

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT  
MINUTES FOR WEDNESDAY AUGUST 21, 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 August 21, 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 Ted Henley. Absent was President Jim Will, and Director Rob Rea. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey. Other attendees by telephone/video conference were Shriram Manivannan/KSA, and 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 workshop/regular meeting on July 17, 2024.** Motion was made by Mr. Mullaney and seconded to approve the minutes from the workshop/regular meeting on July 17, 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(ii) #1 and under the General Manager's Report items #b(ii), 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 #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.a(ii) #1) Task Order #101208 Generators.** Mr. Blodgett gave a brief update on the Henderson county grant for generators and noted that the District did submit one comment for the McKay water treatment plant and did not hear back about it. Mr. Blodgett advised that the county should be going out for bids for this project soon.

**8.b(ii) Staff Changes.** Mr. Blodgett advised that the District currently has one job opening which is a meter reading position which should be filled next week and has one wastewater position that will become open soon due to an employee giving a two-week notice.

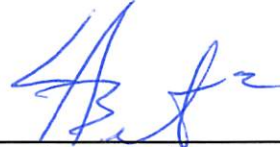
Motion was made by Mr. Goheen and seconded to approve the consent agenda. Motion carried unanimously.

9. **Discuss and/or take action to approve for the District to add a small statement on the bills and/or on the District's social media pages about fire protection month in October.** Motion was made by Mr. Mullaney and seconded to approve for the District to add a small statement on the bills and/or on the District's social media pages about fire protection month in October. The Board discussed the request and stressed that they didn't want to put the District in a position where it would set a precedent for other entities to request the same and cause more work for the District. Mr. Blodgett and Ms. Crowsey both stated that they didn't see any issues with posting a quick one-time statement every so often but did note that if there was a

required statement or an urgent statement that had to be made then it would override any public service statement. Ms. Crowsey advised that in the past the District received requests from several entities to gather funds through the billing system for their organization. This was denied since it would have put a huge burden on the District's staff as these funds would have had to be gathered and separated then redistributed back out to the entities. The Board discussed amending the motion to state that they would only approve a small one-time statement as a public service when the District was able to post it. Motion was amended by Mr. Mullaney and seconded to approve for the District to add small one-time statements on the bills and/or on the District's social media pages as a public service. Motion carried unanimously.

10. **Discuss and/or take action to approve closing out the 2018 Bond Series account and transferring the remaining funds into the Bond I & S account.** Motion was made by Mr. Goheen and seconded to approve closing out the 2018 Bond Series account and transferring the remaining funds into the Bond I & S account. Ms. Crowsey advised that IRS regulations dictate that bond reserve funds must be spent on bonds so any excess bond funds left over after the projects are closed will have to be transferred over into the District's Bond Interest and Sinking fund. Ms. Crowsey advised that the Board will review the monthly Bond I & S transfer and consider reducing it by this exact amount in a future meeting. Mr. Blodgett advised that the current amount in the bond is around \$55,300 and that we had estimated the final balance to be around \$12,000 after the final invoices were paid. It was noted that the arbitrage review has already been completed. Motion carried unanimously.
11. **Discuss and/or take action to approve purchasing a belt press feed through for the North WWTP not to exceed \$7,000 for a budgeted 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. (\$5,000 budgeted - \$2,000 unbudgeted).** Motion was made by Mr. Mullaney and seconded to approve purchasing a belt press feed through for the North WWTP not to exceed \$7,000 for a budgeted 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett advised that the District is currently having to run a night shift and that this purchase will help with that. Mr. Blodgett advised that the staff have to put this on, and the Board asked that Mr. Blodgett look at the warranty and make sure that it cannot be voided by the staff putting it on themselves. Motion carried unanimously.
12. **Discuss and/or take action to approve purchasing a power pack for the boring machine not to exceed \$11,000 for a budgeted 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. (\$8,000 budgeted - \$3,000 unbudgeted).** Motion was made by Mr. Mullaney and seconded to approve purchasing a power pack for the boring machine not to exceed \$11,000 for a budgeted 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett advised that the change in costs is because the District has to get quotes for projects and expenditures when they start working on the budget for the next fiscal year and sometimes those costs are anywhere from seven months up to twelve months old by the time the funds are needed. Mr. Blodgett advised that the District did get this requoted again and it should come in under the \$11,000. Motion carried unanimously.
13. **Discuss and/or take action to perform the annual review of the District's investment policy.** Motion was made by Mr. Mullaney and seconded to perform the annual review of the District's investment policy. Ms. Crowsey confirmed that there were no changes in the policy and that the Board is required to perform an annual review of the investment policy. Motion carried unanimously.
14. **Committee Reports.**
  - a. **Operations Committee.** No report.

- b. **Personnel Committee.** No report
  - c. **Finance Committee.** No report
15. **Review and discuss the July 2024 financial reports.** The Board reviewed the financials. It was noted that the budget line for auditing was an annual payment as well as the budget line for northside and southside water tower maintenance. The Board reviewed several budget lines that were slightly over budgeted but noted that the debt ratio was at 2.70 and it was noted that management was doing a good job at maintaining expenses.
16. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Mullaney and seconded to approve the payment of bills. Motion carried unanimously.
17. Motion was made by Ms. Bradley and seconded to adjourn. Motion carried unanimously. The Board adjourned out of the meeting at 1pm.



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Larry Bratton  
Board Vice President

9/25/2024

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Date