

LILLY GROVE SPECIAL UTILITY DISTRICT
An EEO Employer
7435 FM 1638
Nacogdoches, TX 75964
Phone – 936-569-9292 Fax 936-569-9781
Website www.lillygrovesud.com E-Mail lgwater@gmail.com

Office Hours – Tuesdays, Wednesdays and Thursdays 9 am – 5 pm (closed for lunch 1pm – 2 pm)

BOARD OF DIRECTORS MEETING
Minutes
MAY 2025 Meeting

A regular meeting of the Board of Directors of the above District was held May 13, 2025 at 6:00 at the district office

Steve Bartlett presiding

Directors Present: Steve Bartlett, Heather Hawkins, Geoffrey Sanders, Mark Scott, Daniel Reid

Directors Absent: Susan Anthony, Kelly Showman

Meeting called to order and certified open 6 pm: Steve Bartlett

Meeting minutes taken by: Heather Hawkins

Recognize Visitors: Charles Berryhill (employee), Will Nicholls (employee)

Approve regular agenda items

- a. Minutes from the last meeting were read and a motion to approve was made by:
 1. Daniel Reid
 2. Mark Scott

Operator systems Report: Zach Mobley

- a. Discussed the leaks, breaks or other problems for the month (26 METER CHANGEOUTS FOR MONTH, 4/2/25 mercoid switch failed at Nat, changed it out on 4/3/25 but this will continue to happen until there is a new system put in for this (there is a short in the wire going to the tower), 4/4/25 Russel Drilling fixed Tyler Pump, 4/7/25 Monday fixed a 1.25 inch main line leak on CR 839 , 4/7/25 Monday repaired a ¾ inch service line leak on 222 CR 8211, ROCKIN D DRIVEWAY DIRT, 4/7/25 Monday night the two inch main CR 8211, the crew had to go out after hours to fix it, 4/9/25 CR 8211 service line leak repair, 4/10/25 1 INCH pvc SERVICE LINE repair 11151 FM 343, 4/11/25 simply aquatics picked up sodium permanganate, 4/22/25 2 inch main line leak repair at 13447 FM 343, 4/24/25 Tandem Tank did annual inspection on five tanks, 4/29/25 reinstall meter for Henson at 445 CR 8241 (has had an inactive acct for 20 years), 4/29/25 Leak repair on split service line at 326 CR 833).
- b. Discussed **water loss** 51.4%. Water loss is high. We will continue to swap out old and not working meters to help improve revenue/reduce water loss. We are actively searching for leaks on the system and particularly on the Nat side of the system where water pumped is much higher than water sold. We have a goal of installing more isolation valves when we have the revenue to do so. We have approximately 160 miles of pipes in the system.
- c. Discussed tank inspection done by Tandem tank. Overall it was good. Nat has some issues that will need to be resolved soon.

Business Manager Report: Nichol Daniel

- a. Reported sales for the month, Cash on hand, profit and loss statement.
- b. Reviewed adjustments report

Old Business:

- a. New base rates (from \$23 to \$35) become effective on the May bills, appropriate notices have been distributed for the past two months. Additional revenue will begin in June.
- b. Develon financing/wells fargo states that we do not qualify for 0% interest program due to being a municipality. Are offering us 6.3% lease only. We will lease it for 5 years with a \$1 buyout at the end of the term.
- c. Revision of employee handbook affecting paid holidays and vacation time. Employees will receive 8 paid holidays plus 2 floating holidays annually to be used at the discretion of the staff. Holidays are: New Year's Day January 1, Memorial Day-Last Monday of May, Independence Day- July 4th, Labor Day-1st Monday in September, Thanksgiving (2 days), Christmas (2 days). Vacation will be as follows: 40 hours of vacation time is given after the conclusion of the 90 day probationary period, an additional 40 hours is given at the employees one year anniversary and the employee will receive 80 hours of paid vacation each anniversary thereafter.

New Business:

- a. none

Motion made to approve lease purchase from Develon/Wells fargo as stated above in b of "old business". All in favor.

1. Mark Scott
2. Daniel Reid

Motion made to approve the 2024 audit from Axley & Rode. All in favor.

1. Daniel Reid
2. Mark Scott

Motion made to revise employee handbook to the information stated above in c of old "old business". All in favor.

1. Daniel Reid
2. Mark Scott

No Executive session needed

Motion to adjourn @ 8:15

1. Geoffrey Sanders
2. Steve Bartlett

The next regular meeting will be June 10, 2025 at 6:00 pm at the office.

There being no further business, the meeting was adjourned. Respectfully submitted.

Susan Anthony- Secretary

Steve Bartlett—Chairman

Nichol Daniel – Office Manager