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](http://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
January 2025 Meeting

A regular meeting of the Board of Directors of the above District was held January 14, 2025 at 6:00 at the district office

Steve Bartlett presiding

Directors Present: Heather Hawkins, Daniel Reid, Geoffrey Sanders, Steve Bartlett, Susan Anthony
Directors Absent: Kelly Showman, Mark Scott

Meeting called to order and certified open 6:00 pm: Steve Bartlett

Meeting minutes taken by: Susan Anthony

Visitors: Zach Mobley (employee), Will Nicholls (employee)

Approve regular agenda items

1. Minutes from the last meeting were read and a motion to approve was made by:
2. Daniel Reid
3. Steve Bartlett

Operator systems Report: Boyd Dueboay

1. Discussed the leaks, breaks or other problems for the month (12/5/24 repaired a leak on a 2’ main on FM 343 in the Nat area, 12/5/24 repaired a 2’ main on CR 823, 12/10/24 installed a valve at the standpipe location on CR 811-Duplichain assisted, 12/12/24 repaired a leak and replaced a flush valve on Jans Rd, 12/15/24 repaired a leak on an 8 in main on FM1638).
2. Discussed water loss
3. Discussed Eddings connection being moved to the 4 inch line and eliminating the current 2 inch line at CR 817 due to water clarity issues

Business Manager Report: Nichol Daniel
 a. Reported sales for the month, Cash on hand, profit and loss statement.
 b. Reviewed adjustments report

Old Business:

1. Boyd working three days starting Jan 2025 (Tues, Weds, Thurs) and there are now three field technicians working full time.
2. Martin generator should be shipping to PK Power systems soon, waiting for update from them
3. Continue Meter purchasing discussion (manual read vs. radio read meters) we have 250 badger radio read meters in the ground currently, ½ of our customers have meters over 10 years old

New Business:
 a. Discussed employee handbook/possible revision, Steve will email directors and Nichol a copy of a possible template and we will add this to the Feb 2025 agenda for further discussion.

1. Discussed 2025 budget, Nichol will add 2023 and 2022 to the updated budget worksheet for comparison and provide updated salaries information, will further discuss budget at Feb 2025 meeting
2. Steve would like to discuss a rate increase at the Feb 2025 meeting
3. Mark Scott will be joining the board as a director at the Feb 2025 meeting

Motion to use some money from the standpipe account ($25,000) for purchase of manual read meters and some additional badger radio read meters

1. Daniel Reid
2. Heather Hawkins

Motion made to resubmit the application to the Texas water board

1. Daniel Reid
2. Geoffrey Sanders

Motion to adjourn

1. Daniel Reid
2. Geoffrey Sanders

The next regular meeting will be February 11, 2025 at 6 o’clock at the office.

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

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Susan Anthony- Secretary

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Steve Bartlett—Chairman

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Nichol Daniel – Office Manager