Fort Griffin Special Utility District

1180 C.R. 109

Albany, TX 76430

FORT GRIFFIN SPECIAL UTILITY DISTRICT Board of Directors met Thursday, August 2, 2018, at the Prairie Star Catering Shack, 100 Ellison St., Albany, TX.

Board Vice President Sam Snyder called the meeting to order at 12:21 p.m. Other Directors present included John Adams, Ken Hill, Jim Blancq, and Robert Montgomery. General Manager Mark Gardenhire and Office Manager Betty Barrett also attended the meeting.

Visitor Comments, limited to five minutes: None present

Representatives from credit/debit card processing companies:

1. Cloyce Clark and Rick Brown, representing PayStar, which is an online and in-person credit/debit card processing company based in Baton Rouge, Louisiana, gave a presentation regarding their business. PayStar is a top-level security system and has a list of approximately 150 clients, mostly in the East Texas area. The company has been a product of Utilistar for about 30 years. Water service customers would pay a fee of $2.50 per credit/debit card use for any charges below $100; over $100 a 3% fee would be charged; an E-check fee is $2.50. There are three plans or levels to choose from including basic integration, partial integration, and full integration. The partial and full levels of integration would be connected to our RVS billing system, for which there would be a charge by RVS Billing (the partial integration fee is paid by PayStar and the full integration would be at FGSUD’s expense). Mr. Clark explained that some of the benefits include lowering the delinquency rate, allowing customers to review their balance and due date online to reduce phone calls and errors, as well as no cost to FGSUD. (See printed pamphlets for more info.)
2. Roy Borgman, representing Heartland Payment Systems headquartered in Indiana, was present to provide information on their online payment program and give a brief history of the company. Heartland has been in business for 21 years, maintains an A+ rating with the Better Business Bureau, over 100 clients in the state of Texas, and they provide a breach warranty stating any information stolen is covered totally by Heartland. Mr. Borgman stated that they also have three levels of integration – basic, partial, and real-time full integration. All fees for partial or full-time integration would be at the expense of FGSUD. Heartland’s fees that are charged to water customers using credit/debit cards are 3% for basic integration and 3% plus $1.00 for full integration with our billing system. Heartland requires a signed three-year contract. (See printed pamphlets for more info.)
3. Following the two presentations and a discussion by the Board, Robert Montgomery made a motion to table the item until the September meeting. John Adams seconded the motion, and it carried.

Approval of minutes: Following a review of the July 5, 2018, meeting minutes, John Adams made a motion to approve the minutes as read. Ken Hill seconded the motion, and it carried.

Approval of expenditures and financial reports: 1.) Office manager Betty Barrett reviewed a letter from the accounting firm Merritt, McLane & Hamby, P.C., who has performed the annual audit for FGSUD for the past several years. She recommended the District employ the firm again for the fiscal year audit 2017-2018. Robert Montgomery made a motion to hire Merritt, McLane & Hamby, P.C. to conduct the upcoming annual audit. Ken Hill seconded the motion, and it carried. 2.) Following the discussion and a review of the July 5, 2018, expenditures and financial reports, Ken Hill made a motion to approve the expenditures and reports as submitted. John Adams seconded the motion, and it carried.

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Update on RD Project: 1.) Mark reported that property owners along the proposed raw waterline have been given right-of-way easement forms and will consult their attorneys concerning the issue. A discussion was held pertaining to payment, possibly a percentage of the appraised value of the property, to property owners for their consent to giving FGSUD a right-of-way. 2.) Regarding the application for a $275,000 grant from the TWDB, Mark stated that out of 60 applications FGSUD is #17. He is hopeful that the grant will be approved, and he plans to meet with engineer Derek Turner tomorrow to discuss how the funds should be used in the project.

Manager’s Report: 1.) After several meetings and phone calls with TxDot and Fort Griffin State Park concerning the extensive project of widening the shoulders and changing out culverts along US Hwy 283, only one location will be a problem. We will be required to relocate and deepen our current waterline near the State Park, as will the Park. The deadline to complete the work has been set for September 3, 2018. 2.) Due to the annual running average of trihalomethane (THM) test results, in the second quarter, FGSUD’s THM level was a fraction (.06) over the limit. Letters of notification to customers will be mailed out within 90 days of the dated notification from TCEQ.

There being no further business, Robert Montgomery made a motion that the meeting adjourn. Ken Hill seconded the motion, and the motion carried. The meeting adjourned at 2:51 p.m.

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Sam Snyder, Certifying Official

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