

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT  
MINUTES FOR WEDNESDAY JANUARY 17, 2024 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 January 17, 2024. The meeting convened at 12:30pm, President Jim Willi presiding.
2. Pledge of Allegiance.
3. Members present in person were, President Jim Will, Secretary Joe Lomonaco, Director Larry Bratton, Director Rob Rea, and Director Pat Mullaney. Members attending by video/teleconference phone was Vice-President Bill Goheen. Absent was Treasurer Ted Bayless. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, and Shriram Manivannan/KSA Engineers. Other attendees by telephone/video conference was 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 December 20, 2023.** Motion was made by Mr. Lomonaco and seconded to approve the minutes from the regular meeting on December 20, 2023. Motion carried unanimously.
7. **Public Comments.** Mr. Bratton asked about the water outage on the south side earlier in the week and asked if we used our own generator. Mr. Blodgett advised that Oncor came out with two (2) large trailer mounted generators to provide electricity to the plant and to that area. It was also discovered that besides losing power off and on due to electricity flickering there was also a house fire. The demand from customers for dripping faucets and the house fire made it difficult for the plant to keep up. Mr. Blodgett advised that besides the generators, OnCor also brought multiple vehicles, and approximately 30 to 40 OnCor employees to the water plant and began connecting the generators to the power grid. After many hours, OnCor had constant power restored to the plant and surrounding subdivisions at approximately 4pm, but by this time, the plant had become critically low and unable to provide water to the distribution system. Once the plant was provided constant power the District was able to begin restoring water to the system hours later. Mr. Blodgett advised that OnCor did recognize the District as critical infrastructure and responded quickly.
8. **Consent Agenda:** The Board requested that under the General Manager's Report items #b(i),b(ii),b(iv), 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.b (i) Key Monthly Activities.** The Board reviewed and discussed the report showing that the SCADA system was receiving erroneous readings. It was noted that this was not related to the water loss report. The Board discussed lift station #69 and questioned using a rebuilt pump. Mr. Blodgett advised that this was basically a new pump.

**8.b (ii) Staff Changes.** The Board complimented the detailed report on staffing. It was noted that there was a lot of applications coming in, but Mr. Blodgett advised that during the holidays the District tends to hold off on hiring untrained new applicants due to holidays, staff vacations and weather, which could also cause an issue with not having the person who may normally be designated to train that position being available. It was noted that the District does sometimes hire through a temporary agency and have had some issues with some applicants but did hire an employee in office that worked out great.

**8.b (iv) Project Status.** The Board asked about the overhead door at the NWWTP plant. Mr. Blodgett advised that while staff were washing down the area, they noticed some rusted areas and that is why it was not budgeted.

**8.b (v) Operations Report.** The Board and Mr. Blodgett discussed the generator project. Mr. Blodgett advised that the engineers did a walkthrough of all sites while taking notes and pictures. The next step is for the engineers to go into the design phase for all sites, and it will be about six-month lead time at minimum. The Board discussed the wastewater operations report and Mr. Blodgett explained that during the holidays one sample did not get pulled. It was discussed and noted that this is a routine sample and the staff do have a check list, but it was not done. Mr. Blodgett noted that Chlorine is required to be recorded daily and that the PH levels are only required to be recorded twice a month, but we if we record them daily, which we do, then we have to report the daily recordings. It was noted that it is a rare incident to miss one and the employee that failed to do the sample is no longer with the District.

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 pay Overhead Garage Door to repair the belt press door in the amount of \$4,645.88 to be paid out of the Operating Reserve account for an unexpected expenditure for the 2022/2023 capital Improvement.** Motion was made by Mr. Lomonaco and seconded to approve to pay Overhead Garage Door to repair the belt press door in the amount of \$4,645.88 to be paid out of the Operating Reserve account for an unexpected expenditure for the 2022/2023 capital Improvement. Motion carried unanimously.
10. **Discuss and/or take action to approve opening an account/CD in TexStar for the Operating Reserve.** Motion was made by Mr. Lomonaco and seconded to approve opening an account/CD in TexStar for the Operating Reserve. Ms. Crowsey explained that this account would hold the Operating Reserve funds that were not yet in use and once a month the District would issue an internal transmittal register to transfer funds matching the invoices from the TexStar Operating reserve account into the Operating Reserve at the First State Bank for payment of those invoices/bills. It was also noted that monthly reserve payments would be put into the TexStar Operating Reserves until needed to pay invoices. Ms. Crowsey advised that there was approximately \$456,892.19 that could be held in TexStar until the Capital projects were completed. Motion carried unanimously.
11. **Discuss and/or take action to approve the investment officers to review maturing accounts in 2024 and authorize the officers to close and/or reinvest these accounts following the Investment Policy and internal procedures.** Motion was Mr. Bratton and seconded to approve the investment officers to review maturing accounts in 2024 and authorize the officers to close and/or reinvest these accounts following the Investment Policy and internal procedures. Ms. Crowsey pointed out the quarterly bank statements and noted that several will come up in 2024 and noted that the Board would always get an updated report with maturity dates quarterly. Motion carried unanimously.
12. **Discuss and/or take action to approve for Board Members to attend the TRWA annual meeting in San Antonio on March 26th – 28<sup>th</sup>, 2024.** Motion was made by Mr. Bratton and seconded to approve for Board Members to attend the TRWA annual meeting in San Antonio

on March 26th – 28<sup>th</sup>, 2024. Ms. Crowsey advised that she needed to know who wanted to attend as soon as possible so that she could get them booked into the host hotel, for which registration for the conference had to be made before booking the hotel at the discounted rate now. Mr. Willi and Mr. Mullany both advised that they would be attending. Motion carried unanimously.

13. **Discuss and/or take action to appoint voting delegates for the TRWA annual meeting on March 26th – 28<sup>th</sup>, 2024.** Ms. Crowsey advised that voting delegates needed to be someone who would be attending the annual meeting for the District. Motion was made by Mr. Lomonaco and seconded to appoint President Jim Willi as the primary voting delegate and Mr. Mullaney as the alternate voting delegate for the TRWA annual meeting. Motion carried unanimously.
14. **Discuss and/or take action to approve to engage Mike Ward Accounting & Financial Consulting, PLLC to perform the annual audit for FY 2023/2024.** Motion was made by Mr. Lomonaco and seconded to approve to engage Mike Ward Accounting & Financial Consulting, PLLC to perform the annual audit for FY 2023/2024. Ms. Crowsey advised that the contract was up after last year's audit and that Mr. Ward had kept the cost of auditing services the same in his current engagement agreement. Motion carried unanimously.
15. **Committee Reports.** Discussion will continue on next agenda item as this was duplicated in error on the agenda.
16. **Committee Report.**
  - a. **Personnel Committee.** Mr. Bratton advised that they had met to review an absence points system that the District had put into place as well as discussing a per diem system for travel paid for by the District for employees and Board members.
  - b. **Operations Committee.** Mr. Lomonaco advised that he had emailed questions over to Mr. Blodgett about the wastewater permit issues and about the southside water loss. It was noted that Mr. Manivannan /KSA Engineers had done some studies for the southside water loss. Mr. Manivannan gave the Board a brief overview of some studies that he and his staff had carried out, trying to help answer where it appeared some of the water loss had occurred. Mr. Manivannan advised that one report showed that the District had 480 meters with zero usage and that other cities of the same size had an average of around 150 meters which is a huge difference. Ms. Crowsey advised that her Billing Supervisor was reviewing the zero usage meters to see if we had already tested them or if we had notes for reasons there was no usage on them. Mr. Manivannan explained that they had reviewed both meters at the plant and noted that his staff would work with Mr. Blodgett to possibly rent clamp on meters to be placed at subdivisions where it appeared there may be some water loss. It was also noted that the best time to put the clamp on meters on these areas would be after the automatic meter reading meters were installed so that the meters could be read quickly and compared to the reading on the clamp on meters.
  - c. **Finance Committee.** Mr. Goheen advised that the committee had met to review the fiscal year 2024-2025 budget. Management staff were making some recommended changes to the draft budget after the committee meeting and will be uploading the final draft budget on the Board's web page prior to next month's meeting. There will be a workshop before next month's meeting for the Board to review the budget and noted that the workshop would start around 11am.
17. **Review and discuss the December 2023 financial reports.** The Board reviewed December's financials including the revenues and expenditures from the capital contributions and also reviewed bank interests earned, which will decrease in the upcoming year. The Board

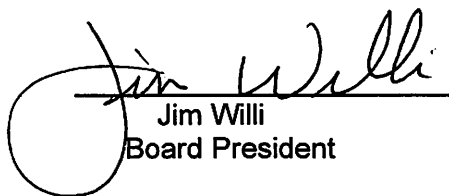
discussed septic hauler revenue and it was noted that there were a few haulers who have slowed down but the District had actually picked up a few more.

18. **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.
19. **Convene into Executive Session to deliberate personnel matters as per section 551.074 of the Open Meetings Act.**

- a. **Deliberate the annual evaluation for the General Manager.**

The Board went into executive session at 1:32 p.m. The Board reconvened out of executive session at 2:12pm.

20. **Discuss and/or take action on items discussed in executive session.** The Board came out of executive session and advised that they did meet in executive session to review the annual evaluation of General Manager James Blodgett and that the Board President will meet with General manager James Blodgett to present him his annual evaluation.
21. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 2:12pm.

  
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Jim Willi  
Board President

02/21/2024  
Date