

FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109

Albany, TX 76430

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

President McKelvain presided and called the meeting to order at 12:43 p.m. Board members present: Sug Roller, Sid Collinsworth, Sam Snyder, Gary Roan and Robert Montgomery. General Manager Mark Gardenhire and Office Administrator Carrie Holson were also present.

Visitor Comments: No visitors present.

Montgomery made a motion to approve the minutes of the August 9, 2023 meeting upon updating to show Snyder present at last meeting. Motion seconded by Snyder; motion carried.

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

Gardenhire stated in the past FGSUD had used *McCall, Parkhurst and Horton* for bond and grant counsel. However, their fees had drastically increased, so he presented proposals from *Bickerstaff, Heath, Delgado, Acosta LLP* as well. After review Montgomery made a motion to select *Bickerstaff, Heath, Delgado, Acosta LLP* at a base fee of \$33,000. Motion seconded by Roan; all voting for, motion carried.


Gardenhire opened discussion regarding the 2023-2024 budget. Holson discussed the amounts of annual bond payments and required reserves associated. Gardenhire discussed that some reserves had been used for unforeseen reasons, and would need to be replenished. Holson stated she had reviewed the financial situation with Auditor Michael Hamby, who had recommended a rate increase following the past few audits. Hamby stated the board needs to increase rates to meet regular operating expense, to increase reserves and furthermore suggested putting funds aside annually for contingent fund. After reviewing proposed budget, McKelvain requested a closed session to discuss salary increases prior to approving the proposed budget.

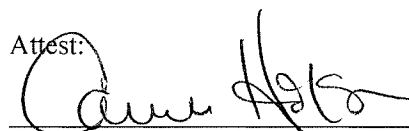
Board resumed open session at 3:48 PM. Snyder made a motion to approve the proposed budget which includes a rate increases on customer water bills, including increasing late fees and including a 4% salary increase for employees. New rates to go into effect on October billing presuming letters of notice go out in September. (New rates approved included as attachment to minutes). Motion was seconded by Collinsworth, who stipulated the board was not approving any end of year performance bonuses at this time, that it would be discussed at a later date based on financial status of the SUD; motion carried.

Gardenhire requested the board consider adopting a set policy for bulk water purchases, charging a \$40 minimum plus \$25/1000 gallons and any additional installation cost. Montgomery made a motion to set policy as outlined. Motion seconded by Roan, all voting for.

Gardenhire reported Whitewater construction would be starting on the distribution lines on the grant project within the next week. Collinsworth made a request for vehicle maintenance logs. Gardenhire stated logs are kept but that oversight falls under direction of the general manager, unless requested by the board as a whole. No other board members made request and agreed that the General Manager would continue to monitor vehicle maintenance.

No further action was taken by the board and Roan made a motion to adjourn the meeting at 4:17 PM. Motion seconded by Collinsworth; the motion carried.


Burrell McKelvain, Certifying Official
Fort Griffin Special Utility District

Attest:

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 October 11, 2023 at 12 PM, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:42 p.m. Board members present: Sug Roller, Sid Collinsworth, Sam Snyder, Gary Roan Ben Hale and Robert Montgomery. 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 September 13, 2023, meeting upon correcting the show Hale as not present at last meeting. Motion seconded by Roller; motion carried.

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

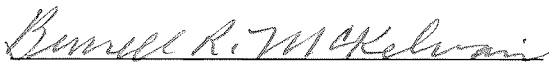
Gardenhire stated he would like to update the policy regarding testing meters. Roller made a motion that a customer who request meter testing be charged \$50 to cover cost unless the meter test shows the meter not to be reading within the TCEQ guidelines of accuracy. She added FGSUD would absorb cost if meter in inaccurate and adjust the customer bill accordingly. Motion was seconded by Montgomery; all voting for; motion carried.

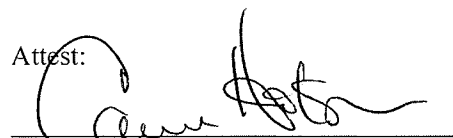
Gardenhire discussed the Lead and Copper Service Line Inspections that are being required of all water districts. He requested hiring part-time help to enter data into the system. He states Jacob/Martin has completed paperwork for grant assistance but does not anticipate receiving any funds. After discussion and consensus that FGSUD should wait until the final guidelines for the inspections are set, McKelvain suggested FGSUD wait and revisit the need for help at a later date.

Gardenhire stated Engineer Derek Turner had submitted the application for the Water Plant Project and was still waiting to hear back. He also informed the board that due to gas and fiber optic lines along Hwy6, a section of the lines being laid would be moved to the state right-of-way.

Gardenhire read a letter from Chris Wingert regarding easements and the statement that FGSUD would provide a water tap but would not serve water. Montgomery suggested Gardenhire have the attorney review, stating FGSUD should avoid making any "lawful" decisions.

Gardenhire informed board that employee Adam Cisneros grandfather had passed away and he would be off a few days. There was no further business and Snyder made a motion to adjourn the meeting at 1:45 PM. Motion seconded by Collinsworth; the motion carried.


Burrell McKelvain, Certifying Official
Fort Griffin Special Utility District

Attest:

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 November 8, 2023 at 12 PM, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:40 p.m. Board members present: Sug Roller, Sid Collinsworth, Gary Roan and Ben Hale. General Manager Mark Gardenhire was also present.


Visitor Comments: No visitors present.


Roller made a motion to approve the minutes of the October 11, 2023. Motion seconded by Collinsworth; motion carried.

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

Gardenhire updated board on the project and that row are being cleared for the distribution lines. He added he expects an update on the plant project by next week. Gardenhire also stated he had checked with attorney regarding the easement discussion at the October meeting, and the attorney confirmed FGSUD is not in violation. He concluded the managers report by noting there was an issue on Lambshead Ranch and the repairs had to be contracted due to need for a small trackhoe.

Gardenhire handed out notebooks Holson had prepared to board members containing bylaws, district service policy, employee policy manual, and contract with City of Albany. There was no further business and Collinsworth made a motion to adjourn the meeting at 1:33 PM. Motion seconded by Hale; the motion carried.


Burrell McKelvain, Certifying Official
Fort Griffin Special Utility District

Attest:

Sug Roller, Treasurer