to adjourn at 6:35 p.m.**

**Motion carried.**

  
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Eddie Foster, Vice President

ATTEST: krw

  
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Donna Davenport, Treasurer