

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
MINUTES FOR WEDNESDAY NOVEMBER 16, 2022 12:30 PM**

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 November 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, Secretary Joe Lomonaco, Treasurer Ted Bayless, Director Larry Bratton, Director Rob Rea, and Director Jan Wynn. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, Shriram Manivannan /KSA Engineers, Shelly Coleman and John Henry. Other attendees by telephone/video conference were Russell Slayton/The Monitor.
4. A quorum was established.
5. Motion was made by Mr. Lomonaco and seconded to adopt the agenda. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the regular meeting on October 19, 2022.** Motion was made by Ms. Wynn and seconded to approve the minutes from the regular meeting on October 19, 2022. Motion carried unanimously.
7. **Public Comments.** Mr. Henry addressed the Board and stated he would like to comment/speak after item #13 executive session and item #14 to take action on executive session items.
8. **Consent Agenda:** The Board requested that items under the KSA Engineer's Report # 8 a(iii)(1), and under the General Manager's report item #8b(ii) be removed for discussion.
 - a. KSA Engineer's Report
 - i. Task Order #24 General Services
 - ii. **2017-2018 Bond Projects.** 1) Task Order #35 Meter Replacement (AMR).
 - iii. **2022 Bond Projects.**

1) Task Order #101208 Generators	2) Task Order #101209 Master Plan
3) Task Order #101210 NWWTP Catwalk	4) a Task Order #101211 SWWTP Improvement
4)b Task Order #101212 SWWTP Improvement	5) Task Order #101213 Brookshire GST
6) Lift Station Improvement #57 & #59	7) Task Order #101215 Southside AMR.
 - 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.a(iii)#1 Task Order #101208 Generators. The Board asked if the District had emergency generators currently and Mr. Blodgett explained about the District's trailer mounted generator that is mobile and can be moved to plants and lift station locations as needed. It was also noted that the District is working with the County for a grant project to obtain funds to purchase generators and has funds budgeted in the new bond series to purchase additional generators.

8.b(ii) Staff Changes. The Board and Mr. Blodgett discussed the recent new hires and Mr. Blodgett advised that they have recently re-hired a few employees.

Motion was made by Mr. Goheen and seconded to approve the consent agenda. Motion carried unanimously.

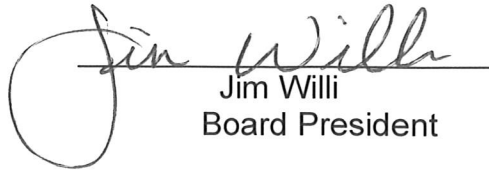
9. **Discuss and/or take action to approve computer upgrades and replacements to the District's computers not to exceed the budgeted amount of \$5,000.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2022/2023 Capital Improvement.** Motion was made by Mr. Bratton and seconded to approve computer upgrades and replacements to the District's computers not to exceed the budgeted amount of \$5,000.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2022/2023 Capital

Improvement. Ms. Crowsey advised that the District would be upgrading a few computers as well as having a large software file removed from the server that is no longer in use to allow more space and to keep from having to add more memory. Motion carried unanimously.

10. **Discuss and/or take action to approve an additional \$20,000 to clean the sludge pond at the Brookshire WTP in the total amount of \$30,000 to be paid out of the Operating Reserve for an unbudgeted Capital Improvement Plan/Expenditures & Projects. (Originally approved in the amount of \$10,000.00).** Motion was made by Mr. Goheen and seconded to approve an additional \$20,000 to clean the sludge pond at the Brookshire WTP in the total amount of \$30,000 to be paid out of the Operating Reserve for an unbudgeted Capital Improvement Plan/Expenditures & Projects. (Originally approved in the amount of \$10,000.00). Mr. Blodgett explained that the District has been having some issues at the water plant and has been pumping more sludge over to the wastewater plant which is causing issues there. It was noted that the District will not be spending the budgeted capital improvement funds in the amount of \$20,000.00 for the AMR due to the ongoing AMR project in the 2018 bond and the funds budgeted in the new 2022 series bond so those funds can be saved to offset this project. Motion carried unanimously.
11. **Discuss and/or take action to approve to purchase a rotor gearbox for the NWWTP not to exceed the amount of \$5,100 to be paid out of Operating Reserves for a budgeted expenditure for the 2022/2023 Capital Improvement.** Motion was made by Mr. Lomonaco and seconded to approve to purchase a rotor gearbox for the NWWTP not to exceed the amount of \$5,100 to be paid out of Operating Reserves for a budgeted expenditure for the 2022/2023 Capital Improvement. Motion carried unanimously.
12. **Discuss and/or take action to approve to transfer \$1,348,781.41 from Bond Interest and Sinking CD into Operation Reserve account to pay the bond debt payments due on January 1, 2023.** Motion was made by Mr. Goheen and seconded to approve to transfer \$1,348,781.41 from Bond Interest and Sinking CD into Operation Reserve account to pay the bond debt payments due on January 1, 2023. Motion carried unanimously.
13. **Convene into Executive Session to deliberate real property as per section 551.072 of the Open Meetings Act.** The Board convened into executive session at 12:57p.m..
 - a.) **Sale of property owned by District listed as WoodCanyon Water #1 PT OF LT 63.** The Board adjourned out of executive session at 1:11p.m. and reconvened into the regular meeting.
14. **Discuss and/or take action on items discussed in executive session.** The Board advised that they are considering a request from an adjourning property owner John Henry, who wants to purchase a property that the District owns which is a small partial of a lot where the other bigger part of the lot belongs to Mr. Henry. Motion was made by Mr. Rea and seconded to have the District's own attorney review the request at the District's expense and give an opinion on the legality of the District's ability to sell this property, then subsequently if the attorney's opinion is the District can sell the property, then an appraisal and survey should be done at the buyer's expense. Motion carried unanimously. Mr. Henry advised that his intention with the property was to fence it in and prevent anyone from purchasing and building in front of his lot but did note that due to some of the restrictions this partial lot was not big enough to build on. The Board stated that they wanted to make sure that they had the legal right to sell it to a private sell versus having to go to a public bid.
15. **Committee Reports.**
 - a. **Personnel Committee.** There was no report.
 - b. **Operations Committee.** Mr. Lomonaco advised that the Operations Committee did not meet but noted that he did email Mr. Blodgett with some questions for items that have already been discussed in today's meeting.

- c. **Finance Committee.** There was no report. It was noted that the Finance Committee will be meeting soon to review the first draft of the next fiscal year's budget.
16. **Review and discuss the October 2022 financial reports.** The Board reviewed the financials for October and noted that the debt ratio is at a 2.13 for the month and a 1.96 for the year to date. The Board discussed the southside water loss and Mr. Blodgett advised that it may be a month or two before it is shown but that there has been a lake crossing repair on the southside where the District hired a diver to repair a water main. The Board and Mr. Blodgett discussed how inventory is being done this fiscal year which is expensed to budget line items as it is purchased on most parts and big parts such as pumps, panel boxes, and floats that are kept in stock longer are the only ones being inventoried and expensed as they are used. Mr. Blodgett advised that this may affect the way the budget differs from previous budgets but should be more accurate going into the future. The Board reviewed several other budget line items including employee uniforms which were up this month due to the annual safety boots purchased for all field and operations employees.
17. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Bratton and seconded to approve the payment of bills. Motion carried unanimously.
18. **Discuss and/or take action to consider moving December 2022 Board meeting from December 21st to December 14th, 2022.** Ms. Crowsey advised the Board that the next meeting falls close to the Christmas holiday and wanted to make sure that there would be a quorum on the 21st. There were enough members who confirmed they would be available for the meeting on December 21st. Motion was made by Mr. Rea and seconded to not take any action and leave December's meeting on its regular scheduled date of December 21, 2022. Motion carried unanimously.
19. **Discuss and/or take action to declare unopposed candidates Bill Goheen, Joe Lomonaco, and Larry Bratton as elected to office.** Board President Jim Willi declared all unopposed candidates as elected to office and presented the Certificate of Election. Motion was made by Mr. Bayless and seconded to declare unopposed candidates Bill Goheen, Joe Lomonaco, and Larry Bratton as elected to office. Motion carried unanimously.
- Certificate of Election.** Mr. Willi presented the Certificate of Election to Bill Goheen, Joe Lomonaco, and Larry Bratton.
 - Statement of Officer.** The Statement of Officer was presented to each newly seated candidate for completion.
 - Oath of Office.** The Oath of Office was administered by notary Angie Crowsey to newly elected Board members Bill Goheen, Joe Lomonaco, and Larry Bratton.
- Mr. Willi announced that there is now one vacancy on the Board of Directors for the District because Director Jan Wynn did not apply to run again and her seat will be vacant. The Board will now start accepting applications for "Request for Consideration of Appointment as a Board Member". The form for the request will be available here at the administrative office. Ms. Crowsey advised that the form will also be available online and the District will start advertising the Board seat vacancy on the District's website and social media. Exiting Board member Ms. Wynn addressed the Board of Directors and the public. Ms. Wynn encouraged members of the public who are interested in becoming a Board Member to apply.
20. **Discuss and/or take action to elect new Board Officers 2022-2024.** Motion was made by Mr. Lomonaco and seconded to keep the Board officers the same. Motion carried unanimously. Board Officers are President Jim Willi, Vice-President Bill Goheen, Treasurer Ted Bayless, and Secretary Joe Lomonaco.
21. **Discuss and/or take action to appoint standing committees for 2022-2024.** Motion was made by Mr. Rea and seconded to table this item until next month's meeting. Motion carried unanimously.

22. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1:53p.m.


Jim Willi
Board President

12/21/2022
Date