

# FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109  
Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met Thursday, March 5, 2020, at the Prairie Star Cook Shack, 100 Ellison St., Albany, TX.

Board President Burrell McKelvain called the meeting to order at 12:41 pm. Other Board members present included Jim Blancq, John Adams, Robert Montgomery, Sid Collinsworth, and Don Stutsman. General Manager Mark Gardenhire, Office Administrator Betty Barrett and Field Manager Tyler George were also present.

Visitor Comments, limited to five minutes: None present

Review and approve February meeting minutes: Following a review of the February 6, 2020, meeting minutes, Robert Montgomery made a motion to approve the minutes as read. Sid Collinsworth seconded the motion, and it carried.

Review and approve February expenditures and financial reports: Following a review and discussion, John Adams made a motion to approve the reports as submitted. Don Stutsman seconded the motion, and it carried.

Auditors' Report: Michael Hamby, CPA with the accounting firm Merritt, McClane & Hamby, distributed copies of the firm's audit for the fiscal year September 30, 2018 – October 1, 2019. In his review of the audit, Mr. Hamby stated that there were no issues or problems, which they deem a "Clean Audit Opinion." He also stated that in their extensive review of the "internal control over financial reporting" everything matched up with no discrepancies. A discussion was held concerning depreciation and how to show the line item on a budget. Also discussed was the District's Net Position Ratio of 1:1, and that a ratio of 2:1 would be better. However, improvements are being made due to the funds being deposited to reserve accounts. Following Mr. Hamby's report and discussions that followed, John Adams made a motion to approve and accept the Annual Audit performed by Merritt, McClane & Merritt. Robert Montgomery seconded the motion, and it carried.

Field Manager's Report: 1.) Flow meter replacement priority list: Tyler George distributed to Board members a detailed flow meter replacement priority list (see attached) including locations, sizes, brands and models, as well as whether they are currently working or are offline. He stated that there is a total of 17 flow meters in the system, and of those nine are not operating. On his priority list, #2 at Pump Station #5 Outlet (Woodson/Throckmorton) has already been replaced. #3, the twin meter to Breckenridge, and #4, the twin meter to Moran are currently scheduled for replacement, and work will begin as soon as the contractor is able to be here. After shopping around for the best prices, Tyler has ordered the list of parts to be received when Ivy & Ivy Construction arrives to begin the meter replacement. Following the report, Don Stutsman asked Tyler if he will bring to the April Board meeting a list of prices/costs along with a proposed time schedule for the replacement of the remaining flow meters. Tyler stated that he has started a price list and will have it completed for the next meeting.

2.) Water Loss – Tyler reported that there have been three medium-large leaks found, and repairs were made. A very large leak was just recently located, and it had obviously been running quite some time. It was off the highway far enough no one passing by could have seen it. After searching and turning valves off and on, he and Eric were able to isolate the area and found the leak. It wasn't the sole cause of the extra high water loss but it was a major factor. Tyler is hopeful that after having fixed that leak the water loss will be reduced on next month's Director's Report. He also stated that getting the leaks fixed is not the problem, but finding the leaks is the problem. The most common causes of the leaks are rocks cracking the waterline and ground shifts causing areas to pull apart.

General Manager's Report: 1) Update on TWDB Project: Mark reported that engineer Derek Turner is still working on the environmental and archaeological studies to be completed. Once that is done, obtaining the remaining right-of-way easements can be accomplished. He stated that he and President McKelvain met with Brian Woodward, one of the property owners, to discuss the purchase of his easement. After an agreement was reached to reroute the waterline along his fence line, Mr. Woodward agreed to accept the same rate as Sally Satterwhite and Iona Land, LP agreed upon. Hopefully we will be able to break ground in the fall of this year. 2) Mark reminded the Board of the TRWA Convention this month and asked if anyone wants to attend. He will attend a TRWA Board Meeting, as well as a renewal class in the Public Funds Investment Act., prior to attending the Convention. 3) Burrell asked Mark if we have gotten the ice maker from Doug Fuller yet. Mark replied that he and Tyler had discussed it but will need to find a location in the shop where a drainage pipe can be placed before installing the ice maker.

Convene to Executive Session, if necessary, in accordance with Texas Government Code 551.074 of the Open Meetings Act regarding the discussion of, or action to be taken, concerning Personnel Issues and Texas Gov't Code 551.071 concerning Consultation with attorney.

Reconvene to Open Session.

Action taken, if any.

Executive Session was not called for.

There being no further business, John Adams made a motion that the meeting adjourn. Robert Montgomery seconded the motion, and it carried. The meeting adjourned at 2:39 p.m.

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Burrell McKelvain, Certifying Official  
Fort Griffin Special Utility District