

**MINUTES OF THE BOARD OF DIRECTORS
OF THE DALLAS COUNTY PARK CITIES
MUNICIPAL UTILITY DISTRICT
HELD 9:00 A.M., TUESDAY, FEBRUARY 11, 2025
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, February 4, 2025, at 10:00 a.m. and remained posted until Tuesday February 11, 2024 at 12:00 p.m.

MEETING CALLED TO ORDER §49.064

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

ROLL CALL

Directors Attending

James Cornelius, President
Mike McKenzie, Secretary
Neil Harris, Director
Jack Denman, Director
Charles R. Biddle, Director

Others Attending

Hector Ortiz, General Manager

CONSIDER MINUTES OF PREVIOUS MEETING(S) §49.065

A regular meeting of the Board was held on January 14, 2025. A motion was made by Randy Biddle to approve the minutes. This motion was seconded by James Cornelius. All directors voted aye.

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

**1. TECHNOLOGY EVALUATION PRESENTATION FROM SIGNATURE
AUTOMATION**

Hector Ortiz discussed the technology needs of the District as presented by Signature Automation. He noted that the District needs work on nearly all aspects of technology

including: modifications to the fiber optics network, upgrading of the radios that transmit all remote site data to the plant, updating software, updating some hardware, etc. Hector Ortiz estimates the District's technology needs to be somewhere in the \$1.5-\$2.0M over the next 2-3 years. A list of projects, priority and timeline is being developed as part of Signature Automation's scope. Signature Automation will attend a Board meeting to do a final presentation once the master plan is completed.

2. QUICKBOOKS ON-LINE UPDATE

Hector Ortiz briefed the Board on the status of the QuickBooks On-Line update. He mentioned that the bill pay module is up and running and James Cornelius was able to be the second approver last week. James Cornelius mentioned that it takes a little time for the system to update once items are approved but it works as intended. The District continues to collect ACH information for all of its vendors and only a handful have said they do not take ACH payments so far. Hector Ortiz went on to discuss the timekeeping and payroll module. Operations staff is clocking in and out through QuickBooks On-Line and, while there are a few things to figure out, the module is a definite improvement from the PC-based manual method we used in the past. Hector Ortiz mentioned that District staff is working on developing budget reports for the Board. The goal was to download the reports directly from QuickBooks, however we have not found a way to do this, so we may need to manually handle the report through Excel.

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

1. CONSIDER FIXED ASSET POLICY UPDATES

Hector Ortiz presented the updated fixed asset policy for Board approval. Jack Denman noted that he felt that some of our asset life expectancies seemed longer than they needed to be. James Cornelius proposed decreasing the life cycles of assets greater than 15 years by 10%. Hector Ortiz said he would update those life cycles and asked the Board to make a motion. A motion was made by James Cornelius to approve the policy with the noted change. The motion was seconded by Mike McKenzie. All directors voted aye.

2. CONSIDER CHANGE ORDER WITH TEXAS PREMIER COATINGS, LLC FOR FILTER TROUGH SUPPORT REPLACEMENT

Hector Ortiz asked the Board to approve a change order for additional work related to the filter trough supports noting that, while work was being performed, additional steel reinforcements were found to be severely corroded and in need of replacement. The total of the change order is for an additional \$62,869.80 which brings the project's total to \$107,573.90. The District had budgeted \$70,000 for this work. A motion was made by Mike McKenzie to approve the change order. The motion was seconded by Jack Denman. All directors voted aye.

3. CONSIDER A CHANGE ORDER WITH SCHOFIELD FOR THE REPLACEMENT OF A CONCRETE WALL AT THE WASHWATER RECLAIM BASIN

Hector Ortiz presented a change order in the amount of \$97,885 for the replacement of the washwater basin wall. This wall was recently found to have a substantial crack which could lead to larger issues. Hector Ortiz noted that he is waiting for another quote from Floyd Smith in Denton and asked the Board to approve up to \$97,885 for the repair through Schofield pending Floyd Smith's quote. A motion was made by Neil Harris to approve the repair for a maximum of \$97,885 pending Floyd Smith's proposal. The motion was seconded by Jack Denman. All directors voted aye.

4. OTHER BUSINESS: CONSIDER CONTRACT FOR SLUDGE LAGOON

Hector Ortiz presented the recently received bids for the project. There is concern about the amount of sludge currently in the lagoons and the ability of the contractor to complete the project on time. Hector Ortiz asked the Board to hold off on awarding the project while District staff discusses the District's needs with the apparent low bidder. The meeting is scheduled for February 12, 2025.

**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 December and January were included in the Board packet for review.

a. Hector Ortiz noted that the budget reports are being worked on by Staff and final reports are not completed due to the change from QuickBooks PC to QuickBooks On-Line. He is planning to have new reports for next month's Board meeting.

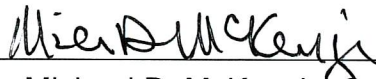
4. Cashflow Reconciliation Report was included for Board review.
5. Balance Sheet was included in the Board packet for review.
6. TexPool statements were included in the Board packet for review.

**ITEM V
ADJOURNMENT**

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

PASSED AND APPROVED THIS THE 11th DAY OF March, 2025

DALLAS COUNTY PARK CITIES
MUNICIPAL UTILITY DISTRICT



Michael D. McKenzie, Secretary





James S. Cornelius, President