

MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS
LAGUNA MADRE WATER DISTRICT

The **REGULAR MEETING** of the **LAGUNA MADRE WATER DISTRICT** was held at the Administration Office of the District at 105 Port Road, Port Isabel, Texas on the **27th day of MAY 2015** at the hour of **6:00 p.m.**, pursuant to written notice as prescribed by law.

ITEM #1 **QUORUM**

The **CHAIRMAN** called the meeting to order and he determined the Notice of the Meeting had been duly posted in accordance with the law and the following present constituted a quorum:

BOARD OF DIRECTORS

Jeff Keplinger, Chairman
William "Whitey" J. Thomas, Vice Chairman
Martin Cantu, Jr., Secretary
Scott Friedman, Director
Rick Wells, Director

ADMINISTRATIVE STAFF

Carlos J. Galvan, Jr., General Manager
Charles Ortiz, District Engineer
Sanjuana Garcia, Director of Finance
Carlos Cisneros, Attorney

ITEM #2 **INVOCATION AND PLEDGE OF ALLEGIANCE**

The **CHAIRMAN** invited everyone in the audience to stand for the opening prayer and recite the Pledge of Allegiance.

ITEM #3 **INVITATION TO AUDIENCE FOR DISCUSSION**

The **CHAIRMAN** asked if anyone in the audience would like to address the **BOARD**. No one responded.

ITEM #4 **CONSIDER AND APPROVE MINUTES FOR REGULAR MEETING OF MAY 13, 2015.**

A motion was made by **MR. THOMAS** to approve Minutes for Regular Meeting of May 13, 2015 as submitted, seconded by **MR. CANTU**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #5 **GENERAL MANAGER'S REPORT**

- **TEXAS RETIREMENT SPECIALISTS**
- **WATER MASTER REPORT / MONTHLY CONSUMPTION REPORT**
- **LMWD SUMMER PICNIC**

MR. GALVAN gave an update on the Texas Retirement Specialists - a workshop is being planned for June and will be scheduled an hour before a Regular Board of Directors meeting.

MR. GALVAN reported on Water Master Report / Monthly Consumption Report - due to lots of rain, consumption is lower and we received no charge water. We received a total of 7 days last week and 4 days this week, it will be continuous as long as there's water available. Reports were sent to the Board via email for review.

MR. GALVAN announced LMWD's Summer Picnic for District Employees & Board Members and their families is set for Saturday, July 25, 2015 @ the Laguna Madre Little League Park.

ITEM #6 **DISTRICT ENGINEER'S REPORT**

- **PORT ISABEL WASTEWATER TREATMENT PLANT PHASE 1 IMPROVEMENTS**
- **LAGUNA VISTA GRAVITY SEWER IMPROVEMENTS, EBONY LANE**
- **STATUS OF TRIHALOMETHANES (THMS)**

MR. ORTIZ reported on the Port Isabel Wastewater Treatment Plant Phase 1 Improvements – beginning the tough graphic survey of the Port Isabel Sewer Plant and also, trying to find the alignment for asphalt relocation. A meeting was held with the Port Isabel-San Benito Navigation District to discuss the actual alignment. Also, had discussion with Subsea 7, and they are receptive to the easement going across their property. The only issue is the old refinery site; it might have some restrictions on excavation. We are trying to make sure we stake out the many potential contaminated areas to find our line. At this point the server is going to check boundaries in the area and prepare some exhibits. The action at the Navigation District for the easement got tabled but will return on June 18th. with some boundaries so we can understand which property belongs to whom, basically find the best alignment that outlines all extensions.

MR. ORTIZ reported on the Laguna Vista Gravity Sewer Improvements, Ebony Lane - G & T is working on Ebony Lane. They are between the intersection of Taylor and Ebony working towards the first manhole and the dewatering, basically staying ahead of the actual pipeline replacement. Things are running smoothly, getting in about 80 to 100 feet per day and running by pass from one manhole to the next and reconnecting the services the same day.

MR. ORTIZ reported on Status of the Trihalomethanes (THMS) – for the month of April all THMS have come out good since we merged the clearwell back on the chloramines, we have to hold steady until our permanent static mixer is installed. Hanson's pipe is in fabrication and will arrive within 4 to 6 weeks.

ITEM # 7 **DIRECTOR OF FINANCE REPORT**

- **2012 BOND CAPITAL EXPENDITURES STATUS**
- **FEMA AUDIT STATUS**
- **PRE-AUDIT SERVICE WORK ORDERS**

MRS. GARCIA reported on the 2012 Bond Capital Expenditures- copies of an outline was sent out prior to meeting on the Unlimited Tax Bonds, Series 2012 Update (Capital Expenditures) as of April 2015. Out of the \$21 million (original amount) for the Cash 2012 Bond Issue, \$14 million has been spent, leaving cash balance of \$6.8 million. This is like a pre-audit to see how the District is doing and getting ready for the next fiscal year on our records.

MRS. GARCIA reported on FEMA Audit Status – copies of report were sent out prior to meeting for review. FEMA Auditors contacted the District regarding 2008 Hurricane Dolly Project and planned to stop by the office. The District received some Funding and the Auditors want to make sure they audit the records that we have in place. They gave us some figures and we are confident that everything will be fine.

MRS. GARCIA reported on Pre-Audit Work Orders – copies of the Pre-Audit Work Orders Process were sent out prior to meeting, and were briefly reviewed and discussed.

ITEM #8 **CONSIDER AND DISCUSS CORRECTIVE WORK FOR EMERGENCY POWER ADDITION AT WATER TREATMENT PLANT NO. 2.**

NO ACTION ITEM. The Board and Staff discussed the corrective work for the Emergency Power addition at Water Treatment Plant No. 2, along with an open discussion with Half and Associates Representative, Mr. Tom Dearmin and Mr. Woods Davis with Ferguson Service System, Inc.

Mr. Robert Vela, guest at the meeting addressed the Board regarding the emergency power addition project at Water Treatment Plant No. 2.

ITEM #9 CONSIDER AND RATIFY TURBONETICS ENGINEERING & SERVICES FOR BLOWER REPAIRS AT PORT ISABEL WASTEWATER TREATMENT PLANT.

A motion was made by **MR. THOMAS** to approve Turbonetics Engineering & Services for Blower Repairs at Port Isabel Wastewater Treatment Plant, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #10 CONSIDER AND DISCUSS DRESS CODE FOR NON-UNIFORMED EMPLOYEES POLICY

NO ACTION ITEM. The Board and staff reviewed the proposed revised Dress Code Policy for Non-Uniformed Employees and consideration to adopt the revised policy through a resolution will be proposed on the following item.

ITEM #11 CONSIDER AND APPROVE RESOLUTION NO. 115-05-15 ADOPTING A REVISED PLAN IN THE PERSONNEL POLICY FOR DRESS CODE FOR NON-UNIFORMED EMPLOYEES FOR THE LAGUNA MADRE WATER DISTRICT

A motion was made by **MR. FRIEDMAN** to approve Resolution No. 115-05-15 Adopting a revised plan in the Personnel Policy for Dress Code for Non-Uniformed Employees for the Laguna Madre Water District, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #12 CONSIDER AND DISCUSS RECORDS MANAGEMENT RETENTION POLICY FOR LAGUNA MADRE WATER DISTRICT

NO ACTION ITEM. The Board briefly discussed a Records Management Retention Policy for the District. Consideration to approve a Resolution authorizing the establishment of an active and continuing Records Management Retention Policy and Designating the Records Management Officer will be proposed on the following agenda item.

ITEM #13 CONSIDER AND APPROVE RESOLUTION NO. 116-05-15 AUTHORIZING THE ESTABLISHMENT OF AN ACTIVE AND CONTINUING RECORDS MANAGEMENT RETENTION POLICY AND DESIGNATING THE RECORDS MANAGEMENT OFFICER

A motion was made by **MR. THOMAS** to approve Resolution No. 116-05-15 Authorizing the establishment of an Active and Continuing Management Retention Policy and Designating the Records Management Officer, seconded by **MR. CANTU. MOTION CARRIED UNANIMOUSLY.**

ITEM #14 CONSIDER AND DISCUSS EQUIPMENT AND ELECTRONICS POLICY FOR LAGUNA MADRE WATER DISTRICT

NO ACTION ITEM. The Board reviewed the final draft of the Equipment and Electronics Policy and consideration to adopting the Policy through a Resolution will be proposed on the following agenda item.

ITEM #15 CONSIDER AND APPROVE RESOLUTION NO. 117-05-15 ADOPTING A POLICY ON USE OF COMPANY EQUIPMENT AND ELECTRONICS IN THE PERSONNEL POLICY FOR LAGUNA MADRE WATER DISTRICT

A motion was made by **MR. WELLS** to approve Resolution NO. 117-05-15 Adopting a Policy on the use of Company Equipment and Electronics in the Personnel Policy for Laguna Madre Water District, seconded by **MR. THOMAS**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #16 CONSIDER AND APPROVE FINANCIAL STATEMENTS FOR THE MONTH OF APRIL 2015

A motion was made by **MR. WELLS** to approve Financial Statements for the month of April 2015, seconded by **MR. CANTU**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #17 CONSIDER AND APPROVE DISBURSEMENTS

A motion was made by **MR. FRIEDMAN** to approve Disbursements as submitted, seconded by **MR. THOMAS** with **MR. CANTU** abstaining. **MOTION CARRIED UNANIMOUSLY.**

ITEM #1 ADJOURNMENT

The **CHAIRMAN** adjourned the meeting at **7:04 pm**.

JEFF KEPLINGER, CHAIRMAN

MARTIN CANTU, JR., SECRETARY

MINUTES APPROVED THIS _____ DAY OF _____ 2015.