WYLIE NORTHEAST SPECIAL UTILITY DISTRICT

MINUTES OF THE SPECIAL MEETING OF BOARD OF DIRECTORS

Tuesday May 9, 2017 at 5:30 p.m.
745 Parker Road, Wylie, Texas 75098

2019	**2017**	**2018**
Jimmy C. Beach	Greg Lutz	Clinton L. Davis
	Brenda Kellow	Lance Ainsworth

REGULAR MEETING

1. ***Call Meeting to order.*** President Jimmy Beach called the meeting to order at 5:30 p.m. and determined that a quorum was present to conduct business. Directors present: Brenda Kellow, Clint Davis and Greg Lutz. Absent: Lance Ainsworth. Staff present: Chester Adams, General Manager, Amanda Horst, Business Manager, and Attorney, James Wilson. Staff absent: Eddy Daniel

2. ***Determine if a quorum is present to conduct business.*** A quorum was present to conduct business.

3. ***Consent Items:*** (Approved)

   - Approval of minutes from the Special Meeting on April 11, 2017.
   - Approval of February Financials.

4. ***Staff Reports:***

   - ***Engineering update by Eddy Daniel, P.E.*** Not present.
   - ***Legal update by James W. Wilson, J.D.*** James stated that he came across a law that went into effect on September 1, 2015 from the Texas Ethics Commission that he would be coordinating with Amanda on that relates to any and all contracts agreed upon by the District. This involves setting up an account with the TEC acknowledging your entity and principal directors. Any contract approved by the board since the passage and moving forward has to be logged with the TEC.
   - ***General Manager Report.*** Chester Adams reported that water loss was 7% and a good portion is due to miscalculation by contractors when they flush during construction. He said though, we are about done with that issue for now until the next phase of Inspiration begins. Next, Chester stated that the TXDOT Parker Road Dog Leg project is being closed out and we are submitting the reimbursement paperwork to the state. Chester presented the Capital Improvement Plan to the board. Finally, he updated that roof on the shop is completed after the hail storm claim and we have a small amount of money owed back to us, $1,885, from a contractor who walked away from the job after getting the deposit amount.
   - ***Business Manager Report.*** Amanda Horst reported that the Pledge Securities through Inwood Bank had been increased. Next she stated that she would be working on a budget

amendment for the next board meeting. Finally she stated that we have 222 actual customers now in Inspiration and almost as many builder accounts. She added that the maps on the wall have been updated according to phases as well.

- ***President's Audit Review.*** Jimmy Beach stated that he did the standard review of payables and everything check out good and was in order. He added that there was a second part to his report and explained that there was a highly unusual occurrence this past month in that one of the cash drawers came up $100 short. Jimmy said that Amanda contacted him to let him know of the event after she and Chester had exhausted efforts to find the missing money by watching all video footage and looking for clerical errors. He said that Amanda assured him that she had taken measures to tighten internal controls. Those measures include the following: No one works out of anyone else's cash drawer, no $100 bills should be placed under $20 bills in cash drawers, a weekly report from the security company will be sent with lock and unlock codes and times defined by users, we changed the cash receipts print out in the software to show amount tendered and time as well as change to be given, deposit envelopes will now be sealed prior to placing them in the safe and lastly, that cash drawers will be counted twice daily instead of once. We feel that this occurrence was due to nothing more than human error and the $100 was given with $20 bills as change to a customer by mistake.

5. ***Public Comment on non-agenda items.*** None.

Regular Agenda Items

6. ***Old Business:***

None

Jimmy Beach began by asking Michael Lawler to join in the discussion prior to taking up business items on the agenda. He further stated that to the best of his recollection all of the changes that we requested Michael to make appear to have been made to the proposed design. Michael stated that there is one issue the he felt needs to be addressed. He stated that we need to move the building back about 5 feet for the awning. As far as the Operation Center design, Michael continued that he had made the requested revisions to the field office by moving the showers into the field office. He continued that we enlarged the breakroom and added glass up to a certain point with an opening to service customers. Michael stated furthermore that he had down sized the conference room a bit and the records room some. He asked if we needed a door between the records room and the field office. Both Amanda and Chester agreed on No, we do not. Michael stated that he came up with a small space that he honestly didn't know what to do with and he currently has it as a third bathroom in the even someone is showering and a customer is in the front restroom, then the third one would come into play. Clint Davis asked about lockers in the field office. Amanda stated that there would be lockers and that the furniture pictured on the design is not final decisions. Jimmy stated that we just need to get the design, or wall and rooms layout approved tonight, but that the lockers are a very good comment. Michael then went back to the site plan referencing the drop box. He said that he had a hard time finding a place for it attached to building. He stated that currently he has it placed in the island in the parking lot with the flag pole lined with bollards for protection.

Jimmy Beach asked if there were any questions. No one spoke up, so Jimmy stated that we would now go into new business on the agenda beginning with the items that they discussed previously in the workshop held in April.

7. ***New Business:***

a. ***Discuss and act upon the following items determined at the workshop held in April:***

- ***The new operations center location remaining as is at 745 Parker Rd.***
- ***When construction of the new operations center is complete, demolition of the existing structure. This demolition will be considered as a line item with the construction bid.***

Jimmy Beach asked for a motion on building location…

Motion made by Jimmy Beach to keep the operations center located at 745 Parker Rd. Greg Lutz seconded, but asked for more discussion before a final vote.

Greg Lutz and Brenda Kellow exchanged opinions on the location. Brenda said that this location is not visible to the public nor is it easily accessible. Greg said that his thoughts are that we do not have a lot of foot traffic and he doesn't see spending the extra money to obtain another location. Clint Davis said that this is a central location and the other property that we own is on a horseshoe now and that buying a new piece of property would significantly delay the project.

Jimmy Beach called for a vote: Motion passed 3-1 (Beach, Davis, and Lutz – For / Kellow – Against)

Jimmy then moved on to the second item on demolition of the existing structure upon completion of new operations center.

Clint Davis began by stating from a point of conservative fiducial stewardship, he felt like it would be less expensive to rehabilitate the structure and use it rather than demolish it. He said that he had not heard of any sound reason to demolish the building other than it's an eye sore and we need it for parking. Amanda Horst stated that leaving the existing structure and building the new structure might cause confusion with customers as far as which building to enter. Clint Davis said that signage would accommodate that concern. Amanda reminded Clint of the budget when they had considered when they had considered rehabilitating this original structure and that it only included the rehabilitation and not new construction. It was a large expense and the board had decided to build new rather than renovate this structure. Greg Lutz asked what reason we would keep this building. Brenda Kellow stated that it had been suggested to serve as the field office, but that she thought everything should be in one building. Jimmy Beach stated that the field office had been incorporated into the new operation design now. Clint said that is just a few strokes on a piece of paper. Jimmy Beach told the board that we are moving backwards and not forward on this at this point. He stated that in his opinion if we were going to build a new facility that everything would be incorporated in a single structure. Clint Davis said that he just felt like it was his duty as PFIA Officer to have this discussion to ensure fiducial responsibility.

Jimmy Beach asked for any other comments or discussion. There were none.

Jimmy Beach made a motion that we go with our original plan which is to demolish the existing structure upon completion of the new operations center and include a budget line item in the construction bid. Seconded by Brenda Kellow. All others in favor, motion carried.

b. ***Discuss and act upon approving the architect's proposed operations center office design layout and site plan.***

Clint Davis began by asking about the Electric Panels in the IT room. He asked if code was that all panels had to be exterior or was that just in residential. Michael said that most retail had the meter outside, but the panels on the interior. Clint said that we need to check on regulations on whether there needs to be a door separating the panel for accessibility. Jimmy Beach agreed. Michael said that we could easily add a door there for separation. Greg Lutz said in general he liked the flow, but not necessarily the number of bathrooms. He then asked about whether we envisioned a wireless environment in the new operations center or hardwired. Amanda responded, she preferred hardwire. He agreed. Brenda Kellow said to make sure that plenty of outlets were planned. Jimmy Beach confirmed with Michael Lawler that we will discuss all of these details at a later time before the work is being done.

Motion made by Clint Davis to approve the architect's proposed operations center design layout and site plan. Seconded by Brenda Kellow. All others in favor, motion carried.

c. ***Discuss and act upon authorizing Daniel and Brown to go out for construction bids on the operations center.***

Put on next month's agenda

8. ***Future Agenda Items.***

Authorize going out for bids on the Operations Center.

9. ***Adjournment.***

There being no more business before the board, Jimmy Beach adjourned the meeting at 6:30p.m.

Witness my hand this 13th day of June, 2017.

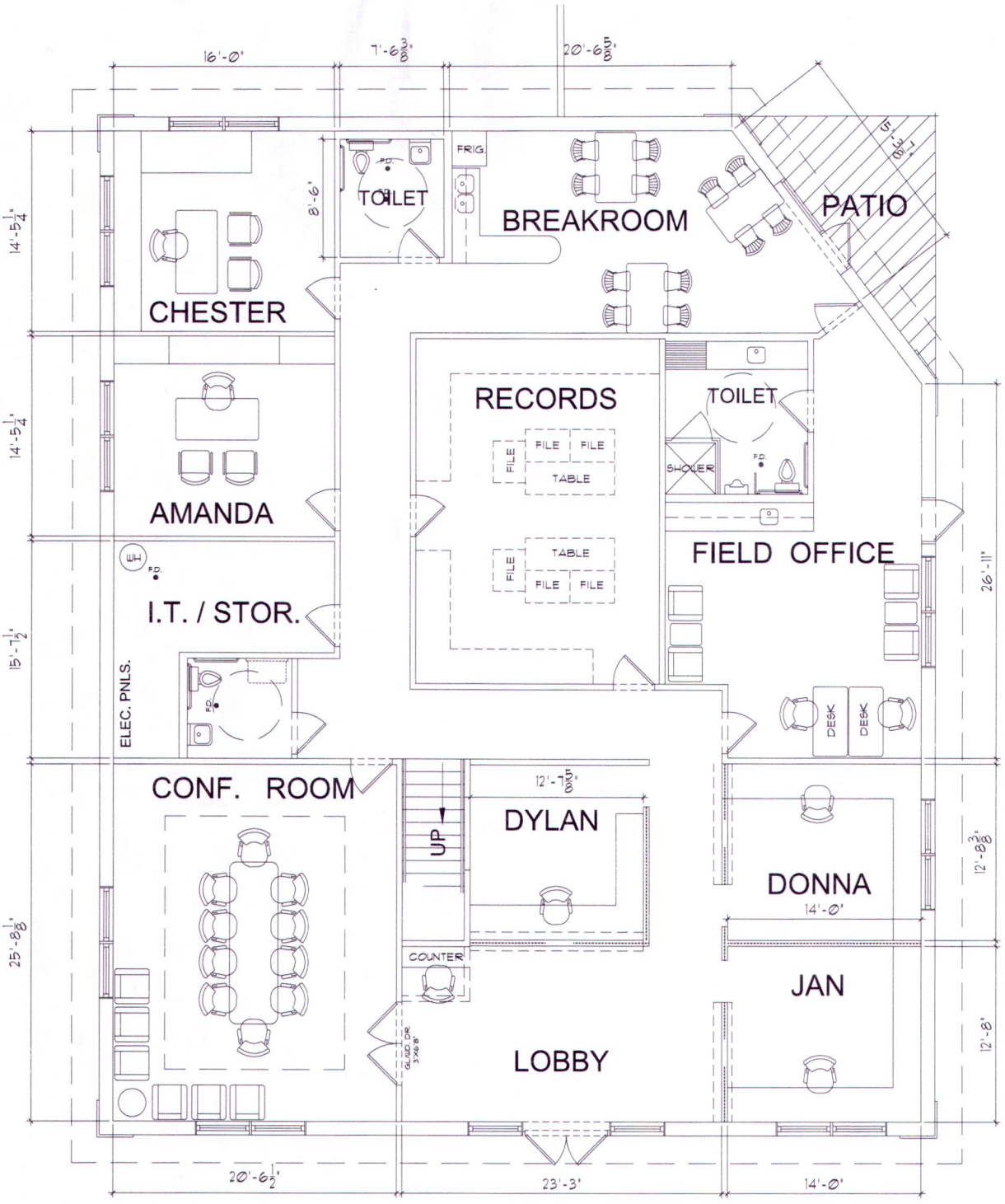
Jimmy C Beach

Jimmy C. Beach, President

Brenda Kellow

Brenda Kellow, Secretary

SEAL



WYLIE NORTHEAST SPECIAL UTILITY DISTRICT

OPTION 2-A FLOOR PLAN 5/9/17

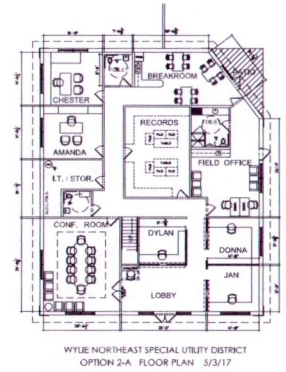
Jimmy Beach - President _____

Clint Davis - Board Member _____

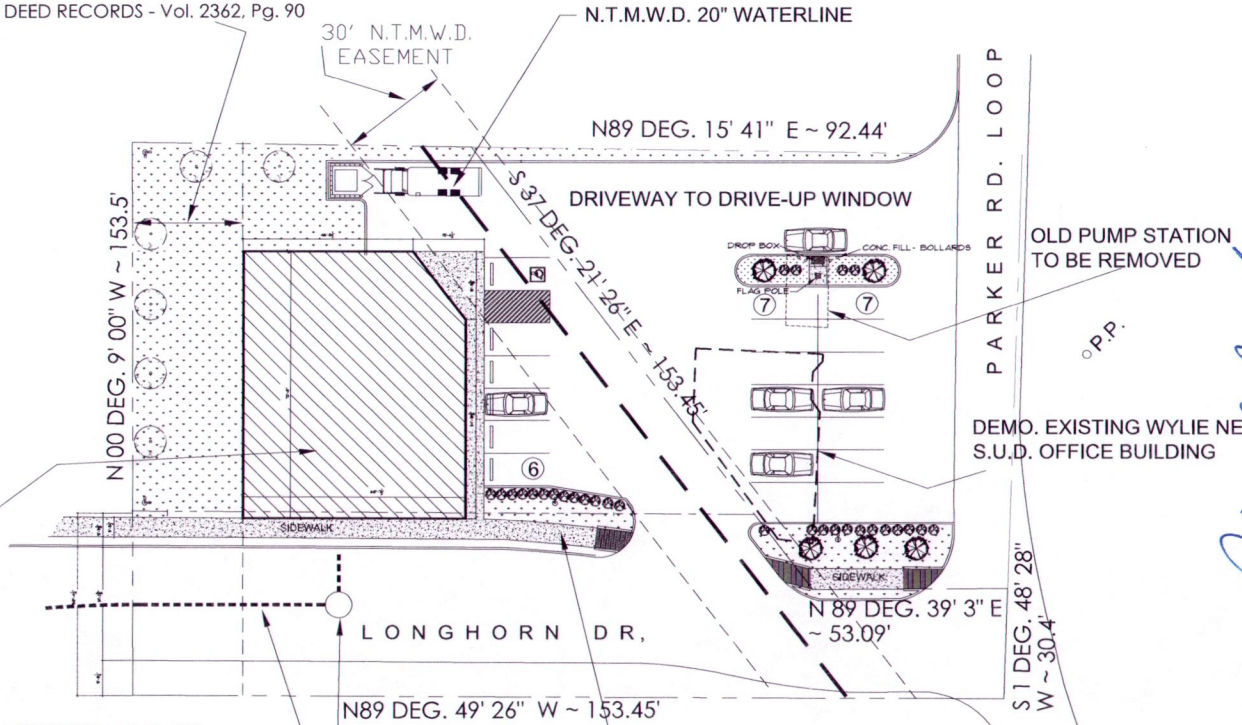
Brenda Kellow - Board Member _____

Lance Ainsworth - Board Member _____

Greg Lutz - Board Member _____



01 PROPOSED FLOOR PLAN
Scale : 1/16" = 1'-0"



CORNERSTONE LAYOUT BASED ON SURVEY RECORDS OF PROP.

Jimmy Beach - President
Clint Davis - Board Member
Brenda Kellow - Board Member
Lance Ainsworth - Board Member
Greg Lutz - Board Member

CAS ARCHITECTS
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A NEW OPERATIONS CENTER FOR WYLIE NORTHEAST S.U.D.
745 PARKER RD. (LOOP)
WYLIE, COLLIN COUNTY, TEXAS 75098

ISSUE LOG

No.	DESCRIPTION	DATE
1	PRELIM. REVIEW 1	1/2/16
1	PRELIM. REVIEW 2	4/26/17
1	FINAL REVIEW	5/5/17

PROJECT No.

SHEET TITLE
ARCHITECTURAL SITE PLAN

SHEET NO.

OF