

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
MINUTES FOR WEDNESDAY NOVEMBER 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 November 15, 2023. The meeting convened at 12:30pm, President Jim Willi presiding.
2. Pledge of Allegiance.
3. Members present in person were, President Jim Will, Vice-President Bill Goheen, Treasurer Ted Bayless, Director Larry Bratton, and Director Pat Mullaney. Absent was Secretary Joe Lomonaco, and 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. Bayless and seconded to adopt the Agenda. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the regular meeting on October 18, 2023.** Motion was made by Mr. Mullaney and seconded to approve the minutes from the regular meeting on October 18, 2023. Motion carried unanimously.
7. **Public Comments.** Mr. Bratton commended the District on making the call out for the water outage on this past Monday. He did recommend that the District consider doing a follow up call out for when water was restored. Mr. Bratton also stated that he would like to suggest to the newspaper company not to deliver the free newspaper to residences yards as some of them wash into the lake.
8. **Consent Agenda:** The Board requested that under KSA Engineer's Report that item a(iii) #7 be removed and that under the General Manager's Report that items b(i), b(ii), and b(iii) 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.(iii) #7 Task Order #101215 Southside AMR. Mr. Blodgett noted that the District has received 1,500 of the AMR meters for the 2022 Bond project and that our own staff has started installing them. Mr. Blodgett advised that there are about 1,000 more that will be received around April of 2024. The Board and Mr. Blodgett discussed the possibility of having the District install all the meters in house and hire a few temporary employees to get the project done instead of going out for bids for a contractor to do the install next year. It was discussed and confirmed that the District would start doing notification to customers that are in the areas where the AMRs are being installed.

8.b(i.) Key Monthly Activities. The Board asked about the Open Enrollment for the employee's insurance and Mr. Blodgett confirmed that the meeting went well, and employees were happy that the insurance did not increase and that costs actually went slightly down.

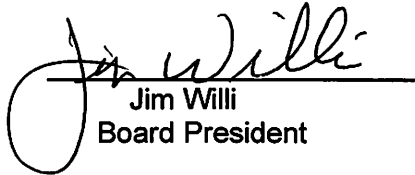
8.b(ii.) Staff Changes. The Board asked about the employment application process and Ms. Crowsey confirmed that the District has stopped using online indeed as the office has seen an increase in candidates filling out applications in office.

8.b(iii.) Work Orders. The Board asked about the work order type "Broken Arrangements" and Ms. Crowsey gave a brief overview of what that is for which is when customers make arrangements to pay past due balances and they fail to keep their arrangement.

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

9. **Discuss and/or take action to approve to upgrade the District's Field Hawk work order program not to exceed the amount of \$10,000.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2022/2023 Capital Improvement.** Motion was made by Mr. Mullaney and seconded to approve to upgrade the District's Field Hawk work order program not to exceed the amount of \$10,000.00 to be paid out of Operating Reserves for a budgeted expenditure for the 2022/2023 Capital Improvement. Ms. Crowsey advised that the way it has been explained to her is that this upgrade would take the current work order program which is how the inventory is accounted for and will put the program on a cloud-based program. It would make the program run faster as well as it would support the Ipad tablets, which is more secure. Motion carried unanimously.
10. **Discuss and/or take action to approve to purchase a rotor gearbox, bushing, and bearings for the North Wastewater Treatment Plant not to exceed the amount of \$8,400 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 rotor gearbox, bushing, and bearings for the North Wastewater Treatment Plant not to exceed the amount of \$8,400 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 sand for the effluent filter for the North Wastewater Treatment Plant not to exceed the amount of \$4,000 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 sand for the effluent filter for the North Wastewater Treatment Plant not to exceed the amount of \$4,000 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 repairs for Lift Station #70 not to exceed the amount of \$5,000 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 repairs for Lift Station #70 not to exceed the amount of \$5,000 to be paid out of Operating Reserves for an unexpected expenditure for the 2023/2024 Capital Improvement. Mr. Blodgett explained to the Board that approximately a year ago the District had installed an aeration system due to the mat that would collect on top of this lift station to help aid in the odor and it is working well. These repairs would fix the lift station's discharge piping and other ductile iron pipes that have corroded. Mr. Manivannan advised that the only other option would be to install corrosion control equipment, which could get costly. Motion carried unanimously.

13. **Discuss and/or take action to approve to transfer \$1,515,647.51 from Bond Interest and Sinking CD into Operation Reserve account to pay the bond debt payments due on January 1, 2024.** Motion was made by Mr. Goheen and seconded to approve to transfer \$1,515,647.51 from Bond Interest and Sinking CD into Operation Reserve account to pay the bond debt payments due on January 1, 2024. Motion carried unanimously.
14. **Committee Reports.**
 - a. **Personnel Committee.** There was no report.
 - b. **Operations Committee.** There was no report.
 - c. **Finance Committee.** There was no report.
15. **Review and discuss the October 2023 financial reports.** The Board reviewed the monthly financials. Mr. Goheen advised that the debt ratio for the month was good.
16. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Bratton 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 1p.m.



Jim Willi
Board President

12/20/2023
Date