

THE STATE OF TEXAS

COUNTY OF HARRIS

On the 17th day of March 2020, the Crosby Municipal Utility District held a regular meeting of the Board of Directors at the office of the District at 103 W. Wahl, Crosby, Texas with the following members present:

Steve Schreiber – President
William Wilkinson – Vice President - Absent
Wesley Zarsky – Treasurer
Eddie Foster – Secretary - Absent
Donna Davenport – Asst. Secretary

Visitors present: Beth McCormack, Debbie Roberts, Chris Wallace, JoAnn Matthiesen, Teague Harris, and Dawn Muth.

Meeting was called to order at 5:33 p.m. by Steven Schreiber.

Prayer

Steven Schreiber opened the meeting with a prayer.

I. Approve Minutes

A motion was made by Wesley Zarsky and seconded by Donna Davenport 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 Report

III. New Business

a. Consider and act on approving the Amended Investment Policy – Tabled

b. Discuss Code of Ethics and Take any Necessary Action –

1. Lodging/Meals should be paid for on credit card. No alcohol is allowed or charge will be voided and member responsible for charges.
2. Must turn in receipt within 60 days of charges or member must reimburse charges.

3. If member signs up for class and doesn't attend, the member must reimburse the district for cost of class.
4. Any employee who resides in the 77532 Zip Code will receive a .25 pay increase.

A motion was made by Donna Davenport and seconded by Wesley Zarsky to approve the amendments to the Code of Ethics for the District.

Motion carried.

IV. Old Business

N/A

V. Tax Assessor/Collector's Report

Dawn Muth went over the report.

- a. 88.54% of 2019 taxes have been collected.
- b. \$28315.80 in Payments in Lieu of Taxes have been collected and a check will be cut to the O & M fund.
- c. She is working to improve the website.

VI. Attorney's Report

JoAnn Matthiesen went over report.

- a. All employees and directors are required to take Cyber Security class by June 2020.
- b. Exception to opening meetings – we can meet via Teleconference. Will need a dial in number, Public is may come to meeting. Speakers must state their name when speaking.

VII. Engineer's Report

Teague Harris went over his report with the Board.

A motion was made by Donna Davenport and seconded by Wesley Zarsky to release payment to JTR Constructors for \$46,712.30 for Pay App #2. Motion Carried

A motion was made by Donna Davenport and seconded by Wesley Zarsky to release payment to Weisinger Water Well for \$8,700.00 to remove pump, motor and column pipe, take to shop, inspect, and prepare a letter report of their findings. Motion Carried.

A motion was made by Donna Davenport and seconded by Wesley Zarsky to release payment to C-C Water Services for \$61,266.50 to furnish and install the new water well pump, motor and column pipe replacement. Motion Carried.

A motion was made by Donna Davenport and seconded by Wesley Zarsky to release payment to Neil Technical Services for \$9,450.00 to furnish and install the well motor soft start. Motion carried.

VIII. Office Manager's Report

Beth discussed the following:

- a. Harris County Judge's orders of no water shut offs and waiving all late fees for the month of April due the the Corona Virus Pandemic.
- b. Keeping office doors locked to customers and only allowing online and dropbox payments. Notices posted for public.

IX. Utility Manager's Report

No Report

X. Treasurer's Report

- a. Approve customer write offs

A motion was made by Wesley Zarsky and seconded by Donna Davenport to approve the customer write offs.

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 pending or contemplated litigation

N/A

XII. Reconvene into Regular Session

N/A

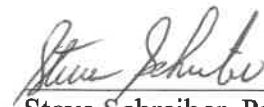
XIII. Consider and take necessary action on the result of the Executive Session

N/A

XIV. Adjournment

A motion was made by Donna Davenport and seconded by Wesley Zarsky to to adjourn at 6:12 p.m.

Motion carried.


Steve Schreiber, President

ATTEST: DR


Wesley Zarsky, Secretary