

NORTH COLLIN SPECIAL UTILITY DISTRICT

P.O. BOX 343 2333 Sam Rayburn Hwy.

MELISSA, TEXAS 75454

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Board of Directors' Meeting

Minutes

November 19, 2020

1. Call to order and Roll Call. President Duke Monson called the meeting to order and declared a quorum to be present with directors Debbie Herbst, Ellen Hartley, Rick Hoenigman and Barbara Wilson present. Others present were General Manager Allen Knight, Office Manager Cynthia Wills, the District's attorney Maria Huynh and visitor Billy Boone.
2. Discuss and approve minutes of previous meeting/s. After discussion, Director Ellen Hartley made a motion to approve the minutes of October 15, 2020 as presented. Director Rick Hoenigman seconded the motion and it passed unanimously.
3. Hear public comments. (The NCSUD Board will hear public comments for items not listed on the agenda, but any discussion shall be limited to the item being placed on a future agenda for further consideration or, if appropriate, direct the speaker to District staff for more information. Limit individual comments to three minutes with a maximum of fifteen minutes total for public comments.) There were none.
4. Discuss and accept financial report. The financial report ending October 31, 2020 was presented. After discussion, Director Ellen Hartley made a motion to accept the report as presented. Director Debbie Herbst seconded the motion and it passed unanimously.
5. Discuss and take appropriate action regarding easement/ waterline at 6465 Trinity Falls Pkwy in McKinney, Texas. Allen Knight updated the Board of the circumstances. After discussion, Ellen Hartley made the motion to authorize the District's General Manager to present to the landowner and inform the City of McKinney that the District will install approximately 1,000 LF of new 12" waterline at the location approved by landowner, provided that the landowner grant a new easement to the District and then the District will abandon-in-place the other existing waterlines on the property, and to approve the expenditure of not more than \$70,750 for the new 12" waterline (1,000 LF) on the property if the landowner accepts and provides the new easement. Director Debbie Herbst seconded the motion and it passed unanimously.
6. Discuss and take appropriate action regarding a draft version of Non-Standard Service Agreement for Oxford Place development on CR 412 and CR 409. After discussion, this item was tabled.
7. Discuss and take appropriate action regarding proposed agreement between NCSUD and NTMWD Sister Grove RWRRF. The Board reviewed the revised section in the agreement showing that NCSUD has the responsibility of the design of the 16" and 12" water line. After further discussion, motion was made by Director Ellen Hartley to approve the proposed agreement as revised to include the title company information to be chosen by NTMWD in Section 1.06 of the agreement. Motion was seconded by Director Barbara Wilson and it passed unanimously.
8. Recess into Executive Session in accordance with Section 551.074 of Tex. Gov't Code for purposes of discussing District employees' salaries and bonuses. Recessed the regular session at 8:26 p.m. as announced by President Duke Monson and convened into the Executive Session.
9. Reconvene into Open Session and take any action necessary. Reconvened the regular session at 9:03 p.m. Motion was made by Director Debbie Herbst to implement a salary increase of 3% across the board for all employees beginning January 1, 2021, and award bonuses as discussed in Executive Session to be paid before December 31, 2020. Director Barbara Wilson seconded the motion and it passed unanimously.
10. Discuss and take appropriate action on Resolution No. 2020-002, adopting the District's Annual Budget for the fiscal year beginning January 1, 2021 and ending December 31, 2021; and providing an effective date. General Manager Allen Knight presented the budget documents and after discussion, Director Ellen Hartley made a motion to approve. Director Barbara Wilson seconded the motion and it passed unanimously.

11. Manager's Report, including but not limited to:
 - a. System maintenance and repairs for North Collin SUD and Altoga WSC
General Manager Allen Knight repairs and maintenance of the system. New service applications continue to be requested and installed. Continue to monitor the system and repair leaks.
12. Future agenda items. Item #6 above.
13. Adjournment. President Duke Monson adjourned the meeting at 9:31 p.m.

APPROVED by the Board of Directors of North Collin Special Utility District, Collin County, Texas, on the 21st day of January, 2021.

[District seal]

Ellen Hartley, Secretary/Treasurer

12/31/2020
INCOME STATEMENT
Balance as of December 31, 2020

	Nov-20	Dec-20	YTD	Budget
Water Sales	227,160.05	188,396.90	2,866,118.92	2,300,000.00
Member Deposits	0.00	0.00	600.00	
Capital	2,100.00	6,300.00	52,880.00	
Meter Installations	5,506.09	2,400.00	39,321.09	25,000.00
Tower Rental	5,067.03	3,403.28	38,951.50	35,000.00
Reimbursed Expenses	0.00	0.00	0.00	0.00
Interest Income	8.83	19.09	81.13	500.00
Miscellaneous Income	9,605.00	13,490.88	123,830.57	60,000.00
Transfer of Funds	0.00	0.00	0.00	0.00
Grand Total Sales	249,447.00	214,010.15	3,121,783.21	
Transfer to Altoga WSC	44,025.55	37,958.50	494,708.95	
Net Sales	205,421.45	176,051.65	2,574,194.26	2,420,500.00
Cost of Water	87,712.56	87,714.00	1,052,146.56	1,051,900.00
Gross Profit On Sales	117,708.89	88,337.65	1,574,927.70	1,368,600.00
Alarm System	23.99	125.77	858.50	1,500.00
Automobile Expense	198.77	6,867.62	12,613.38	8,000.00
Bank Charges	250.97	126.21	2,315.45	0.00
Petty Cash	0.00	0.00	0.00	500.00
Credit Card Service Fee	1,279.10	1,304.56	12,884.72	14,000.00
Dues	0.00	9,589.38	23,409.57	20,000.00
Employee 401K	0.00	0.00	9,948.43	12,000.00
Fuel Expense	1,655.69	1,757.82	18,038.79	22,000.00
Insurance	8,198.16	8,312.48	104,461.45	110,000.00
Disability Insurance	159.71	159.71	1,618.29	
Interest Expense	4,572.21	4,565.07	55,246.04	55,300.00
Materials & Supplies	8,175.76	2,891.40	47,373.75	100,000.00
Water Testing	222.68	0.00	1,468.04	1,500.00
Office	0.00	0.00	1,072.00	
Office Expense	5,409.61	5,579.80	76,969.01	90,000.00
Postage & Delivery	0.00	-194.55	-104.63	1,700.00
Printing & Reproduction	0.00	0.00	209.00	1,500.00
Professional Fees - Accounting	150.00	0.00	10,621.00	
Professional Fees - Engineering	2,905.00	600.00	11,558.61	
Professional Fees - Legal Fees	2,335.00	3,491.00	28,167.15	40,000.00
Repairs & Maintenance	2,500.00	3,925.00	26,041.17	30,000.00
Licenses & Permits	0.00	0.00	1,261.50	2,500.00
Conference Fees	199.00	0.00	1,213.00	3,000.00
Refunds	0.00	0.00	0.00	0.00
Reimbursement	0.00	0.00	0.00	0.00
Returned Checks	0.00	0.00	0.00	0.00
Meals, Travel & Entertainment	0.00	0.00	17.06	6,000.00
Telephone	478.69	442.19	4,862.16	12,000.00
Telephone - Mobile	554.91	738.11	7,403.65	0.00
Trash Pickup	68.18	68.18	607.00	550.00
Utilities - Electric	6,668.73	5,238.41	86,066.26	95,000.00
Payroll Expense	67,926.24	39,951.85	499,631.85	498,000.00
Payroll Tax Expense	3,056.32	3,056.32	34,546.45	38,097.00
Total Expenses(less water)	116,988.72	98,596.33	1,080,378.65	1,163,147.00
Grand Total Expenses(with water)	204,701.28	186,310.33	2,132,525.21	2,215,047.00
Net Income	720.17	-10,258.68		
Balances				
Operation	312,846.27	382,282.40		
Capital	156,813.19	144,184.48		
CD	441,913.95	443,042.48		
ICS	23,438.18	0.00		
Total	\$ 935,011.59	\$ 969,509.36		

ORDINANCE NO. 2021-001

AN ORDINANCE OF NORTH COLLIN SPECIAL UTILITY DISTRICT, COLLIN COUNTY, TEXAS (DISTRICT), ORDERING THE DISTRICT'S GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 1, 2021 FOR THE PURPOSE OF ELECTING TWO (2) DIRECTORS AT-LARGE TO THE DISTRICT'S BOARD OF DIRECTORS; PROVIDING FOR APPLICATIONS FOR PLACE ON THE BALLOT; AUTHORIZING THE COLLIN COUNTY ELECTIONS ADMINISTRATOR TO ADMINISTER AND CONDUCT THE GENERAL ELECTION IN ACCORDANCE WITH THE CONTRACT FOR ELECTION SERVICES; APPOINTING THE EARLY VOTING CLERK; DESIGNATING THE LOCATION AND TIME OF EARLY VOTING BY PERSONAL APPEARANCE; PROVIDING FOR APPLICATIONS AND SUBMISSION OF BALLOTS FOR VOTING BY MAIL; PROVIDING FOR VOTING BY PERSONAL APPEARANCE ON ELECTION DAY; PROVIDING FOR OTHER MATTERS IN CONNECTION TO THE GENERAL ELECTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, North Collin Special Utility District, Collin County, Texas (the "District") is a political subdivision of the State of Texas created under the authority of Section 59, Article XVI, Texas Constitution, and operating pursuant to Chapter 65 of the Texas Water Code, among other Texas statutes governing political subdivisions;

WHEREAS, pursuant to Texas Election Code § 3.004, the District's Board of Directors (the "Board") shall order a general election to elect its directors, and the Board may hold an election to elect directors on any date determined by the Board as provided by Texas Water Code § 65.103(d); and

WHEREAS, the Board finds it is convenient, cost effective and in the best interest of the District and its customers, to hold the District's general election on the uniform election date in May of each year and to contract with Collin County Elections Department to administer the election.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF NORTH COLLIN SPECIAL UTILITY DISTRICT AS FOLLOWS:

SECTION 1. ORDER OF ELECTION. A general election is hereby ordered to be held on Saturday, May 1, 2021, for the purpose of electing two (2) directors at-large to the Board of Directors of North Collin Special Utility District (the "General Election").

SECTION 2. APPLICATIONS FOR PLACE ON THE BALLOT. Beginning Wednesday, January 13, 2021, completed applications for a place on the ballot may be mailed to the District at *North Collin SUD, P.O. Box 343, Melissa, Texas 75454*; delivered in person to the District's office, located at *2333 Sam Rayburn Hwy, Melissa, Texas 75454*; or sent via e-mail to *aknight@northcollinsud.com* or fax to *(972) 837-2930*. The District will accept delivery of completed applications during the District's regular office hours Monday through Friday from 8:30 a.m. to 4:30 p.m., with extended hours for the deadline to file applications on Friday, February 12, 2021 at 5:00 p.m.

SECTION 3. ELECTIONS ADMINISTRATOR AND CONTRACT. The Board authorizes the Elections Administrator of Collin County (the "Elections Administrator") to administer and conduct the General Election and early voting thereof, in accordance with the County's standard Contract for Election Services (the "Contract"), including but not limited to appointing election judges and alternates. The Elections Administrator is appointed custodian of voted ballots and shall retain all election materials for the amount of time provided in the Contract.

SECTION 4. EARLY VOTING CLERK. The Elections Administrator is appointed as the Early Voting Clerk of the General Election, who shall conduct early voting by mail and in person and may appoint additional personnel to assist and serve as early voting clerks.

SECTION 5. EARLY VOTING BY PERSONAL APPEARANCE. Early voting by personal appearance for the General Election will be conducted at the locations designated by the Elections Administrator, including the locations provided in Exhibit A, attached hereto and incorporated for all purposes herein by reference, during the following time periods:

Monday, April 19, 2021 — Saturday, April 24, 2021 8:00 a.m. to 5:00 p.m.

Monday, April 26, 2021 — Tuesday, April 27, 2021. 7:00 a.m. to 7:00 p.m.

SECTION 6. VOTING BY MAIL. Applications for Ballots for Voting by Mail may be downloaded from the Collin County Elections website and must be submitted no later than Tuesday, April 20, 2021. Completed applications may be mailed to *Collin County Early Voting Clerk, 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069*, or faxed to (972) 547-1996 or emailed to absenteemailballoting@collincountytx.gov, provided that original applications must be mailed and received within four business days.

SECTION 7. SUBMISSION OF BALLOTS. A completed Ballot for Voting by Mail may be hand-delivered in person by the voter to the Collin County Elections Office, located at *2010 Redbud Blvd., Suite 102, McKinney, Texas 75069* during the office hours provided on its website, including on Election Day, Saturday, May 1, 2021 from 7:00 a.m. to 7:00 p.m. Completed Ballots for Voting by Mail may be mailed to *Collin County Early Voting Clerk, 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069*, and must be received no later than 5:00 p.m. on Monday, May 3, 2021, if carrier envelope is postmarked by Saturday, May 1, 2021 at 7:00 p.m.

SECTION 8. VOTING BY PERSONAL APPEARANCE ON ELECTION DAY. Election day voting by personal appearance for the General Election will be conducted on Saturday, May 1, 2021, from 7:00 a.m. until 7:00 p.m. at the locations provided in Exhibit A.

SECTION 9. CONDUCTING THE ELECTION. The General Election shall be conducted in accordance with the Contract, the Texas Election Code and other applicable law. All qualified and registered voters of the District shall be eligible to vote in the General Election. The District's Secretary or Assistant Secretary is hereby authorized and directed to publish or caused to be published and post all notices prescribed by law in connection with the General Election ordered hereby.

SECTION 10. AUTHORIZATION. The President and Secretary of the District's Board of Directors, in consultation with the District's duly appointed legal counsel, are hereby authorized and directed to take any and all actions necessary to comply with the applicable provisions of the Texas Election Code, Water Code, and any other applicable state or federal law in carrying out and conducting the General Election whether or not expressly authorized herein.

SECTION 11. EFFECTIVE DATE. This Ordinance shall take effect from and after the date of its adoption by the Board and continue in effect until the General Election is completed.

ADOPTED by the Board of Directors of North Collin Special Utility District on this 21st day of January, 2021.

[District's seal]

Duke Monson, President

ATTEST:

APPROVED AS TO FORM:

Ellen Hartley, Secretary
or Allen Knight, Assistant Secretary

Maria Huynh, Attorney

EXHIBIT A

TO

ORDINANCE NO. 2021-001

Early Voting

Allen ISD Service Center	Plano ISD Administration Center
Allen Municipal Courts and Parks and Rec Bldg.	Prosper Town Hall
Anna ISD Board Room	Renner Frankford Branch Library
Bennett ES	Richardson City Hall Pending
Blue Ridge ISD Admin. Office	Richardson Civic Center/City Hall
Carpenter Park Recreation Center	Roy & Helen Hall Memorial Library
Cockrill MS	Sachse Community Center
Collin College - Frisco Campus	Slaughter ES
Collin College - Higher Education	Smith Library
Collin College - McKinney Campus	St. Paul Town Hall
Collin College - Plano Campus	
Collin College - Wylie Campus	
Collin County Elections Office (Main EV)	
Community ISD Admin Bldg. Board Room	
Davis Library	
Dowell MS	
Evans MS	
Farmersville City Hall	
Faubion MS	
Frisco Fire Station 8	
Gay Library	
Haggard Library	
Harrington Library	
Hunt Middle School	
Johnson MS	
Lavon City Hall	
Lovejoy ISD Admin Bldg.	
Lucas Community Center	
Maus Middle School	
McKinney Boyd HS	
McKinney Fire Station #5	
McKinney Fire Station #7	
McKinney High School	
McKinney North HS	
Melissa City Hall	
Murphy Community Center	
New Hope Town Hall	
Parker City Hall	
Parr Library	

Election Day

Aldridge Elementary School	Prosper Town Hall
Allen ISD Service Center	Renner Frankford Branch Library
Allen Municipal Courts and Parks and Rec Bldg.	Richardson Civic Center/City Hall
Anna Board Room	Robinson Middle School
Armstrong Middle School	Roy & Helen Hall Memorial Library
Bennett ES	Sachse Community Center
Bethany Elementary School	Schimelpfenig Middle School
Blue Ridge ISD Admin. Office	Shepton High School
Bowman Middle School	Slaughter ES
Carpenter Middle School	Smith Library
Cockrill MS	St. Paul Town Hall
Collin College - Frisco Campus	Tom Muehlenbeck Recreation Center
Collin College - Higher Education	Wilson Middle School
Collin College - McKinney Campus	
Collin College - Plano Campus	
Collin College Wylie Campus	
Community ISD Admin Bldg. Board Room	
Dowell MS	
Evans MS	
Farmersville City Hall	
Faubion MS	
Fiarview Town Hall	
Frisco Fire Station 8	
Gay Library	
Haggard Elementary School	
Haggard Middle School	
Hendrick Middle School	
Hunt Middle School	
Johnson MS	
Lavon City Hall	
Lovejoy ISD Admin Bldg.	
Lucas Community Center	
Maus Middle School	
McKinney Boyd HS	
McKinney Fire Station #5	
McKinney Fire Station #7	
McKinney High School	
McKinney North HS	
Melissa City Hall	
Miller Elementary School	
Murphy Community Center	
New Hope Town Hall	
Parker City Hall	
Parr Library	