

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT  
MINUTES FOR WEDNESDAY JUNE 21, 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 June 21, 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, and Shriram Manivannan /KSA Engineers. 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 May 17, 2023.** Motion was made by Mr. Goheen and seconded to approve the minutes from the regular meeting on May 17, 2023. Motion carried unanimously.
7. **Public Comments.** There were no public comments.
8. **Consent Agenda:** The Board requested that all items under the General Manager's report be removed for discussion except item 8b(iv).
  - 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 (i) Key Monthly Activities.** The Board asked about the South Wastewater Plant assessment and project. Mr. Blodgett and Mr. Manivannan explained the process and how the assessment is being done after the drawdown of the plant. Mr. Blodgett also advised that when they take the plant down and during the project that the District will notify their local Texas Commission on Environmental Quality (TCEQ) representative. The Board discussed the repair of the chemical carrier water line and noted that no chemicals were lost during the repair.

**8.b (ii) Staff Changes.** Mr. Blodgett and the Board discussed hiring statuses and it was noted that in May the District hired two employees but did not note if there were any interviews but will do so for record going forward.

**8.b (iii) Work Orders.** The Board and Mr. Blodgett reviewed work orders. Mr. Blodgett advised that the District is currently looking at doing most of the installations for new water and wastewater taps in house versus using contractors. The Board asked about the open inspections. Mr. Blodgett advised that the District calls and emails customers to make appointments to do inspections and follow up on failed inspections. Ms. Crowsey explained that the Customer Service Representative that handles the paperwork for inspections has reported that they have some builders who have multiple homes that are not ready for inspection and when they are ready and call, the District is able to close several at once but that nothing can be done until they are ready for inspections.

**8.b (v) Operations Report.** The Board and Mr. Blodgett discussed the water loss on southside. Mr. Blodgett explained steps that the District has taken and steps that they will be taking to try to

narrow down the cause of the loss, including replacing all the older meters in the area with the new automatic metering reading (AMR) meters with the new bond project. The Board asked about the current AMR and how the data compares to old meters. Ms. Crowsey advised that we are still waiting to get a few full months' worth of reading with the new meters and compare them past usages and usage history from the same time period. The Board asked about the Payne Springs request for the impound and Mr. Blodgett noted that during one of the meetings with the city KSA Engineer Danny Hayes advised that the city should make the pavement slope to keep any potential contamination from going into the South Wastewater Treatment plan field which has to have periodic samples to keep in compliance.

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

9. **Discuss and/or take action to approve repairing Lift Station #62 in the amount of \$6,136.67 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 repairing Lift Station #62 in the amount of \$6,136.67 to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement. The Board discussed the report where this lift station had a run capacitor changed and Mr. Blodgett advised that this line item is for repairing the can or tank type of the lift station. Motion carried unanimously.
10. **Discuss and/or take action to approve purchasing Leak Detection Equipment in the amount of \$3,952.68 to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement.** Motion was made by Mr. Mullaney and seconded to approve purchasing Leak Detection Equipment in the amount of \$3,952.68 to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement. Mr. Blodgett explained how the device would work by using it on customer angle stops, fire hydrants, valves, and any type of pipe to help locate leaks. Motion carried unanimously.
11. **Discuss and/or take action to approve repairing the roof on the District's Utility Service Center not to exceed \$10,000.00 to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement.** Motion was made by Mr. Bayless and seconded to approve repairing the roof on the District's Utility Service Center not to exceed \$10,000.00 to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement. Mr. Blodgett explained that the District had submitted a claim to the insurance company for damage done to the roof but due to depreciation the insurance company only paid a certain amount towards the claim and the amount for this line item is what they will not pay. Ms. Crowsey advised that final invoices will be submitted to the insurance company for consideration. Motion carried unanimously.
12. **Discuss and/or take action to approve a request for permission by the City of Payne Springs to build a city impound lot.** Motion was made by Mr. Bayless and seconded to approve a request for permission by the City of Payne Springs to build a city impound lot. Mr. Blodgett advised that they did have a meeting with representatives from the City of Payne Springs and advised them that they would have to go through a utility review and submit plans and that the District's Engineer would have to perform inspections for approval for the project. Motion was amended by Mr. Bayless and seconded to approve a request for permission by the City of Payne Springs to build a city impound lot with the stipulation that the City must submit plans for a Utility review and pay all costs associated with the District's Engineers utility review of their plans and inspections. Motion carried unanimously.
13. **Discuss and/or take action to approve the revised Employee Policy Manual.** Motion was made by Mr. Bratton and seconded to approve the revised Employee Policy Manual. Mr.

Bratton advised that the Personnel Committee had reviewed the proposed revision and requested that a hand full of rules in the policy be reviewed by the District's personnel attorney which has been done and the attorney's edits are included also. The Board asked about the title change of one position, and it was noted that this position used to only have one job duty and that was to rebuild pumps but since the District had switched pumps and no longer needed a full time pump rebuilder that this position was changed to become more of a maintenance and repair technician. Motion carried unanimously.

14. **Committee Reports.**

- a. **Personnel Committee.** Mr. Bratton advised that there was no report.
- b. **Operations Committee.** Mr. Lomonaco advised that there was no report.
- c. **Finance Committee.** Mr. Bayless advised that there was no report.

15. **Review and discuss the May 2023 financial reports.** The Board reviewed the financials, and it was noted that the debt ratio is higher than the same time frame as last year. The Board asked about the hay revenue line and Mr. Blodgett advised that the contractor just cut and baled it and we should be receiving revenue from that soon.

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 seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1:51pm.



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Bill Goheen  
Board Vice-President

07/19/2023

Date