

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
MINUTES FOR WEDNESDAY NOVEMBER 19, 2025, 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 19, 2025. The meeting convened at 12:30pm, President Jim Willi presiding.
2. Pledge of Allegiance.
3. Members present in person were, President Jim Willi, Vice-President Larry Bratton, Secretary Terri Bradley, Treasurer Pat Mullaney, Director Ted Henley, Director Michael Divine, and Director Debbie Emmerich. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, Chief Water Operator Anthony McLaughlin, Shriram Manivannan/KSA. Other attendees by telephone/video conference were Russell Slator/The Monitor.
4. A quorum was established.
5. Motion was made by Mr. Mullaney and second to adopt the agenda after changing item #10 from 15,400.00 to \$5,700, changing item #11 to state that it is for the North Wastewater Treatment plant, and changing item #12 from \$3,002 to \$1,839.20. Motion carried unanimously.
6. Ms. Emmerich signed the Statement of Officer and took the Oath of Office in front of Notary Angie Crowsey.
7. **Discuss and/or take action to approve the minutes from the regular meeting on October 15, 2025.** Motion was made by Mr. Mullaney and seconded to approve the minutes from the regular meeting on October 15, 2025. Motion carried unanimously.
8. **Public Comments.** There were no public comments.
9. **Consent Agenda:** The Board requested that all items under the Engineer's Report be removed for discussion.
 - a. KSA Engineer's Report.
 - i. Task Order #24 General Services
 - ii. 2022 Bond Projects. 1. Task Order #101210 NWWTP Catwalk 2. Task Order #101212 SWWTP Improvement 3. Task Order #101213 Brookshire GST. 4. Task Order #101214 Lift Station Improv 57 & 59
 - iii. Task Order #103767 South WWTP Permit Renewal.
 - 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 KSA Engineer's Report. Mr. Manivannan reviewed the Engineer report with the Board noting that Task Order #101213 Brookshire GST was substantially complete, reported that a preconstruction meeting was held for the SWWTP Rehab project and Lift Station #57/#59 projects. Mr. Blodgett reported that the South WWTP Permit renewal was having to be republished due to a change made by TCEQ. Mr. Manivannan gave an update on the lake crossing project. It was noted that KSA will be meeting with staff after the meeting today to for the NWWTP Catwalk project.

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

10. **Discuss and/or take action to approve Task order 101213 GST Project Amendment #1 for KSA in the amount of \$5,700.00 for the 2022 Bond Project.** Motion was made by Mr.

Bratton and seconded to approve Task order 101213 GST Project Amendment #1 for KSA in the amount of \$5,700.00 for the 2022 Bond Project. Motion carried unanimously.

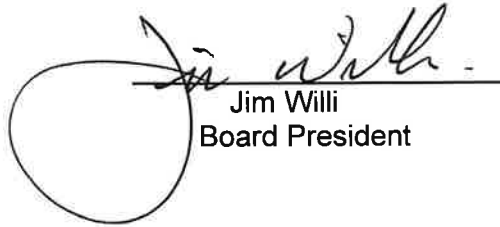
11. **Discuss and/or take action to approve to purchase an LCD screen for the North Wastewater Treatment Plant not to exceed the amount of \$3,000 for an unexpected 2025-2026 capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Mullaney and seconded to approve to purchase an LCD screen for the North Wastewater Treatment Plant not to exceed the amount of \$3,000 for an unexpected 2025-2026 capital improvement expenditure to be paid out of the Operating Reserves account. Motion carried unanimously.
12. **Discuss and/or take action to approve purchase a valve, steering switch, and rod lever to repair the NWWTP belt press not to exceed the amount of \$1,839.20 for an unexpected 2025-2026 capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Ms. Bradley and seconded to approve purchase a valve, steering switch, and rod lever to repair the NWWTP belt press not to exceed the amount of \$1,839.20 for an unexpected 2025-2026 capital improvement expenditure to be paid out of the Operating Reserves account. Motion carried unanimously.
13. **Discuss and/or take action to approve TOTL to replace a fire hydrant at Lowes not to exceed the amount of \$4,800.00 for an unexpected 2025-2026 capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Divine and seconded to approve TOTL to replace a fire hydrant at Lowes not to exceed the amount of \$4,800.00 for an unexpected 2025-2026 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett explained the damage to the fire hydrant appeared to be from the ground shifting. Motion carried unanimously.
14. **Discuss and/or take action to approve to transfer \$1,095,456.89 from Bond Interest & Sinking into the Operation Reserve account to pay the bond debt payments due on Jan. 1, 2025.** Motion was made by Mr. Bratton and seconded to approve to transfer \$1,095,456.89 from Bond Interest & Sinking into the Operation Reserve account to pay the bond debt payments due on Jan. 1, 2025. Motion carried unanimously.
15. **Discuss and/or take action to approve the revised Employee Policy Manual.** Motion was made by Mr. Bratton and seconded to approve the revised Employee Policy Manual. Mr. Bratton advised that the Personnel Committee had met to review the revisions with Mr. Blodgett and Ms. Crowsey and noted that there were some changes that were corrections and clarifications and others were situation driven. Motion carried unanimously.
16. **Discuss and/or take action to appoint a member to the Operations Committee and/or change other committees for the remainder of the 2024-2026 term.** Motion was made by Mr. Mullaney and seconded to appoint Ms. Emmerich to the Operations Committee and all other committees to remain the same. Motion carried unanimously. The Personnel Committee is Larry Bratton and Terri Bradley, the Operations Committee Ted Henley and Debbie Emmerich, and the Finance Committee is Pat Mullaney and Michael Divine.
17. **Committee Reports.**
 - a. **Operations Committee.** There was no report.
 - b. **Personnel Committee.** There was no report.
 - c. **Finance Committee.** There was no report.

Bookkeeper Donna Wood came into the meeting for item #18 only.

18. **Review and discuss the October 2025 financial reports.** The Board reviewed the debt ratio which was low this month at a .87 for the month to date but the year to date is still good at 2.72. Ms. Wood explained the memo she provided to the Board that explained several one-time annual payments, and that October was a five-week pay period, as being some of the

biggest reasons for the lower debt ratio. The Board also discussed some revenues line items which were down and expenses that were up.

19. **Discuss and/or take action to approve the payment of bills.** Motion was made by Ms. Bradley and seconded to approve the payment of bills. Motion carried unanimously.
20. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1:18pm.



Jim Willi
Board President

12/17/2025
Date