

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT  
MINUTES WEDNESDAY SEPTEMBER 25, 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 September 25, 2024. The meeting convened at 12:30pm, Vice-President Larry Bratton presiding.
2. Pledge of Allegiance.
3. Members present in person were, Vice-President Larry Bratton, Treasurer Bill Goheen, Secretary Terri Bradley, Director Pat Mullaney, and Director Rob Rea. Absent was President Jim Will, and Director Ted Henley. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey and Shriram Manivannan/KSA. Other attendees by telephone/video conference were Russell Slayton/The Monitor.
4. A quorum was established.
5. Motion was made by Mr. Rea 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 21, 2024.** Motion was made by Mr. Goheen and seconded to approve the minutes from the regular meeting on August 21, 2024. Motion carried unanimously.
7. **Public Comments.** There were no public comments.
8. **Consent Agenda:** The Board requested that under KSA Engineer's Report that item a(i), a(ii)#2, a(ii)#3, a(ii)#5 and under the General Manager's Report items #b(i), b(iii), and b(v) be removed for discussion.
  - a. KSA Engineer's Report
    - i. Task Order #24 General Services
    - ii. **2022 Bond Projects.**
      - 1) Task Order #101208 Generators
      - 2) Task Order #101210 NWWTP Catwalk
      - 3) Task Order #101212 SWWTP Improvement
      - 4) Task Order #101213 Brookshire GST
      - 5) Task Order #101214 Lift Station Improv 57 & 59
      - 6) Task Order #101215 Southside AMR.
      - 7) Task Order # 103133 Raw Water Pump Station Analysis & Upgrade
  - 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 General Services.** The Board asked about the Hillsdale project and if there has been any action taken by the developers. Mr. Blodgett advised that the District has not heard from anyone about this project since giving them the costs but that he had requested new pricing for the project because prices are changing constantly. It was reported that there was an issue between Hillsdale and Gun Barrel City and that may be causing the delay.

**8.a(ii)#2 Task Order #101210 NWWTP Catwalk.** The Board asked about this project and Mr. Blodgett advised that this project was listed as a low priority project and will be one of the last ones completed in the bond.

**8.a(ii)#3 Task Order #101212 SWWTP Improvements.** Mr. Manivannan advised that they would be recommending that the District go back out for a re-bid on this project. Mr. Manivannan explained that during the first bid there was only one contractor who had submitted a bid but noted that the contractor had sent in several mark ups that were very high and out of the estimated budget, so the District chose to not continue with that bid.

**8.a(ii)#5 Task Order #101214 Lift Station 57 & 59.** The Board and Mr. Blodgett discussed this project and Mr. Blodgett explained that lift station #57 in Tamarack is in the back of the property and it may be relocated, and the old location will be converted into a manhole. On lift

station #59 in Woodwilks they will be moving it north of its current location but there was not a lot of room in this area.

**8.b(i) Key Monthly Activities.** The Board asked about an activity description about the NWWTP permit and plant samples and Mr. Blodgett advised that this was a normal monthly activity and should not have been listed as a key monthly activity.

**8.b(iii) Work Orders.** The Board reviewed the work order report and questioned why the sewer preventative maintenance showed zero work orders and asked where jetting was being coded. Mr. Blodgett explained that jetting may be coded under the regular sewer maintenance or another similar work order type.

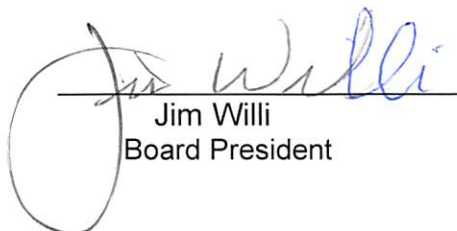
**8.b(v) Operations Report.** The Board reviewed the water loss report and it was noted that it was looking great. Mr. Blodgett pointed out that since installing automatic reading meters in this area this would be the second month and that more accurate readings could be accounting for the improvement. It was noted that a major water leak happened early morning this past Monday on southside where the water line crossing runs under the lake and once it was discovered the staff was able to isolate the area by shutting down a valve which slowly restored water pressure back to the customers in the area. Ms. Crowsey advised that the staff did work to get the information out to customers around 5am that morning by posting on Facebook, the company website, and did a text message for the first area where water outages were being reported. The Board discussed repair options for the crossing. Motion was made by Mr. Goheen and seconded to approve the consent agenda. Motion carried unanimously.

9. **Discuss and/or take action to approve change order for Task Order #101208 Generators.** Motion was made by Mr. Rea and seconded to approve change order for Task Order #101208 Generators. A handout was presented to the Board from KSA Engineers showing the amendment to decrease the project by \$264,600.00. Mr. Blodgett explained that this was due to the District getting approved for a grant through Henderson County that would also include Engineering fees so the District would not have to pay those through this task order. Motion carried unanimously.
10. **Discuss and/or take action to approve change order for Task Order #101215 Southside AMR.** Motion was made by Mr. Rea and seconded to approve change order for Task Order #101215 Southside AMR. A handout was presented to the Board from KSA Engineers showing the amendment to decrease the project by \$45,000.00. Mr. Blodgett explained that this project was done in house therefore they cut some engineering fees and contractor fees. Mr. Blodgett advised that he estimated a savings of around \$730,000 due to this project being completed in house. The savings will be used towards the other bond projects if necessary. Motion carried unanimously.
11. **Discuss and/or take action to approve an additional \$4,839.00 to clean the grit from the equalization tank at the NWWTP for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account. (Originally approved \$10,000.00 now would be \$14,839.00).** Motion was made by Mrs. Bradley and seconded to approve an additional \$4,839.00 to clean the grit from the equalization tank at the NWWTP for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett explained that normally this is scheduled to be budgeted for every few years but due to the growth in the area the plant has seen more flow into the plants causing more sediment build up as well as the estimate for cleaning the grit came in higher than expected. It was noted that in the future budgeting costs for the grit cleaning will be increased. Motion carried unanimously.

12. **Discuss and/or take action to approve to purchase a brush hog deck for the South WWTP not to exceed \$3,000 for a budgeted 2022/2023 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 brush hog deck for the South WWTP not to exceed \$3,000 for a budgeted 2022/2023 capital improvement expenditure to be paid out of the Operating Reserves account. The Board questioned what exactly was getting replaced and Mr. Blodgett explained that that it would be the entire deck assembly including deck, shaft, and drive box. Motion carried unanimously.
13. **Discuss and/or take action to approve to purchase an electro-mag flow meter for the Brookshire WTP not to exceed \$11,000 for a budgeted 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Goheen and seconded to approve to purchase an electro-mag flow meter for the Brookshire WTP not to exceed \$11,000 for a budgeted 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. The Board and Mr. Blodgett discussed the meter and Mr. Blodgett advised that this is the distribution meter at Brookshires, noting that it is running but is having issues. It was also noted that this is a meter inside a vault. Motion carried unanimously.
14. **Discuss and/or take action to approve to repair the Bad Boy riding mower not to exceed \$3,000 for an unexpected expenditure for the 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mrs. Bradley and seconded to approve to repair the Bad Boy riding mower not to exceed \$3,000 for an unexpected expenditure for the 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett advised that this was one of the older mowers that was originally at the Southside Wastewater plant and that it currently has a hole in the motor. This repair estimate is \$3,000 and a new mower is \$7,000. Motion carried unanimously.
15. **Discuss and/or take action to approve to clean the ponds at the Brookshire WTP not to exceed \$40,000 for an unexpected expenditure for the 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Mullaney and seconded to approve to clean the ponds at the Brookshire WTP not to exceed \$40,000 for an unexpected expenditure for the 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett advised that this pump was replaced within the last few years, but it had issues because it could not run upside-down which is how the pond is designed so it took 8 to 12 weeks to find out if the vendor it was purchased from could fix the issue. A different pump was purchased from another vendor that advised they had a pump that would work running in an upside-down position which and that took some more time to get their pump in. With the delay of not having this pump in use caused more solid build up in the pond. Mr. Blodgett advised that the District decided to schedule the pond cleaning now because the company would be cleaning the pond for another company nearby and the District would get half off the mobilization costs. Mr. Blodgett advised when this is budgeted, they try to run the same schedule as the City of Mabank to get a discount on the mobilization costs. Mr. Blodgett gave a summary of how the vendor cleans the ponds. Motion carried unanimously.
16. **Discuss and/or take action to approve an employee awards and recognition dinner for the Board and employees.** Motion was made by Mr. Mullaney and seconded to approve an employee awards and recognition dinner for the Board and employees. Mr. Blodgett advised that there was a lot of conflict with scheduling in December due to vacations, holidays, and training so they decided to poll all employees. The poll asked if they wanted to hold the dinner in the few days available in December or schedule in January and asked if they would rather have it on a weekday or weekend. The second poll question asked if the employees wanted to

have an adult only where they would only bring one person as their plus one or bring their family which would also include their children. The majority voted to hold the dinner on a weekend in January and to have a family-oriented dinner. Motion carried unanimously.

17. **Discuss and/or take action to approve the Certification of Unopposed Candidates for the November 5, 2024, Election.** Ms. Crowsey advised that as the person responsible for preparing the ballot that she was submitting the "Certification of Unopposed Candidates" to the presiding officer and requesting that the Board approve the certification and declare the candidates as elected. Motion was made by Mr. Mullaney and seconded to approve the Certification of Unopposed Candidates for the November 5, 2024, Election and declare the candidates as elected. Motion carried unanimously.
18. **Discuss and/or take action to approve the Order of Cancellation for the November 5, 2024, Election.** Motion was made by Mr. Rea and seconded to approve the Order of Cancellation for the November 5, 2024, Election. Motion carried unanimously.
19. **Committee Reports.**
  - a. **Operations Committee.** There was no report.
  - b. **Personnel Committee.** There was no report. Ms. Crowsey advised that Management was currently working on the Employee Policy Manual revision and should be submitting that to the Personnel Committee soon for a meeting.
  - c. **Finance Committee.** There was no report. Mr. Goheen advise that the Finance Committee should be meeting in the next few months to start looking at the next fiscal year budget.
20. **Review and discuss the August 2024 financial reports.** The Board reviewed the August 2024 financials. It was noted that the revenues were down a little, but this could be from all the recent rain or from customers conserving more water due to costs. The Board discussed the budget line item for professional services. Ms. Crowsey advise that the audit balance was a one-time annual cost and that should be balanced out at the end of the fiscal year causing it to look higher than budgeted at this time. The Board reviewed the grinder maintenance, lift station, and chemical costs for the wastewater plants costs noting they were up. The Board reviewed the debt ratio that is looking good but noted that last year it was a lot better for the same month. Ms. Crowsey advised that the District did have a five week pay period in August which caused the wages to look over budget for the month and could contribute to the lower debt ratio this year.
21. **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.
22. Motion was made by Mrs. Bradley and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1:16pm.

  
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Jim Willi  
Board President

10/16/2024  
Date