

FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109
Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met in a Regular Meeting Wednesday January 8, 2025, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:41 p.m. Board members present: Sam Snyder, Sid Collinsworth, Mike Bartock, and Robert Montgomery. General Manager Mark Gardenhire was also present.

Visitor Comments: None.

Collinsworth made a motion to approve the minutes of the November and December meetings. Motion seconded by Montgomery; motion carried. Snyder made a motion to approve the minutes of the December meeting. Motion seconded by Montogomery; motion carried.

Montgomery made a motion to approve the financials for November. Motion seconded by Collinsworth; motion carried.

Review of the FY 2023-2024 Audit was tabled until the February meeting.

Gardenhire stated there had been some question from Hunting Clubs/Camps regarding rates for multiple "dwellings". Snyder made a motion to leave the rate for hunting camps the same as RV Parks per TCEQ regulations. Motion seconded by Montogomery; motion carried.

Updates on projects included Turner is finalizing bids on the Water Treatment Plant and Line Project; and Gardenhire is working on obtaining bid from Comanche Electric for the Standpipe.

Gardenhire requested approval of Board to make a payment to the Albany Fire Department for use of the building for board meetings. Bartock made a motion to pay \$1200 to the Albany Fire Department. Motion seconded by Collinsworth; motion carried.

There was no further business, and Snyder made a motion to adjourn the meeting at 1:42 PM. Motion seconded by Montgomery; the motion carried.

Attest:

Burrell R. McKelvain
Burrell McKelvain, Certifying Official
Fort Griffin Special Utility District

Mark Gardenhire
Mark Gardenhire, General Manager



FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109
Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met in a Regular Meeting Wednesday February 12 2025, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:44 p.m. Board members present: Sam Snyder, Sug Roller, Sid Collinsworth, Mike Bartock, and Robert Montgomery. General Manager Mark Gardenhire, Office Administrator Carrie Holson, Office Assistant Deirdra Frazier, Field Manager Tyler George, Engineer Derek Turner and Auditor Michael Hamby were also present.

Visitor Comments: None.

Snyder made a motion to approve the minutes of the January meeting with the correction of the month noted as "January". Motion seconded by Montgomery; motion carried.

Snyder made a motion to approve the financials for December. Motion seconded by Bartock; motion carried. Snyder made a motion to approve the financials for January. Motion seconded by Montgomery; motion carried. Holson discussed the Budget vs Actual Report, noting the income is below budget due to no meters being installed since beginning of fiscal year, however feasibilities have been sent for several who should be getting installations soon. Holson also stated several line items are above budget for expenses due to large annual payments which were due, such as the Audit and TNRCC.

Michael Hamby presented the FY 2023-2024 Audit. Hamby stated it was a "clean report", and net assets had increased from prior year. He continued that due to increased requirements for auditing firms he did note findings that can be easily addressed for the upcoming year. Findings were to amend the budget during the year as it occurs to keep budget and actual in line; the reserve accounts are underfunded and he suggested FGSUD should increase revenue and build a stronger cash flow so funds don't have to be taken from the reserve during emergencies. He also stated due to the number of adjusting entries at year end, it is suggested adjustments be decreased by making allocations throughout the year and separating principal and interest type payments as opposed to one entry. Hamby stated the liquidity of FGSUD was low also. Roller suggested the budget be amended quarterly and Hamby stated doing so would be great, or even as things happen would be good. McKelvain asked how FGSUD stood financially compared to other water entities he audits. Hamby stated the ones he sees doing the best are the ones who make increases gradually to the bills, suggesting small amounts to keep up with inflation.

(Ben Hale joined the meeting at 1:17)

Hamby continued with discussing the importance of water and how lots of customers think it should be free and do not realize the cost associated with getting it to their faucet. He stated it is one of most important thing consumers purchase, but relatively cheap compared to other things they purchase. Snyder asked if Hamby's recommendation that FGSUD go up by a percentage annually; and Hamby said that would be helpful. He added FGSUD should do the best they can on the expenses side of things, but people (customers) also need to realize costs are increasing for treating and providing water; while you can watch the expenses, the problem is when there are problems in the system they must be addressed. Collinsworth stated the haul truck has a high interest rate and large annual payment, and Hamby said unfortunately sometimes things are purchased and the best option is not great. McKelvain asked how Hamby recommends FGSUD improve financially, and Hamby said one way is by evaluating the cost per meter for projects weighed against the project benefits/expected income. Collinsworth stated he thinks cost should be cut.

Montgomery made a motion to approve the FY 2023-2024 Audit Report. Motion seconded by Roller; all voting for; motion carried.

Board members, Mark Gardenhire, and Derek Turner entered a Closed Session at 1:45PM.

Montgomery made a motion to resume Open Session at 2:50 PM. Motion seconded by Snyder; all voting for; motion carried.

Hale made a motion to accept Leonard Dugal with Jackson-Walker for legal services) attorney representation. Motion seconded by Bartock; all voting for, motion carried.

Snyder made a motion to approve the award of contracts for the bids related to the water treatment plant project, contingent upon availability of funds from Rural Development and other necessary approvals, for the following:

Water Treatment Plant bid to TTE, LLC in the amount of \$3,491,380.

Water Treatment Plant Building bid to MHB Construction, Inc in the amount of \$286,812.

Evaporation Ponds bid to JMK Site Work, LLC in the amount of \$572,254.

Hubbard Creek Reservoir Crossing bid to Timco Blasting & Coatings, Inc. in the amount of \$1,190,000.

Raw Water Line bid to Bontke Bros. Construction Co., Inc. in the amount of \$1,574,928.75."

Motion seconded by Roller; all voting for, motion carried.

McKelvain recommended Sam Snyder, Robert Montgomery, Mark Gardenhire and himself, serve on a committee to represent FGSUD in meeting and working with City of Abilene, City of Albany, West Central Texas Municipal Water District. Roller made a motion approving said committee appointment. Motion seconded by Hale; all voting for, motion carried.

Holson stated the General Election will be May 3, 2025, and two at-large board members are up for re-election. Hale made a motion to Order the General Election for May 3, 2025. Motion seconded by Montgomery; all voting for, motion carried.

Gardenhire opened discussion regarding projects stating the last two payouts request has been signed for Bulldog Steele so the standpipe project is near being closed out. Gardenhire said he tried to contact Lopez regarding an easement for electrical but was never able to reach him, however Mr. Vaughn stated for him to give an easement, lines would have to be underground. Quote for cost has not been received. Gardenhire stated there is still interest in water along CR 104 but cost was estimated at \$880K for just the first section. He added there had been 8 large leaks in the past month and water loss was estimated at 45% due to said leaks and flushing.

Gardenhire informed board the Texas Rural Water Association annual meeting is set for March 26-28th in Austin and if any board members plan on attending they need to notify him as soon as possible. He concluded with an update on his trip to Washington DC to the National Rural Water Conference on February 3-6th.

There was no further business, and Collinsworth made a motion to adjourn the meeting at 3:26 PM. Motion seconded by Roller; the motion carried.

Burrell R. McKelvain
Burrell McKelvain, Certifying Official
Fort Griffin Special Utility District

Attest:

Carrie Holson
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 February 26, 2025, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 1:18 p.m. Board members present: Sid Collinsworth, Mike Bartock, Ben Hale and Robert Montgomery. General Manager Mark Gardenhire, and Office Administrator Carrie Holson were also present.

Visitor Comments: None.

McKelvain opened discussion regarding the May 3, 2025 General Election stating there were 2 open positions and two candidates had filed application. Holson presented an Order Cancelling the Election. Montgomery made a motion to approve the Order Cancelling the May 3, 2025 Election Due to No Opposition. Motion seconded by Collinsworth; all voting for, motion carried.

There was no further business, and Collinsworth made a motion to adjourn the meeting at 1:22 PM. Motion seconded by Bartock; the motion carried.

Burrell R. McKelvain
Burrell McKelvain, Certifying Official
Fort Griffin Special Utility District

Attest:

Carrie Holson
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 Regular Meeting Wednesday March 12, 2025, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:32 p.m. Board members are present: Sam Snyder, Sid Collinsworth, Mike Bartock, Robert Montgomery and Ted Tidwell. General Manager Mark Gardenhire, Office Administrator Carrie Holson, Office Assistant Deirdra Frazier, Field Manager Tyler George, Visitor Trent Tankersley and Engineer Derek Turner were present.

Snyder made a motion to approve the minutes of the February meeting with Motion seconded by Montgomery; motion carried.

Montgomery made a motion to approve the Cancelation of the May 2025 election due to no opposition. Motion second by Collinsworth; motion carried.

Snyder made a motion to approve the financials for February. Motion seconded by Bartock; stated financials were low, but seeing how February is a short month more income will come in on the first of March, motion carried.

Collinsworth made a motion approving the resignation of Sug Roller due to personal reasons. Snider second the motion, motion carried.

McKelvain requested nominations for a board member to fill the vacancy created by resignation of Sug Roller. Snyder nominated Ted Tidwell fill the vacancy. Snyder made a motion to appoint Ted Tidwell. Seconded by Montgomery; motion carried.

Tidwell performed Oath of Office and Statement of Officer and Carrie Holson notarized. Tidwell then sat in as board member for remainder of meeting.

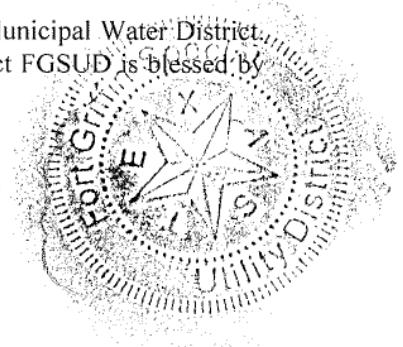
Employee insurance was discussed stating that prices keep going up and have talked to several companies (AIA, TML, Baylor Scott and White and United Healthcare). Noted that initial reports show United Health Care will save us around \$20,000 a year. Deductibles have gone up from 2500 to 3000 on TML. Collinsworth stated that they are currently paying \$2000 on each employee's insurance and feels that is too much. Gardenhire stated Waggoner is less due to coverage from his retirement plan. Holson stated she has submitted the individual participant enrollment forms to United Healthcare and is waiting for the final quotes. No action was taken.

Dereck Turner updated the board on project, contracts are ready to execute on plant project. Turner discussed changes in the project and how to address trihalomethane issues and how such changes would be funded.

Board members, Mark Gardenhire, and Derek Turner entered a Closed Session at 1:46PM.

Open Session resumed at 2:23 PM.

Snyder made a motion to approve the Resolution/Contract with West Central Texas Municipal Water District. Tidwell second the motion; motion carried. Gardenhire stated that the TMWD contract FGSUD is blessed by the relationship with WCTMWD and hopes this saves money.



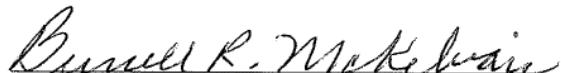
Tidwell made a motioned to appoint Montgomery as board secretary (following the resignation of Roller). Motion seconded by Collinsworth; the motion carried.

Gardenhire reminded board about the Texas Rural Water Conference end of March.

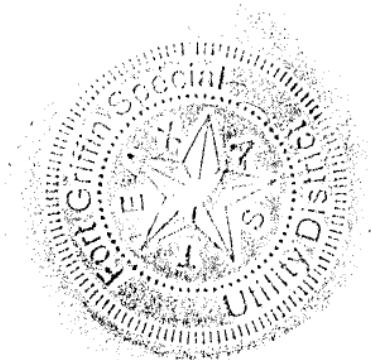
Gardenhire also stated Turner is working with Texas Water Development Board about a possible grant to help with water loss.

There was no further business, and Collinsworth made a motion to adjourn the meeting at 2:48 PM. Motion seconded by Montgomery: the motion carried.

Attest:


Burrell R. McKelvain
Burrell McKelvain, Certifying Official
Fort Griffin Special Utility District


Deirdra Frazier
Deirdra Frazier, Office Assistant



FORT GRIFFIN SPECIAL UTILITY DISTRICT

1180 C.R. 109
Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met in a Regular Meeting Wednesday April 9, 2025, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:52 p.m. Board members are present: Sid Collinsworth, Mike Bartock, Robert Montgomery, Ted Tidwell and Ben Hale. General Manager Mark Gardenhire, Office Administrator Carrie Holson, Field Manager Tyler George, Visitor Trent Tankersley and Engineer Derek Turner were present.

There were no citizen comments.

McKelvain began the meeting by skipping ahead on the agenda to the Presentation of Awards. McKelvain presented an engraved plaque of appreciation to Sug Roller for her committed service on the FGSUD Board of Directors. McKelvain then read a resignation letter received at 11:55 am (just before the meeting) from Sid Collinsworth. McKelvain then expressed his appreciation to Collinsworth for 25 years of service to the FGSUD Board of Directors. Fellow Board members thanked Roller and Collinsworth and Roller excused herself from the meeting. Collinsworth stayed for the meeting, but as a visitor.

Montgomery made a motion to approve March 2025 minutes. Motion second by Bartock; motion carried.

Holson explained the format of the financials for new/upcoming board members. Hale made a motion to approve the financials for March. Motion seconded by Tidwell; motion carried. Gardenhire mentioned he and Holson are working with First Financial Bank to obtain the credit cards they offer which have rewards of 2% cash back. Hale asked about the health insurance cost and McKelvain requested Holson go ahead and discuss although it is on agenda later. Holson stated the Employee Census were sent back to the SUD with a request for clarification on some employees health questions. Census' have been resubmitted, and quotes should be back within a week. Holson added that while at the TRWA conference, she and Gardenhire spoke with other insurance companies who asked for the opportunity to quote rates as well. Census' have since been sent to them and quotes should be back before next month's meeting. No action was taken regarding employee insurance.

McKelvain presented an Engagement Letter with Law Firm Baker and Moran Doggert Ma & Dobbs LLP. Gardenhire explained that the previous attorney did not handle USDA contracts; he had looked at other options and was pleased the hourly rate would be lower than previous attorney's. Montgomery made motion to sign and approve the Engagement Letter with Law Firm Baker and Moran Doggert Ma & Dobbs LLP. Motion seconded by Hale; motion carried.

McKelvain stated a closed session was not necessary; therefore, there was no closed session.

Gardenhire discussed the Raw Water Supply Contract and amendments that had been made since signed at the previous meeting regarding transportation cost (Section 10.03). Bartock made a motion to approve the revised Raw Water Supply Contract. Motion seconded by Montgomery; motion carried.

Derek Turner updated the board on project, contracts have been executed on plant project and once Rural Development signs off, he can proceed. He stated he has a conference call scheduled for the week of April 14th with Texas Water Development Board to request permission to use allocated funds to help fix issues with the trihalomethanes (THM). He asked if not approved if the funds can be "turned back" He stated that would require an exception or another option would be to leave funds and let them draw interest.

Turner also mentioned pulling out the R.O. part of the project, but is waiting on approvals. He stated it may be more appropriate to leave. He also informed the board that the State of Texas Revolving Fund Program had created funds to help systems address water loss. Turner had applied for funding on behalf of FGSUD and if funded, he and George had discussed installing flow meters to help isolate leaks. Gardenhire mentioned SCADA picks up large leaks, but smaller ones are harder to detect. Goerge stated we currently rely a lot on "cowboys" spotting leaks and calling them in.

Gardenhire began Manager's Report stating George, Holson and himself had attended a meeting with County Waste Services (CWS) in order to open an additional revenue stream for FGSUD. The SUD will be sending our surveys to see if there is interest from customers and to gauge existing rates being paid. After data is collected, CWS and FGSUD will discuss options for a contract. George discussed how municipalities and other SUD's structure and Holson went over some of the possible benefits.

Gardenhire mentioned he would like to have a representative from Serve Line come make a presentation to the board about leak protection plans. It would be optional to customers but give a way to protect the customer and SUD regarding loss due to leaks. McKelvain stated it would be fine to have someone come discuss.

Gardenhire reviewed a flyer from TRWA "Bills to Support and Issues of Concern". He stated TRWA is fighting against bills of concern and has worked hard to get support from officials. He stated he appreciated the support Senator Perry had given to important water issues. He also expressed appreciation to Bartock and Holson for attending TRWA Day at the Capital and commended Holson for taking the opportunity to speak to Senator Nichols about bills he has presented that would have a negative effect on water districts.

McKelvain asked Bartock and Holson to share information from the TRWA Conference with the board. Bartock stated he really enjoyed attending and hopes to attend the Technical Conference in July. Bartock stated, "my biggest take-away was that its important for the board to take care of employees; and without good employees there is no one to take care of the system." He added, "Mark should be running the day-to-day but as a board we should make sure our employees have what they need." Holson stated she learned a lot about employment laws regarding changes from the Trump administration such as DEI and discrimination policy changes. She stated she has begun reviewing policies and forms to be sure wording is compliant. Holson added that she visited with several billing system companies and was impressed with the newer options many offer compared to the RVS system being used. She has set up a few virtual demos to explore options. She concluded that she and Bartock also visited with some vendors regarding drones to help detect leaks.

Gardenhire reminded the board that many of "newer things" are great, but also come at a cost. He added he wants the board to be thinking about rate increases, noting recommendations from the auditor.

McKelvain stated Snyder will not be available for the regular meeting date the next few months and if the meeting date is changed, everyone will be notified.

There was no further business, and Montgomery made a motion to adjourn the meeting at 2:55 PM. Motion seconded by Tidwell: the motion carried.


Burrell R. McKelvain
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 Regular Meeting Wednesday May 14, 2025, at 609 Railroad Street, Albany, Texas.

Prior to beginning the meeting Trent Tankersley was sworn in and took the Oath of Office.

President McKelvain presided and called the meeting to order at 12:32 p.m. Board members present: Robert Montgomery, Trent Tankersley and Ted Tidwell. General Manager Mark Gardenhire, Office Administrator Carrie Holson and Field Manager Tyler George were present.

Visitor Sid Collinsworth had comments regarding the backhoe lease, interest on the leased vehicle, and lunches purchased with company card.

McKelvain began the meeting by inviting Jenna Haislet with Serveline to make her presentation. Haislet introduced the Serveline Program as an insurance policy that assists customers with leaks. The program would protect the SUD when customers have large leaks that in the past have needed adjusted. The program allows one claim per 12 month period. Board members asked a few questions but no action was taken due to it not being on the agenda. To be discussed at the June meeting.

Montgomery made a motion to approve April 2025 minutes. Motion second by Tidwell; motion carried.

Montgomery made a motion to approve the April Financials. Motion second by Tankersley; motion carried.

Selection of officers and signators for bank accounts was tabled.

Holson presented binders with Policies and Procedures for board to review. Holson stated many of the forms, policies etc are out of date and some are missing signatures. She requested board let her know if they see any changes that need to be made. She included the Drought Contingency Plan must be updated every five years and Jacob Martin and finalized the revision; and the By-Laws had been changed only to note the revision of regular meeting date being the 2nd Wednesday of each month. Montgomery made a motion to approve the Revised Drought Contingency Plan and the Revised By-Laws. Motion seconded by Tidwell; all voting for; motion carried.

Holson presented adjustments to the 2024-2025 Budget noting grant funds received, donations and changes in expected income and expenses. No action was taken. McKelvain requested board members review for discussion at the June meeting.

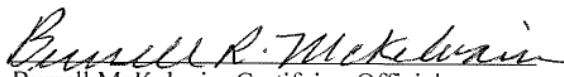
Holson presented estimates from several companies for Employee Health Insurance; including a few denial letters. She stated the current insurance with TML does not take employee health history into consideration like the proposing companies result in increased rates an average of \$5,000 per month if a change is made. She shared TML is still working on contracts to have local providers/hospitals be in-network. Gardenhire informed board that his spouse had switched to Medicare and due to removing her from the SUD policy, the SUD would see a cost savings and requested a reimbursement for her Medicare cost. Montgomery made a motion to reimburse Gardenhire for the spouse portion of insurance. Second by Tidwell; motion carried. There were no other changes made to employee insurance.



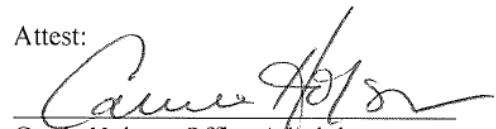
The board went into executive session at 2:50 regarding Personnel Matters/Employee Status and Wages/ Mark Gardenhire.

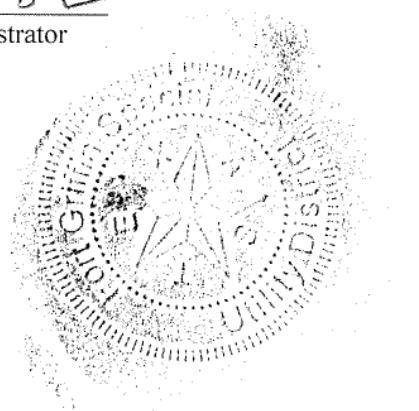
Board resumed open session at 3:30. No action was taken regarding the closed session.

There was no further business, and Tankersley made a motion to adjourn the meeting at 3:33 PM. Motion seconded by Montgomery: the motion carried. Gardnehire stated he did not have anything to report for Managers Report.


Burrell R. McKelvain
Burrell McKelvain, Certifying Official
Fort Griffin Special Utility District

Attest:


Carrie Holson
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 Tuesday May 27, 2025, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 6:11 p.m. Board members present: Robert Montgomery, Mike Bartock, Sam Snyder, Trent Tankersley and Ted Tidwell. General Manager Mark Gardenhire was also present.

Snyder made a motion that the board enter closed session at 6:12 regarding Personnel Matters/Employee Status and Wages/ Mark Gardenhire. Motion second by Montgomery; motion carried.

Board resumed open session at 7:40. No action was taken regarding the closed session.

Tankersley made a motion to move the June meeting to June 12th. Second by Bartock; motion carried.

There was no further business, and Tankersley made a motion to adjourn the meeting at 2:42 PM. Motion seconded by Bartock: the motion carried.

Burrell L. McKelvain
Burrell McKelvain, Certifying Official
Fort Griffin Special Utility District

Attest:

Carrie Holson, Office Administrator

