WYLIE NORTHEAST SPECIAL UTILITY DISTRICT

MINUTES OF THE SPECIAL MEETING OF BOARD OF DIRECTORS

Tuesday April 11, 2017 at 4:30 p.m.
745 Parker Road, Wylie, Texas 75098

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

SPECIAL MEETING

1. ***Call Meeting to order.*** President Jimmy Beach called the meeting to order at 4:30 p.m. and determined that a quorum was present to conduct business. Directors present: Jimmy Beach, Brenda Kellow, Clint Davis, Lance Ainsworth and Greg Lutz. Absent: None. Staff present: Chester Adams, General Manager, Amanda Horst, Business Manager and Engineer, Eddy Daniel Staff absent: Attorney, James Wilson.

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

3. ***Discuss and take action to authorize signing and acceptance of the contract for architectural services from CornerStone.***

   Amanda Horst stated that James Wilson and Eddy Daniel have both reviewed and approve of the contract that is being presented. She also stated that this was more of a formality since we did not have the actual physical contract when the board made the motion to accept the contract. Lance Ainsworth asked about the trip charges mentioned in the contract as he was concerned about the cost. Michael Lawler of CornerStone stated that those were on an as needed basis and that those were the prices from those contractors and there was no mark up on his part. Eddy Daniel reiterated this by stating that on many of the cases that we would need to request those trips, it would be for things that his firm could take care of. Clint Davis asked who would have authority to ask for these trips and Eddy responded that it would be Wylie Northeast. Clint Davis asked if the County would do inspections as well and Eddy responded yes. Mr. Lawler also pointed out that there was another charge outside of his realm in the contract and that was a testing lab. He said that they could recommend one or Eddy probably could also. It is an expense that is necessary for the project. Lance Ainsworth also asked if we have the money for this contract amount. Jimmy Beach responded that whether we end up building the operations center now or later, we will have the plans. Amanda Horst also responded that we do have the funds to pay this amount and reminded the board of the Reimbursement Resolution that was passed last year so that we can be reimbursed for expenses such as this after bond is completed. Brenda Kellow stated that she appreciates the comments from the rest of the board and that she likes the architect and thinks that he is very honest. Jimmy Beach asked the board what their pleasure was.

   Motion made by Clint Davis to authorize the signing and acceptance of the contract with CornerStone. Seconded by Brenda Kellow. Greg Lutz just arrived late so he did not participate in the vote on this item. All others in favor, motion carried.

4. ***Adjournment.***

There being no more business before the board, Jimmy Beach adjourned the meeting at 4:40 p.m.

Witness my hand this 5th day of May, 2017.

Jimmy C Beach

Jimmy C. Beach, President

Brenda Kellow

Brenda Kellow, Secretary

SEAL

CornerStone Architectural Services Inc.

PROPOSAL

April 11, 2017

Wylie Northeast Special Utility District
P.O. Box 1049
Wylie, TX. 75098

Re: Updated Proposal for Professional Services for preparing Architectural, Structural & MEP Engineering Construction Documents (collectively the "Documents") for a new Office Building project (current Preliminary layout) of approximately 4,331 sq. ft., in a single story wood frame structure with attic or mezzanine storage space and with concrete slab on-grade foundation, located on the Western portion of the current property owned by the Wylie Northeast Special Utility District.

To the Board of Directors:

Thank you for the opportunity to provide you with a proposal for our services relating to this project. Based on our previous conversations and preliminary drawings by Daniel & Brown, Inc. engineers ("DBI" or "Engineer"), we understand that this new Office Building will provide increased work, meeting, breakroom and field office space that is not available now in the current 1,350 s.f. office building. It will also be provide a "drive-up" payment window for Wylie Northeast Special Utility District ("Owner") customers.

Owner will contract with DBI to perform the civil engineering, foundation engineering, and Texas Accessibility Standards (T.A.S.) review for the new facility. As part of the civil engineering drawings, this would include all necessary street and curb grades, and utilities (water, sanitary sewer, gas, and any underground storm water lines being brought to within 5' of the new structure). Landscaping would typically be within the responsibilities of the civil engineer, therefore, our proposal does not include any landscaping or irrigation planning or design.

As we have noted previously, we recommend several soil borings of the area for the new building. This would provide us a copy of the geotechnical report and soil boring analysis of the property and allow the DBI's structural engineer to develop the foundation plan accordingly. DBI will employ a certified testing lab for the project and reports will be provided to Owner and the Architect, as they are completed.

Upon completion of the Documents, Architect will provide a copy in DWG format to DBI and Owner for review.

Other than coordination, no consideration is made in this proposal for time involving civil engineering including monument or pylon signage location or other areas not covered by this proposal. The Architect shall not be responsible for consultants not under his employ or contract. The Architect shall coordinate with the county and/or Owner's consultants as needed.

The following outlines our services included within this proposal.

ARCHITECTURAL

- Preliminary meetings and coordination with local officials, consultants & engineers
- Preparation of plans and specifications
- Construction administration phase (submittal review, site inspections, punch list)
- Jobsite visits and inspections would be at (a per trip cost of) $300.00 + mileage per trip and invoiced separately by the Architect.

MECHANICAL, ELECTRICAL & PLUMBING

- Engineer shall attend planning meetings and coordinate his efforts with decisions made and approved by Owner and to apply code and sound engineering practices to his preliminary layouts.
- Design and specifications – Based on building requirements, incl. riser diagrams, panels schedules and circuit wiring. Provide site lighting "photometric analysis" if required by local authorities.
- Construction documents of mechanical, electric & plumbing requirements.
- Construction administrative phase (shop drawing review & response to RFI's).
- Jobsite visits and inspections will be at a per-trip cost of $300.00 + mileage and invoiced separately by the Architect.

STRUCTURAL

- Engineer shall attend planning meetings and coordinate his efforts with decisions made and approved by the Owner and local authorities and apply code and sound engineering practices to his preliminary layouts.
- Based on preliminary and final building configuration, and elements required by local authorities, the structural engineer shall prepare analysis and preliminary design plans for approval by the Architect and Owner.
- Upon final acceptance of the preliminary approval of the structure and analysis of the geotechnical data, the structural plans will be completed.
- General notes, sections, and details shall be completed to finalize the structural engineering plans.
- Construction administration phase (submittal review, site inspections)
- Jobsite visits and inspections will be at a per-trip cost of $600.00 + mileage and invoiced separately by the Architect.

TOTAL FEE ESTIMATE ** (based on +/-4,331 s.f. building space size, the fee is **$21,800.00**)

**The total fee does not include reimbursable items from the Architect or Engineer, but will be calculated on an individual basis for such items as printing & couriers with a maximum multiplier of 1.35%.

An initial deposit payment (20%) of **$4,340.00** will be required for CornerStone to begin our services. This initial amount is part of the total fee. Our proposal does not include any development costs including, but not limited to, zoning issues, geotechnical work or reports, environmental reports, material testing, any off-site engineering, street engineering, traffic studies, any associated work to structures off-site or value engineering.

Our firm will provide you with a CD with a complete set of Architectural, Structural and MEP Engineering plans to use for permitting and construction purposes. Our estimates are based on previous experience and with consultants that we have worked with before.

The actual production of the "final plans and specifications" by all disciplines should take approximately 6 weeks, including design and actual production of the documents. This time frame may vary, depending, of course, if additional time is taken by the Owner or the local authorities or other consultants for review of the submitted or coordinated drawings. As-Built drawings following completion for the structure are not included in the Total Fee Estimate. Such drawings can be made available on an hourly basis following project completion and based on the specifics regarding changes or alterations from the original plans as documented by the general contractor during the construction process.

It is understood by all parties that our work product and payment of our fee is **not** contingent upon the project moving forward after we have completed our scope of work, or the general construction phase being started or completed. Our contract is directly with **WYLIE NORTHEAST SPECIAL UTILITY**

DISTRICT and is **not** tied to any other agreements or contracts that may have been established between Owner and other consultants, financial institutions or any other entity. Our invoices are due upon receipt and not charged with interest if paid in 20 days. If services covered by this agreement are cancelled during the preparation of the Documents, through no fault of the Architect or his consultants, CornerStone will be compensated for its time and its consultants' time spent on the work completed to-date. If services are expanded during the course of our contract, with the approval of Owner, then such changes and/or additions shall be calculated on an hourly basis and invoiced accordingly.

We look forward to hearing from you and hope that our estimate and terms meet with your approval. If you have any questions, please feel free to contact our office. If you are in agreement with our terms, conditions and fees, we ask that you sign in the space provided and forward a hard copy and the deposit back to us. Upon our receipt of this signed contract and the deposit check, we will proceed with our portion of the project.

Respectfully,

Corner**Stone** Architectural Services, Inc.

C. MICHAEL LAWLER
President

APPROVED and AGREED to by Owner on April 11, 2017.

WYLIE NORTHEAST SPECIAL UTILITY DISTRICT,
a Texas political subdivision

By: _____
Jimmy C. Beach, President