

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

Special Called Board of Directors' Meeting

Minutes

February 22, 2021

1. Call to order and Roll Call. President Duke Monson called the meeting to order at 7:00 p.m. 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 review, Director Barbara Wilson made a motion to approve the minutes of January 21, 2021 as presented and the minutes of January 27, 2021 meeting as revised to correct Item #4. 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. After review, Director Debbie Herbst made a motion to accept the January 31, 2021 financial report as presented. Director Ellen Hartley seconded the motion and it passed unanimously. General Manager Knight was asked to add columns to reflect expenses for the Altoga WSC portion of the system and a line item for the principal amounts paid on loans.
5. Acceptance of Certification of Unopposed Candidates. Discuss and take appropriate action regarding Ordinance No. 2021-002, declaring one (1) unopposed candidate for the office of director at-large in the District's General Election ordered to be held on Saturday, May 1, 2021; adopting an order to cancel the General Election; and providing for an effective date. After review, a motion was made by Director Ellen Hartley to accept the Certification of Unopposed Candidates as revised to correct the Board President's name. Director Rick Hoenigman seconded the motion and it passed unanimously. After review of Ordinance No. 2021-002 a motion was made by Director Debbie Herbst to adopt the ordinance as presented. Director Barbara Wilson seconded the motion and it passed unanimously.
6. Discuss and take appropriate action regarding proposed agreement between NCSUD and NTMWD Sister Grove RWRRF. This item was tabled.
7. Discuss and take appropriate action regarding Oxford Place development on CR 412 and CR 409. General Manager Allen Knight reviewed the current status of the development. This item was tabled.
8. Discuss and take action regarding the Assumption Agreement by and between Texas Water Development Board (TWDB) and North Collin SUD regarding Altoga WSC's 2010 TWDB loan. After review, Director Ellen Hartley made a motion to approve the Assumption Agreement as presented. Director Debbie Herbst seconded the motion and it passed unanimously.
9. Discuss and take appropriate action regarding purchase of emergency generator and related equipment. General Manager Allen Knight discussed the purchase of a 100KW generator to be placed at a pump station along with equipment to make connection to the equipment. Total cost of the project is estimated to be less than \$25,000.00. After discussion a motion was made by Director Rick Hoenigman to move forward with the purchase of the generator and related equipment. Director Ellen Hartley seconded the motion and it passed unanimously.
10. Discuss and take appropriate action regarding actions related to response to recent winter storm. General Manager Allen Knight reviewed the recent winter storm response of deploying staff and equipment to maintain water service to customers. Discussion also included future purchase needed for a 4-wheel drive service vehicle to maintain fuel to generators and stationary generator at the NCSUD office site.

11. Discuss and take appropriate action regarding Resolution No. 2021-002, approving and adopting the District's Second Amended Annual Budget for fiscal year beginning January 1, 2021 and ending December 31, 2021; providing for severability, conflicts and savings, and an effective date. After review and discussion, Director Debbie Herbst made a motion to approve Resolution 2021-002 as presented. Director Ellen Hartley seconded the motion and it passed unanimously.
12. Manager's Report, including but not limited to:
 - a. System maintenance and repairs for North Collin SUD and Altoga WSC
General Manager Allen Knight again reviewed winter storm procedures performed, reviewed current progression regarding Alan Augspurger water line relocation and general maintenance of the systems.
13. Future agenda items. #6 and #7 above.
14. Adjournment. President Duke Monson adjourned the meeting at 8:07 p.m.

APPROVED by the Board of Directors of North Collin Special Utility District on the 18th day of March, 2021.

[District Seal]

Ellen Hartley, Secretary/Treasurer

2/28/2021
INCOME STATEMENT
Balance as of February 28, 2021

	NCSUD		Altoga		YTD	Budget
	21-Jan	Feb-21	Feb-21	Feb-21		
Water Sales	196,618.70	214,125.75	0.00		410,744.45	3,500,000.00
Meter Installations	0.00	1,519.00	0.00		1,519.00	90,000.00
Tower Rental	2,002.03	4,495.94	987.86		7,485.83	48,000.00
Reimbursed Expenses	0.00	0.00	0.00		0.00	0.00
Interest Income	29.43	47.03	0.00		76.46	1,900.00
Miscellaneous Income	1,613.00	50.00	0.00		1,663.00	90,000.00
Transfer of Funds	0.00	0.00	0.00		0.00	200,000.00
Grand Total Sales	200,263.16	220,237.72	987.86		421,488.74	3,929,900.00
					0.00	
Cost of Water NTMWD	87,714.00	89,395.70			177,109.70	1,070,000.00
Cost of Water NTGCD			1,681.70		1,681.70	
Gross Profit On Sales	112,549.16	130,842.02	987.86		244,379.04	2,859,900.00
					0.00	
Alarm System	125.77	130.68	0.00		256.45	2,620.00
Automobile Expense	881.50	459.90	0.00		1,341.40	15,000.00
Bank Charges	171.89	156.91	0.00		328.80	0.00
Petty Cash	0.00	0.00	0.00		0.00	200.00
Credit Card Service Fee	1,259.31	1,226.89	0.00		2,486.20	17,500.00
Dues	42.88	11,745.67	0.00		11,788.55	25,300.00
Employee 401K	0.00	0.00	0.00		0.00	12,000.00
Fuel Expense	1,740.57	3,871.14	0.00		5,611.71	22,000.00
Insurance	7,438.19	7,835.65	0.00		15,273.84	118,000.00
Disability Insurance	164.27	164.47	0.00		328.74	
Interest Expense	4,557.90	4,550.71	0.00		9,108.61	54,300.00
Materials & Supplies	6,391.98	5,946.31	0.00		12,338.29	105,000.00
Water Testing	222.66	0.00	0.00		222.66	3,000.00
Office	832.00	3,344.66	0.00		4,176.66	
Office Expense	5,182.42	4,964.38	0.00		10,146.80	102,500.00
Postage & Delivery	287.05	0.00	0.00		287.05	1,700.00
Principal Expense	1,889.10	1,896.29			3,785.39	23,150.02
Printing & Reproduction	0.00	0.00	0.00		0.00	1,500.00
Professional Fees - Accounting	0.00	342.00	0.00		342.00	
Professional Fees - Engineering	0.00	761.75	0.00		761.75	
Professional Fees - Legal Fees	1,349.78	6,274.50	0.00		7,624.28	80,000.00
Repairs & Maintenance	40.33	550.00	220.00		810.33	60,000.00
Licenses & Permits	0.00	924.00	0.00		924.00	5,500.00
Conference Fees	0.00	0.00	0.00		0.00	3,000.00
Refunds	0.00	0.00	0.00		0.00	0.00
Reimbursement	0.00	0.00	0.00		0.00	0.00
Returned Checks	0.00	0.00	0.00		0.00	750.00
Meals, Travel & Entertainment	0.00	42.61	0.00		42.61	6,000.00
Telephone	442.19	513.94	0.00		956.13	14,500.00
Telephone - Mobile	666.86	523.79	66.68		1,257.33	0.00
Trash Pickup	68.18	68.18	0.00		136.36	650.00
Utilities - Electric	5,031.45	9,736.72	2,772.73		17,540.90	160,000.00
Payroll Expense	46,810.38	42,293.51	0.00		89,103.89	560,000.00
Payroll Tax Expense	3,313.18	3,235.45	0.00		6,548.63	42,000.00
Total Expenses(less water)	88,909.84	111,560.11	3,059.41		203,529.36	1,436,170.02
Grand Total Expenses(with water)	176,623.84	200,955.81	3,059.41		380,639.06	2,506,170.02
Net Income	23,639.32	19,281.91			42,921.23	1,423,729.98

Account Balances

Operation	\$347,916.70	\$357,214.10
Capital	\$408,672.91	\$408,719.94
CD	\$444,503.94	\$444,635.85
ICS	\$23,444.14	\$23,446.83
Total	\$1,224,537.69	\$1,234,016.72

Altoga Account Balances

Operation	\$1,386,394.84
TWDB Reserve	\$46,604.04
Construction Reserve	\$3,040.25
CD	\$15,549.07
	\$26,309.11
Total	\$1,477,897.31

Grand Total \$2,711,914.03