

## THE STATE OF TEXAS

### COUNTY OF HARRIS

On the 21st day of November 2023, 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:

<b>Steve Schreiber –</b>	<b>President</b>	<b>Present</b>
<b>Eddie Foster –</b>	<b>Vice President</b>	<b>Absent</b>
<b>Donna Davenport-</b>	<b>Treasurer</b>	<b>Present</b>
<b>Wesley Zarsky-</b>	<b>Secretary</b>	<b>Present</b>
<b>Diane Feland-</b>	<b>Asst. Secretary</b>	<b>Present</b>

**Visitors present:** Beth McCormack, Shari Sumner, Chris Wallace, Dawn Muth, Chad Abram, JoAnn Matthiesen, Isabel Londrigan

**Meeting was called to order at 4:01p.m. by Steve Schreiber.**

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

#### **I. Approve minutes**

Wesley Zarsky made a motion to approve the minutes and Diane Feland seconded the motion.

**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.**

N/A

#### **III. Old Business**

a. Hear presentation from DR Horton regarding proposed annexation and Defined Area 3 and take any necessary action.

DR Horton was not present

b. Review employee evaluations and take any necessary action.

Discussed in Executive Session

#### **IV. New Business**

a. Consider and act on opening new bank account for Defined Area 2 M&O

Wesley Zarsky made a motion to open a Maintenance and Operations bank account for Defined Area 2 and a Debt Service Fund account for the District. Donna Davenport seconded the motion.

**Motion Carried**

b. Consider and act on Always Market Contribution Agreement

A motion was made by Wesley Zarsky and seconded by Diane Feland to approve contribution agreement from Always Market in the amount of \$25,000 towards 12" line on Hare Rd.

Motion Carried

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

Dawn Muth went over her report with the Board of Directors.

## **VI. Attorney's Report**

N/A

## **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. Capital Improvement Plan (CIP)
- b. Harris County Community Development Grants
- c. Rate Order matters including water and sewer rate study matters
- d. Surface Water Treatment Plant Expansion including Contact Time Study
- e. SWTP East Site: Sludge Disposal Relocation Facilities
- f. 12" Water Line loop to Pecan Estates
- g. Lift Station Upgrades: Pin Oak LS
- h. Future Force Main in CenterPoint Corridor to serve US 90 and Krenek Area
- i. Pecan Estates phase 2 force main extension and gravity sewer
- j. In-District and Defined Area Developments Status including Request for Service Commitments and Site Plan Reviews
- k. Out of District Request for Annexation and Service including Annexation Feasibility Reports and Related Agreements, Utility Extensions, and Creation of Defined Area
- l. HCMUD No. 560 Interconnect
- m. 10 inch Sanitary Force Main and 12 inch Water line Extension serving Cedar Pointe (Defined Area 2)
- n. Sanitary Sewer Lift Station serving Cedar Pointe (Defined Area 2)

**Engineers, Chad Abram and Isabel Londrigan went over their report with Board of Directors.**

A motion was made by Wesley Zarsky and seconded by Diane Feland to approve Utility Commitment Letter for Mr. Martinez at 221 Spence Ln.

**Motion Carried**

## **VIII. Office Manager's Report**

Beth McCormack went over her report with the Board of Directors.

## **IX. Utility Manager's Report**

Chris Wallace emailed his report to the Board of Directors

## **X. Treasurer's Report**

- a. Approve Financial Statements.

A motion was made to approve financial statement by Wesley Zarsky and seconded by Diane Feland

**Motion Carried**

- b. Approve Customer Write Offs

A motion was made by Wesley Zarsky and seconded by Diane Feland to table KMCO and approve the other write offs.

**Motion Carried**

- XI.** Convene in executive session to discuss personnel matters pursuant to Section 551.074 of the Texas Government Code, 551.072 regarding 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 Wesley Zarsky to convene into Executive Session at 4:42pm and seconded by Donna Davenport.

**Motion Carried**

- XII.** Reconvene into regular session.

A motion was made by Wesley Zarsky and seconded by Donna Davenport to reconvene into regular session at 4:50pm

**Motion Carried**

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

Wesley Zarsky made a motion to give a 4% cost of living raise to all employees, who have been employed with CMUD for at least one year. Any employees whom have not been employed for at least one year with CMUD will receive a gift card in the amount of \$250. Donna Davenport seconded the motion.

**Motion Carried**


- XIV. Adjournment**

A motion was made by Wesley Zarsky and seconded by Diane Feland to adjourn at 4:52pm.

**Motion Carried.**

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.

**ATTEST: S.S.**

  
Wesley Zarsky, Secretary

  
Steven Schreiber, President