

## THE STATE OF TEXAS

### COUNTY OF HARRIS

On the 21st day of June, 2022, the Crosby Municipal Utility District held a regular 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	Present
Eddie Foster –	Vice President	Present
Donna Davenport-	Treasurer	Present
Wesley Zarsky-	Secretary	via phone
Diane Feland-	Asst. Secretary	Present

**Visitors present:** Beth McCormack, Kristie Wenzrel, Chris Wallace, Teague Harris, JoAnn Matthiesen, Dawn Muth, Sterling Dodd, Matt Frederick, Clayton R. Hagerman

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

**Prayer:** Steve Schreiber opened the meeting with a prayer.

- I. Approve minutes  
**A motion was made by Donna Davenport and seconded by Eddie Foster 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.
  - a. M. J. Ned – Representative of Simple Options Agency- would like to address the Board about Retirement plan benefits.  
**Not present.**
- III. New Business
  - a. Review preliminary cost summary, cost flow and bond issue size for Defined Area 1 and approve same  
**A motion was made by Eddie Foster and seconded by Diane Feland to approve the review of preliminary cost summary, cost flow and bond issue size for Defined Area 1.**  
**Motion carried.**
  - b. Review and approve defined area plan, tax plan and cost summary for Defined Area 2.  
**Table until July 12<sup>th</sup>'s meeting.**

- c. Discuss possible bond election or maintenance tax election and take any necessary action.  
**A motion was made by Eddie Foster and seconded by Donna Davenport to move forward with the maintenance tax election.**  
**Motion carried.**
- d. Discuss and take action on Gated Rental annexation of the Maxwell Tract.  
**A motion was made by Eddie Foster and seconded by Diane Feland to move forward with the annexation of the Gated Rental on the Maxwell Tract.**  
**Motion carried.**
- e. Consider and act on amending Budget  
**A motion was made by Diane Feland and seconded by Eddie Foster to approve the amended budget.**  
**Motion carried.**
- f. Discuss and approve the Property and Liability Insurance proposal from TML/Harco  
**A motion was made by Eddie Foster and seconded by Donna Davenport to approve the proposal from TML/Harco for Property and Liability Insurance as presented.**  
**Motion carried.**

#### IV. Old Business

- a. Ratify approval of minutes of May 31<sup>st</sup>, 2022  
**A motion was made by Donna Davenport and seconded by Eddie Foster to approve the ratification of May 31<sup>st</sup>, 2022's minutes.**

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

- Dawn Muth went over her report with board.  
Dawn Muth went over her request for rate increase for her services and requested this to be added to the next agenda.  
Joe Morrow advised the board to think about a Bond issue.  
**A motion was made by Donna Davenport and seconded by Eddie Foster to Approve the Tax assessor's report.**  
**Motion carried.**

#### VI. Attorney's Report

- a. Approve notice of revised Rate Ordinance and publication of same.  
**A motion was made by Eddie Foster and seconded by Donna Davenport to approve the revised Rate Ordinance and publication.**  
**Motion carried.**
- b. Review and approve paragraph for website re SJRA fee  
**A motion was made by Donna Davenport and Diane Feland to approve paragraph for the website re SJRA fee with revisions.**  
**Motion carried.**

## VII. Engineer's Report

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

- a. Harris County Community Development Grants
- b. Rate Order Plumbing Code Matters
- c. Surface Water Treatment Plant Expansion including Contract Time Study
- d. SWTP East Site: Sludge Disposal Relocation
- e. FM 2100 12" Water Line Replacement Kennings to Cuve
- f. 12" Water Line Loop to Pecan Estates
- g. 12" and 8" Water Line from Live Oak to Max Capital 15.1 Acre Tract
- h. Phase 4 Sanitary Sewer Rehabilitation
- i. Lift Station Upgrades: Crosby Dayton LS and Pin Oak LS
- j. Future Force Main in CenterPoint Corridor to serve US 90 and Krenek Area
- k. TX Dot FM 2100 Relocation of 12" Sanitary Sewer north of Hare Rd
- l. Pecan Estates Force Main and Gravity Sewer
- m. In-District and Defined Area Developments Status including Request for Service Commitments and Site Plan Reviews
- n. Out of District Request for Annexation and Service including Annexation Feasibility Reports and Related Agreements, Utility Extensions, and Creation of Defined Area
- o. Defined Area 1 Bond Issue 1 Application to TCEQ

We recommend Board approval of a water and sewer commitment letter for a 4 unit mobile home park with standard District conditions as a commercial account.

**A motion was made by Eddie Foster and seconded by Diane Feland to approve a commitment letter for water and sewer for a 4 unit mobile home park with standard District conditions as a commercial account.**

**Motion carried.**

We recommend Board approval to issue water and sewer commitments to the 5 lots located on Second Street in the Jackson Bayou neighborhood.

**A motion was made by Eddie Foster and Diane Feland to approve water and sewer commitments to the 5 lots located on Second Street in the Jackson Bayou neighborhood.**

**Motion carried.**

## VIII. Office Manager's Report

Beth McCormack had emailed the Office Manager's report to the board before the meeting. Beth also advised the board that she was working on the message on the back of the bills.

**IX. Utility Manager's Report**

Chris Wallace advised the Board that the motor on the clarifier was ordered and was due for delivery in August but decided to have it expedited for \$3,000 and will get it by Friday. Also, meters are back in production. Chris also hired a new employee, Rickey.

**X. Treasurer's Report**

**a. Approve Financial Statements.**

**A motion was made to approve financial statements by Diane Feland and seconded by Eddie Foster.**

**Motion Carried**

**b. Approve Customer Write Offs**

**A motion was made by Eddie Foster and seconded by Diane Feland to approve the write offs with the exception of KMCO's accounts.**

**Motion Carried**

**c. Approve quarterly investment reports**

**N/A**

**XI. Convene in executive session to discuss personnel matters pursuant to Section 551.074 of the Texas Government Code, 551.072 regarding real property, Section 551.071 of the Texas Government Code for the consultation with Attorney for pending or contemplated litigation, and Section 551.076 of the Texas Government Code regarding security**

A motion was made by Eddie Foster and seconded by Diane Feland to convene into executive session at 6:45 p.m.

**Motion carried.**

**XII. Reconvene into regular session**

A motion was made by Donna Davenport and seconded by Eddie Foster

**N/A**

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

**N/A**

**JoAnn Matthiesen stated that the Board could raise the mileage reimbursement to \$ .62.5 effective today.**

#### **XIV. Adjournment**

Pursuant to V.T.C.A., Government Code, Sections 551.071, 551.072, 551.074 and 551.076 the Board of Directors may convene in closed session to discuss matters relating to pending or contemplated litigation, personnel matters, security, or real estate transactions.

A motion was made by Diane Feland and seconded by Eddie Foster to adjourn at 6:41 p.m.

**Motion carried.**

ATTEST: K.W.



Diane Feland, Assistant Secretary



Steven Schreiber, President