

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
MINUTES FOR WEDNESDAY DECEMBER 21, 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 December 21, 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, and Director Rob Rea. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, Shriram Manivannan /KSA Engineers, Allan Phillips/KSA Engineers, Emily Avery/KSA Engineers, Shelly Coleman, Patrick Mullaney, 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 November 16, 2022.** Motion was made by Mr. Lomonaco and seconded to approve the minutes from the regular meeting on November 16, 2022. Motion carried unanimously.
7. **Public Comments.**
8. **Consent Agenda:** The Board requested that items under the KSA Engineer's Report # 8 a(ii)(1), and under the General Manager's report item #8 b(i), b(ii), and b(iv) 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(ii) 1) Task Order #35 Meter Replacement (AMR). The Board asked what the status was for the AMR project and Mr. Blodgett advised that he contacted our engineers and found out that the contractor's main office is located in Florida where they were hit by the hurricane about a month ago and we are still waiting on the contract. Mr. Manivannan advised that he spoke with his office and that they should get the contracts for the AMRs in today.

8.b(i) Key Monthly Activities. The Board discussed the leak under the water crossing and Mr. Blodgett explained that there are two different crossings. The one that the divers made the repair was going between Cedar Branch Park and Enchanted Oaks and the one listed in the key monthly activities for a 4" water main repair is the crossing from Cedar Branch Park and Timber Bay area that was repaired the weekend before Thanksgiving and it had another break this past weekend. Mr. Blodgett advised that the engineers came in this morning to review some projects and they discussed the master plan that does include the southside and these lake crossing areas. This line is about 180 to 200 feet and there has been discussion of boring from one side to the other and replace pipe in future. These crossing will be a priority.

8.b(ii) Staff Changes. The Board discussed what interim is and how the promotion to permanent works. Mr. Blodgett explained that it is similar to a probationary period before the

employee is moved permanently to that position. Mr. Blodgett advised that he held three interviews and noted that interviews were slowed down due to prevent a lot of new hires at the same time. Mr. Blodgett advised that most applications coming in now are applying in office. Mr. Blodgett gave an overview of how staff is preparing for the upcoming inclement weather later this week including preparing plants and the trailer generator.

8.b(iv) Project Status. The Board discussed the purchase of the new truck listed in item #9 and how Mr. Blodgett is stating that the District can put off purchase of the fork lift which was listed as \$13,000.00 in his report but on the Operating Reserve list it is \$15,000.00. It was determined that the actual budget for the forklift is \$15,000.00.

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

9. **Discuss and/or take action to purchase a 1-ton utility truck not to exceed \$75,000.00 to be paid out of the Operating Reserves for a budgeted expenditure for the 2022/2023 capital improvement.** Motion was made by Mr. Goheen and seconded to purchase a 1-ton utility truck not to exceed \$75,000.00 to be paid out of the Operating Reserves for a budgeted expenditure for the 2022/2023 capital improvement and strike out the forklift from future purchase and use those funds for this item. In Mr. Blodgett's Project status report he noted that the original budget for the truck was \$53,000.00 so he was recommending that the Board consider not purchasing the forklift (\$15,000.00) and use it with the remaining credit funds for the Brookshire clean up (\$10,258) to help with the additional unexpected cost for the purchase of the truck. Mr. Lomonaco states that he thinks removing the funds reserved to purchase the forklift and budget it again next year is just a redundancy and thinks the District should just approve the purchase of the truck with the excess and keep the forklift in budget for purchase. President Willi called for vote. Motion failed due to lack of votes (no votes). Motion was made by Mr. Lomonaco and seconded to purchase a 1-ton utility truck not to exceed \$75,000.00 to be paid out of the Operating Reserves for a budgeted expenditure for the 2022/2023 capital improvement which does include the \$22,000 over budget. Motion carried unanimously.
10. **Discuss and/or take action to approve to pay Charter Machine Company for replacement belts for the North Wastewater Treatment Plant belt press in the amount of \$2,467.40 to be paid out of operating reserves for a unexpected expenditure for the 2022/2023 capital Improvement.** Motion was made by Mr. Goheen and seconded to approve to pay Charter Machine Company for replacement belts for the North Wastewater Treatment Plant belt press in the amount of \$2,467.40 to be paid out of operating reserves for a unexpected expenditure for the 2022/2023 capital Improvement. Motion carried unanimously.
11. **Convene into Executive Session to deliberate real property as per section 551.072 and to deliberate personnel matters as per section 551.074 of the Open Meetings Act.** The Board convened into executive session at 12:54pm .
 - a. **Deliberate the sale of property owned by District listed as WoodCanyon Water #1 PT OF LT 63.**
 - b. **Deliberate the appointment of public officers.**The Board adjourned out of executive session at 2:05p.m. and reconvened into the regular meeting.
12. **Discuss and/or take action to identify the property owned by the District listed as WoodCanyon Water #1 PT OF LT 63 as surplus property.** Motion was made by Mr. Rea and seconded to identify the property owned by the District listed as WoodCanyon Water #1 PT OF LT 63 as surplus property. Motion carried unanimously.
13. **Discuss and/or take action to approve Resolution 2022-006 concerning the disposal of surplus property to an adjoining landowner to WoodCanyon Water #1 PT OF LT 63.** Motion was made by Mr. Rea and seconded to approve Resolution 2022-006 concerning the

disposal of surplus property to an adjoining landowner to WoodCanyon Water #1 PT OF LT 63 with the stipulation that the purchaser would pay \$16,000.00, plus the fee for the survey and appraisal in the amount of \$850.00 as well as all closing costs including but not limited to title policy and title company fees. It was noted that the adjoining landowner was John Henry who did agree to the stipulation. Motion carried unanimously.

14. **Discuss and/or take action to fill, by appointment, the existing vacancy on the District Board of Directors.** President Willi thanked both candidates for coming in and giving their time and stated that both candidates were very impressive.

Motion was made by Mr. Rea and seconded to appoint Shelly Coleman to the existing vacancy on the District Board of Directors. Motion failed with majority vote at two (2) votes for and three (3) votes against.

Motion was made by Mr. Goheen and seconded to appoint Patrick Mullaney to the existing vacancy on the District Board of Directors. Motion carried unanimously.

- a. **Statement of Officer.** The Statement of Officer was presented to Mr. Mullaney for completion.
- b. **Oath of Office.** The Oath of Office was administered by notary Angie Crowsey to Mr. Mullaney.

Mr. Mullaney was asked to take a seat at the table for the Board of Directors.

15. **Discuss and/or take action to appoint standing committees for 2022-2024.** The Board discussed any changes or recommendations. Motion was made by Mr. Rea and seconded to leave the standing committees the same for 2022-2024 and to add Mr. Mullaney to the Operations Committee. Motion carried unanimously. The Board President Jim Willi will serve as the third member on all committees and the first member listed in each committee will be the chairman for that committee. The Personnel Committee will be Larry Bratton and Rob Rea, the Operations Committee will be Joe Lomonaco and Pat Mullaney, and the Finance Committee will be Ted Bayless and Bill Goheen.

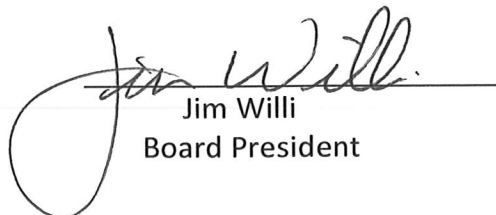
16. **Committee Reports.**

- a. **Personnel Committee.** There was no report. Mr. Bratton advised that the committee has not met and is waiting to review the revised Employee Policy Manual.
- b. **Operations Committee.** There was no report.
- c. **Finance Committee.** Mr. Bayless advised that the Finance Committee met in November to review the first draft of the FY 2023/2024 budget and have a follow up budget meeting in January 2023.

17. **Review and discuss the November 2022 financial reports.** The Board reviewed the Operating Reserve report that shows if projects have been completed and asked that Mr. Blodgett report at the next meeting how many projects budgeted are going to be completed by end of this fiscal year. The Board asked that the report be consolidated for some of the past years carry over projects to make the report easier to read. Mr. Manivannan reported that they had a kickoff meeting with Mr. Blodgett for the Master Plan project and the South Wastewater Project. It was noted that the debt ratio was good for the month.

18. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Rea and seconded to approve the payment of bills. Motion carried unanimously.

19. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of our meeting at 2:22pm.


Jim Willi
Board President

01/18/2023
Date