

LILLY GROVE SPECIAL UTILITY DISTRICT  
An EEO Employer  
7435 FM 1638  
Nacogdoches, TX 75964  
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Website [www.lillygrovesud.com](http://www.lillygrovesud.com) E-Mail [lgwater@gmail.com](mailto:lgwater@gmail.com)

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

BOARD OF DIRECTORS MEETING  
Minutes  
April 2025 Meeting

A regular meeting of the Board of Directors of the above District was held April 8, 2025 at 6:00 at the district office

**Steve Bartlett presiding**

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

Directors Absent: Geoffrey Sanders

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

Meeting minutes taken by: Susan Anthony

Recognize Visitors: Miles Bradshaw (son of Rebecca Bradshaw account 16), Molly Abele from Axley & Rode, Charles Berryhill (employee), Will Nicholls (employee)

**1<sup>st</sup> Visitor given floor:** Miles Bradshaw is representing his mother Rebecca Bradshaw (provided POA to Nichol at meeting) states that their property had multiple leaks from weather related freezes in Feb and March. The bill in Feb was \$3886.80 and the bill in March was \$1042.80 resulting in a total bill owed of \$4929.60. He requested that the board of directors forgive his bill or give him a discount.

**Results:** There is currently a no grace policy in affect but the Board of directors has agreed to suspend late fees, reduce the total bill owed by \$989.80, and permit monthly payments to be made until the remaining balance is paid in full.

**2<sup>nd</sup> Visitor given floor:** Molly Abele from Axley and Rode presented audit findings from 2024 (see below).

**Financial Highlight 2024:**

Total service revenues decreased by \$60,882 or (7.76%)

Operating expenses increased \$148,607 or 20.59%

Net Operating Income decreased by \$209,489 or (334.54%)

Change in net position decreased by \$217,779 or (465.57%)

Approve regular agenda items

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

Operator systems Report: Zach Mobley

- a. Discussed the leaks, breaks or other problems for the month (New generator installed at Martin 3/6/25-3/7/25, 3/13/25 severe thunderstorm, Nat well had pipe break inside of electrical room, soaked room/had to dry out with blower and call Ludco to come replace electrical equipment-boil water notice issued for all of Nat side, 3/18/25 leak repair at CR 823-343 called in Duplichain to come assist, 3/21/25 well pump#1 at standpipe has been down for several weeks, needed to be replaced by Russell Drilling before summer usage starts, 3/26/25 install new connection/meter Collier at 1058 CR 847, 3/26/25 leak repair at 3601 CR 8201-boil water notice

issued for affected area on LG side, 3/27/25 CR 813/816 leak repair and valve installation, new contractor Nick Horton used-boil water notice issued for affected area on LG side, 3/31/25 replaced service line leak, curb stop, meter on 306 CR 811 @ cane patch).

- b. Discussed **water loss** 47.56%. Water loss was higher than typical due to a master meter at standpipe well pump #1 not working (replacement meter has been ordered, awaiting delivery) and additionally that there were many leaks on the system. We have fixed a number of leaks in March. We are working on a plan for improving the accuracy of quantifying the amount of water used during flushing. We will continue to swap out old and not working meters to help improve revenue.
- c. Bids and financing info for purchasing a new excavator was presented. Zach prefers the Develon.
  1. John Deere \$51,200 warranty 2 yrs 2000 hrs
  2. TTJ-Develon \$61,164.30 warranty 3 yrs 5000 hrs
  3. Mustang CAT \$69,259.40 warranty 60mths 3000 hrs
  4. WC Tractor-Kubota \$69,259.68 warranty 2 yrs 2000 hrs
- d. Boyds retirement began effective 3/26/25. We will pay \$300 monthly for use of Boyds license until we have a second employee licensed as an operator.
- e. Discussed meter changeouts. There were 54 meters changed out in March. Feb = 19
- f. Discussed RPZ/backflow. Steve suggests that we get out of the RPZ/backflow business. Zach needs to go to backflow training for proper identifying of when a backflow device is needed/required. LGSUD will no longer inspect those connections. Nichol will work up a letter to go out to customers stating when the customers inspections are due including a link/info to the customer for them to find their own inspector, and that customers must submit records to LGSUD showing that they have had their backflow prevention device inspected annually.

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. Discuss employee handbook: will move to May meeting

New Business:

- a. none

**Motion made to purchase Develon excavator. Zach will ask about lease plan availability and test drive one before purchasing.**

1. Susan Anthony
2. Mark Scott

**Motion made to have Charles and Will start working on getting their licenses, amending the year waiting period required for current staff in the employee handbook.**

1. Susan Anthony
2. Heather Hawkins

Executive session needed to discuss personnel

Out of executive session at 8:36 pm

Leave executive session at 8:41 pm

Motion made to approve a pay raise of \$2 more additionally an hour for Nichol Daniel (Manager)

1. Kelly Showman
2. Mark Scott

Motion to adjourn

1. Mark Scott
2. Heather Hawkins

The next regular meeting will be Mayl 13, 2025 at 6:00 pm 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