

**MINUTES OF THE BOARD OF DIRECTORS
OF THE DALLAS COUNTY PARK CITIES
MUNICIPAL UTILITY DISTRICT
HELD 9:00 A.M., TUESDAY JANUARY 9, 2024
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, January 2, 2024, at 10:00 a.m. and remained posted until Tuesday January 9, 2024 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
Mike McKenzie, Secretary
Neil Harris, Director
Jack Denman, Director

Others Attending

Robbie Corder, City of University Park
Hector Ortiz, General Manager
Brent Jordan, Tech Services Manager
Trey Wimpey, Tech Services Supervisor

CONSIDER MINUTES OF PREVIOUS MEETING(S) §49.065

A regular meeting of the Board was held on November 14, 2023 and a special meeting was held on November 30, 2023. Draft meeting minutes were included in the Board packet for consideration by the Board of Directors. Mike McKenzie noted a mistake. Jamie Cornelius indicated he wanted a small change related to the PFAS settlement agreement. Jack Denman wanted District staff to check if January 9th was the correct date for the meeting minutes. A motion was made by Jack Denman to approve the minutes after the edits are made. This motion was seconded by Neil Harris. All directors voted aye. (Edits made 1/10/2024 and will be signed by Jamie when he comes to sign audit and Mike at the February 20th meeting).

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

- 1. CONSIDER A RESOLUTION CALLING AN ELECTION FOR MAY 4, 2024**
The General Manager presented a resolution in English, Spanish and Vietnamese calling for an election of 3 expiring terms of Board directors- Jamie Cornelius, John Wagner and Neil Harris. A motion calling for the election was made by Jack Denman. The motion was seconded by Mike McKenzie. All directors voted aye.

- 2. CONSIDER THE FY2023 FINANCIAL AUDIT**
Josh Findlay with Forvis, the District's auditor presented the FY2023 financial audit. He indicated that page 3 of the report indicates the District has an unmodified opinion which is good in financial terms. There were no findings or deficiencies. There are a couple of journal entries to be made to finish up the report. John Wagner requested by e-mail that we add some water rights language in the report as this is a very important asset in our operation. Josh noted the audit is clean. The Board discussed details of the retirement plan which were answered by Mr. Findlay. The final report will be completed within the next couple of days for Board signature. A motion was made by Jack Denman to approve the audit as long as the final updates are made. The motion was seconded by Neil Harris. All directors voted aye.

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

- 1. CONSIDER ADOPTING A CASH RESERVES POLICY**
The General Manager discussed comments made by the Town and the City related to the policy. In general, the Town and the City support the policy and want it to use similar language to the Water Supply Agreement. The Town and the City question the need for a 50% O&M reserve stating this may be too high. Also, the sludge reserve was discussed as not being part of the contract. The reason this is kept separate is due to the large sum of money it takes to do this job and the fact that this is an O&M cost, not capital. The Town and the City mentioned they do not see a need for a debt service reserve. Staff indicated that this reserve was set up internally and a TexPool account is used to ensure the funds are there when they are needed. The Water Supply Contract also allows for this reserve to exist. The General Manager will update the policy for Board, Town and City review. The updated policy will be considered during the February 13 20 (changed due to election), Board meeting. No action taken by the Board at this time.

**ITEM IV
MANAGEMENT REPORTS**

1. A status report of projects underway or completed was included in the Board packet for January 9, 2024 Meeting Minutes

review.

The General Manager showed the Board pictures of the filter effluent pipe project that is about to be completed. The GM also indicated that the filter influent piping and valves need to be replaced and that this would be a project to rehab the filter gallery. Discussions are on-going with Garver to develop a scope and fee. Staff estimates this project could be around \$1M, but we need an engineer's opinion of probable construction cost (OPCC) to know for sure.

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.

John Denman pointed out mistakes on the November and December reports related to income revenue. Staff found the issue to be the importing of data from Quick Books. John Denman also asked about why the TCDRS contribution went up and staff indicated that this happened due to the increase from 175% to 215% match that the Board voted to implement last year.

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 Jamie Cornelius to adjourn the meeting and John Wagner seconded it. All directors voted aye.

PASSED AND APPROVED THIS THE 20th DAY OF February, 2024



Michael D. McKenzie, Secretary

DALLAS COUNTY PARK CITIES
MUNICIPAL UTILITY DISTRICT



James S. Cornelius, President

