NORTH COLLIN SPECIAL UTILITY DISTRICT
P.O. BOX 343 2333 Sam Rayburn Hwy.
MELISSA, TEXAS 75454
PH. 972-837-2331 www.northcollinsud.com FAX 972-837-2930

Notice of Special Board of Directors' Meeting

For the health and safety of the public during the COVID-19 pandemic, the NCSUD Board of Directors will hold a regular meeting **on Thursday, May 28, 2020 at 7:00p.m. via videoconference by using the Zoom Application; via teleconference by dialing this toll-free number:** +1 346 248 7799, **or by visiting the website:** https://us02web.zoom.us/j/83831938228?pwd=bGNJNkNrOStJelRoNG9oU2dsRFJMZz09 ; all mediums will use **Meeting ID: 838 3193 8228, Password: 351541**. This meeting will be held in accordance with the following:

Agenda

1. Call to order and Roll Call.
2. Unopposed directors to take Statement of Officer and Oath of Office.
3. Discuss and take appropriate action to elect the Officers of the District's Board of Directors.
4. Discuss and approve minutes of previous meeting/s.
5. 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.)
6. Discuss and accept financial report.
7. Discuss and take appropriate action on North Collin SUD Financial Audit for Fiscal Year of January 1, 2019 to December 31, 2019, as prepared and presented by Rutherford Taylor and Company, PC.
8. Discuss and take appropriate action regarding request from City of McKinney regarding conveyance of a portion of the District's real property at 1044 CR 278 to City of McKinney for right-of-way.
9. Discuss and take appropriate action regarding various District rules related to the PUC Orders and the COVID-19 Pandemic.
10. Discuss and take appropriate action on NCSUD and AWSC merger.
11. Manager's Report, including but not limited to:
    a. System maintenance and repairs for North Collin SUD and Altoga WSC
12. Future agenda items.
13. Adjournment.

CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the District's website and on the front door of the North Collin Special Utility District office/building, facing the outside, at 2333 Sam Rayburn Hwy., in Melissa, Texas, a place convenient and readily accessible to the general public at all times, and that said Notice was posted by May 21, 2020 at 4:30 p.m., and remained so posted at least 72 hours before said meeting was convened.

Allen Knight, General Manager

EXECUTIVE SESSION

The North Collin Special Utility District Board of Directors reserves the right to retire into a closed or executive session concerning any of the items listed on this Agenda whenever it is considered necessary and legally justified under the Texas Open Meetings Act, Texas Government Code 551.001 et. Seq., for any and all purposes permitted by the Act, including, but not limited to the following: (1) Section 551.071 – Private consultation with the attorney for North Collin Special Utility District.; (2) Section 551.072 - Discussing purchase, exchange, lease or value of real property; (3) Section 551.074 – Discussing personnel or to hear complaints against personnel.

Notice is hereby given that the North Collin Special Utility District Board of Directors reserves the right to discuss, consider, and take all necessary action, including expenditure of funds, regarding each of the agenda items.

Form #2201 Rev. 09/2017 **Submit to:** **SECRETARY OF STATE** **Government Filings** **Section P O Box 12887** **Austin, TX 78711-2887** **512-463-6334** **512-463-5569 - Fax** **Filing Fee: None**	**STATEMENT OF OFFICER**

Statement

I, RICK HOENIGMAN, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: DIRECTOR AT-LARGE OF NORTH COLLIN SPECIAL UTILITY DISTRICT

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: MAY ___, 2020

Signature of Officer

Form #2201 Rev. 09/2017 **Submit to:** **SECRETARY OF STATE** **Government Filings** **Section P O Box 12887** **Austin, TX 78711-2887** **512-463-6334** **512-463-5569 - Fax** **Filing Fee: None**	**STATEMENT OF OFFICER**

Statement

I, BARBARA WILSON, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: DIRECTOR AT-LARGE OF NORTH COLLIN SPECIAL UTILITY DISTRICT

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: MAY ___, 2020

Signature of Officer

Form #2204 Rev 9/2017 **Submit to:** **SECRETARY OF STATE** **Government Filings Section** **P O Box 12887** **Austin, TX 78711-2887** **512-463-6334** **FAX 512-463-5569** **Filing Fee: None**	**This space reserved for office use** **OATH OF OFFICE**

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, RICK HOENIGMAN , do solemnly swear (or affirm), that I will faithfully execute the duties of the office of DIRECTOR AT-LARGE OF NORTH COLLIN SUD of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of TEXAS

County of COLLIN

Sworn to and subscribed before me on this _____ day of MAY, 20 20.

(Affix Notary Seal, only if oath administered by a notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An Oath

Printed or Typed Name

Form #2204 Rev 9/2017 **Submit to:** **SECRETARY OF STATE** **Government Filings Section** **P O Box 12887** **Austin, TX 78711-2887** **512-463-6334** **FAX 512-463-5569** **Filing Fee: None**	**This space reserved for office use** **OATH OF OFFICE**

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, BARBARA WILSON , do solemnly swear (or affirm), that I will faithfully execute the duties of the office of DIRECTOR AT-LARGE OF NORTH COLLIN SUD of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Officer

Certification of Person Authorized to Administer Oath

State of TEXAS

County of COLLIN

Sworn to and subscribed before me on this _____ day of MAY, 20 20 .

(Affix Notary Seal, only if oath administered by a notary.)

Signature of Notary Public or
Signature of Other Person Authorized to Administer An Oath

Printed or Typed Name

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Board of Directors' Meeting

Minutes

April 16, 2020

1. Call to Order and Roll Call. President called the meeting to order at 7:00 p.m. by means of video conferencing through Zoom Meetings (meeting information below*) and declared a quorum present. Other directors present were Rick Hoenigman, Ellen Hartley, Debbie Herbst and James Smith. Also present were General Manager Allen Knight, Office Manager Cynthia Wills and the District's attorney Maria Huynh. Visitors present were Billy Boone and Barbara Wilson.
2. Discuss and approve minutes of previous meeting/s. After review Director Ellen Hartley made a motion to approve the minutes of February 20, 2020 and March 19, 2020 as presented. Director James Smith 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. After review Director Ellen Hartley made a motion to accept the financial report as presented. Director Rick Hoenigman seconded the motion and it passed unanimously.
5. Discuss and take appropriate action on preparedness and response to COVID-19 Pandemic. General Manager Allen Knight reviewed the response to the COVID-19 Pandemic. North Collin SUD and Altoga WSC offices were closed to the public and interaction with customers and the public are being responded to by phone or online. Payments can also be dropped off at either location in the night drop boxes. Office personnel have been asked to adhere to the social distancing as much as possible and the field staff are working out of their vehicles a well as they can. Also, staff followed the Public Utility Commission's (PUC) Order issued on March 26, 2020, per direction of Board President Duke Monson. Director Rick Hoenigman made the motion to ratify, reaffirm, and approve the decision of Board President Duke Monson to follow the PUC's Order issued on March 26, 2020 during the period that the Texas Governor declares a state of emergency due to the COVID-19 pandemic. The motion was seconded by Director James Smith and it passed unanimously.
6. Discuss and take appropriate action on NCSUD and AWSC merger. No action
7. Manager's Report, including but not limited to:
    a. System maintenance and repairs for North Collin SUD and Altoga WSC
    Performing regular maintenance, Hwy 121 water line relocation is nearing completion, Eddy Daniels, the system engineer, is working on document for the Weston Trails Phase 1 development, a notice of employment opportunity will be posted due to the termination of one of our employees.
    b. Annual Audit for FY 2019. A draft of the 2019 Audit was received today and will review.
8. Future agenda items. Transfer of real estate on CR 278, 2019 Audit, Oaths of Office for board members.
9. Adjournment. Vice President Rick Hoenigman adjourned the meeting at 7:39 p.m.

_____
Ellen Hartley, Secretary/Treasurer

APPROVED by the Board of Directors of North Collin Special Utility District, Collin County, Texas, on the ___ day of May, 2020.

* This meeting was held via videoconference at the website of https://zoom.us/j/95936551438 and via teleconference by dialing toll-free at +1 346 248 7799, Meeting ID: 959 365 51438#. This meeting was opened to the public and notice of the agenda and video and teleconference information was duly posted

4/30/2020
INCOME STATEMENT
Balance as of April 30, 2020

	Mar-20	Apr-20	YTD	Budget	Percentage
Water Sales	170,444.91	197,483.50	680,153.96	2,300,000.00	0.30
Member Deposits	0.00	100.00	100.00		#DIV/0!
Capital	0.00	2,100.00	2,100.00		#DIV/0!
Meter Installations	719.00	3,218.00	6,813.00	25,000.00	0.27
Tower Rental	5,067.03	1,739.53	11,801.04	35,000.00	0.34
Reimbursed Expenses	0.00	0.00	0.00	0.00	#DIV/0!
Interest Income	17,066.00	15.13	17,081.13	500.00	34.16
Miscellaneous Income	10,880.00	13,110.89	43,644.16	60,000.00	0.73
Transfer of Funds	0.00	0.00	0.00	0.00	#DIV/0!
Grand Total Sales	204,176.94	217,767.05	761,693.29		#DIV/0!
Transfer to Altoga WSC	29787.05	37958.50			
Net Sales	174,389.89	179,808.55	759,593.29	2,420,500.00	0.31
					#DIV/0!
Cost of Water	87,669.00	87,669.00	350,676.00	1,051,900.00	0.33
					#DIV/0!
Gross Profit On Sales	86,720.89	92,139.55	343,271.74	1,368,600.00	0.25
					#DIV/0!
Alarm System	54.49	54.49	163.47	1,500.00	0.11
Automobile Expense	491.20	0.00	901.23	8,000.00	0.11
Bank Charges	0.00	183.65	535.41	0.00	#DIV/0!
Petty Cash	0.00	0.00	0.00	500.00	0.00
Credit Card Service Fee	0.00	1,087.18	2,959.08	14,000.00	0.21
Dues	172.88	42.89	13,336.44	20,000.00	0.67
Employee 401K	0.00	0.00	9,948.43	12,000.00	0.83
Fuel Expense	1,459.63	1,622.43	5,981.75	22,000.00	0.27
Insurance	530.48	6,520.36	26,468.52	110,000.00	0.24
Disability Insurance	123.02	112.67	481.73		#DIV/0!
Interest Expense	4,628.35	4,621.42	18,527.13	55,300.00	0.34
Materials & Supplies	3,054.52	3,650.78	11,608.17	100,000.00	0.12
Water Testing	222.68	0.00	222.68	1,500.00	0.15
Office	0.00	0.00	832.00		#DIV/0!
Office Expense	7,974.19	6,645.75	26,648.93	90,000.00	0.30
Postage & Delivery	11.00	127.12	713.20	1,700.00	0.42
Printing & Reproduction	0.00	144.00	209.00	1,500.00	0.14
Professional Fees - Accounting	321.00	0.00	321.00		#DIV/0!
Professional Fees - Engineering	0.00	0.00	3,950.00		#DIV/0!
Professional Fees - Legal Fees	1,956.25	4,118.25	10,555.50	40,000.00	0.26
Repairs & Maintenance	796.70	225.40	1,110.10	30,000.00	0.04
Licenses & Permits	928.50	111.00	1,150.50	2,500.00	0.46
Conference Fees	265.00	0.00	739.00	3,000.00	0.25
Refunds	0.00	0.00	0.00	0.00	#DIV/0!
Reimbursement	0.00	0.00	0.00	0.00	#DIV/0!
Returned Checks	0.00	0.00	0.00	0.00	#DIV/0!
Meals, Travel & Entertainment	17.06	0.00	17.06	6,000.00	0.00
Telephone	384.93	384.89	1,540.71	12,000.00	0.13
Telephone - Mobile	489.28	459.96	2,110.14	0.00	#DIV/0!
Trash Pickup	41.37	40.90	165.01	550.00	0.30
Utilities - Electric	2,452.20	9,319.45	22,895.16	95,000.00	0.24
Payroll Expense	39,486.88	38,632.26	157,674.84	498,000.00	0.32
Payroll Tax Expense	3,020.75	2,955.37	10,526.77	38,097.00	0.28
Total Expenses(less water)	68,882.36	81,060.22	332,292.96	1,163,147.00	0.29
Grand Total Expenses(with water)	156,551.36	168,729.22	682,968.96	2,215,047.00	0.31
Net Income	17,838.53	11,079.33			

Balances

Operation	197,637.56	163,475.93
Capital	84,498.42	139,762.55
CD	not available	440,913.36
ICS	not available	23,417.62
Total	$ 282,135.98	$ 767,569.46

Created by cwills - 05/19/2020 02:13:45 PM CDT

Find:

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Alerts

General

Search Type: Account | Account: 6502

Period: 04 - Apr | 2020

To: 04 - Apr | 2020

Search | Advanced Search

Account Summary: 6502 - Office Expense

Set Aside | Retrieve (0)

	6,645.75	26,648.93	35,159.67

Details

Date	Reference	Amount	Balance	Journal	Vendor Name	Journal Desc	Module	Jrnl Cd	Pymts Applied	Last Check...	Vendor	Invoice	Purchase Order
04/13/2020	IVUE March 2020 AMS	1,166.22	21,169.40	27830	NATIONAL INFORMATION SOLUT...	Invoice	Accounts Payable	4 - Accounts Payable	1	7398	1103	456595	
04/13/2020	IVUE March 2020 Misc	1,503.70	22,673.10	27830	NATIONAL INFORMATION SOLUT...	Invoice	Accounts Payable	4 - Accounts Payable	1	7398	1103	457217	
04/13/2020	IVUE March 2020 Recurring Invoice	3,174.84	25,847.94	27830	NATIONAL INFORMATION SOLUT...	Invoice	Accounts Payable	4 - Accounts Payable	1	7398	1103	455620	
04/13/2020	Office expense paid by credit card	358.14	26,206.08	27830	CITIBUSINESS CARD	Invoice	Accounts Payable	4 - Accounts Payable	1	7391	1029	51569100048 41...	
04/27/2020	Each office once plus extra deep ...	260.00	26,466.08	27937	JEANNIE SAMUELS	Invoice	Accounts Payable	4 - Accounts Payable	1	7415	1078	APRIL 2020	
04/27/2020	Ricoh D9369 contract rental	182.85	26,648.93	27937	UBEO OF NORTH TEXAS, INC	Invoice	Accounts Payable	4 - Accounts Payable	1	7420	1185	412197139	
		6,645.75											

SERVICE ORDER OVERVIEW

		Total Started	Total Opened	Total Completed	Average Days to Complete
Totals for SO Type DISC:	2 RECORD(S)	0	0	2	2
Totals for SO Type GEN:	10 RECORD(S)	0	0	10	2
Totals for SO Type LEAK:	4 RECORD(S)	0	0	4	5
Totals for SO Type LOCATE:	1 RECORD(S)	0	0	1	0
Totals for SO Type NEW:	10 RECORD(S)	0	0	10	0
Totals for SO Type RECN:	4 RECORD(S)	0	0	4	0
Totals for SO Type XFER:	14 RECORD(S)	0	0	14	2
Totals for SO Status C:	45 RECORD(S)	0	0	45	2
Totals for SO Type GEN:	2 RECORD(S)	0	2	0	
Totals for SO Type LEAK:	1 RECORD(S)	0	1	0	
Totals for SO Type LOCATE:	1 RECORD(S)	0	1	0	
Totals for SO Status O:	4 RECORD(S)	0	4	0	
GRAND TOTALS:	49 RECORD(S)	0	4	45	2