

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
REGULAR MEETING WEDNESDAY MARCH 16, 2022 12:30 PM
MINUTES**

1. A meeting of the Board of Directors for East Cedar Creek FWSD was held at the Administration building in Gun Barrel City, Tx on March 16, 2022. The meeting convened at 12:30pm, President Jim Willi presiding.
2. Pledge of Allegiance.
3. Members present in person were President Jim Willi, Vice-President Bill Goheen, Treasurer Ted Bayless, Secretary Joe Lomonaco, and Director Larry Bratton. Absent was Director Rob Rea and Director Jan Wynn. Other attendees in person were General Manager James Blodgett, and Office Manager Angie Crowsey. Other attendees by telephone/video conference were Russel Slayton/The Monitor, Steve Farabaugh/KSA Engineers, Shriram Manivannan/KSA Engineers, and J Reidy/KSA Engineers.
4. A quorum was established.
5. Motion was made by Mr. Goheen and seconded to adopt the Agenda. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the regular meeting on February 16, 2022.** Motion was made by Mr. Lomonaco and seconded to approve the minutes from the regular meeting on February 16, 2022. Motion carried unanimously.
7. **Public Comments.** There were no public comments.
8. **Consent Agenda:** The Board requested that items under the General Managers' report #8b(ii), 8b(iii), and 8b(v) be removed for discussion.
 - a. KSA Engineer's Report
 - i. Task Order #24 General Services
 - ii. 2017-2018 Bond Projects. 1) Task Order #31 300K Gal Storage Tank **COMPLETED**. 2) Task Order #32 SWWTP Improvements (**COMPLETED**). 3) Task Order #33 BWTP Raw Water Pump Station Improvement (**COMPLETED**). 4) Task Order #34 Lift Station #19 (**COMPLETED**). 5) Task Order #35 Meter Replacement (AMR).
 - iii Task Order #739 Planning/Engineering service for bond application Support.
 - b. General Manager's Monthly Report.
 - i. Key Monthly Activities.
 - ii. Staff Changes.
 - iii. Work Orders.
 - iv. Project Status.
 - v. Operations Report.

Without objections the Board discussed the following consent agenda items.

8. b(ii) Staff Changes. The Board discussed the staff changes. Mr. Blodgett pointed out that they did rehire an employee in the Wastewater who will be going for his license after his 90 days due to his previous experience with the District and noted that he hired another licensed employee for the water department who has 30 years' experience in the water industry. Mr. Blodgett advised that they contacted 19 applicants for job interviews and noted that Facebook and Indeed seem to be the best source for finding applicants.

8. b(iii) Work Orders. The Board reviewed the Work order report and discussed the leaks at meters and Mr. Blodgett explained how each type of water leak is handled by the staff.

8. b(v) Operations Report. The Board reviewed the Operations report and asked for a change in the water operating report to add permitted amount like the wastewater report. The Board discussed the southside water loss and Mr. Blodgett confirmed again all the steps that the District has done to try to find water loss on the southside. The Board recommended looking at customers who have been there for a long time and compare water usage, Ms. Crowsey confirmed they have reviewed customers who have had normal high usages in the past on the billing side including looking through billing registers for unusually low usages. The Board asked about drone sensory options, and Mr. Blodgett confirmed that the leak detection company that was hired did do this.

9. **Discuss and/or take action to approve to repair the shop gate in the amount of \$4,458.19 be paid out of Operating Reserves for an unexpected expenditure for the 2021/2022 Capital Improvement.** Motion was made by Mr. Goheen and seconded to approve to repair the shop gate in the amount of \$4,458.19 be paid out of Operating Reserves for an unexpected expenditure for the 2021/2022 Capital Improvement. Mr. Blodgett explained that the gate had stopped functioning and was replaced by a bigger commercial unit. Mr. Blodgett explained that the new gate opener will now allow the District to keep the gate closed and be able to give limited access to the shop and plants to authorized persons only. Motion carried unanimously.
10. **Discuss and/or take action to approve to clean out the equalization tank at the NWWTP in the amount of \$12,500.00 be paid out of Operating Reserves for an unexpected expenditure for the 2021/2022 Capital Improvement.** Motion was made by Mr. Lomonaco and seconded to approve to clean out the equalization tank at the NWWTP in the amount of \$12,500.00 be paid out of Operating Reserves for an unexpected expenditure for the 2021/2022 Capital Improvement. Mr. Blodgett advised the Board that the estimate was \$9,600 but that he felt there would be additional costs because it has been so long since the last time this was done and felt there should be some room for contingencies. Motion carried unanimously.
11. **Discuss and/or take action to approve to the Employee Holiday's for the 2022/2023 fiscal year.** Motion was made by Mr. Bratton and seconded to approve to the Employee Holiday's for the 2022/2023 fiscal year. Ms. Crowsey explained that this was the same number of approved holidays as last year. Motion carried unanimously.
12. **Discuss and/or take action to approve to contract with Henderson County to conduct elections services for the District's November 2022 General elections and appoint the Henderson County Elections Administrator as the District's Elections Administrator.** Motion was made by Mr. Goheen and seconded to contract with Henderson County to conduct elections services for the District's November 2022 General elections and appoint the Henderson County Elections Administrator as the District's Elections Administrator. Ms. Crowsey explained that every election year that District contracts with the county to run the Board elections which makes it easier for the customers to vote since it will be joint with other local elections. This year there are four seats up in November. Motion carried unanimously.
13. **Committee Reports.**
 - a. **Personnel Committee.** There was no report.
 - b. **Operations Committee.** There was no report.
 - c. **Finance Committee.** Mr. Bayless advised that two members of the finance committee met with Mr. Lomonaco on a recommendation of delaying the water and wastewater increases coming up on April 1st but the committee had already reviewed the budget data many times and noted that the District is already operating with price increases it has not adjusted for yet and the increase would help cover those costs. Mr. Bayless advised that the Finance committee also reviewed bond project estimates when they met before the meeting today.
14. **Review and discuss the February 2022 financial reports.** Mr. Bayless pointed out the 2.46 monthly debt ratio and pointed out that the reason it looks good is due to the District being short staffed and those wages are not having to be paid out and the District is getting revenue for new installations which will have to be expensed later when the construction portion of the installs is expensed which unfortunately may not be in the same month. The annual debt ratio was a 1.69 which is the same as last year. It was pointed out that the District's expenses for line items such as fuel, chemicals, and materials to name a few has went up this year it shows

that if the District had been fully staffed and had expensed the revenues for the new installs the monthly debt ratio would be much lower.

15. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Bratton and seconded to approve the payment of bill. Motion carried unanimously.
16. **Convene into Executive Session to deliberate real property as per section 551.072 and consultation with attorney as per section 551.071 of the Open Meetings Act.** The Board convened into executive session at 1:26pm.
 - a. Deliberate the purchase and value of real property.
 - b. Discuss a contemplated litigation with the District's Attorney.The Board reconvened into regular session at 1:41p.m.
17. **Discuss and/or take action on items discussed in executive session.** Motion was made by Mr. Lomonaco and seconded to approved for Mr. Blodgett to go forward with pursuing real property and to have an EPA study on the property prior to the District considering purchasing the property and approved for East Cedar Creek FWSD's attorney to start the process of sending a demand for default letter for the bid bond on the contractor for the last AMR contract. Motion carried unanimously.
18. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1:42pm.



Jim Willi
Board President

04/20/2022
Date