

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
MINUTES FOR WEDNESDAY SEPTEMBER 20, 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, 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, Director Rob Rea, and Director Pat Mullaney. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, Shriram Manivannan/KSA Engineers, customer Lori Ivey, customer Charles Ivey, and customer Christina Wood. Other attendees by telephone/video conference were Russell Slayton/The Monitor.
4. A quorum was established.
5. Motion was made by Mr. Bratton and seconded to adopt the agenda. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the regular meeting on August 16, 2023.** Motion was made by Mr. Lomonaco and seconded to approve the minutes from the regular meeting on August 16, 2023. Motion carried unanimously.
7. **Public Comments.** Customer Lori Ivey discussed several issues she had with the District including a complaint against the customer service she received when she come to discuss a high-water bill and then addressed another issue at her business where the field crew came to repair a water leak and stained her asphalt, she just paid \$6,000.00 for. Ms. Ivey's husband Charles Ivey issued a complaint about a job completed by the District on the street in front of his home where there are still cones and there is a hole in the street from the backhoe riggers. Mr. Blodgett advised that Management would look into the customer service complaint but that he could not talk about the asphalt complaint as it is an insurance claim with the District's insurance company. Mr. Ivey then made allegations about staff working and another person who came to the job site on his ATV while staff were working. It was advised that the District did do an investigation into these allegations already.
8. **Consent Agenda:** The Board requested that under KSA Engineer's Report that items a(i), and a(iii)#2, #4a, and #7 be removed and that under the General Manager's Report that items b(i), 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. The Board reviewed the Utility review reports being reviewed by the District's Engineers. The Board discussed a project where KSA is still waiting on documents from the customer and questioned if this was costing the District extra. Mr. Manivannan confirmed that until the customer returns the requested documents there will be no billable time. Ms. Crowsey explained that customers must complete an application and put up a deposit for a utility review

that will help cover costs of the review. If the costs go over the deposit amount, then the customer is billed, if the costs is less then the difference is credited back to the customer.

8.a(iii) 2022 Bond Projects. (2) Task Order #101209 Master Plan. The Board asked about the plan showing that there were only four plants when we have five plants. Mr. Blodgett advised that there is a second plant at the South Wastewater Plant location, but it was noted that it was considered one plant.

8.a(iii) 2022 Bond Projects. (4)a Task Order #101211 SWWTP Improvement. The Board asked what the acronym OPCC meant in the Engineer report. Mr. Manivannan advised that it was Opinion of Probable Construction Costs.

8.a(iii) 2022 Bond Projects. (7) Task Order #101215 Southside AMR. The Board asked that the report state that bidding date is subject to anticipated delivery of all meters.

8.b(i) Key Monthly Activities. The Board, Mr. Blodgett, and Ms. Crowsey discussed the Texas Workforce Commission (TWC) program that the District is participating in that allows TWC to place someone with the District to obtain on the job training paid for by the TWC. It was noted that the program pays for one month of wages. It was noted that this individual was hired by the District this week upon completion of the TWC program. Ms. Crowsey also explained that the District utilized a temporary staffing agency to hire a Customer Service Representative to cover an employee on maternity leave who is now no longer returning. Ms. Crowsey advised that the temporary employee will be hired full-time in November after the contract is up with the temporary agency. The Board discussed the District new texting program. Ms. Crowsey explained that with the new rules, in order for the District to text customers they have to opt in and be given a way to opt out of the program. By Opting in customers would receive text messages from the District for important matters such as water outages in their area, water conservation restrictions, and pending water turn offs for non-payment. The Board discussed the report about the Leisureland area where the staff forgot to install the chart recorder. The Board discussed the staff changes for the month and Mr. Blodgett advised that the District is two employees away from a full staff but one of those is the CSR position that will be filled in November.

8.b(v) Operations Report. The Board discussed the water loss on the Southside. Mr. Blodgett noted that after the District gets the AMR meters completed that one of the items the District will purchase is clamp on meters. With the AMR system reading device the District can read one area almost immediately and then take a reading off of the clamp on meter to see if there are extra large amounts of water not accounted for on the AMR meter readings. Mr. Blodgett confirmed again all the steps that the District has taken to try to find water loss on the southside. The Board discussed underwater divers to inspect the two lines running under the lake and Mr. Blodgett confirmed that the District plans on hiring divers to inspect the line and to repair any issues found. The Board asked about putting in master meters in all subdivision, but Mr. Manivannan and Mr. Blodgett both pointed out that there would not only be the costs of purchasing these large meters, but the District would have to buy concrete vaults to place them in each area and it would be very expensive. Mr. Manivannan advised that from his experience that acceptable ranges for water loss are from 15% to 20%.

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

9. **Discuss and/or take action to approve KSA Engineer's Task Order #102486 to apply for a variance for both Water Treatment Plants to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement.** Motion was made by Mr. Goheen and seconded to approve KSA Engineer's Task Order #102486 to apply for a variance for both Water Treatment Plants to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement. Mr. Manivannan explained to the Board

why the District needs the variance and discussed the estimated costs which was \$2,500. Mr. Goheen amended his motion that was seconded to approve KSA Engineer's Task Order #102486 to apply for a variance for both Water Treatment Plants in the amount of \$2,500.00 to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement. Motion carried unanimously.

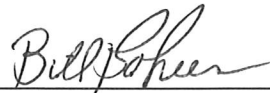
10. **Discuss and/or take action to approve a Change Order to Task Order #35 Meter Replacement (AMR) for an additional \$10,555.00 to be paid out of the 2018 Series Bond.** Motion was made by Mr. Lomonaco and seconded to approve a Change Order to Task Order #35 Meter Replacement (AMR) for an additional \$10,555.00 to be paid out of the 2018 Series Bond. It was noted that the change order covered extra materials used during the installation of the meters. Motion carried unanimously.
11. **Discuss and/or take action to approve to purchase a TU 2500 Benchtop Meter for the Brookshire WTP not to exceed the amount of \$5,800.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2023/2024 Capital Improvement.** Motion was made by Mr. Goheen and seconded to approve to purchase a TU 2500 Benchtop Meter for the Brookshire WTP not to exceed the amount of \$5,800.00 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 DR 3900 Benchtop Meter for the NWWTP not to exceed the amount of \$7,200.00 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 DR 3900 Benchtop Meter for the NWWTP not to exceed the amount of \$7,200.00 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 purchase a Bulk Chemical Tank for the Brookshire WTP not to exceed the amount of \$35,815.00 to be paid out of Operating Reserves for an unbudgeted expenditure for the 2023/2024 Capital Improvement.** Motion was made by Mr. Bayless and seconded to approve to purchase a Bulk Chemical Tank for the Brookshire WTP not to exceed the amount of \$35,815.00 to be paid out of Operating Reserves for an unbudgeted expenditure for the 2023/2024 Capital Improvement. Mr. Blodgett advised the Board that the tank had recently started leaking and noted that the costs included a crane rental. Motion carried unanimously.
14. **Discuss and/or take action to approve to the employee insurance benefits renewal and rates starting December 1, 2023, and approve extending renewal time from twelve (12) months to fifteen (15) months.** Motion was made by Mr. Bratton and seconded to approve to the employee insurance benefits renewal and rates starting December 1, 2023, and approve extending renewal time from twelve (12) months to fifteen (15) months. The Board reviewed the renewal rates and noted that the District would be renewing with United Health Care for medical and Metlife for ancillary insurance. It was also noted that the extension to 15 months would put the District's renewal date to match the District's fiscal year end. Motion carried unanimously.

Mr. Rea returned to the meeting and Mr. Goheen left the meeting.

15. **Committee Reports.**
 - a. **Personnel Committee.** Mr. Bratton advised that the Personnel Committee did meet to review the employee insurance renewal options.
 - b. **Operations Committee.** There was no report.
 - c. **Finance Committee.** There was no report.

Mr. Goheen returned to the meeting.

16. **Review and discuss the August 2023 financial reports.** The Board reviewed the financials. The Board discussed the high monthly debt ratio. Ms. Crowsey advised that the Bookkeeper had investigated what helped increase the debt ratio compared to last year and it was noted that the District is doing well on bank interest rates as well as the installation costs that would be an expense later. Ms. Crowsey advised that on bond interest the District may have to pay a portion of the interest to the State and has contracted with Hilltop to have a representative come in and perform the arbitrage services after the closing of the bonds. The Board reviewed the testing/analysis budget line item and Mr. Blodgett advised that it was due to retesting of lead and copper as well as some other state required testing.
17. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Rea and seconded to approve the payment of bills. Motion carried unanimously.
18. **Convene into Executive Session to deliberate personnel matters as per section 551.074 of the Open Meetings Act.** The Board convened into executive session at 1:49p.m.
 - a. Deliberate adding a special policy in the Employee Policy Manual to address contagious illness and to allow employees to go negative in sick bank (16 hours).
The Board reconvened into the regular meeting at 1:58p.m.
19. **Discuss and/or take action on items discussed in executive session.** Motion was made by Mr. Bratton and seconded to approve a special pay policy to address contagious illnesses. Motion carried unanimously.
20. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 2p.m.



Bill Goheen
Board Vice-President

10/18/2023
Date