

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT  
MINUTES WEDNESDAY APRIL 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 April 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, Vice-President Larry Bratton, Treasurer Bill Goheen, Secretary Joe Lomonaco, and Director Pat Mullaney. Director Rob Rea arrived later in the meeting. Absent was Director Terri Bradley. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, Shriram Manivannan/KSA Engineers John Reidy/KSA Engineers, and Robert Hill. Other attendees by telephone/video conference was Russell Slayton/The Monitor.
4. A quorum was established.
5. Motion was made by Mr. Goheen and seconded to adopt the agenda. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the regular meeting on March 20, 2024.** Motion was made by Mr. Bratton and seconded to approve the minutes from the regular meeting on March 20, 2024. Motion carried unanimously.
7. **Public Comments.** Mr. Hill addressed the Board about some issues he was having with temporary water service while building some homes in the Del Mar and Grandview Terrace subdivision. He stated that the District is only allowing him a 30-day temporary service and he is having to get water from other sources by bringing it in or buying from a neighbor. Mr. Hill stated he needed water for his brick layers and other construction and was told the only other option was a construction meter and that it would cost him \$500 and that it would be too far away from the building site. Mr. Hill stated that the building could take up to 9 months or longer. Ms. Crowsey confirmed that the rules are that a customer service inspection (CSI) has to be completed on any new builds and or plumbing upgrades in order for the District to provide water service but that they could offer a temporary service and the District has limited it to 30 days and it is being done by other builders. Ms. Crowsey confirmed that a construction meter is \$500 but it is a refundable deposit. The Board asked Mr. Blodgett if there were other options or any way to work with Mr. Hill. Mr. Blodgett advised that if Mr. Hill could install a water spigot with a vacuum breaker on it as well as a customer cut off valve between the meter and the spigot that he would get with the CSI for the District and allow a special service but noted that Mr. Hill would not be able to hook up the plumbing from the home nor could anyone reside on the property using the water until a final customer service inspection (CSI) had been passed. Mr. Hill also advised that he told the District to move a meter because it was where the driveway was going to be and now the area was leaking because of everyone driving over it. Ms. Crowsey stated that she did see a request for a cost by Mr. Hill to relocate the meter tap that has not been paid. Ms. Crowsey also advised that he informed the District that he is building across two lots that he does have to have them filed as one lot with the county. Mr. Hill said he has built in other areas and he hasn't had to do that before so Ms. Crowsey explained that one of the main reasons the District requires this is for the future ownership because they have seen many times where a house has been destroyed and the current property owner splits the lots to sell individually without telling buyers that there is only one of the lots or both may only have one service or the other. Mr. Hill stated that the lots were filed together and handed Ms. Crowsey some paperwork. The Board asked that Mr. Hill get with General Manager James Blodgett and provide a special request for temporary service for construction.

8. **Consent Agenda:** The Board requested that under the General Manager's Report items #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(ii) Staff Changes.** The Board and Mr. Blodgett discussed the District being fully staff and not having to hold any interviews for the month. Mr. Blodgett advised that the District has not been fully staffed in many years. The Board asked about perfect attendance and Mr. Blodgett confirmed that there were five (5) employees who were eligible for the perfect attendance award in the first quarter. The Board asked about the attendance points system is working and it was confirmed that it has reduced a lot of non-scheduled absences and employees are conscious now of how many points they have.

**8.b(iv) Project status.** The Board discussed the Generator projects and asked about the statement in KSA's report on page 33 that the District did get the approval from Henderson County. Mr. Blodgett advised that according to Henderson County and the District's engineers that the District has been approved and the county will be sending out notification to confirm this but that the District has not received the letter as the final confirmation.

**8.b(v) Operations Report.** The Board reviewed the operations report including the installations completed report as well as the open work orders comparing them to the installations. It was requested that the District add a year to the date to the work order report. Mr. Blodgett advised that we will add that to the report but noted that the completed make taps would not match the installation counts due to relocations and upgrade work orders that are under the same work order type.

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

9. **Discuss and/or take action to approve KSA Engineer's Task Order #103133 for the Raw Water Pump Station Analysis and Upgrade project.** Motion was made by Mr. Goheen and seconded to approve KSA Engineer's Task Order #103133 for the Raw Water Pump Station Analysis and Upgrade project. The Board and Mr. Blodgett discussed the task order and Mr. Blodgett explained that the staff think that we should be looking at bigger pumps and/or motors but the engineers are thinking that it should be pushing more flow with the current equipment. The task order is to help give an idea for planning for future upgrade for the plant. Mr. Blodgett advised that the Brookshire plant has 100hp motors where the McKay plant only has 15hp motors. The District will also be looking at valves including replacing the 14" valves at the plant. The estimate for this task order would be \$66,029.00. Motion carried unanimously.
10. **Discuss and/or take action to approve to purchase five (5) utility trucks, two (2) from James Wood Autopark, Inc and three (3) from Hall Chevrolet GMC, to replace existing trucks not to exceed \$300,000.00 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 five (5) utility trucks, two (2) from James Wood

Autopark, Inc and three (3) from Hall Chevrolet GMC, to replace existing trucks not to exceed \$300,000.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett stated that the five trucks will be replacing five current trucks and advised that there will be five trucks that will be sold as surplus property at a later date. Motion carried unanimously.

11. **Discuss and/or take action to approve to purchase two (2) clamps on raw water meters for each water treatment plant not to exceed \$18,000.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Goheen to approve to purchase two (2) clamps on raw water meters for each water treatment plant not to exceed \$18,000.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account. Motion carried unanimously.
12. **Discuss and/or take action to approve to purchase point of sale printers for the Administrative staff not to exceed \$3,000.00 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 point of sale printers for the Administrative staff not to exceed \$3,000.00 for a 2024/2025 budgeted capital improvement expenditure to be paid out of the Operating Reserves account. Ms. Crowsey advised that the District would purchase 3 printers total which will add an extra to the customer service staff. Ms. Crowsey advised that the two current printers were purchased with the original software and have become obsolete with one of them having giving issues. Motion carried unanimously.
13. **Discuss and/or take action to approve to purchase an updated Microsoft SQL server software for the District's server not to exceed \$5,000.00 for an 2024/2025 unexpected capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Rea and seconded to approve to purchase an updated Microsoft SQL server software for the District's server not to exceed \$5,000.00 for an 2024/2025 unexpected capital improvement expenditure to be paid out of the Operating Reserves account. Ms. Crowsey explained that the District's billing and work order software company, Harris Computers, advised that the District would be required to update our Microsoft SQL Server software. Ms. Crowsey stated that the current version is over 10 years old and Microsoft is no longer supporting this software. This action is required for the current everyday software that is used for billing, accounts receivable, and the field hawk electronic work orders and it is considered a safety issue. Motion carried unanimously.
14. **Discuss and/or take action to approve resolution 2024-002 for the Conservation plan for Brookshire and McKay water system.** Discuss and/or take action to approve resolution 2024-002 for the Conservation plan for Brookshire and McKay water system. Ms. Crowsey gave a brief overview of the conservation plan and drought contingency plan purposes. Mr. Manivannan explained that the regional planning group takes this information and looks at the entire state's data. Motion carried unanimously.
15. **Discuss and/or take action to approve resolution 2024-003 for the Drought Contingency plan for Brookshire and McKay water system.** Motion was made by Mr. Goheen and seconded to approve resolution 2024-003 for the Drought Contingency plan for Brookshire and McKay water system. Motion carried unanimously.
16. **Discuss and/or take action to approve removing former Board Member Ted Bayless from all bank accounts and adding new Board Member Terri Bradley to the District Operating Reserve accounts.** Motion was made by Mr. Lomonaco and seconded to approve removing former Board Member Ted Bayless from all bank accounts and adding new Board Member Terri Bradley to the District Operating Reserve accounts. Motion carried unanimously.
17. **Committee Reports.**
  - a. **Operations Committee.** There was no report.

- b. **Personnel Committee.** There was no report.
  - c. **Finance Committee.** Mr. Goheen advised that he did attend the TRWA Rural Water Conference and gave a brief overview of potential funding opportunities for future projects as well as met an individual trying to start a pilot program who was from Israel.
18. **Review and discuss the March 2024 financial reports.** The Board discussed the capital contributions as well as installation budgets for the fiscal year ending and noted that the District was making wise decisions for future project funding.
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. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1:28pm.

  
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Jim Willi  
Board President

05/15/2024  
Date