

# FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109  
Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met Thursday, September 5, 2019, at the Prairie Star Cook Shack, 100 Ellison St., Albany, TX.

Board President Burrell McKelvain called the meeting to order at 12:40 pm. Other Board members present included John Adams, Sid Collinsworth, Don Stutsman, Jim Blancq, and Robert Montgomery. General Manager Mark Gardenhire and Office Administrator Betty Barrett were also present.

Visitor Comments, limited to five minutes: None present

Review and approve July 2, 2019 meeting minutes: Following a review of the July 2, 2019, meeting minutes, Don Stutsman made a motion to approve the minutes as read. Robert Montgomery seconded the motion, and it carried.

Review and approve August 1, 2019 meeting minutes: Following a review of the August 1, 2019, 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 27, 2019 called meeting minutes: Following a review of the August 27, 2019, meeting minutes, Robert Montgomery made a motion to approve the minutes as read. John Adams seconded the motion, and it carried.

Review and approve August expenditures and financial reports: President McKelvain asked Mark for an explanation of the expenditure, check #7201 payable to Marty Smith Pipeline & Construction regarding a “hydro vac.” Mark stated that TxDOT required the District to locate our waterline, and it is time efficient to have it done by a professional. Following the discussion concerning the August expenditures and financial reports, John Adams made a motion to approve the reports as submitted. Don Stutsman seconded the motion, and it carried.

CPA Firm selection for Annual Audit: Office Administrator Betty Barrett reported that it is time to select the CPA firm who will perform the District’s 2018-2019 annual audit. A letter from the firm of Merritt, McLane, & Hamby was received requesting the opportunity to handle the annual audit. This firm has been auditing the District for the past several years. John Adams asked Betty if she is pleased with their performance and would she recommend the firm again. Betty stated that the firm is very knowledgeable about FGSUD and has done an excellent job in the past, as well as being very easy to work with. Following the discussion, John Adams made a motion to select Merritt, McLane & Hamby to perform the 2018-2019 Annual Audit. Robert Montgomery seconded the motion, and it carried.

Update on RD and TWDB Projects: Mark reported that engineer Derek Turner is trying to close out the Water Development Board paperwork, and is encouraging Rural Development to move as quickly as possible to complete the parity agreement between the two entities.

Update on District’s legal boundaries: There are no updates at this time.

Manager’s Report: Mark stated that there are some items for discussion concerning the 2019-2020 Annual Budget and before presenting a proposed budget to the Board he has asked Chris Nil with Communities Unlimited to perform a rate study. Mr. Nil presented a proposed budget for the 2018-2019 fiscal year, and agreed to meet with Mark on Tuesday, September 10 to review the regular maintenance issues and assist with a rate increase proposal. The proposed budget will be presented to the Board for consideration of approval at the October 3, 2019, meeting.

Convene to Executive Session at 2:10 p.m., 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 at 3:44 p.m.

Take action if necessary: Robert Montgomery made a motion to table the discussion. Don Stutsman seconded the motion, and it carried. No action was taken

There being no further business, John Adams made a motion that the meeting adjourn. Don Stutsman seconded the motion, and it carried. The meeting adjourned at 3:46 p.m.

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Burrell McKelvain, Certifying Official  
Fort Griffin Special Utility District