

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT  
MINUTES WEDNESDAY JANUARY 18, 2023, 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 January 18, 2023. 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 Pat Mullaney. Absent was Director Rob Rea. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, Danny Hays/KSA Engineers, and Lance Flores/Hilltop. There were no attendees by telephone/video conference.
4. A quorum was established.
5. Motion was made by Mr. Lomonaco and seconded to approve the agenda. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the regular meeting on December 21, 2022.** Motion was made by Mr. Bayless and seconded to approve the minutes from the regular meeting on December 21, 2022. Motion carried unanimously.
7. **Public Comments.**
8. Consent Agenda: The Board requested that items under the KSA Engineer's Report # 8 a(iii)(5), and under the General Manager's report item #8 b(i), 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(iii)(5) Task Order #101213 Brookshire GST.** The Board and Mr. Hays discussed the Brookshire Ground Storage Tank project. Mr. Hays advised that he is working with a local topographic surveyor to come onsite to survey everything inside the fence and then the next step is to engage the geotechnical surveyor to come out and do a soil bore in the vicinity of the tanks. It was noted that the old tanks are set to be demolished but that the District would have the first right to utilize the salvage. Mr. Hays will be researching if the District could sell the tanks to another company intact. The Board discussed what is happening with the leaning tank right now and Mr. Blodgett advised that it is empty and not in use.

**8.b(i) Key Monthly Activities.** The Board and Mr. Blodgett reviewed the key monthly activities where it was noted that Mr. Lomonaco was impressed by the amount of jetting being done by the staff. There was also discussion about the damage to the Field Utility Service Center that happened during the freeze in December. Mr. Blodgett advised that the insurance adjuster was out that morning and repairs should be done quickly.

**8.b(v) Operations Report.** The Board discussed the water loss on the Southside area which was back up again. Mr Blodgett advised that there was a review process performed by all departments and stated that the District staff continues to pull all work orders with water loss to see if

calculations were done correctly, pull flushing logs to review, and checking the date of the meter reading versus date the plant logs are being read. Mr. Blodgett stated that one step they will be taking is putting meters on all flushing units when flushing to see if their calculations match the meter readings. The Board discussed putting special meters on the distribution lines to major subdivisions to check readings for those areas against these readings but the costs to do this would be very large. Mr. Hays recommended that the District consider the clamp on meters for some of these areas. Mr. Hays also advised that the District is doing a lot of research and checking things that he would have already recommend to find the loss. It was noted that all water companies would lose a lot of water through backwash, flushing, so it would be very difficult to compare raw water intake to distribution from the plant. Mr. Hays recommended on doing a three-, six-, or twelve-month basis on reviewing water loss to see if the District can eliminate the issues of meter reading versus plant reading dates. It was noted that the Automatic Meter Reading system that the District will be putting in will help eliminate a few issues as these meters are very accurate.

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

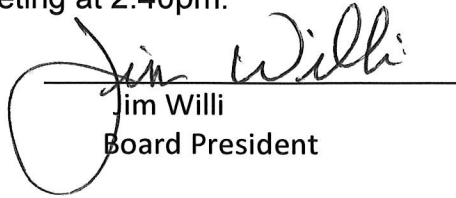
9. **Discuss and/or take action to approve to pay C & P Pump to repair four (4) submersible pumps for the North Waste Water Plant in the amount of \$8,100.00 to be paid out of operating reserves for an unexpected expenditure for the 2022/2023 capital Improvement.** Motion was made by Mr. Lomonaco and seconded to approve to pay C & P Pump to repair four (4) submersible pumps for the North Waste Water Plant in the amount of \$8,100.00 to be paid out of operating reserves for an unexpected expenditure for the 2022/2023 capital Improvement. Mr. Blodgett advised that three of the pumps were new and one was an old damaged pumps left over that the District will have rebuilt for backup. The Board discussed the lifetime of pumps and Mr. Hays noted that industry standard is 10 to 15 years. Motion carried unanimously.
10. **Discuss and/or take action to approve application for participation in the Local Government Investment Cooperative (LOGIC) by approving resolution #2023-001 and authorizing the investment officers and the Board Treasurer to be the authorized representatives for action on accounts and designate the Office Manager to be authorized to obtain account information only.** Motion was Mr. Bratton and seconded to approve application for participation in the Local Government Investment Cooperative (LOGIC) by approving resolution #2023-001 and authorizing the investment officers and the Board Treasurer to be the authorized representatives for action on accounts and designate the Office Manager to be authorized to obtain account information only. Mr. Flores explained to the Board that LOGIC and TexStar are a Government investment pool only and it works similar to a money market except the District would have immediate access to the principal amount funds. Mr. Flores explained to the Board how the investment pool works, explaining how the District puts funds into LOGIC and TexStar is able to move funds out and automatically into the District's operating account upon approval. Ms. Crowsey advised that any accounts being opened with LOGIC and TexStar and any funds being moved out would go to the Board before any action would be taken exactly how the District currently does with all its accounts. Motion carried unanimously.
11. **Discuss and/or take action to approve Texas Short Term Asset Reserve Program (TexStar) Investment Pool as an authorized Investment and approve the application for participation in the TexStar by approving resolution#2023-002 and authorizing the investment officers and the Board Treasurer to be the authorized representatives for action on accounts and designate the Office Manager to be authorized to obtain**

**account information only.** Motion was made by Mr. Bayless and seconded to approve Texas Short Term Asset Reserve Program (TexStar) Investment Pool as an authorized Investment and approve the application for participation in the TexStar by approving resolution#2023-002 and authorizing the investment officers and the Board Treasurer to be the authorized representatives for action on accounts and designate the Office Manager to be authorized to obtain account information only. It was noted that this item was discussed earlier with item #10. Motion carried unanimously.

12. **Discuss and/or take action to approve to update three (3) bank accounts and CDs for the District to add new Board members and remove any Board members no longer on the Board.** Motion was made by Mr. Lomonaco and seconded to approve to update three (3) bank accounts and CDs for the District to add new Board members and remove any Board members no longer on the Board. A list of these changes is provided in the Board packet for the Board's review to add new Board member Patrick Mullaney and to remove Jan Wynn. Motion carried unanimously.
13. **Discuss and/or take action to approve for Board Members to attend the TRWA Rural Water Con 2023 conference in Austin in March 2023.** Motion was made by Mr. Lomonaco and seconded to approve for Board Members to attend the TRWA Rural Water Con 2023 conference in Austin in March 2023. Ms. Crowsey advised that the discount for "early" bird registration was good through March 6<sup>th</sup> but noted that the sooner that Board members signed up the best chance they would have of staying at the host hotel as it fills up quickly. Motion carried unanimously.
14. **Committee Reports.**
  - a. **Personnel Committee.** There was no report.
  - b. **Operations Committee.** There was no report.
  - c. **Finance Committee.** Mr. Bayless advised that the Finance Committee met this month to discuss the draft budget for fiscal year 2023/2024 and are set to meet again on February 9<sup>th</sup> to review the updated budget draft.
15. **Review and discuss the December 2022 financial reports.** The Board reviewed the financials for December 2022. It was noted that the debt ratio for the month was very good at 2.43. The Board reviewed the salaries for the month and discussed how the Field and Operations were under budget but it was noted that there were still vacancies in these departments. The Board discussed the pump rebuild line items and it was noted that the District had some old pumps and materials to rebuild in stock from a few years ago so they had a contractor rebuild those for the District. The Board reviewed the sewer maintenance line item, and it was noted that these line items in the budget are high for year to date due to some unusual events including the one subdivision where there was a major sewer leak as well as another event where there was a sewer issue at one of the major lift stations and the staff and contractors had to work overnight.
16. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Goheen and seconded to approve the payment of bills. Motion carried unanimously.
17. **Convene into Executive Session to deliberate personnel matters as per section 551.074 of the Open Meetings Act.**
  - a. Deliberate the annual evaluation for the General Manager.  
The Board went into executive session at 1:57 p.m. The Board reconvened out of executive session at 2:38pm.
18. **Discuss and/or take action on items discussed in executive session.** The Board came out of executive session and advised that they did meet in executive session to review the annual evaluation of General Manager James Blodgett. Motion was made by Mr. Bratton and

seconded to authorize the Board President to meet with General manager James Blodgett to present him his annual evaluation. Motion carried unanimously.

19. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 2:40pm.

  
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Jim Willi  
Board President

02/15/2023

Date