

## FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109  
Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met in a Called Meeting, Thursday June 12, 2025 at 6 PM at 1180 CR 109, Albany, Texas.

Board and employees present enjoyed a fajita dinner prior to beginning the meeting.

President McKelvain presided and called the meeting to order at 6:46 p.m. Board members present: Sam Snyder, Ben Hale, Mike Bartock, Robert Montgomery, Trent Tankersley and Ted Tidwell. General Manager Mark Gardenhire, Office Administrator Carrie Holson and Field Manager Tyler George were present. Guest David Radcliff with County Waste Services was also present.

McKelvain began the meeting by inviting David Radcliff to speak. Radcliff shared with the board how contracts for solid waste services work and gave the board options for how a contract could look. There was no action taken and it was understood that to proceed FGSUD would need to send out RFP's to at least three waste companies. Details (such as if all customers would have to participate) would need to be determined prior to sending out RFP's.

Montgomery made a motion to approve minutes of the May 14<sup>th</sup> and May 27<sup>th</sup> meetings. Motion second by Snyder; motion carried.

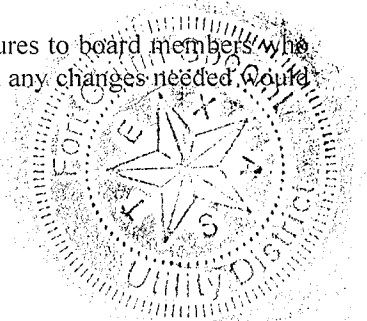
Holson reviewed the financial reports and Snyder made a motion to approve the May Financials. Motion second by Bartock; motion carried.

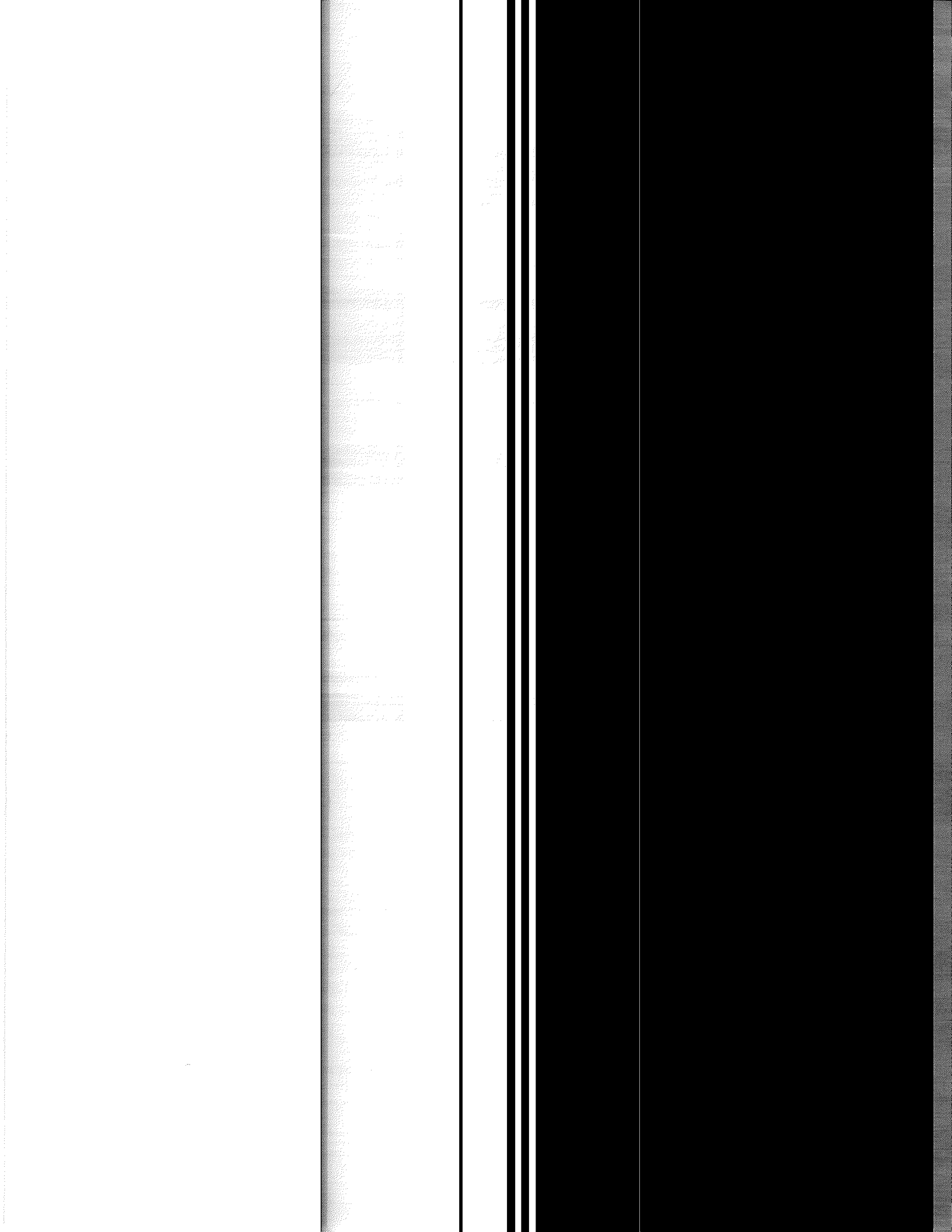
Holson presented the renewal from TXHealth (TML) for employee health insurance. Rates increased \$43.78 for employee plus family. Montgomery made a motion to approve the renewal with FGSUD continuing to pay 100% for employee and family medical; and employees (electively) paying 100% for dental and vision. Motion second by Tankersley; all voting for; motion carried.

McKelvain opened to floor for nominations for board officers for the 2025-2026 term. Snyder made a motion to re-elect McKelvain as President. Motion seconded by Montgomery; motion carried. Montgomery made a motion to re-elect Snyder as Vice President. Motion seconded by Hale; motion carried. Snyder made a motion to re-elect Montgomery as Secretary/Treasurer. Motion seconded by Hale; motion carried.

Hale made a motion that Managers and Officers serve as signees for bank accounts (Mark Gardenhire, Carrie Holson, Tyler George, Burrell McKelvain, Sam Snyder and Robert Montgomery). Motion seconded by Tidwell; all voting for; motion carried. Holson stated two bank accounts are required by USDA for the Plant Project. She explained there is an existing construction account (from previous project) that FGSUD already has checks for that can be used as USDA Construction account; but another account would be needed to be opened as Interest & Sinking that bond payments will be set aside in and utilized for bond payments. Bartock made a motion to open a bank account at First Financial Bank with signees as listed previously. Motion seconded by Montgomery; all voting for; motion carried.

Holson stated prior to meeting starting, she gave copies of the policies and procedures to board members who were absent in May. McKelvain suggested board members take time to review, and any changes needed would be discussed at the July meeting. No action taken.





Holson reviewed Budget Amendments presented at the May meeting. Snyder made a motion to approve the Amended Budget. Motion seconded by Bartock; all voting for; motion carried.

McKelvain opened discussion regarding the proposal from ServLine for leak insurance policies for customers. After discussion, Hale suggested FGSUD "self-fund" a policy by putting money aside monthly and pulling from the designated account when customers have leaks. Board requested Holson research past leak adjustments for discussion at the next meeting. No action was taken.

The Board entered an executive session at 8:40 PM, regarding Personnel Matters/Employee Status and Wages of Mark Gardenhire and Tyler George. Both employees were included in the closed session.

The Board resumed open session at 10:13 PM. Snyder made a motion to name Tyler George as Assistant General Manager for the next 90 days as a probationary period. Following the 90 days the Board will re-assess. Snyder included this would be an "interim" type position and during this phase Gardenhire will work on getting internship and requirements for C & B Surface Water License for operating the Water Treatment Plant; and begin working at the WTP when construction begins. Motion seconded by Hale; all voting for; motion carried.

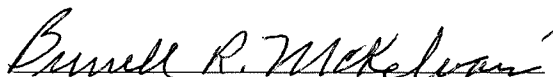
Gardenhire shared with the Board that Brazos River Authority will be hosting its annual meeting in Waco on June 26<sup>th</sup> if anyone wants to attend.

Gardenhire stated he had copies from TWDB of the Annual Salary Survey and the Annual Rate Survey if any of the board wanted a copy.

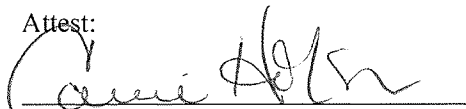
Gardenhire discussed the project cost analysis sent by Derek Turner proposing an estimated \$5.92/customer/month increase to cover the USDA loan for adding the Water Treatment Plant. He stated he was still waiting for approval of reallocating funds originally set aside for the RO Plant to be used to address aeration issues in an effort to fix the problems with trihalomethanes.

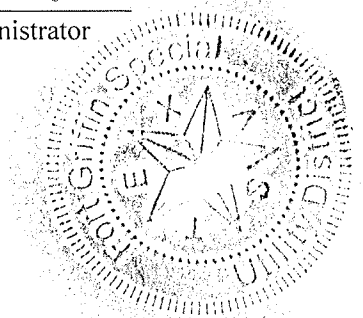
Gardenhire concluded the Manager's report with information on Arbitrage Funds, stating monies that had been allocated to FGSUD had been sitting waiting for the WTP project so long, that interest had accumulated and required a payment to the IRS. After making the IRS payment, FGSUD was left with approximately \$60K. Gardenhire requested board approval to set aside \$25-30K for the solar system at the standpipe and the remainder be transferred to the reserve fund. Hale made a motion to designate up to \$30,000 for use on the solar system at the standpipe and transfer the remaining to the reserve account. Motion seconded by Tidwell; all voting for; motion carried.

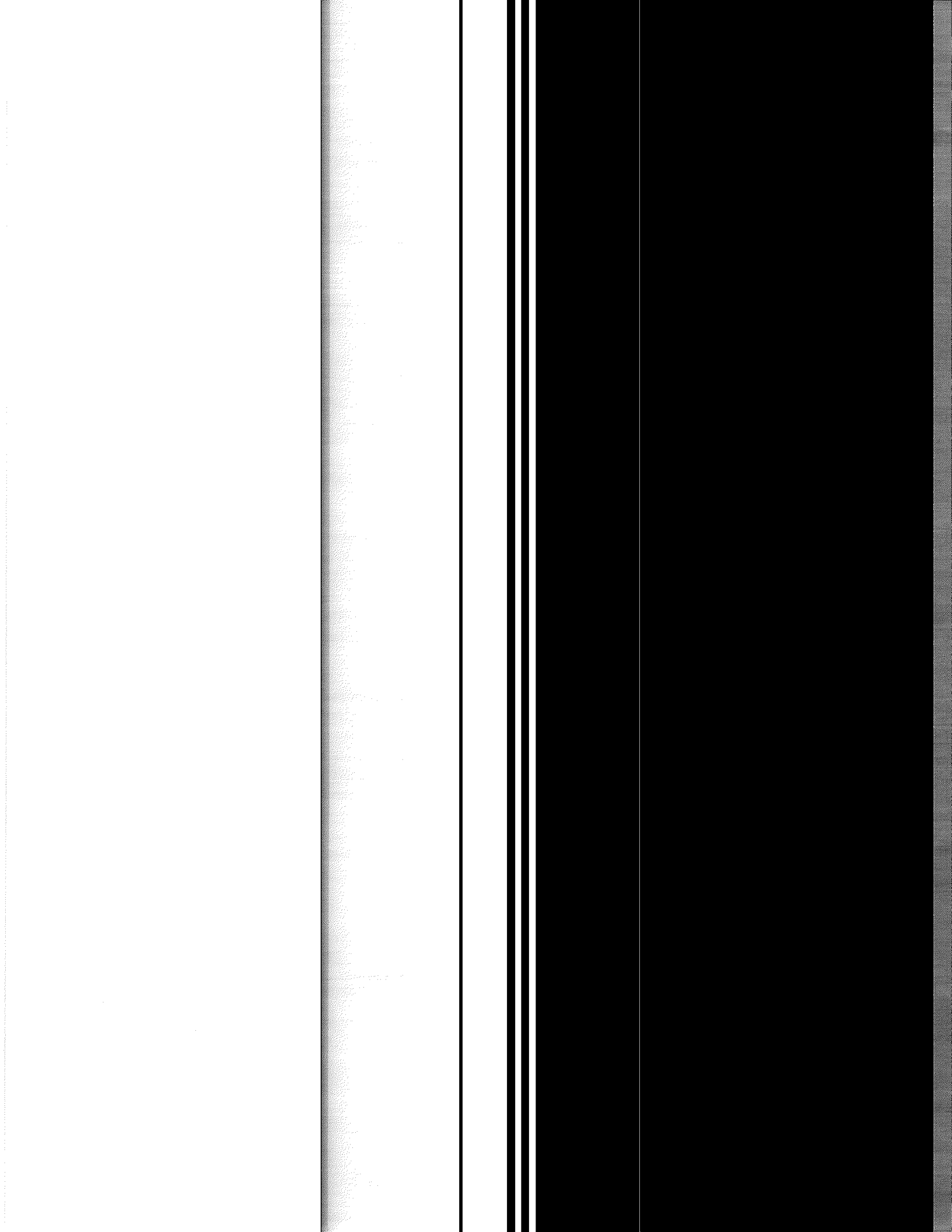
There was no further business, and Tidwell made a motion to adjourn the meeting at 10:31 PM. Motion seconded by Montgomery; the motion carried.

  
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 in a Called Meeting, Thursday July 9, 2025 at 12:00 PM at 1180 CR 109, Albany, Texas.

Board and employees present enjoyed a lunch prior to beginning the meeting. President McKelvain led everyone in singing Happy Birthday to VP Sam Snyder.

President McKelvain presided and called the meeting to order at 12:45p.m. Board members present: Sam Snyder, Mike Bartock, Robert Montgomery, Trent Tankersley and Ted Tidwell. General Manager Mark Gardenhire, Office Administrator Carrie Holson, Field Manager Tyler George and Field Techs Adam Cisneros, Brian Waggoner and Kyle Tishler were also present.

Field Techs left following lunch.

Montgomery made a motion to approve minutes of the June 12 & June 20, 2025 meetings. Motion second by Bartock; motion carried.

Holson reviewed the financial reports and Montgomery made a motion to approve the June Financials. Motion second by Snyder; motion carried.

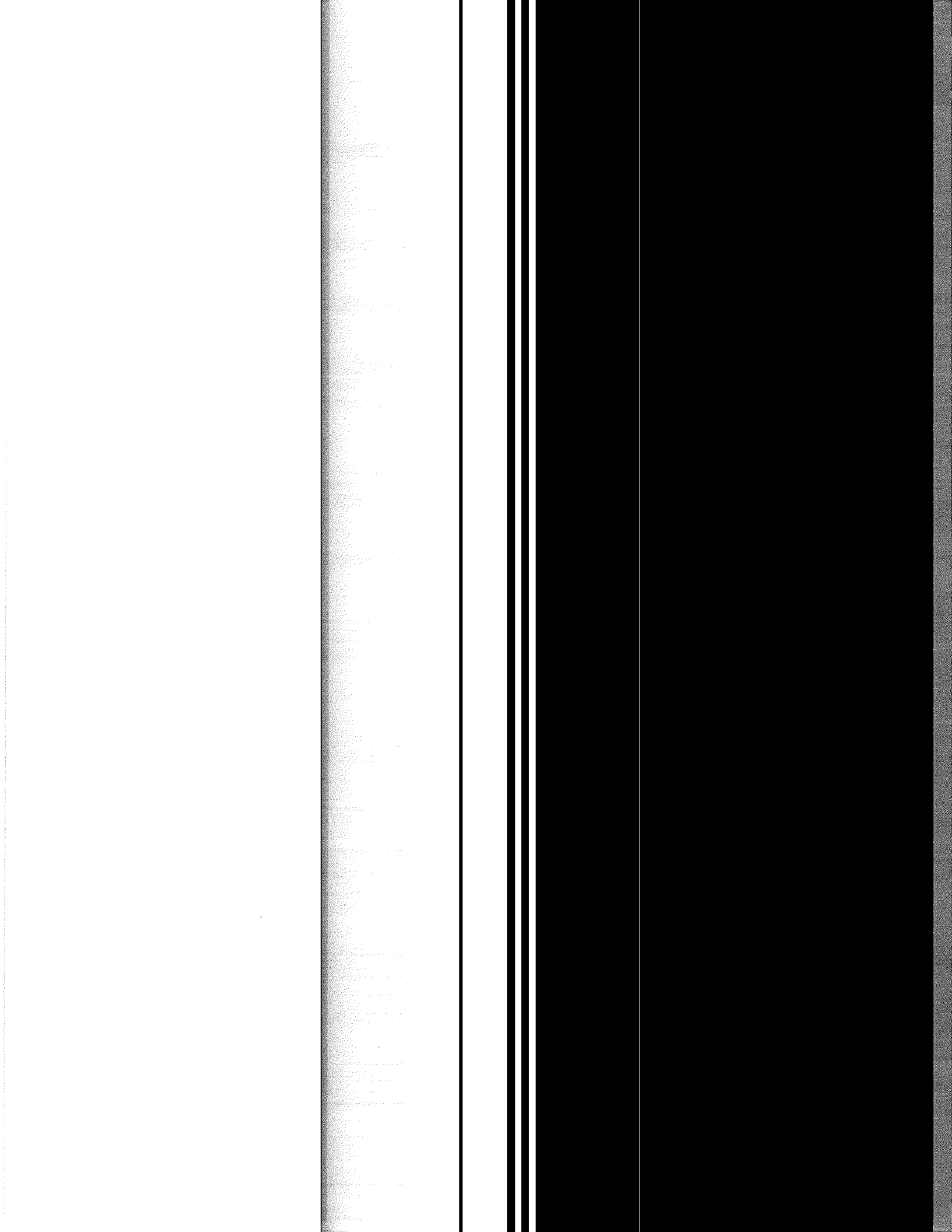
After review, Tankersley made a motion to approve the Amendment #1 to the Water Contract with West Central Texas Municipal Water District. Motion seconded by Bartock; all voting for; motion carried.

McKelvain opened discussion regarding the proposal from ServLine for leak insurance policies for customers. Holson presented reports of leak adjustments from the past 18 months as requested by the board.. George explained Holson had checked with TRWA attorneys and self-insuring is not an option since FGSUD does not own the customer side of lines, it would get into the side of requiring insurance license. After discussion, board members agreed to take no action at this time.

George reported Gardenhire had an accident pulling the backhoe (Belshe) trailer. A claim is being processed by insurance and it is expected the trailer will be totaled. Ten years ago the trailer was purchased for \$12,300 and a new one is estimated at \$29,000. A new order is estimated to take 4 weeks, as it is a custom build. Bartock made a motion to go ahead and order a trailer. Motion seconded by Snyder; all voting for; motion carried. Tankersley suggested looking into purchasing the old trailer from insurance company if possible and explore repairs to turn into a two axle trailer for other uses.

George stated there had been no further developments in providing Trash Service. He recommended the issue be tabled. Board agreed and no action was taken.

George gave the Managers Report, beginning with a report from an inspection by TCEQ on June 8, 2025. George reported the paperwork side was good, however there were a few field issues of concern. The final inspection report has not been received but the inspector stated all dead-end lines need to be flushed monthly and all pump stations that inject chemical need to be checked 7 days a week/365 days a year. George stated this could be a huge challenge for FGSUD in the way of manpower, but that an exemption can be requested. Once the final report is in, George will work with Engineers to provide proper wording for the exemption request. Montgomery



and Tankersley suggested contacting legislators regarding the hardships this could be for a small district like FGSUD.

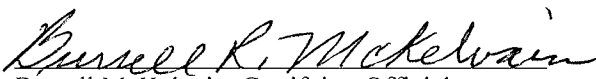
McKelvain stated he enjoyed attending the BRA Annual meeting in Waco with Gardenhire and Bartock. He stated it was very informative and that water shortages are an issue across the state.

Gardenhire updated board on the plant project, stating closing has been set for August 7<sup>th</sup>. TCEQ had responded to his request for his license request stating he will need one year hands on internship. Gardenhire has requested internship with Stephens Rural Water; and is waiting for their board meeting for contract approval. He added insurance had been obtained per their request for auto and general liability while he is interning. He concluded he has been grubbing at the plant site and trying to get a control on the overgrown property.

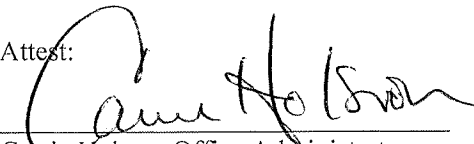
The Board entered an executive session at 2:17 PM, regarding Personnel Matters/Employee Status and Wages of Mark Gardenhire. George was included in the closed session.

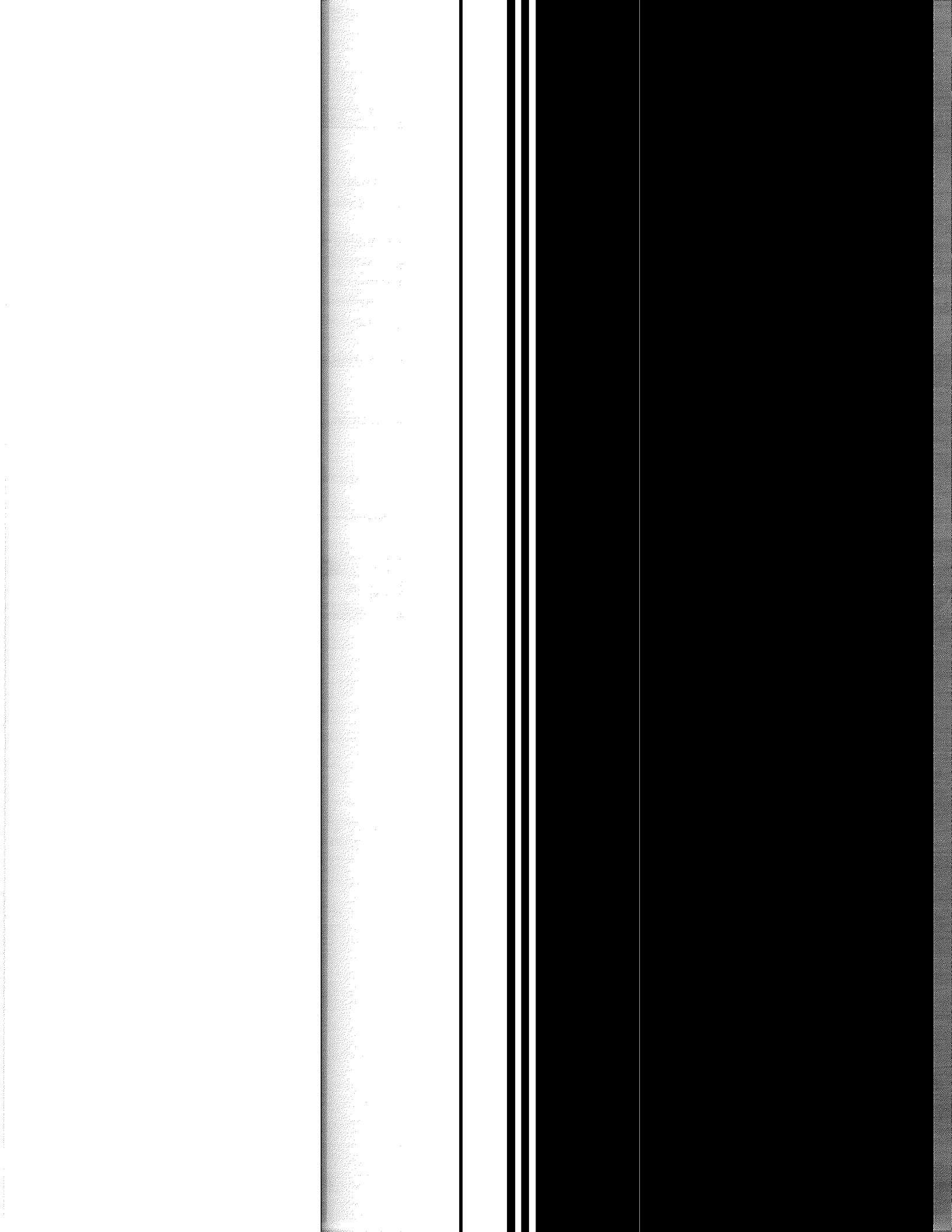
The Board resumed open session at 2:52 PM. There was no action taken regarding the closed session.

There was no further business, and Tidwell made a motion to adjourn the meeting at 2:53 PM. Motion seconded by Tankersley: 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 in a Called Meeting Wednesday August 13, 2025, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:40 p.m. Board members present: Mike Bartock, Robert Montgomery, Sam Snyder, Ted Tidwell, Trent Tankersley. Plant Manager: Mark Gardenhire General Manager: Tyler George and Office Assistant Deirdra Frazier were also present.

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

Financials were discussed, talked about loan payments. Snyder made a motion to approve the financials for July. Motion seconded by Montgomery; motion carried.

George discussed hiring additional field personnel (preferably someone with CDL). Montgomery made a motion giving George permission to advertise and receive applications for a Field tech with pay DOQ. Motion second by Snyder; motion carried.

Tidwell made a motion to purchase the old Belshe trailer for \$2,200 from the insurance company and make repairs for future use; and to accept the insurance settlement for \$13,060.67. Tankersley second the motion; motion carried.

Board approved Mark Gardenhire doing his internship at the City of Breckenridge for water license requirements.

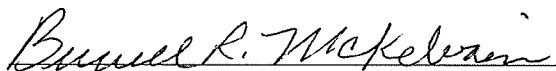
Snyder made a motion to approve sending RFPs for trash service with options for exclusive services or non exclusive. Montgomery second the motion; motion carried.

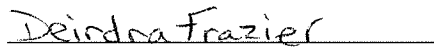
Tyler George gave updates on water loss validation with TWDB and created maps with J&M to show how vast our system is and have around 140 flushes which must all be flushed and logged monthly. Also, all flow meters must be tested annually, and all customer meters must be changed out at 1.2 million gallons, tested, and recorded for accuracy with records to be submitted with water loss audits annually. He also talked about a water loss grant being pursued with TWBD to add flow meters and pressure monitoring throughout the system with cellular technology so FGSUD can monitor in real time. Also discussed that J&M was helping work on exemption letters to TCEQ for the violations received in recent inspection.

Tyler George discussed there is still interest being shown for the Cisco project; however the cost is still high compared to the number of customers that would be served if split among those interested. Engineers are still looking for grant funding possibilities, but none are available at this time.

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

Attest:

  
Burrell McKelvain, Certifying Official  
Fort Griffin Special Utility District

  
Deirdra Frazier, Office Assistant

