

# FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109  
Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met Wednesday December 13, 2023 at 12 PM, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 1:17 p.m. Board members present: Sug Roller, Robert Montgomery and Sam Snyder. General Manager Mark Gardenhire, Field Manager Tyler George and Office Administrator Carrie Holson were also present.

Visitor Comments: No visitors present for meeting. Prior to meeting board being called to order, employees and guest enjoyed a holiday luncheon.

Roller made a motion to approve the minutes of the November 2023. Motion seconded by Snyder; motion carried.

Montgomery made a motion to approve financials. Motion seconded by Roller; motion carried.

Gardenhire updated the board on the projects and presented letter from USDA approving the Hubbard Lake Crossing, Treatment Plant, Evaporation Ponds and Raw Water Lines and stated next step will be going out for bids. He added the welders have been working on the rings for the standpipe and anticipates the construction phase being completed in 4-5 weeks. Gardenhire added the trenching is going well from PS #7 and easements had been obtained to loop the line in.

McKelvain asked George how things were in Moran with water services and George reported no issues.

Gardenhire informed board the auditors would be in office end of December for annual audit; he would be having surgery on December 20<sup>th</sup>; and Cisneros truck would be in shop for repairs. Gardenhire also stated that after the first year he wanted to start being sure customers are in compliance regarding multiple dwellings on one meter. Montgomery stated he prefers that issue not be acted upon at this time, due to recent increases.

McKelvain asked if he had any updates on Lake Cisco expansion. Gardenhire said Engineer (Derek Turner) has given a rough estimate of \$800K to provide service to CR 104.

Holson stated she had attended the Election Law Seminar and advised board there are lots of reporting requirement that are the candidates responsibility before and after election date and that packets would be available for application for place on ballot mid-January. Holson also informed the board the office would be changing over internet and phone services, which should be more efficient and cheaper as well.

Board members went into a closed session regarding Personnel-Annual Evaluations.

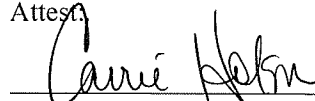
Board members resumed open session and Montgomery made a motion that all employees receive \$1750 performance bonuses and thanked employees for their dedication and work. Motion seconded by Snyder; the motion carried.

There was no further business and Snyder made a motion to adjourn the meeting at 2:27 PM. Motion seconded by Montgomery; the motion carried.



Burrell McKelvain, Certifying Official  
Fort Griffin Special Utility District

Attest:



Carrie Holson, Office Administrator

# FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109  
Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met Wednesday January 10, 2024 at 12 PM, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:45 p.m. Board members present: Sug Roller, Robert Montgomery, Sid Collinsworth and Sam Snyder. General Manager Mark Gardenhire and Office Administrator Carrie Holson were also present.

Visitor Comments: No visitors present.

Snyder made a motion to approve the minutes of the December 2023 meeting. Motion seconded by Montgomery; motion carried.

Montgomery made a motion to approve financials. Motion seconded by Snyder; motion carried. It was included in the report that the balance reflects the deposit from an insurance claim for SCADA repairs that have not been paid out yet.

Gardenhire requested approval of an amendment to the Auditors Agreement for the 2022-2023 audit due to requirements for a "single-audit" as a result of meeting the threshold for grant funding. Amendment included increase in cost of \$2500. Montgomery made a motion to approve the amendment. Seconded by Collinsworth; motion carried.

Gardenhire updated the board on the projects and stated the standpipe was still going up and he estimates it to be 60% complete and that he line has been laid from PS7 around Moran to Hwy 6. He added there had been some issues with the bore crews contracted by Whitewater not following safety/protocol and issues have been resolved.

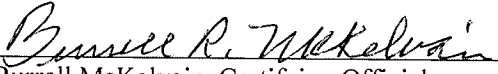
Collinsworth presented a record request to Holson. Holson requested she would need clarification of what was being requested. Collinsworth stated he wanted "information regarding easements and promises for connections". Gardenhire replied that lawyers had reviewed the connections he was referring to. Collinsworth stated he wanted his request back and no longer needed the information and Holson requested he write "withdrawn" on the request. Collinsworth instead ripped up the request and threw it away.

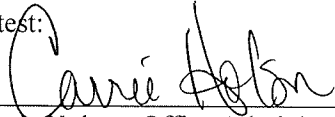
Gardenhire presented the board with information on the Texas Rural Water Conference in March. He added he is up for election with TRWA board and the SUD can send a delegate to vote.

Gardenhire also stated there are issues with the leak truck and vehicle cost just keep adding up. He and Tyler George are scheduled to meet with a lease company to get ideas and prices. Also, they are getting prices for repairing rust issues on the riser on the Breckenridge tower. McElvain asked if issues with chemicals at Throckmorton has been resolved. Gardenhire stated chemical testing had been good and that the cooler temperatures help as well.

Collinsworth stated he would like to see the policy manuals reviewed and kept up-to-date. Holson stated that was why they had provided copies to board members so everyone could start going through and marking things they think need to be looked at. Gardenhire reiterated he would like the board to be looking and making list of things to address.

There was no further business and Snyder made a motion to adjourn the meeting at 1:55 PM. Motion seconded by Montgomery; the motion carried.

  
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Burrell McKelvain, Certifying Official  
Fort Griffin Special Utility District

Attest:  
  
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Carrie Holson, Office Administrator

# FORT GRIFFIN SPECIAL UTILITY DISTRICT

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Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met Wednesday February 14, 2024 at 12 PM, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:28 p.m. Board members present: Robert Montgomery, Sid Collinworth and Sam Snyder. General Manager Mark Gardenhire, Office Administrator Carrie Holson and visitor Michael Hamby were also present.

Visitor Comments: No visitors present.

Snyder made a motion to approve the minutes of the January meeting. Motion seconded by Montgomery; motion carried.

Snyder made a motion to approve financials. Motion seconded by Hale; motion carried.

McKelvain opened the floor to Michael Hamby to review the 2022-2023 Audit Report with the board. Hamby reported “no findings” stating it was a clean report. McKelvain asked if he had any suggestions and Hamby recommended the board amend the budget throughout the year when finances change like unexpected income or expenses are incurred. Hamby also stated he sees that the water districts he deals with who are the most comfortable financially increase rates in small amounts more frequently as opposed to waiting until finances are stretched to do increases. Hamby stated he understood it is always hard to increase rates but felt better about the FGSUD’s position since they had implemented the increase. Hale made a motion to approve the audit report. Motion seconded by Snyder; all for; motion carried.

McKelvain opened discussion regarding the upcoming election. Holson reported that McKelvain and Snyder are up for re-election and had both filed, as well as Michael Bartock. After discussion regarding best places for voting locations, Montgomery made a motion to approve the Order of Election for the May 4, 2024 general election, granting Holson authority to complete the order based on availability to contract with other entities, in hopes of hosting voting locations in Shackelford, Stephens and Throckmorton County and in the City of Moran. If not, voting would be conducted at the FGSUD office. Motion seconded by Collinworth; all voting for; motion carried.

Gardenhire presented quotes to the board from American National Leasing Company on a truck for board review. The truck being discussed would be to replace the “leak truck”. Gardenhire stated he liked the lease option for several reasons, such as 6.4% interest and deferred payments for 1 year, with at \$1.00 buyout at end of lease. Board discussed at length what the best approach would be. Collinworth suggested a car for better mileage or making an existing vehicle the “leak truck” and keep looking; Hale discussed maybe cheaper to purchase but felt lease would be ok for that type of truck; Snyder suggested trying the lease since the board had not tried in past; Montgomery stated a car did not seem best option and he was okay to try a lease. Hale made a motion to enter a 5-year lease with American National Leasing for a 2024 Chevrolet Silverado, Crew Cab, 4WD including the “upfit package” of flatbed, grill guard and steps. Motion seconded by Snyder. McKelvain asked for vote by roll call: Hale-for; Snyder-for; Montgomery-for; McKelvain-for; Collingsworth-not in favor; motion carried.

McKelvain opened discussion regarding Health Insurance Deductibles. Gardenhire stated in the past the board had approved to reimburse employees deductible amounts over \$500 to offset higher rates, however the deductibles had increased in October from \$1500 to \$2500 and wanted board to be aware of increase. Holson stated when new projections come out end of May/first of June, it may be a good idea to research options.

Montgomery made a motion to reimburse employees if they go over the \$500 until the end of this insurance period (September 30) and re-establish policy when new projections come out. Motion seconded by Hale; motion carried.

Hale apologized but said he had to be excused for other obligations.

Gardenhire gave an update on projects.

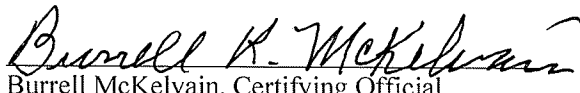
He discussed an issue with customers not wanting to install multiple meters when they have multiple dwellings and how TCEQ is unclear on the rules. He referred to a prospective customer on Hwy 6 that is part of the project and has 2 dwellings but will be utilizing his current storage tank and pump system and just filling his system with FGSUD supplied water. Customer felt it unnecessary to run 2 lines just to supply the one storage system. Gardenhire stated there would be a required airgap. Montgomery stated if the language is unclear, he thinks we should act in good-will. Snyder made a motion approving installing a one-inch meter for a residential customer who has 2 dwellings being served from same line and charging them according to rate for 1 inch meter with multiple dwellings. Motion seconded by Montgomery; motion carried.

Gardenhire reported he had received 2 bids of repairs to the riser on the Breckenridge tower. McGuire's bid was for \$141,000 and Joe Swiney bid \$49,000 which would include going back with stainless steel. He stated Derek Turner was researching the possibility of emergency funds through the form of grants, but that process could take time. He suggested the repairs being made now rather than wait until it has to be done under an emergency situation and recommended FGSUD obtain a short-term loan to cover cost. Collinsworth suggested securing a loan for part of the cost and using the remainder from the operating account if possible. McKelvain advised Gardenhire that rather than be in a bind, he would like to get a loan if needed. Montgomery made a motion to accept the bid from Axis Construction/Joe Swiney and authorize Mark Gardenhire to secure a loan from Clear Fork Bank or First Financial Bank in Albany, dependent upon best available rate for a term of 6-12 months to cover cost above current available funds to make needed repairs. Motion seconded by Snyder; motion carried.

Gardenhire concluded his report stating Todd Powell with USDA had updated him on the Plant and Distribution projects stating he expects to be ready to go out for bids by April 1<sup>st</sup>.

Holson reminded board members that anyone going to TRWA will need to be registered by March 1<sup>st</sup> for the "early bird" price.

There was no further business and Snyder made a motion to adjourn the meeting at 3:17 PM. Motion seconded by Montgomery; the motion carried.

  
Burrell McKelvain, Certifying Official  
Fort Griffin Special Utility District

Attest:  
  
Carrie Holson, Office Administrator