

FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109
Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met Thursday, September 3, 2020, at the Prairie Star Cook Shack, 100 Ellison St., Albany, TX.

In the absence of Board President Burrell McKelvain, Vice President Sam Snyder presided and called the meeting to order at 12:22 pm. Other Board members present included John Adams, Don Stutsman, and Sid Collinsworth. General Manager Mark Gardenhire and Office Manager Betty Barrett were also present. One guest, Sug Roller, attended the meeting.

Visitor Comments, limited to five minutes: None present

Review and approve August meeting minutes: Following a review of the August 6, 2020, meeting minutes, John Adams made a motion to approve the minutes as read. Don Stutsman seconded the motion, and it carried.

Review and approve August expenditures and financial reports: Don Stutsman asked about the checks payable to Marty Smith Pipeline & Construction. Mark explained that he asked Marty Smith to help in repairing some water leaks and installation of some water meters. Don also asked about expenses for BacT water sample tests for James Wade. Mark stated that we installed a line extension and three new meters for property owned by James Wade. Prior to approval of connection to the new waterline, BacT water sample tests are required to be taken to the lab and determined to be safe potable water. The first three BacT samples were not approved, but the fourth sample was approved. The cost of the sample testing will be billed to Mr. Wade for reimbursement. Following a review of the August financials, John Adams made a motion to approve and accept the reports as submitted. Don Stutsman seconded the motion, and it carried.

Discuss and take action regarding Auditing Firm (2019/2020 Audit): Following a discussion and recommendation by Office Administrator Betty Barrett, John Adams made a motion to retain the firm of Merritt, McLane & Hamby of Abilene to perform the 2019/2020 Fiscal Year Audit. Don Stutsman seconded the motion, and it carried.

Old Business –

- Final cost of tank cleaning – On July 31, 2020, Ron Perrin Water Technologies inspected and cleaned the 100,000-gallon ground and elevated storage tower on US Hwy 180 at a total cost of \$2,450.
- Results of DVD review – Mark showed the video of the tank inspection and cleaning as he explained the sediment and turbidity – what it is and what causes it – that was shown in the video. The following items were noted in the written report that accompanied the DVD:
 1. Roof hatch is the proper size and design; closed and properly locked.
 2. Overflow flapper valves and gaskets provide adequate protection against insects, rodents, and other vermin.
 3. Exterior is in good condition
 4. Access ladder is in good condition.
 5. Foundation, as well as fencing and security lighting is good.
- Status of Lopez Warranty Deed – Mark reported that he finally got a response from Roger Lopez this morning. He informed Mark that he will be coming in this weekend to review the paperwork again. If Mr. Lopez is satisfied with the deed and arrangement with FGSUD, he will add his signature and submit the Warranty Deed early next week.

General Manager's Report: 1.) Mark reported that tomorrow (Friday, September 4) engineer Derek Turner and TCEQ will hold a zoom meeting for further discussion of the project. They are still working on the paperwork and hopefully will reach approval stage soon. The list of right-of-way easements has been completed, and Betty mailed two checks to Derek who will deliver one to Ms. Sally Satterwhite and one to Iona Land, LP, securing their signed right-of-way easements. Obtaining the Warranty Deed from Mr. Lopez completes the required documents from FGSUD. 2.) Quarterly water samples were being taken this morning. Mark stated that he and City of Albany Plant Manager David Bales have had discussions regarding performing a chlorine burnout of their system, as well as our system and the City of Moran system. Originally, the chloramine to free chlorine conversion was to start September 1 and end October 1, but due to the quarterly samples being taken today (September 3) the burnout is scheduled to be from September 10 to October 10.

Discuss the 2020/2021 fiscal Year Budget, take action if necessary: Betty distributed copies of a proposed Annual Budget that she and Mark had jointly considered, using known as well as estimated Operating Income figures. Operating Expense numbers were proposed, based on past figures and a few known expenses. Following a discussion concerning the proposed budget, John Adams made a motion to approve the 2020/2021 Budget as submitted. Sid Collinsworth seconded the motion, and it carried.

There being no further business, Don Stutsman made a motion that the meeting adjourn. Sid Collinsworth seconded the motion, and it carried. The meeting adjourned at 1:17 p.m.

VP Sam Snyder, Certifying Official
Fort Griffin Special Utility District