

**EAST CEDAR CREEK FRESH WATER SUPPLY DISTRICT
REGULAR MEETING WEDNESDAY JANUARY 15, 2025, 12:30 PM
MINUTES**

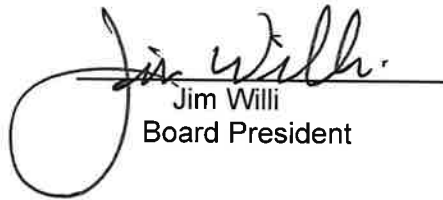
1. A meeting of the Board of Directors for East Cedar Creek FWSD was held at the Administration building in Gun Barrel City, Tx on January 15, 2025. The meeting convened at 12:30pm, Vice-President Larry Bratton presiding.
2. Pledge of Allegiance.
3. Members present in person were, Vice-President Larry Bratton, Treasurer Bill Goheen, Secretary Terri Bradley, Director Rob Rea, Director Pat Mullaney, and Director Ted Henley. Absent was President Jim Willi. Other attendees in person were General Manager James Blodgett, and Office Manager Angie Crowsey. Other attendees by telephone/video conference were Russell Slayton/The Monitor. Shriram Manivannan/KSA Engineers arrived later in the meeting.
4. A quorum was established.
5. Motion was made by Mr. Mullaney and seconded to adopt the agenda. Motion carried unanimously.
6. **Discuss and/or take action to approve the minutes from the regular meeting on December 18, 2024.** Motion was made by Mr. Henley and seconded to approve the minutes from the regular meeting on December 18, 2024. Motion carried unanimously.
7. **Public Comments.** There were no public comments.
8. **Consent Agenda:**
 - 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.Motion was made by Mr. Mullaney and seconded to approve the consent agenda. Motion carried unanimously.
9. **Discuss and/or take action to approve to pay Brightspeed for damage to a buried cable in the amount of \$2,886.54 for a unexpected 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 Brightspeed for damage to a buried cable in the amount of \$2,886.54 for a unexpected 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett explained that this was a line that the District staff hit despite the markings being there. The Board reviewed the pictures and invoices from 2023. Mr. Blodgett advised that this could be filed with the insurance company, but the invoice amount was small enough that they felt it should be paid out of operating reserves without filing a claim. Motion carried unanimously.
10. **Discuss and/or take action to approve to pay Endress & Hauser for a display distribution meter for the McKay WTP not to exceed \$1400.00 for a unexpected 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Ms. Bradley and seconded to approve to pay Endress & Hauser for a display distribution meter for the McKay WTP not to exceed \$1400.00 for a

Notice of this meeting was posted on Friday January 10, 2025, at 5pm.

unexpected 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett explained that currently the meter is located in a vault and staff must go into the vault to get readings. This would put the meter inside the building, making it easier to read and would help keep the meter from the weather and flooding that happens in the vault. Motion carried unanimously.

11. **Discuss and/or take action to approve to purchase a new building (replace) for lift station #38 not to exceed \$12,000.00 for a unexpected 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account.** Motion was made by Mr. Mullaney and seconded to approve to purchase a new building (replace) for lift station #38 not to exceed \$12,000.00 for a unexpected 2024/2025 capital improvement expenditure to be paid out of the Operating Reserves account. Mr. Blodgett advise the Board that he was hoping to hold off replacing this building until it could be budgeted in the next fiscal year but the condition of the building warranted an immediate replacement. Mr. Blodgett noted that this building houses electronic controls for this large lift station. The Board discussed the project and Mr. Blodgett noted that the new building would be made of mostly metal this time and comes with a ten (10) year warranty. Motion carried unanimously.
12. **Discuss and/or take action to approve for Board Members to attend the TRWA annual meeting in Austin on March 27th – 28th, 2025.** Motion was made by Mr. Mullaney and seconded to approve for Board Members to attend the TRWA annual meeting in Austin on March 27th – 28th, 2025. Ms. Crowsey advised that we need to also appoint a voting delegate and an alternate for this conference. The Board discussed who was planning on attending and it was noted that both Mr. Blodgett and Ms. Crowsey had signed up to attend the conference. Motion was amended by Mr. Mullaney and seconded to approve for Board Members to attend the TRWA annual meeting in Austin on March 27th – 28th, 2025 and to appoint James Blodgett as the voting delegate and Angie Crowsey as the alternate delegate. Motion carried unanimously.
13. **Discuss and/or take action to approve to engage Mike Ward Accounting & Financial Consulting, PLLC to perform the annual audit for FY 2024/2025.** Motion was made by Mr. Rea and seconded to approve to engage Mike Ward Accounting & Financial Consulting, PLLC to perform the annual audit for FY 2024/2025. It was noted that this would be the fifth year for this company to audit the District. Motion carried unanimously.
14. **Discuss and/or take action to approve the employee insurance benefits renewal and rates for 2024/2025.** Motion was made by Ms. Bradley and seconded to approve the employee insurance benefits renewal and rates for 2024/2025. The Board advised that Dean Casey and Associates, the District's insurance agent, was very thorough and does a good job finding the best options for the District and their employees. The rates will increase by over 20% to renew with the current plans but other plans were significantly higher for dependent costs. The District will still cover 100% of the monthly premium for the employees and 50% for their dependents. The current plan is with United Health for medical and MetLife for ancillary coverage. Motion carried unanimously.
15. **Committee Reports.**
 - a. **Operations Committee.** No meeting.
 - b. **Personnel Committee.** Mr. Bratton advised that the Personnel committee did meet this morning before the regular meeting to review the insurance renewal and upcoming salary budget for the new fiscal year. The Board did discuss that the current Operations Manager did advise that he is in the process of moving out of state so the District has to prepare for his departure and replacement according to the succession plan.

- c. **Finance Committee.** Mr. Goheen advised that the Finance Committee is set to meet next Wednesday January 22nd to review the proposed budget for the upcoming fiscal year.
16. **Review and discuss the December 2024 financial reports.** The Board reviewed the financials and noted some line items were slightly over budget. The Board asked about the several budget lines including service charges, miscellaneous revenues, install costs, chemical costs, and raw water costs. Mr. Goheen pointed out that the debt ratio looked good.
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. **Convene into Executive Session to deliberate personnel matters as per section 551.074 of the Open Meetings Act.**
- a. **Deliberate the annual evaluation for the General Manager.** The Board went into executive session at 12:57p.m.. The Board reconvened out of executive session at 1:12p.m..
19. **Discuss and/or take action on items discussed in executive session.** Mr. Bratton advised that the Board received a blank copy of an evaluation for the General Manager and were advised to evaluate his performance and list any concerns and express appraisal for the General Manager. The Board has been asked to have these evaluations complete and returned on or by the next Board meeting. The Board will meet again in executive session next month to discuss the completed evaluations and have the Board President meet with General manager James Blodgett to present him his annual evaluation.
20. Motion was made by Mr. Rea and seconded to adjourn. Motion carried unanimously. The Board convened out of the regular meeting at 1:13p.m..


Jim Willi
Board President

02/19/2025
Date