

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 **12th day of February 2014** 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

Scott Friedman – Chairman
Whitey William J. Thomas – Vice Chairman **ABSENT**
Robert Vela – Secretary
Jeff Keplinger – Director
Rudy H. Garcia – Director

ADMINISTRATIVE STAFF

Carlos J. Galvan, Jr. – General Manager
Charles Ortiz – District Engineer
Victor Valdez – Director of Operations
Robert Gomez – Director of Finance

ITEM #2 **PLEDGE OF ALLEGIANCE**

The **CHAIRMAN** asked everyone in the audience to 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**. **MR. GOMEZ** addressed the **BOARD** and handed printed copies of the Water and Wastewater Rate Study and Long-Term Financial Plan for review, the **CHAIRMAN** recommended having a future workshop sometime in April to discuss the Rate Study and Long Term Financial Plan.

ITEM #4 **CONSIDER AND APPROVE MINUTES FOR REGULAR MEETING OF JANUARY 22, 2014**

A motion was made by **MR. GARCIA** to approve Minutes for Regular Meeting of January 22, 2014 as submitted, seconded by **MR. VELA**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #5 **CONSIDER AND APPROVE ISSUING A LETTER OF SUPPORT FOR SALT OF THE EARTH APPLICATION TO THE TEXAS EMERGING TECHNOLOGY FUND.**

The **CHAIRMAN** asked for a motion to approve issuing a letter of support for Salt of the Earth application to the Texas Emerging Technology Fund and no one responded, no action was taken and motion died due to a lack of motion. **NO ACTION TAKEN.**

ITEM #6 **CONSIDER AND APPROVE CHANGE ORDER NO. 1 FOR CUATES PIPELINE REHABILITATION PROJECT, RRP-13-04-01**

A motion was made by **MR. GARCIA** to approve Change Order No. 1 for Cuates Pipeline Rehabilitation Project, RRP-13-04-01, seconded by **MR. KEPLINGER**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #7 **CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM Tabled ON THE BOARD MEETING OF JANUARY 22, 2014**

CONSIDER AND APPROVE WET COMPLIANCE PLAN FOR PORT ISABEL WASTEWATER TREATMENT PLANT

A motion was made by **MR. KEPLINGER** to remove item from the table for discussion, seconded by **MR. VELA**. **MOTION CARRIED UNANIMOUSLY.**

The **CHAIRMAN** asked for a motion to approve WET Compliance Plan for Port Isabel Wastewater Treatment Plant and no one responded, no action was taken and motion died due to a lack of motion. **NO ACTION TAKEN.**

ITEM #8 **CONSIDER AND DISCUSS REPAIRS AND UPGRADES, PURCHASE OF VEHICLES AND EQUIPMENT FROM CARRIED FORWARD FUND BALANCE**

NO ACTION ITEM. The **BOARD** and **STAFF** briefly discussed rehabilitating and upgrading its infrastructure, replacing some of its vehicles, and purchasing some needed equipment.

ITEM #9 **CONSIDER AND APPROVE BUDGET AMENDMENT TO CARRY FORWARD FUND BALANCE FOR REPAIRS AND UPGRADES, PURCHASE VEHICLES AND EQUIPMENT**

A motion was made by **MR. GARCIA** to approve for the Budget Amendment to carry forward Fund Balance for repairs and upgrades, purchase vehicles and equipment and supported with a Resolution and proposed for approval at the next Regular Board of Director's Meeting, seconded by **MR. VELA**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #10 **CONSIDER AND APPROVE DISBURSEMENTS**

A motion was made by **MR. KEPLINGER** to approve Disbursements as submitted, seconded by **MR. VELA**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #11 **GENERAL MANAGER'S REPORT**

MEMBRANE TECHNOLOGY CONFERENCE

MR. GALVAN reported on the Membrane Technology Conference; Water Plant Operator, Kenji Hoshino will be attending the conference with Board and Staff.

ITEM #12 **DISTRICT ENGINEER'S REPORT**

- A. WATER TREATMENT PLANT NO. 2 MICROFILTRATION IMPROVEMENTS**
- B. LIFT STATION 19 EXPANSION**
- C. SERIES 2007 AND SERIES 2012 BONDS PROJECT BALANCE UPDATE**

MR. ORTIZ gave an update on the Water Treatment Plant No. 2 Microfiltration Improvements, Lift Station 19 Expansion, and the Series 2007 and Series 2012 Bonds Project Balance; printed copies were handed out to review updated spread sheet of the Bond Projects.

ITEM #13 FINANCE DIRECTOR'S REPORT

- A. RCI – RECORDS RETENTION**
- B. BANK ACCOUNTS**
- C. PAYROLL – EMPLOYEE'S BENEFIT SESSION**

MR. GOMEZ gave an update on RCI – Records Retention's maintenance procedures and considering possibly doing our own retention maintenance in the future.

MR. GOMEZ reported on the District's Bank Accounts, after reviewing all the accounts recommended to work on closing some unnecessary accounts, a list will be prepared for the **BOARD** to review and approve.

MR. GOMEZ reported on Payroll – Employee's Benefit Session offered registration for the gym and for additional insurance benefit plans.

ITEM #14 EXECUTIVE SESSION PERMITTED BY THE OPEN MEETING ACT, V.T.C.A., GOVERNMENT CODE SECTION 551.001 ET SEQ., UNDER SECTION 551.071 (2), CONSULTATION WITH ATTORNEY TO WIT:

- A. COMPLIANCE WITH ELECTED OFFICE DUTIES AND RESPONSIBILITIES**

A motion was made by **MR. KEPLINGER** to table item for next Regular Meeting, seconded by **MR. VELA**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #15 CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY

NO ACTION TAKEN.

ITEM #16 ADJOURNMENT

The **CHAIRMAN** adjourned the meeting at **6:46 p.m.**

SCOTT FRIEDMAN, CHAIRMAN

ROBERT VELA, SECRETARY

MINUTES APPROVED THIS _____ DAY OF _____ 2014.