

# 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 April 10, 2024 at 12:36 PM, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:36 p.m. Board members present: Ben Hale, Robert Montgomery, Sid Collinsworth and Sug Roller. General Manager Mark Gardenhire, Office Administrator Carrie Holson and visitor Mike Bartock were also present.

Visitor Comments: None.

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

Roller made a motion to approve the financials for February and March. Motion seconded by Montgomery; motion carried.

McKelvain presented the resignation letter from Gary Roan which had been tabled at the previous meeting. Sug Roller stated "with regret" she would make a motion to approve the resignation of Gary Roan. Motion seconded by Montgomery; motion carried.

McKelvain reported Mike Bartock had withdrawn his application for place on ballot for the May 4, 2024 election. Holson presented a Certificate of Unopposed Candidates and Montgomery made a motion to cancel the May 4, 2024 election due to no opposition. Motion seconded by Roller; motion carried.

McKelvain opened the floor for nominations for filling the vacancy on the board due to the resignation of Roan, to fulfil the remainder of his term. Montgomery made a motion to appoint Mike Bartock to fill the vacancy. Motion seconded by Roller; motion carried.

Holson presented Bartock with Statement of Elected Officer, which he recited as well as the Oath of Office, and he was welcomed to the table as a board member.

Hale made a motion approving the sale of the old leak truck. Motion seconded by Collinsworth; motion carried.

Gardenhire presented a map to the board outlining the progress on the distribution line project. He presented change orders and a cost breakdown as well. He recommended using the \$47K in contingency funds to change out pumps at PS#7 unless something else comes up.

Gardenhire stated Engineer (Turner) is completing an EQWAG application on behalf of FGSUD for emergency funds to assist with the repairs to the line along the 180 bridges.

\*Roller had to be excused for other obligations\*

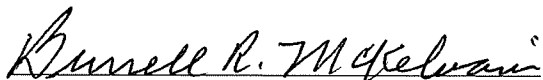
Gardenhire stated he had spoken with Todd Powell with USDA regarding the Water Treatment Plant and Raw Water Lines and was informed closing instructions are expected within the next 60 days.

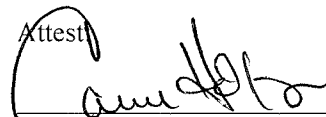
McKelvain stated he would like to congratulate Mark Gardenhire on being elected as the Vice President for Texas Rural Water Association. Board members joined in congratulating him and Montgomery stated how privileged the board is to have someone representing us on such a level.

\*Hale had to be excused for other obligations\*

Gardenhire stated he would be a delegate for TRWA at the national conference in September in Savannah, Georgia. He stated that as usual, TRWA will pay the travel and lodging expenses for the event.

There was no further business and Montgomery made a motion to adjourn the meeting at 2:01 PM. Motion seconded by Bartock; 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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FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met in a Called Meeting Wednesday May 8, 2024 at 12:36 PM, at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:40 p.m. Board members present: Robert Montgomery, Sid Collinworth, Mike Bartock, Sam Snyder and Sug Roller. General Manager Mark Gardenhire and Office Administrator Carrie Holson were also present.

Visitor Comments: None.

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

Snyder made a motion to approve the financials for April with exception of the Operating Account transactions due to the date on report being incorrect. Motion seconded by Montgomery; motion carried.

After discussion, Montgomery made nominations and made a motion to leave officers the same for 2024-2025 McKelvain President; Snyder VP; Roller- Secretary/Treasurer. Motion seconded by Bartock; motion carried.

Snyder made a motion that no changes be made regarding signators on all bank accounts. Motion seconded by Bartock; motion carried.

Montgomery made a motion to approve the Bond Counsel Agreement. Motion seconded by Roller; motion carried.

Gardenhire opened discussion regarding vehicles. Initially it was thought the transmission had gone out on the 2018 Ford driven by George but found to be plugs. The 2017 Chevy driven by Cisneros is still under repair. Been in and out of shop due to oil pump, timing chain, actuator and shavings in oil pan. Estimating an additional \$5k to get it running. Collinworth stated best to repair and keep driving. Snyder suggested no more V6's in future and suggest put back together and drive a few weeks and see how it does. Bartock asked if purchasing extended warranties in future would be beneficial. Montgomery stated it is a gamble either way regarding keeping it or getting rid of it. Snyder recommended get it fixed and drive a little and if necessary, get rid of it. Board will reconsider at next meeting after pulling oil pan and checking to see if shavings are still present. No action taken.

No action was taken regarding the budget. Gardenhire stated he had wanted that on agenda due to vehicle issues.

Gardenhire informed board that TCEQ had sent a fine of \$3600 or uncontested \$3125 and that Jacob Martin is working on an application for a Supplemental Environment Project that would allow funds to be spent on the bridge repairs as environmental improvements to the system. No action was needed.

Gardenhire reported contractors are working to ad SCADA system and about 3 miles of line are left in Throckmorton before begin filling the standpipe. He added the bond had passed and he is still waiting for closing instructions on the plant project.

An EQWAG application also has been submitted for emergency funds for the bridge repairs and TXDOT had provided a letter stating no longer allowed to have lines hanging from the bridge.

Waggoner is attending CSI class in Abilene and Gardenhire reminded Board the Technical Conference will be held for TRWA in July located in Galveston. He added the West Texas Legislative Summit will also be in July in San Angelo.

There was no further business and Snyder made a motion to adjourn the meeting at 2:08 PM. Motion seconded by Montgomery; the motion carried.

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

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Carrie Holson  
Carrie Holson, Office Administrator

# FORT GRIFFIN SPECIAL UTILITY DISTRICT

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FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met in a Called Meeting Wednesday June 12, 2024 at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:37 p.m. Board members present: Sid Collinsworth, Mike Bartock, Sam Snyder and Sug Roller. General Manager Mark Gardenhire and Office Administrator Carrie Holson were also present.

Visitor Comments: None.

Snyder made a motion to approve the minutes of the May meeting with correction of V8 to V6 in discussion of vehicles and correct misspelling of Waggoner. Motion seconded by Roller; motion carried.

Snyder made a motion to approve the financials for May and the Operating Account transactions from April. Motion seconded by Roller; motion carried.

Gardenhire opened discussion regarding vehicles. He reported the 2017 Chevy went back into shop week after last meeting and continues to throw codes. Collinsworth interrupted and pulled out a can containing the timing chain from the vehicle and said he spoke with mechanic and there were no shavings and to keep driving the vehicle, even with codes. Gardenhire said he would not have it on the road with codes. McKelvain stated FGSUD should not put employees in vehicles with codes and unknown problems. Collinsworth continued to disagree and Snyder stated that Gardenhire is the representative for FGSUD and that Collinsworth is not authorized to be taking parts from mechanic or acting on behalf of the SUD. Holson stated that also puts the dealership in a bad position when getting different opinions from the same entity. Roller stated things happen with vehicles and codes and she understands hard to pin-point sometimes. McKelvain stated if issues continue the board needs to consider replacing. He added that Dean at Bayer needs to know that any and all decisions go through Mark. Bartock asked if there were any other shops available. Gardenhire replied none local and in the past have used Max Automotive or Bayer, but no policy of who must be used. Bartock stated he agreed Gardenhire should be the one handling the issue and should be sure routine maintenance is kept up on all equipment. No action taken.

Gardenhire updated board on the projects stated the pre-check list would be done in a few days and Whitewater was finishing up pipeline. Budget vs Actual for the project looks to be close. Whitewaters contract is up in June and it is expected they will be done. He added he wanted to schedule another public hearing for the Cisco Lake project. McKelvain stated he thinks should wait until the standpipe is filled. Snyder agreed and suggested hosting the hearing on a Saturday in the summer while people are at the lake.

Gardenhire reported the bore east bridge on 183 was complete and tie-ins would be done following week, FGSUD crew and Marty-Smith coordinated and replaced valves. Still some calls of air in lines but it is clearing up. He added water loss was high due to taking down the Throckmorton tower and filling 6 inch line. Expects high loss again next month due to flushing and filling the standpipe. He concluded with explanation of the process for the chlorine burnout to flush ammonia from the lines within the next 30 days as per TCEQ guidelines.

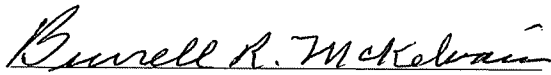
Holson stated she posted an alert prior to valves being changed out. McKelvain and Snyder requested Holson subscribe them for alerts. Holson stated she wanted to add an option for subscribing to the service applications.

The SEP application is still in process by Jacob Martin and Gardenhire stated he hopes to receive funds prior to the new loan payment being due July 18<sup>th</sup>.

McKelvain gave the board an overview of "take=aways" from the TRWA meeting he attended in March. Points included: importance of keeping a long-term view of operating system; encouragement of strategic planning; misconceptions of board members/job of board. He elaborated on expectations of board members including showing respect for other board members and that brought out best once a decision/vote is made to move on and not dwell on it. He continued with points: hardship in finding trained employees; reminders to increase rates regularly to keep up with economy; rules on closed sessions; applying a civility policy for unruly board members; majority rules; issues larger/fast growing cities are facing with obtaining water. McKelvain stated it was a very informative meeting and lots of great information.

Collinsworth stated he wants a spreadsheet on all vehicles. McKelvain stated the breakdown being provided was adequate.

There was no further business and Snyder made a motion to adjourn the meeting at 2:48 PM. Motion seconded by Roller; 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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FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met in a Called Meeting Wednesday July 17, 2024 at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:19 p.m. Board members present: Sid Collinsworth, Mike Bartock, Sam Snyder, Ben Hale and Robert Montgomery. General Manager Mark Gardenhire and Office Administrator Carrie Holson were also present.

Visitor Comments: None.

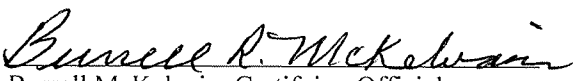
Montgomery made a motion to approve the minutes of the June meeting. Motion seconded by Collinsworth; motion carried.

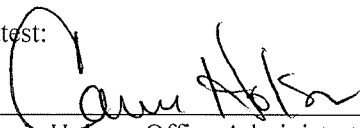
Snyder made a motion to approve the financials for June, including approval of the health insurance renewal Collinsworth stated at some point the district may need to pass some of the cost on the employees. Gardenhire stated district benefits have helped retain employees in the past. Motion seconded by Montgomery; motion carried.

Gardenhire updated board on the projects stating new impellers for Pump Station 7 have not arrived and the filling of the standpipe could not be completed until they are replaced. He reported the Throckmorton lines were complete. He also reported EQWAG application had been denied for the assistance on bridge repairs but had been modified and resubmitted. He is still waiting on closing instructions on the water plant project and raw water line. Water loss was higher than normal this month due to flushing to regulate chemicals in the heat of summer.

Gardenhire concluded that he and Sam Snyder would be attending the West Texas Legislative Conference in San Angelo later in the month.

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

  
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Carrie Holson, Office Administrator

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FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met in a Called Meeting Wednesday August 14, 2024 at 609 Railroad Street, Albany, Texas.

President McKelvain presided and called the meeting to order at 12:40 p.m. Board members present: Sid Collinsworth, Mike Bartock, Sam Snyder, Sug Roller and Robert Montgomery. General Manager Mark Gardenhire and Office Administrator Carrie Holson were also present.

Visitor Comments: None.

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

Snyder made a motion to approve the financials for July. Motion seconded by Snyder; motion carried.

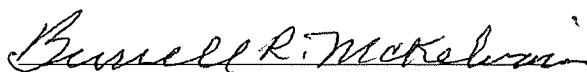
Old business discussed included repairs around the office through insurance claim for the leak would begin the following week.

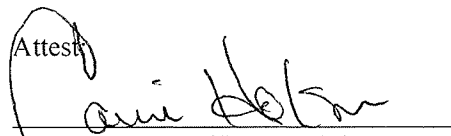
Gardenhire updated the board on the projects and stated flush valves had been run more than usual to regulate chemicals. He stated the standpipe is operating. Whitewater is finalizing work. He also reported EQWAG had been approved. He is still waiting on closing instructions on the water plant project and raw water line. Gardenhire stated he would be attending National Rural Water in Savannah Georgia in October and board agreed to hold meeting September 18<sup>th</sup>.

Gardenhire also stated FGSUD had received a letter from an attorney regarding charges on a customer account and it had been given to the SUD attorney for response regarding changes to TCEQ charges regarding RV Parks.

Roller asked about the legislative meeting Gardenhire and Snyder attended and they said it was very informative especially regarding the future of energy. Gardenhire said he appreciated the board being concerned with the future of water supply.

There was no further business, and Snyder made a motion to adjourn the meeting at 2:06 PM. Motion seconded by Collinsworth; the motion carried.

  
Burrell McKelvain, Certifying Official  
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Carrie Holson, Office Administrator