

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
MINUTES FOR REGULAR MEETING WEDNESDAY AUGUST 16, 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 August 16, 2023. The meeting convened at 12:30pm, Vice-President Bill Goheen presiding.
2. Pledge of Allegiance.
3. Members present in person were Vice-President Bill Goheen, Secretary Joe Lomonaco, Treasurer Ted Bayless, and Director Pat Mullaney. Absent was President Jim Willi, Director Larry Bratton, and Director Rob Rea. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, John Reidy/KSA Engineers, Shriram Manivannan/KSA Engineers, and Joseph Stone/KSA Engineers. Other attendees by telephone/video conference were Russell Slayton/The Monitor. Customer Walter Peppers arrived later in the meeting.
4. A quorum was established.
5. Motion was made by Mr. Lomonaco and seconded to adopt the agenda. Mr. Goheen asked that the amount for item #13 be increased from \$10,000 to \$15,000. Motion was amended by Mr. Lomonaco and seconded to adopt the agenda pending a change to item #13 to increase the amount requested to \$15,000. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the workshop/regular meeting on July 19, 2023.** Motion was made by Mr. Mullaney and seconded to approve the minutes from the workshop/regular meeting on July 19, 2023. Motion carried unanimously.
7. **Public Comments.** There were no public comments until later in the meeting.
8. **Consent Agenda:** The Board requested that under KSA Engineer's Report that items a(i), a(ii), and a(iii)#7 be removed and that under the General Manager's Report that items b(i), b(ii), and b(v) 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 General Services. There was a misspelled abbreviation for the District's name that was pointed out and it will be corrected for future reports.

8.a(ii) 2017-2018 Bond #1 Task Order #35 Meter Replacement (AMR). The Board questioned when this project would be closed out. Ms. Crowsey explained that the contractor submitted invoices to the District that were forwarded to KSA Engineers. The contractor has to submit invoices directly to KSA Engineers, then KSA submits the approval for payment along with the pay requests to the District.

8.a(iii) 2022 Bond #7 Task Order #101215 Southside AMR. The Board asked why the District had to wait to go out for bid for the new AMR bond project. Mr. Blodgett advised that the project was bidding for the installation portion only and that the problem was getting the meters in stock to start. Mr. Manivannan/KSA Engineers explained that start date and end date must be part of the bidding process and if the District doesn't receive all the meters in the time frame of the contract

then it would be a change order and costing additional funds due to putting a hold on the project due to lack of materials.

8.b(i) Key Monthly Activities. The Board and Mr. Blodgett discussed the calibration of the flow meters done by an outside contractor including the % of accuracy from the reports. The Board and Mr. Blodgett discussed the Brookshire WTP's decant pump being out of service. Mr. Blodgett explained that the replacement pump would be coming in a few months but noted that the plant cannot pump out the ponds, but it is not a problem right now. The Board discussed the electrical issues on the rotor at the NWWTP and Mr. Blodgett advised that there was a power surge that messed up the six fuses, but it is back up and running.

8.b(ii) Staff Changes. The Board asked about the two staff members that separated from employment and if they were experienced. It was noted that one was, and one was not but both were unable to meet attendance requirements.

8.b(v) Operations Report. The Board discussed the water loss for the last two months including this year versus last year for the same time frame. The Board discussed the upcoming AMR meter replacement for southside that should help with water loss due to meter accuracy and reading accuracy. The Board asked about estimating and why some estimated meter readings are so high. Ms. Crowsey explained that if the District is unable to read a full route that the computer does an automatic estimate for them. Mr. Manivannan/KSA Engineers advised that later in the meeting that his presentation will show all the southside water usage areas but noted that KSA did not find any areas showing significant water usage issues. The Board asked about the application for funding for generators from Henderson County. Mr. Blodgett advised that the application was submitted yesterday and that the District noted on the application that they were willing to pay a percentage of the cost for the generators.

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

Without objections the Board allowed Public Comments.

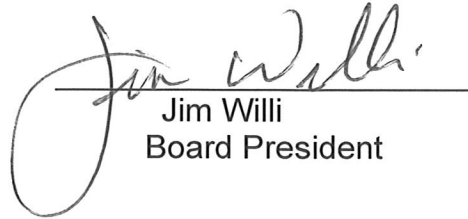
Public Comments: Mr. Peppers arrived later at the meeting, so the Board approved for him to address the Board at this time. Mr. Peppers had a complaint about his water bill where he had requested a reread and was given a credit but felt it was not enough. Ms. Crowsey advised that she will get with Billing to research the readings for his account and would have someone contact him with the results. Mr. Peppers also indicated that he had dirt coming into the toilet, but it has stopped now. Mr. Peppers also said that his meter is on the other side of the creek and that there is always problems with the meter washing out of the ground.

9. **Discuss and/or take action to review the Task Order #101209 Master Plan. (Presentation will be given by KSA Engineers Shriram Manivannan).** Mr. Manivannan and Mr. Stone with KSA Engineers gave an overhead presentation for the District's master plan. The plan outlined the District's needs over a twenty year span. The Engineers gave an outline of the top 10 projects they felt were priority for the next five (5) years which would costs approximately \$28.27 million, and also gave an outline of projects over the next twenty (20) years based on projected growth and aging of the systems. The projected costs over the next twenty years would be just under \$80 million. KSA Engineers presented several models that showed future needs for water and wastewater improvements. Mr. Blodgett advised that the District Administration would be reaching out to their Financial Advisors at Hilltop Securities for upcoming funding needs for the next few years.
10. **Discuss and/or take action to approve to purchase three (3) actuators for the Brookshire WTP not to exceed the amount of \$28,000.00 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 purchase three (3) actuators for the Brookshire WTP not to exceed the amount of \$28,000.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement. Motion carried unanimously.

11. **Discuss and/or take action to approve to purchase a Belt Press Sludge Pump for the North WWTP not to exceed the amount of \$13,000.00 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 purchase a Belt Press Sludge Pump for the North WWTP not to exceed the amount of \$13,000.00 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 Panel Box for Lift Station #69 at the North WWTP not to exceed the amount of \$3,900.00 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 a Panel Box for Lift Station #69 at the North WWTP not to exceed the amount of \$3,900.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement. Motion carried unanimously.
13. **Discuss and/or take action to approve to consider using funds from the District's Improvement CD fund not to exceed the amount of \$15,000.00 to cover the cost for the Leisureland water tie-in project that was caused by growth in this area.** Motion was made by Mr. Bayless and seconded to approve to consider using funds from the District's Improvement CD fund not to exceed the amount of \$15,000.00 to cover the cost for the Leisureland water tie-in project that was caused by growth in this area. Ms. Crowsey advised that after approval there is an internal transfer register that would be signed by two signers on the account and then a transfer would be processed from the Improvement CD fund to the Operating Reserve fund to use for these expenses. Motion carried unanimously.
14. **Discuss and/or take action to perform the annual review of the District's investment policy.** Motion was made by Mr. Lomonaco and seconded to approve to perform the annual review of the District's investment policy. Ms. Crowsey confirmed that there were no changes in the policy and that the Board is required to perform an annual review of the investment policy. Motion carried unanimously.
15. **Committee Reports.**
 - a. **Personnel Committee.** There were no Personnel Committee member present, but Ms. Crowsey did advise that there were no meetings last month but did anticipate a personnel committee meeting in the near future to review and discuss health insurance renewals for the District employees.
 - b. **Operations Committee.** There were no meetings this month.
 - c. **Finance Committee.** There were no meetings this month.
16. **Review and discuss the July 2023 financial reports.** The Board asked about the bank account list that showed a zero (0) previous balance for one of the improvement funds and also about the improvement fund balance on the portfolio summary decreased a significant amount. Ms. Crowsey advised that both were errors. The improvement fund CD had matured and was rolled over into a new account with better interest rates and the balance listed in last month's board packet should have shown up as the previous balance. On the portfolio summary the Bookkeeper forgot to add in both Improvement fund accounts, the one in the packet only had one account amount listed. Mr. Goheen advised that after reviewing the debt ratio for the month, if you took out the revenue for the capital contribution line the District still showed a 2.80 debt ratio so it is looking good.

17. **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.
18. Motion was made by Mr. Mullaney and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 2:54pm.



Jim Willi
Board President

09/20/2023
Date