

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
MINUTES FOR WEDNESDAY NOVEMBER 20, 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 November 20, 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 Terri Bradley, Director Rob Rea, Director Pat Mullaney, and Director Ted Henley. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, Shriram Manivannan/KSA Engineers, Robert Skinner, and Donald Eason. 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 October 16, 2024.** Motion was made by Mr. Mullaney and seconded to approve the minutes from the regular meeting on October 16, 2024. Motion carried unanimously.
7. **Public Comments.** There were no public comments.
8. **Consent Agenda:** The Board requested that under the General Manager's Report items #b(i), b(ii), 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 #101210 NWWTP Catwalk,
 - 2) Task Order #101212 SWWTP Improvement,
 - 3) Task Order #101213 Brookshire GST,
 - 4) Task Order #101214 Lift Station Improv 57 & 59
 - 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(i) Key Monthly Activities. The Board and Mr. Blodgett reviewed the key monthly activities report reviewing the lift station pump change outs and discussed how some of the issues have been people, age of pumps, and the number of times the pumps are being rebuilt. It was noted that the District has over 80 lift stations and some of those lift stations have three pumps in them. The Board discussed overtime in the field and Mr. Blodgett advised that there had been one big water leak, and a sewer leak that caused a lot of overtime for the field.

8.b(ii) Staff Changes. The Board and Mr. Blodgett discussed current staff changes and noted that the report given by the administration looked good.

8.b(v) Operations Report. The Board and Mr. Blodgett discussed the water loss at 14% for one side and 15% on the other noting that was pretty good by industry standards. Mr. Blodgett advised that the District tries to maintain 10%-15% as it is impossible to have 0% due to having to calculate water leak loss. The staff has to estimate how long the leak had been going and estimate the flow at which the leak was going. Mr. Blodgett advised that there was a leak on the line going between Tamarack and Bonita point.

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

9. **Discuss and/or take action to approve the successful bidder for Task Order #101212 SWWTP Improvement project.** Mr. Manivannan advised that this project had put out for bid

for the second time and was hoping to get more bids and interest but only received one bid. Mr. Manivannan advised that he reviewed the bid and noticed that a lot of the work will be sub contractor and had a 2 to 4 times the mark up on top. Mr. Manivannan advised that he has been talking with Mr. Blodgett about four options that he feels the District has. The current bid came in at 3.7 million with the absolute necessities being at 2.7 million, the budget was 2 million. Mr. Manivannan advised that he has been working with the current bidder on options, who is the only contractor they can negotiate with and noted he did get a revised price from them which is around 2.1 million by making a scope change. Mr. Manivannan also stated he worked with a subcontractor to reduce their price, which reduces the mark up. Option one would be working with the current bidder to reduce their costs. Option two would be looking at the bid itself including changing materials like instead of the welded steel piping use the DI pipe which he noted did have the same design life of 25 years. Mr. Manivannan also stated that they would look at the blower sizes to see if we needed what was initially designed, look at electrical and architectural such as not painting the buildings. Option three would be to combine this project with the lift station project that the engineers are already working on. This would make the project bigger and hopefully generate more interest with the contractors. Mr. Manivannan noted that both options, two and three, would require the District to go out for bid for the third time. On the last option Mr. Manivannan advised that the two plants are rated for a .32mgpd (million gallons per day) together but that the SWWTP permit is only approved as a .2mgpd plant and noted that TCEQ only views the second plant as a redundant plant. To change a permit it takes six to eight months but this plant's permit is up for renewal next year so now would be a good time to look at requesting an increase. Mr. Manivannan advised that the District has already exceeded the 75% mark a few times and the TCEQ rule is if it stays at 75% capacity then we are required to be in a design phase and if the plant reaches 90% then we have to be in construction. For the fourth option the District could potentially look at spending the budgeted 2 million towards a new plant since the District has land for it and well as it being built with newer equipment. There was discussion about the other options and voiced concerns on using different materials such as smaller blowers and later on discover that it has to be refurbished because of it. Mr. Manivannan noted that building a new plant will push the costs over. The Board discussed what kind of priority we were looking at since option four would take much longer. Mr. Blodgett advised that we had some time since the current plants were operational and the way the plant is set up gives the District some better options to keep it running. The Board and Mr. Manivannan discussed our options with the current bid which is negotiating the scope of the project as well as reducing the risk for the contractor by increasing their schedule. Mr. Manivannan advised that he will be getting all the options together in the next few weeks so the District can review them all for the best option including price and discuss the advantages and disadvantages. Mr. Blodgett advised that he would contact the Operations or Finance Committee to meet to review the options and make a decision. Motion was made by Mr. Bratton and seconded to table this line item until a later date when a full report could be submitted. Motion carried unanimously.

10. **Discuss and/or take action to approve to pay Elder Dodge for repairs to truck #4 in the amount of \$2,013.58 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. Goheen and seconded to approve to pay Elder Dodge for repairs to truck #4 in the amount of \$2,013.58 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 the District's dump truck, and the break motor needed repair. Motion carried unanimously.
11. **Discuss and/or take action to approve to reduce the funds transferred into the Bond Interest & Sinking fund for the month of November by \$55,536.41 and increase the funds**

transferred into the Operating reserves by \$55,536.41. Motion was made by Mr. Mullaney and seconded to approve to reduce the funds transferred into the Bond Interest & Sinking fund for the month of November by \$55,536.41 and increase the funds transferred into the Operating reserves by \$55,536.41. Motion carried unanimously.

12. **Discuss and/or take action to approve to pay Core & Main for additional AMR Meters in the amount of \$53,000 and utilize the funds transferred/saved in the Operating reserves.** Motion was made by Mr. Rea and seconded to approve to pay Core & Main for additional AMR Meters in the amount of \$53,000 and utilize the funds transferred/saved in the Operating reserves. It was noted that this will be for 200 meters. The Board discussed how long it takes to see savings or pay back for these meters with meter readers not having to physically read. Ms. Crowsey advised that made it where all meters are being read, rereads are being able to be performed, and half of the month the meter readers are transferred to the field to help do service. Mr. Blodgett stated that there are approximately 2,100 meters that need to be changed after this and that the bigger business meters will be budgeted for later. Motion carried unanimously.
13. **Discuss and/or take action to approve to transfer \$1,161,844.39 from Bond Interest & Sinking CDs into the Operation Reserve account to pay the bond debt payments due on Jan. 1, 2025.** Motion was made by Mr. Mullaney and seconded n to approve to transfer \$1,161,844.39 from Bond Interest & Sinking CDs into the Operation Reserve account to pay the bond debt payments due on Jan. 1, 2025. Motion carried unanimously.
14. **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. The Board reviewed the revisions to the manual and stated that they were happy with the changes and commended management for being proactive. Ms. Crowsey advised that they would also be requesting legal review of the manual to make sure everything looks good and that nothing is being left out. Motion carried unanimously.
15. **Committee Reports.**
 - a. **Operations Committee.** There was no meeting. Mr. Blodgett advised that they may plan to meet soon to review the SWWTP project options.
 - b. **Personnel Committee.** Mr. Bratton advised that the Personnel Committee did meet to review the Employee Policy Manual.
 - c. **Finance Committee.** Mr. Goheen advised that there had not been a meeting but was ready for the first round of budget review soon. Mr. Blodgett advised that they have been waiting for a request for costs from several vendors who have postponed giving any quotes until after November and noted right now he is looking at a 34% increase on a lot of the materials.
16. **Review and discuss the October 2024 financial reports.** The Board reviewed the financials for October noting that there was a high wastewater expense due to new installs but overall it looked good with a debt ratio of 2.46 for the year to date.
17. **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.
18. **Discuss and/or take action to declare unopposed candidates Jim Willi, Rob Rea, and Terri Bradley as elected to office.** Mr. Willi announced that for this item he will ask for a motion to declare the unopposed candidates as elected. Motion was made by Mr. Mullaney and seconded to declare unopposed candidates Jim Willi, Rob Rea, and Terri Bradley as elected to office. Motion carried unanimously.
 - a. **Certificate of Election.** As the presiding officer of the District Mr. Willi declared unopposed candidates Jim Willi, Rob Rea, and Terri Bradley as elected to office and presented them with a Certificate of Election.

- b. **Statement of Officer.** Jim Willi, Rob Rea, and Terri Bradley were given the Statement of Office to sign.
 - c. **Oath of Office.** Notary Angie Crowsey administered the Oath of Office to Jim Willi, Rob Rea, and Terri Bradley.
19. **Discuss and/or take action to elect new Board Officers 2024-2026.** Motion was made by Mr. Goheen and seconded to keep the Board officers the same for 2024-2026. Motion carried unanimously. Board Officers are President Jim Willi, Vice-President Larry Bratton, Treasurer Bill Goheen, and Secretary Terri Bradley. Motion carried unanimously.
20. **Discuss and/or take action to appoint standing committees for 2024-2026.** Motion was made by Mr. Goheen and seconded to keep the standing committee the same for 2024-2026. Motion carried unanimously. The Board President Jim Willi will serve as the third member on all committees and the first member listed in each committee will be the chairman for that committee. The Personnel Committee will be Larry Bratton and Terri Bradley, the Operations Committee will be Rob Rea and Ted Henley, and the Finance Committee will be Bill Goheen and Pat Mullaney.
21. 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

12/18/2024
Date