

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT  
MINUTES FOR WEDNESDAY FEBRUARY 21, 2024 11:00AM**

1. A workshop and 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 11:00am, 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, Shriram Manivannan/KSA Engineers, and Jerry Burnett. 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. **WORKSHOP:**
  - a. **Discuss and review the budget for FY 2024/2025.** The Board reviewed the proposed budget for FY 2024/2025. Mr. Blodgett created a bullet point chart for the Board. The proposed budget. The budget included a 3% increase for water and wastewater rates, an increase to water and wastewater installation costs, increase to wages/salaries, and material costs increases by approximately 3%. The Board discussed the increases and rates. Mr. Lomonaco advised that he felt that the District could still make the budget work without increasing the water and wastewater rates. The Board discussed the employee wage and salaries proposal. It was discussed that the District was trying to retain employees by being competitive in pay with other local companies and industry. The Board and Mr. Blodgett discussed wage increases and it was noted that last year and these proposed increases could be contributing to being so far behind and catching up and the cost of national wages going up. The PayScale bottom line would go up to \$3 more an hour. Mr. Blodgett confirmed that he has been working on a video for new hires that he was asked to do. The Board and Mr. Blodgett discussed projected growth and projects coming into the District and how that would affect the budget. The Board discussed the impact of the rate increase on customers, and it was noted that the bulk of average users would see an increase of around \$2.41 per month for those who have both water and wastewater. The Board reviewed the organization chart and commended the District for having more employees holding occupational licenses than we have seen in the past. The Board reviewed the capital projects and expenditures in the proposed budget.

**The Board took a short break from 11:55p.m. to 12:05p.m.**

The Board convened into the regular meeting. Mr. Goheen left the meeting but the Board still had a quorum with four members. Additional attendees for the regular meeting joining by telephone/video conference was Russell Slayton/The Monitor.

7. **Discuss and/or take action to approve the minutes from the regular meeting on January 17, 2024.** Motion was made by Mr. Rea and seconded to approve the minutes from the regular meeting on January 17, 2024. Motion carried unanimously.
8. **Public Comments.** There were no public comments.
9. **Consent Agenda:** The Board requested that the item under KSA Engineer's Report a(ii) and under the General Managers' report 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.**

**9.b(i) Key Monthly Activities.** The Board and Mr. Blodgett reviewed the key monthly activities relating to the NWWTP damage from the freeze. Mr. Blodgett advised that of the items damaged some preventative maintenance could have maybe reduced the damage. Mr. Blodgett pointed out that one of the capital expenditure projects in the budget being approved today is propane heaters for several buildings and one of them is the belt press building which is where some of the damage occurred. The current heaters can't keep it warm. The Board asked if there was a check list performed before freezing weather occurrences and Mr. Blodgett confirmed that each department has one and noted that the preparation also includes more employees taking trucks home on different sides of the District. The Board discussed the polymer pump and Mr. Blodgett advised that he would find out if it just went out or if it has been having issues.

**9.b(iv) Project Status.** The Board and Mr. Blodgett discussed the shop gate issues and Mr. Blodgett advised that the supports for the gate had been worn and corroded and they were having issues opening and closing which was becoming a security issue. Ms. Crowsey pointed out that on the budget being approved today under the capital expenditure projects that there was a budget to update and/or repair all the District gates as they are all the same age and needed work. The Board discussed the pump for item #11 on the agenda today. Mr. Blodgett advised the first pump that was purchased did not work correctly so it was taken out and this pump that is being approved today if from the vendor who made the original pump that was in there that worked for years.

**9.b(v) Operations Report.** The Board asked about the generators and Mr. Blodgett advised that there were four (4) generators total, one for each water plant, one for each water intake. There is a very old built in generator at the North Wastewater plant and the District still has the trailer mounted generator.

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

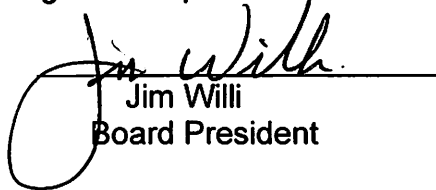
**10. Discuss and/or take action to approve an easement on the District's property coming from Thunderbird Shores for Jerry Burnett to put in a driveway to access the property (property ID #220389) that is land locked.** Motion was made by Mr. Lomonaco and seconded to approve an easement on the District's property coming from Thunderbird Shores for Jerry Burnett to put in a driveway to access the property (property ID #220389) that is land locked. The Board and Mr. Burnett discussed the driveway. The Board asked additional questions that included the width and length needed and Mr. Burnett was not sure due to not knowing if the City or County would have a restriction on the minimum width for the driveway. The Board had some additional questions and concerns for the District's property and asked that the easement request be submitted to the company's attorney to review. The Board also advised that they would like for it to state that Mr. Burnett would be responsible for all fees associated with the easement including attorney fees, land surveying, and filing the easement with the County. Motion was amended by Mr. Lomonaco and seconded to table this item until

Mr. Burnett has the final width and length requested and the attorney review. Motion carried unanimously.

11. **Discuss and/or take action to approve purchasing a submersible pump from Hahn Equipment Co, Inc for the Brookshire WTP pond pump in the amount of \$15,000.00 to be paid out of the Operating Reserve account for an unexpected expenditure.** Motion was made by Mr. Lomonaco and seconded to approve purchasing a submersible pump from Hahn Equipment Co, Inc for the Brookshire WTP pond pump in the amount of \$15,000.00 to be paid out of the Operating Reserve account for an unexpected expenditure. Motion carried unanimously.
12. **Discuss and/or take action to approve to pay Wilson Fence to repair the Shop Gate in the amount of \$8,998.48 to be paid out of the Operating Reserve account for an unexpected expenditure.** Motion was made by Mr. Lomonaco and seconded to approve to pay Wilson Fence to repair the Shop Gate in the amount of \$8,998.48 to be paid out of the Operating Reserve account for an unexpected expenditure. Motion carried unanimously.
13. **Discuss and/or take action to approve to pay KSA Engineers for their Southside water usage report for the Southside water loss in the amount of \$10,221.02 to be paid out of the Operating Reserve account for an unexpected expenditure.** Motion was made by Mr. Lomonaco and seconded to approve to pay KSA Engineers for their Southside water usage report for the Southside water loss in the amount of \$10,221.02 to be paid out of the Operating Reserve account for an unexpected expenditure. Mr. Manivannan advised that this is for the data planning stage of the project and that the physical stage will be done once the AMR meters are completely installed on southside. Motion carried unanimously.
14. **Discuss and/or take action to approve the FY 2024/2025 Budget including the pay scale and organization chart for FY 2024/2025.** Motion was made by Mr. Bratton and seconded to approve the FY 2024/2025 Budget including the pay scale and organization chart for FY 2024/2025. Motion carried unanimously.
15. **Discuss and/or take action to approve Resolution #2024-001 for the revised Customer Service Policy Resolution that also includes revised water and wastewater rates.** Motion was made by Mr. Rea and seconded to approve Resolution #2024-001 for the revised Customer Service Policy Resolution that also includes revised water and wastewater rates. Motion carried unanimously.
16. **Discuss and/or take action to accept the resignation of Board Member Ted Bayless.** Mr. Willi advised that the District had received an email for Ted Bayless on 02/13/2024, submitting his resignation due to personal reasons. The message also wanted to convey that "Rest assured that he has enjoyed each and every one of you and the time he has spent on the Board. Mr. Willi commended Mr. Bayless for over 12 years of service to the District including serving as the Board's Treasurer since 2016 and would like to thank him for his service. Motion was made by Mr. Rea and seconded to accept the resignation of Board Member Ted Bayless. Motion carried unanimously.
17. **Committee Reports.**
  - a. **Operations Committee.** There was no report.
  - b. **Personnel Committee.** Mr. Bratton advised that the Personnel Committee had met about a new points system for employee attendance and that there was a per diem policy that the management staff was still working on that the committee looks forward to reviewing soon.
  - c. **Finance Committee.** Mr. Willi advised that the committee had met to review the fiscal year 2024/2025 budget.
18. **Review and discuss the January 2024 financial reports.** The Board reviewed the financials and pointed out that the debt ratio was still looking good.

19. **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.
20. **Convene into Executive Session to deliberate personnel matters as per section 551.074 of the Open Meetings Act.**
  - a. **Deliberate recommendation for compensation for exemplary job performance to staff for performance during winter event.**

The Board went into executive session at 12:37p.m. The Board reconvened out of executive session at 12:49pm.
21. **Discuss and/or take action on items discussed in executive session.** Motion was made by Mr. Rea and seconded to approve the compensation for exemplary job performance to staff for performance during the winter event. Motion carried unanimously.
22. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 12:50pm.

  
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Jim Willi  
Board President

03/20/2024 .  
Date