

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
MINUTES MARCH 15, 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 March 15, 2023. The meeting convened at 12:30pm, President Jim Willi presiding.
2. Pledge of Allegiance.
3. Members present in person were President Jim Willi, Secretary Joe Lomonaco, Director Larry Bratton, and Director Pat Mullaney. Vice-President Bill Goheen arrived at 12:33pm and Rob Rea arrived at 12:35pm. Other attendees in person were General Manager James Blodgett, and Office Manager Angie Crowsey. Shriram Manivannan /KSA Engineers and Madelyn Tadlock/KSA Engineers arrived at 12:35pm. 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 workshop/regular meeting on February 15, 2023.** Motion was made by Mr. Mullaney and seconded to approve the minutes from the workshop/regular meeting on February 15, 2023. Motion carried unanimously.
7. **Public Comments.** There were no Public Comments.
8. **Consent Agenda:** The Board requested that under the General Manager's report item #8 b(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.

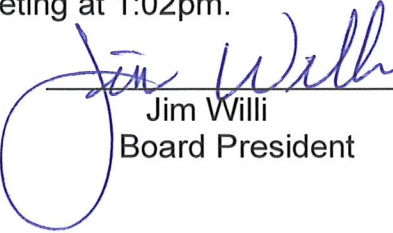
8.b(ii) Staff Changes. Mr. Blodgett updated the Board on staff changes including open positions noting that the District currently has three (3) open positions in the field for Utility Service Workers. **Motion was made by Mr. Lomonaco** and seconded to approve the consent agenda. Motion carried unanimously.

9. **Discuss and/or take action to approve to purchase a KASCO dual loop diffuser for Lift Station #70 in the amount of \$2,983.00 to be paid out of operating reserves for an unexpected expenditure for the 2022/2023 capital Improvement.** Motion was made by Mr. Bratton and seconded to approve to purchase a KASCO dual loop diffuser for Lift Station #70 in the amount of \$2,983.00 to be paid out of operating reserves for an unexpected expenditure for the 2022/2023 capital Improvement. Mr. Blodgett explained how the diffuser works and explained how currently the staff is having to do a special wash down three days a week and the District pays overtime for on-call staff to do this after hours. The unit has a lifetime warranty and Mr. Blodgett has seen a demo showing how efficient it was. Motion carried unanimously.

10. **Discuss and/or take action to approve an additional \$1,200.00 to purchase chemical pumps, a chlorine regulator, and scales for the wastewater treatment plants to be paid out of Operating Reserves for a budgeted expenditure for the 2022/2023 Capital Improvement. (Originally approved \$14,250.00 and this would be \$1,200.00 additional).** Motion was made by Mr. Goheen and seconded to approve an additional \$1,200.00 to purchase chemical pumps, a chlorine regulator, and scales for the wastewater treatment plants to be paid out of Operating Reserves for a budgeted expenditure for the 2022/2023 Capital Improvement. (Originally approved \$14,250.00 and this would be \$1,200.00 additional). Mr. Blodgett gave a brief description of what this pump does and explained that costs has increased since the initial budget estimate. Motion carried unanimously.
11. **Discuss and/or take action to approve to replace the air conditioner system at the administrative office not to exceed \$9,000.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement.** Motion was made by Mr. Lomonaco and seconded to approve to replace the air conditioner system at the administrative office not to exceed \$9,000.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement. The Board asked what size unit was going back in and what was the warranty on the new system. Ms. Crowsey advised that she will have the Bookkeeper to contact the vendor for this information but was not sure it would be available before the end of the Board meeting today. The Board discussed tabling the item, but Ms. Crowsey advised that she is worried the current system may not last as it was recently worked on and is not functioning well. The Board discussed authorizing the Operations Committee to give final approval. Motion was amended by Mr. Lomonaco and seconded to approve to replace the air conditioner system at the administrative office not to exceed \$9,000.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement after the Operations Committee reviews the requested information about size and warranty and gives final approval. Motion carried unanimously.
12. **Discuss and/or take action to approve to replace the front entrance door at the administrative office not to exceed \$2,500.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement.** Motion was made by Mr. Rea and seconded to approve to replace the front entrance door at the administrative office not to exceed \$2,500.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement. Ms. Crowsey advised the Board that she received an updated quote this week of \$2,188 and advised that the quote noted that this did not include any hidden conditions or damages once they went to repair. Motion carried unanimously.
13. **Discuss and/or take action to approve the proposed Employee Holiday's for the 2023/2024 fiscal year.** Motion was made by Mr. Goheen and seconded to approve the proposed Employee Holiday's for the 2023/2024 fiscal year. Ms. Crowsey advised that the Good Friday holiday will be paid twice in this next fiscal year as it falls in April 2023 and in March 2024. Motion carried unanimously.
14. **Committee Reports.**
 - a. **Personnel Committee.** Mr. Bratton advised that the Personnel Committee did meet to review proposed updates to the Employee Policy Manual and that the team did a good job on the revision of the manual. Mr. Bratton did advise that they are recommending that the administrative staff see what the cost would be to have the District's Personnel Attorney review the manual.
 - b. **Operations Committee.** Mr. Lomonaco advised that there was no meeting.
 - c. **Finance Committee.** Mr. Bayless advised that there was no meeting.
15. **Review and discuss the February 2023 financial reports.** The Board reviewed the financials for February 2023 and noted that the debt ratio looks good. Mr. Bayless pointed out

that this still seems to be due to the revenues from installations not being expensed yet. Mr. Goheen recommended running an analysis of the debt ratio and taking out the installation revenues and expenses to see how it compares. The Board discussed the Northside water loss that was at a zero percent loss. Mr. Blodgett advised that he wasn't sure how this happened unless it was calculations of water loss from water leaks and billing estimates. The Board asked about the automatic meter reading (AMR) coming this month and it was noted by Mr. Manivannan with KSA Engineers that there is a phone conference meeting with the software company for the District's meter reading software and the contractors for AMRs this Friday.

16. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Mullaney and seconded to approve the payment of bills. Motion carried unanimously.
17. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1:02pm.



Jim Willi
Board President

04/19/2023
Date