

**MINUTES OF THE BOARD OF DIRECTORS  
OF THE DALLAS COUNTY PARK CITIES  
MUNICIPAL UTILITY DISTRICT  
HELD 9:00 A.M., TUESDAY OCTOBER 10, 2023  
AT 1811 REGAL ROW, DALLAS,  
DALLAS COUNTY, TEXAS**

**ITEM I  
ADMINISTRATIVE PROVISION  
V.T.C.A §49.100**

**NOTICE OF MEETING. §49.063**

The notice of the meeting was posted, Tuesday, October 3, 2023, at 10:00 a.m. and remained posted until Tuesday October 10, 2023 at 12:00 p.m.

**MEETING CALLED TO ORDER §49.064**

The meeting was called to order by Mr. Jamie Cornelius, President of the Board of Directors.

**ROLL CALL**

**Directors Attending**

Jamie Cornelius, President  
Neil Harris, Vice President (Left at 9:40am)  
Mike McKenzie, Secretary  
John Wagner, Director  
Jack Denman, Director

**Others Attending**

Hector Ortiz, General Manager  
Brent Jordan, Systems Analyst  
Trey Wimpey, Instrument Tech I

**CONSIDER MINUTES OF PREVIOUS MEETING(S) §49.065**

A regular of the Board was held on September 12, 2023. Draft meeting minutes were included in the Board packet for consideration by the Board of Directors. A motion was made by Jack Denman to approve the minutes. This motion was seconded by Mike McKenzie. All directors voted aye.

**ITEM II  
POWERS AND DUTIES  
V.T.C.A. §49.200**

**1. DISCUSSION ON DISTRICT STAFFING**

The General Manager noted that Rob McCormic has announced his retirement effective December 30, 2023. Rob has served the District for over 36 years and is currently the Laboratory Manager. The General Manager proposed that this position not be filled and that bacteriological samples be done by a third party. This will save the District from having to maintain NELAC certification which is required to perform bacteriological samples. Not filling this position will save the District over \$100,000 per year. Currently, the District pays around \$20-25 per sample to do them in-house. The General Manager would recommend using the City of Lewisville Laboratory to perform these tests at \$29 per sample. While sample cost is slightly more than the District currently pays, the District has to maintain an additional position to do so. The General Manager indicated that he has discussed this action with the Park Cities and overall support for the decision has been shown. The District's Board also showed support for this decision.

**ITEM III  
FISCAL MATTERS  
V.T.C.A §49.300**

**1. CONSIDER CONTRACT FOR REPAIR OF THE FILTER EFFLUENT PIPE**

The General Manager briefed the Board on the bids obtained for the repair of the filter effluent pipe. Three bids were obtained with the lowest being Axis Construction for \$480,450. The General Manager recommended awarding the project to Axis Construction. A motion was made by Jack Denman to award the project to Axis Construction. This motion was seconded by Jamie Cornelius. All directors voted aye.

**2. CONSIDER CONTRACT FOR CLARIFIER REHABILITATION**

The General Manager briefed the Board on the bids obtained for the rehabilitation of the clarifiers. Three bids were obtained with the lowest being Schofield Civil Construction for \$1,492,000. The General Manager recommended awarding the project to Schofield Civil Construction. The General Manager also noted that most of the money associated with this project will be spent on FY25 due to equipment and material lead time. A motion was made by Jack Denman to award the project to Axis Construction. This motion was seconded by John Wagner. All directors voted aye.

**1. DISCUSSION ON DISTRICT'S RESERVES POLICY**

The General Manager included a draft cash reserves policy for Board review. John Wagner recommended the following balances that had been previously discussed:

- O&M Reserve- 50% of current year's O&M budget
- Debt Reserve- 1 year
- Capital Reserves- twice the average of the next five years
- Sludge Reserve- \$420,000 per year (will adjust for inflation)

Currently, the combined number would be right at \$12,000,000. The membrane reserves will not be shown separately as they will be included in the capital reserves. The General Manager will update the policy and present the final version to the Board

on the November meeting.

**ITEM IV  
MANAGEMENT REPORTS**

1. A status report of projects underway or completed was included in the Board packet for review.
2. A list of major invoices paid last month was included in the Board packet for review.
3. Budget Summaries for August and September were included in the Board packet for review.
4. Cashflow Reconciliation Report was included for Board review.
5. Balance Sheet was included in the Board packet for review.
6. TexPool statements were included in the Board packet for review.

**ITEM V  
ADJOURNMENT**

A motion was made by Mike McKenzie to adjourn the meeting and Jack Denman seconded it. All directors voted aye.

PASSED AND APPROVED THIS THE 14th DAY OF November, 2023

  
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Michael D. McKenzie, Secretary

DALLAS COUNTY PARK CITIES  
MUNICIPAL UTILITY DISTRICT

  
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James S. Cornelius, President

