

## THE STATE OF TEXAS

### COUNTY OF HARRIS

On the 20th day of February 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>Present</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, JoAnn Matthiesen, Chad Abram, Isabel Londrigan, Michael Foley and Brian Jarrard with Riverway Properties

**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 Eddie Foster seconded the motion.

**Motion carried.**

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

a. Consider request from Sleep Inn Hotel and take any necessary action.

Sleep Inn was not present- N/A

b. Riverway Properties spoke with the Board, about a feasibility study from Engineer.

Attorney and Engineer will be working together on the feasibility study once

Riverway Properties completes the application for water and sewer services. They will also need to pay the application fee.

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

N/A

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

N/A

#### **V. Tax Assessor**

Dawn Muth went over her report with the Board of Directors and explained the 20% penalty/collection fee

A motion was made by Wesley Zarsky and seconded by Eddie Foster to approve the renewal of the 20% penalty/collection fee that goes to property tax attorney.

**Motion Carried**

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

- a. Discuss the District's exemptions and take any necessary action.

A motion was made by Wesley Zarsky and seconded by Eddie Foster to make no changes to exemptions.

**Motion Carried**

- b. Ratify execution of CDBG Agreement regarding SWTP facilities Improvements Projects.

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

Isabel Londrigan went over Engineer's report with the Board of Directors.

A motion was made by Wesley Zarsky and seconded by Eddie Foster to approve Public Advertisements of Bids on the SWTP Sludge Treatment and Disposal project.

**Motion Carried**

A motion was made by Wesley Zarsky and seconded by Donna Davenport to table the revised Utility Commitment Letter for Gurwinder Singh 55 unit RV park.

**Motion Carried**

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

Beth McCormack emailed her report to the Board of Directors.

**No Action**

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

Chris Wallace emailed his report to the Board of Directors

**No Action**

**X. Treasurer's Report**

**a. Approve Financial Statements.**

A motion was made to approve financial statement by Wesley Zarsky and seconded by Eddie Foster

**Motion Carried**

**b. Approve Customer Write Offs**

A motion was made by Wesley Zarsky and seconded by Eddie Foster to approve write offs and to Table KMCO write off.

**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**

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 Diane Feland to adjourn at 4:38pm.

**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**



**Steve Schreiber, President**