

HIGH POINT SPECIAL UTILITY DISTRICT  
16983 Valley View Road, Forney, Texas 75126  
(972) 564-3801

**NOTICE OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS**

DATE: Tuesday, January 20, 2026  
TIME: 9:30 a.m.  
PLACE: 16983 Valley View Road, Forney, Kaufman County, Texas

**AGENDA**

1. Call meeting to order.
2. Public Forum. (3 minutes per speaker; see Notice below).
3. Approval of the November 18, 2025, Regular Meeting Minutes.
4. Review and accept the November and December 2025 monthly financial reports.
5. Discuss and take any necessary action regarding a customer's water leak and request a billing adjustment and payment plan.
6. Discuss and act on Resolution No. 2026-001 declaring the Board of Directors has completed its annual review of the Investment Policy and adopting the Investment Policy.
7. Discuss and act on Ordinance No. 2026-001 ordering a general election to be held on Saturday, May 2, 2026, for the purpose of electing one candidate each from District 1, District 3, and District 5 to the Board of Directors.
8. Discuss and act on Resolution No. 2026-002 appointing Erica Parnell to the position of Assistant General Manager of Office and Business Administration.
9. Discuss and act on Resolution No. 2026-003 appointing Mindi Letchworth to the position of Assistant General Manager of Development and Operations.
10. Discuss and act on a loan for the Forney 2 Phase 3 pump station project.
11. Discuss and act on the Request for Proposals to Designate Primary and Authorized Bank Depositories.
12. Discuss and act on the consulting agreement between High Point Special Utility District and Rural Capital Solutions, LLC, for providing services to assist with the USDA loan.
13. Discuss and act on installing a partition wall inside the Allen Pump Station to create a designated area for an AC unit, ensuring protection of electrical equipment and limiting AC use to that portion of the room.
14. Discuss and take necessary action regarding authorization issues with QuickBooks.
15. Attorney's report: Attorney James Wilson may report on the following District-related matters: easements; vendor contracts; interlocal governmental agreements and relations; developments and subdivisions; non-standard service contracts; regulatory compliance issues; district policies and rules; customer disputes; open meetings and public information acts; employees; and matters related to the District's certificate of convenience and necessity and boundaries.
16. General Manager and Assistant General Manager's Report: John Washburn and Erica Parnell may report on water loss; water system maintenance and status; meters set; funding, planning, and construction of new facilities; monthly billing; service accounts; water supply matters; updates on residential and commercial developments; easements; contracts; customer relations; equipment status and needs; staff policies and general personnel matters; revenues and expenses; and other matters related to the foregoing items.
17. Adjourn.

## CERTIFICATION

I certify that this Agenda was posted on January 13, 2026, at approximately 1:00 p.m., as follows: (i) in the front window of the High Point SUD's regular offices located at 16983 Valley View Road, Forney, Kaufman County, Texas, facing the front and visible to the public at all times for at least 72 continuous hours prior to the scheduled meeting; (ii) on High Point SUD's official website: [www.highpointsud.com/agendas](http://www.highpointsud.com/agendas).



---

Erica Parnell, Office Manager/Assistant Secretary

## NOTICE

1. The Board of Directors reserves the right to recess into executive or closed session to consult with the High Point SUD's attorney about any item listed on this Agenda whenever it is considered necessary and legally justified under the Texas Open Meetings Act, Section 551.071 of the Texas Government Code.
2. The Board may vote or act on any item listed on this Agenda.
3. During Public Comment, individuals may address the Board about matters not listed on this Agenda. Each speaker shall be limited to 3 minutes. The Board is prohibited from deliberating or acting on any matter presented during Public Comment.
4. Persons with disabilities who plan to attend a Board meeting and may need auxiliary aid or assistance should contact the Office Manager, Erica Parnell, at least two working days prior to the scheduled meeting by telephone at (972) 564-3801 or by email to [erica@highpointsud.com](mailto:erica@highpointsud.com). Braille is not available.
5. One or more members of the Board of Directors may participate remotely by telephone or video conference in compliance with the Texas Open Meetings Act. The location identified on this Agenda is the location at which the presiding officer and a quorum of the Board will be physically present during the meeting.