

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
REGULAR MEETING WEDNESDAY DECEMBER 18, 2024, 12:30 PM
MINUTES**

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 December 18, 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 Pat Mullaney, and Director Ted Henley. Absent was Director Rob Rea. Other attendees in person were General Manager James Blodgett, Office Manager Angie Crowsey, and Shriram Manivannan/KSA Engineers. Other attendees by telephone/video conference were Carla Gray/The Monitor.
4. A quorum was established.
5. Adopt the Agenda.
6. **Discuss and/or take action to approve the minutes from the regular meeting on November 20, 2024.** Motin was made by Mr. Goheen and seconded to approve the minutes from the regular meeting on November 20, 2024. Motion carried unanimously.
7. **Public Comments.** Mr. Willi advised that since our last meeting we lost one of our long-time board members, Ted Bayless, who served on the Board of Directors for twelve years and served as the Board Treasurer since 2016 before retiring earlier this year. Mr. Willi listed many of Mr. Bayless's accomplishments as a board member, including heading up the refinancing of bonds in 2020 to get a lower interest rate that saved the District a lot of money. Mr. Willi advised that the District's thoughts are with his family at this time.
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.a(i) Task Order #24 General Services. The Board asked about the status of the Pier 334 project. Mr. Blodgett advised that the District had a video meeting with the contractor for this project on December 16th. Mr. Blodgett gave the board a brief overview of the discussion. The Board and Mr. Blodgett discussed the Hillsdale project. Mr. Blodgett advised that they requested an additional crossroad bore which will have to get TxDot involved, which will be at Hillsdale's costs. The survey was thought to be six weeks out, but Mr. Manivannan stated that they may start as soon as this week. The Board asked if the delay would cause the cost to increase but Mr. Blodgett advised that they are looking at going with 4" versus 6". The 6" piping changes all the time where the 4" piping stays consistent. Mr. Blodgett advised that Hillsdale is now working on getting the commercial portion of the project first.

8.b(iv) Project Status. The Board and Mr. Blodgett discussed item #12 and it was noted that this will be a rebuilt pump instead of buying a new one.

8.b(v) Operations Report. The Board reviewed the water loss report showing 4% for north and 7% for south. Mr. Blodgett advised that the south could be due to fixing the major water leak and being almost completely automatic meter reading.


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

9. **Discuss and/or take action to approve one of the four (4) options provided by KSA Engineer's for Task Order #101212 SWWTP Improvement project.** Motion was made by Mr. Goheen and seconded to approve option #3 provided by KSA Engineer's which is to combine this project with the lift station project with potential to attract more bidders for Task Order #101212 SWWTP Improvement project. Mr. Goheen advised that the Finance Committee met this week to review all four (4) options and is recommending that the Board consider option #3 because the committee felt that the District could get better bids by combining the two projects together, with more opportunity for contractors to bid due to the price. Mr. Goheen advised that this will allow the project to stretch out and due to the extra funds saved by the District's Management staff on the other project in the bond. Mr. Blodgett advised that on paper the District saved approximately \$312,000 by doing the AMR project in house but really saved in his estimation over \$700,000 and on the generator project because the District applied for a grant with the county and saved approximately \$820,000. Mr. Goheen also advised that these projects are due to growth and that the District could look at utilizing improvement funds if needed. The Board discussed the four options which were #1 Negotiating with the current contractor to reduce the scope and cost to meet current available funding, #2 Rebid project and divide into two bids which is one for equipment installations inside the tanks and the other for the civil, electrical, blast and recoating, #3 combine this project with the lift station project with potential to attract more bidders, or #4 Retire old plant and get new packaged plant. The Board reviewed and discussed all options, with Mr. Manivannan advised that by combining it would bring in more bids and give the District more options and advised that the bids would be about 6 months out due to waiting for design on the lift station project. The Board discussed proposed option #3 and it was noted that if option #3 does not work out the District then could bring this back to the Board and consider option #4 which would be to retire the old plant and get a new packaged plant. Mr. Manivannan advised that when we bided out this project it came in at 2.8 million and the most recent bid came in at 3.7 million, which seems to be artificially inflated and hopes that the next bidding will be much closer to the budget. Mr. Motion was amended by Mr. Goheen and seconded to approve option #3 to combine this project with the lift station project with potential to attract more bidders and if the desired bids did not come in as expected to go with option #4 Retire old plant and get new packaged plant. Motion carried unanimously.
10. **Discuss and/or take action to approve payment to Texas Underground, Inc for repairs to the jetter in the amount of \$11,812.00 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 payment to Texas Underground, Inc for repairs to the jetter in the amount of \$11,812.00 for an unexpected expenditure for the 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett explained what the jetter is and what it is used for and noted that this is replacing the pressure pump. Motion carried unanimously.
11. **Discuss and/or take action to approve payment to Macaulay Controls Co. for repairs to the NWWTP Bulk Caustic Tank in the amount of \$18,000.00 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 payment to Macaulay Controls Co. for repairs to the NWWTP Bulk Caustic Tank in the amount

of \$18,000.00 for an unexpected expenditure for the 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett advised that the current tank is disintegrating and cannot be fixed so it has to be replaced and not repaired. Mr. Blodgett advised that the caustic eats certain materials including brass so this tank will be made of plastic. The Board asked Mr. Blodgett to find out what warranty would come with the new tank. Motion carried unanimously.

12. **Discuss or take action to approve the purchase of a 100HP motor for the Brookshire Raw Water Intake not to exceed the amount of \$16,000 for an unexpected expenditure for the 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Ms. Bradley and seconded to approve the purchase of a 100HP motor for the Brookshire Raw Water Intake not to exceed the amount of \$16,000 for an unexpected expenditure for the 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account.
13. **Discuss and/or take action to approve the purchase of pallet forks not to exceed the amount of \$15,000.00 for a budgeted expenditure for the 2022/2023 Forklift capital improvement expenditure to be paid out of Operating Reserves.** Motion was made by Ms. Bradley and seconded to approve the purchase of pallet forks not to exceed the amount of \$15,000.00 for a budgeted expenditure for the 2022/2023 Forklift capital improvement expenditure to be paid out of Operating Reserves. Mr. Blodgett advised that the budget was originally for a forklift but that the District will be going with two (2) pallet forks for the backhoe instead and would come in cheaper noting current bids were around \$1,400. Motion carried unanimously.
14. **Discuss and/or take action to approve to transfer \$67,750.00 from the Improvement fund to the Operating Reserve to upgrade the sewer lines on 198 South for the District's portion of the Hillsdale project which is also listed as part of the District's long-term master plan for growth.** Motion was made by Mr. Mullaney and seconded to approve to transfer \$67,750.00 from the Improvement fund to the Operating Reserve to upgrade the sewer lines on 198 South for the District's portion of the Hillsdale project which is also listed as part of the District's long-term master plan for growth. Ms. Crowsey explained that in a board meeting held on July 17, 2024, the Board approved paying only the costs for upsizing the line for the Hillsdale project because this would have been required in the District's long-term plans for growth. The Board however did not specify how the District would fund their portion of this upsize, but it was discussed that since this is in the master plan developed by the District's engineers and it is being driven by growth that the funds could be utilized from the District's improvement fund. Motion carried unanimously.
15. **Committee Reports.**
 - a. **Operations Committee.** There was no report.
 - b. **Personnel Committee.** There was no report.
 - c. **Finance Committee.** Mr. Goheen advised that the Finance Committee did meet on 12/17/2024 to review the options for agenda line item #9 approved in today's meeting. Mr. Blodgett advised that the budget for next fiscal year is close to being completed but noted that getting locked in costs from vendors has been the main delay of the budget process. Mr. Blodgett advised that they will be calling a meeting with the Personnel Committee and the Finance Committee to review budget.
16. **Review and discuss the November 2024 financial reports.** Mr. Goheen stated a concern on the overtime. Mr. Blodgett advised that this was a five-week pay period for this financial report but did advise that there will be major overtime in December due to a break in the water line crossing between Tamarack and Bonita point. Mr. Goheen advised that the District did have a good debt ratio of 2.52 for the month.

17. **Discuss and/or take action to approve the payment of bills.** Motion was made by Mr. Bratton and seconded to approve the payment of bills. Motion carried unanimously.
18. **Adjourn.** It was noted that there was not a line item to adjourn so without objection the Board added item #18 to the agenda. Motion was made by Mr. Bratton and seconded to adjourn. Motion carried unanimously. The Board adjourned at 1:21pm.



Jim Willi
Board President

01/15/2025
Date