

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT  
MINUTES FOR WEDNESDAY MAY 15,2024 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 May 15, 2024. 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 Larry Bratton, Treasurer Bill Goheen, Secretary Joe Lomonaco, Director Pat Mullaney, and Director Terri Bradley. Director Rob Rea arrived later in the meeting. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, Shriram Manivannan/KSA, and customer Darlene Cooper. Other attendees by telephone/video conference was Russell Slayton/The Monitor.
4. A quorum was established.
5. Motion was made by Mr. Mullaney and seconded to adopt the agenda. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the regular meeting on April 17, 2024.** Motion was made by Mr. Mullaney and seconded to approve the minutes from the regular meeting on April 17, 2024. Motion carried unanimously.
7. **Public Comments.** Ms. Cooper addressed the board about an issue in the past where the District agreed to repair her culvert. When Ms. Cooper gave the dates, the letters were from 2016 when the agreement was made. Ms. Cooper claims the District's bulldozer ran over her culvert and caused damage to the culvert. Mr. Blodgett advised he would look into it. Ms. Crowsey advised that she remembers the agreement but remembered that Ms. Cooper did not sign the consent for the District to perform the work and after a few years and many attempts the work order was closed out but that the staff would have to pull the paperwork to make sure. Mr. Willi advised that the General Manager James Blodgett would look into the matter and that if needed this will be put on next month's agenda. Ms. Cooper left the meeting and Director Rea arrived.
8. Consent Agenda: The Board requested that under the General Manager's Report items #b(lii), 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(iii) Work Orders.** The Board reviewed the work order report and recommended a title change to one of the columns.

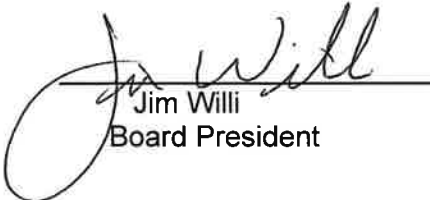
**8.b(v) Operations Report.** The Board reviewed the water loss and discussed why northside water loss was up and southside water loss was down. Mr. Blodgett explained that the month before both meter readers were out for an extended period of time due to injury and FMLA and that forced the District to estimate several routes, when the new readings came in for this month there were some that were over estimated that may have received a low usage or a negative

usage billing. This data can offset until normal readings resume. Mr. Blodgett advised that for southside that it is apparent that fixing that large water leak as well as having many subdivisions with the Automatic meter reading (AMR) helped bring the water loss down. Ms. Crowsey advised that the District currently has approximately 65% to 70% of the southside meters changed to the new AMR meters.

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 purchase a Portable Clamp On Meter not to exceed \$18,200.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Goheen and seconded to approve to purchase a Portable Clamp On Meter not to exceed \$18,200.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett gave a brief overview of how the clamp on meter works and noted that the staff can move it around the distribution system and the plants to verify and test flows and that it can fit from a 4" to a 20" pipe. It was noted that it is ultrasonic. Motion carried unanimously.
10. **Discuss and/or take action to approve to purchase a Hach SL1000 Portable Analyzer for both water treatment plants not to exceed \$7,500.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Rea and seconded to approve to purchase a Hach SL1000 Portable Analyzer for both water treatment plants not to exceed \$7,500.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett explained that this equipment is used to test water samples for the water plants, and it allows staff to collect and test the water instantly. Motion carried unanimously.
11. **Discuss and/or take action to approve to repair, replace, and upgrade computers for the District not to exceed \$11,000.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Bratton and seconded to approve to repair, replace, and upgrade computers for the District not to exceed \$11,000.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account. Ms. Crowsey explained that last year the District's IT company advised the District needed to budget and plan within the next three years to replace and/or upgrade most of the computers because of having to upgrade Windows 10 to Windows 11. The most recent update from our IT company is that the upgrade in Windows has to be done by October 2025. Ms. Crowsey advised that last year's remaining/pending funds will be used with this year's budget to replace the majority of those computers and that any remaining computers that are required to have the upgrade or replacement will be done in next fiscal year's budget. Motion carried unanimously.
12. **Discuss and/or take action to approve the sale of surplus equipment and property and to authorize the General Manager to accept any reasonable sealed bid offers.** Motion was made by Mr. Lomonaco and seconded to approve the sale of surplus equipment and property and to authorize the General Manager to accept any reasonable sealed bid offers. Ms. Crowsey advised that the surplus equipment and property will be posted in the newspaper, on the District's website, and on facebook as well as posted publicly at the Administrative office. Motion carried unanimously.
13. **Discuss and/or take action to approve to transfer \$325,394.39 from Bond Interest and Sinking CD into Operation Reserve account to pay the bond debt payments due on July 1st, 2024.** Motion was made by Mr. Goheen and seconded to approve to transfer \$325,394.39 from Bond Interest and Sinking CD into Operation Reserve account to pay the bond debt payments due on July 1st, 2024. Motion carried unanimously.

14. **Discuss and/or take action to approve adding Treasurer Bill Goheen as a third signer to the District bank accounts left with only two current signers.** Motion was made by Mr. Lomonaco and seconded to approve adding Treasurer Bill Goheen as a third signer to the District bank accounts left with only two current signers. Motion carried unanimously.
15. **Committee Reports.**
  - a. **Operations Committee.** There was no report.
  - b. **Personnel Committee.** There was no report.
  - c. **Finance Committee.** There was no report.
16. **Review and discuss the April 2024 financial reports.** The Board reviewed the monthly financials. It was noted that the monthly revenues were down but could be due to rate increase and customers conserving water or it could be of the amount of rain we have had lately. The Board discussed residential and commercial rates comparison and asked if the District charges short term rental properties like Air B&B's as commercial. Mr. Blodgett advised that they did seek legal advice on that and was advised that the Public Utilities Commission (PUC) stated that the District has to treat them like residential accounts rules. The Board reviewed a budget line item for grinder maintenance and lift stations that were up and Mr. Blodgett noting that a few panel boxes for lift stations had to be purchased and they are around \$2,000 apiece. The Board asked about the small tool budget line item and Mr. Blodgett advised that being fully staff that the District had to stock another truck with tools. The Board discussed tools in general and Mr. Blodgett noted that if an employee loses an expensive tool or equipment that the employee has to pay for the lost tools. The Board discussed the chemical line budget and Mr. Blodgett advised that one of the chemicals has gone up multiple times over the last year and noted that the McKay water plant chemical use is down due to lower water usage.
17. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Lomonaco and seconded to approve the payment of bills. Motion carried unanimously.
18. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1:21PM.

  
Jim Willi  
Board President

06/19/2024  
Date