

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
MINUTES FOR WEDNESDAY APRIL 19, 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 April 19, 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, Director Larry Bratton, Director Rob Rea, and Director Pat Mullaney. Other attendees in person were General Manager James Blodgett, and Office Manager Angie Crowsey, and Stephen Alley/Enchanted Oaks, Shriram Manivannan /KSA Engineers later in the meeting. 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 approve the agenda. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the workshop/regular meeting on March 15, 2023.** Motion was made by Mr. Rea and seconded to approve the minutes from the workshop/regular meeting on March 15, 2023. Motion carried unanimously.
7. **Public Comments.** Stephen Alley introduced himself as the building official for the Town of Enchanted Oaks. Mr. Alley advised that Enchanted Oaks had done a land swap with the District several years ago and there was a deed restriction that they would like to request be removed. Mr. Alley advised that the original plan for the land was to build a park but now the City wants to install a micro grid (solar panels) in this area, but the deed restriction would prevent that. The Board advised that they will put this item put on next month's agenda and since it isn't on the agenda they cannot take action. Mr. Bratton asked as a customer about the Automatic Meter Reading meters being installed and if customers would be able to tell if they had a leak. Ms. Crowsey showed a picture of the new meters and where the read arrow is that shows if water is going through the meter or not. This is the leak indicator on these meters. Mr. Slayton discussed the news article coming out in the paper about the new pipeline and how he found it interesting that evaporation depletes the lake four times faster than what is used from the lake by companies.
8. **Consent Agenda:** The Board requested that under the Engineer's report item #8 a(i), and a(ii), and requested that all items under the General Manager's report #8b 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 (i) Task Order #24. The Board asked about the location of a few of the utility reviews being processed by KSA and it was noted that there was one location going south that is planning a restaurant, marina, and a hotel as well as a proposed project going west that is putting in a restaurant, and hotel. It was also noted that there is a new Whataburger coming into the City also.

8.a(ii) 2017-2018 Bond Projects. 1) Task Order #35 Meter Replacement (AMR). Mr. Blodgett updated the Board on this project noting that the contract meter installer has completed almost all of Harbor Point, Woodwilks Garden, and Bar H. Estates, and are now working in the Thunder Shores and Tamarack subdivisions. Mr. Blodgett noted that now the District is working with the Billing software company to get the AMR process set up in house and should all be complete within the next few weeks.

8.b(i) Key Monthly Activities. The Board and Mr. Blodgett discussed the washdown and inspections of the water towers.

8.b(ii) Staff Changes. Mr. Blodgett gave an update on the current staff changes noting that he has several applications and plans on holding interviews later this week or next week. The Board and Mr. Blodgett discussed the AMR project and noted that when the system is up and running that this will free up both meter readers for approximately one to two weeks every month to help out in other departments and plans for future will be moving one meter reader permanently to another department and keeping one meter reader to help the office Field Service Representative with the meter change out program, performing new customer turn ons, final billing turn offs, disconnections for non-payment, and inspections done for office.

8.b(iii) Work Orders. The Board and Mr. Blodgett discussed the work order reports and noted that the District staff is completing a lead service line inventory due to an EPA and Texas Commission on Environmental Quality (TCEQ) requirement that must be completed by October 16, 2024 on all of the services lines in the District. This explains why there are so many of the work order type "Water Maintenance" done last month.

8.b(iv) Project status. The Board and Mr. Blodgett discussed and reviewed the project status for last month. It was noted that Item #12 on the agenda today is a unbudgeted item but it is needed. The mixer being replaced was installed by the inspection company last time for free and it needs to be replaced. Mr. Blodgett noted that there is a company out of Dallas that can come and install a new mixer properly.

8.b(v) Operations Report. The Board and Mr. Blodgett discussed the catwalk project in the General Manager's five-year plan, and it was noted that the estimated cost originally for this project in the past plan had increased significantly when the District went out for estimates and had to be put into a bond project in the amount of \$335,700. The Board and Mr. Blodgett discussed a project that was going to be done in-house. The Board reviewed the Southside water loss which was up again last month.

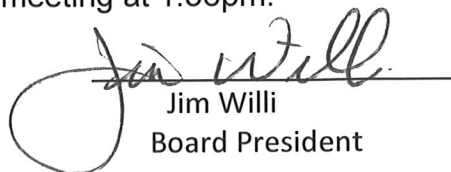
Motion was made by Mr. Lomonaco and seconded to approve the consent agenda. Motion carried unanimously.

9. **Discuss and/or take action to approve to replace/rehab both clarifier drives at the Brookshire WTP not to exceed \$200,000.00 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/rehab both clarifier drives at the Brookshire WTP not to exceed \$200,000.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement. Mr. Blodgett advised that the Chief Water Operator received a quote today and it will be right at the \$200,000.00 and stated that this would include two (2) new drives and two (2) new pumps. Motion carried unanimously.
10. **Discuss and/or take action to approve to purchase chemical feed pumps and skids for the water treatment plants not to exceed \$28,100.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement.** Motion was made by Mr. Mullaney and seconded to approve to purchase chemical feed pumps and skids for the water treatment plants not to exceed \$28,100.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement. Mr. Blodgett explained the pumps and skids needed. Motion carried unanimously.

11. **Discuss and/or take action to approve to purchase chemical feed pumps and a chlorine regulator and ejector for the wastewater treatment plants not to exceed \$23,900.00 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 purchase chemical feed pumps and a chlorine regulator and ejector for the wastewater treatment plants not to exceed \$23,900.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement. Motion carried unanimously.
12. **Discuss and/or take action to approve to purchase a KASCO robust active tank mixer for the Legendary Elevated water tower not to exceed \$20,000.00 to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement.** Motion was made by Mr. Lomonaco and seconded to approve to purchase a KASCO robust active tank mixer for the Legendary Elevated water tower not to exceed \$20,000.00 to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement. Motion carried unanimously.
13. **Discuss and/or take action to approve the proposed revised Succession plan for the District.** Motion was made by Mr. Rea and seconded to approve the proposed Succession plan for the District. The Board was presented with a handout of the proposed revised Succession plan. The Board discussed some of the cross training currently being done as well as having employees present training for their job skills. Mr. Bratton recommended setting goals and having the staff meet them on training and other assignments. It was noted that a portion of the plan document is considered a live document with names of current employees and their successors and this is subject to change due to promotion, demotion, and/or separation from employment. Motion carried unanimously.
14. **Committee Reports.**
 - a. **Personnel Committee.** Mr. Bratton advised that the Personnel Committee had met to review the Employee Policy Manual and that they have asked the Management staff to copy parts of the manual and send it to the Personnel Attorney for review. Ms. Crowsey advised that they have done that and are waiting for a response.
 - b. **Operations Committee.** Mr. Lomonaco advised that he had sent an email to the Operations Committee and Mr. Blodgett about agenda items discussed earlier in the meeting. Mr. Lomonaco advised that the committee did plan to meet soon to review and discuss the asset management plan.
 - c. **Finance Committee.** Mr. Bayless advised that the Finance Committee did not have a meeting.

It was noted that Board Members including Mr. Mullaney, Mr. Rea, and Mr. Willi did a District tour of the facilities as is customary for new Board members. The Board discussed that one facility showed how the wastewater plant works by cleaning and putting water back into the lake.

15. **Review and discuss the March 2023 financial reports.** The Board discussed the March 2023 financials noting that there was a debt ratio of 1.56 for the month. The Board discussed installations revenues versus expenses and the time frame that work is being performed for water and wastewater installations.
16. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Bayless and seconded to approve the payment of bills. Motion carried unanimously.
17. Motion was made by Mr. Bratton and second to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1:36pm.


Jim Willi
Board President

05/17/2023
Date