

**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 **13<sup>th</sup> 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  
Whitey William 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  
Victor Valdez, Director of Operations  
Sanjuana Garcia, Director of Finance  
Carlos Cisneros, Attorney

**ITEM #2**            **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 APRIL 22, 2015.**

A motion was made by **MR. WELLS** to approve Minutes for Regular Meeting of April 22, 2015 as submitted, seconded by **MR. THOMAS. MOTION CARRIED UNANIMOUSLY.**

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

- **TEXAS LNG PROJECT**
- **EQUIPMENT AND ELECTRONICS POLICY**
- **TEXAS RETIREMENT SPECIALISTS**

**MR. GALVAN** reported on Texas LNG Project - Brownsville Navigation District representative, Mr. Eddie Campirano and Attorney for LNG had a meeting to discuss an alternative option for their Texas LNG Project. Annexation measures were discussed to possibly service a land located between HWY 100 & on the curve of HWY 48 (going south on the left side). The following week, Mr. Galvan and Mr. Ortiz were both invited to a Texas LNG Project presentation at the Event Center in Port

Isabel. Texas LNG announced an internal RO Desalination System and an internal Wastewater Treatment Plant will be built rather than annexation measures for the reason it will be lengthier process.

**MR. GALVAN** reported on Equipment and Electronics Policy – copies of the policy to be implemented were circulated prior to meeting for review on the use of LMWD's equipment, computers and use of email and the District's Resources.

**MR. GALVAN** reported on the Texas Retirement Specialists, TRS is currently reviewing the District's TCDRS Policy and still preparing, gathering materials and information for their presentation. TRS is aiming to give a presentation at our next Regular Meeting for March 27, 2015.

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

- **CHLORINE DIOXIDE PILOT STUDY**
- **LAGUNA VISTA WASTEWATER TREATMENT PLANT DISCHARGE PERMIT RENEWAL**

**MR. ORTIZ** gave an update on Chlorine Dioxide Pilot Study – for the month of April the chlorine dioxide studies shows THMS are coming out good and are on the road to compliance. The only issue that is still being worked on is the mixing of the chloramines; plans are to install a static mixer to help with getting a better monochlorimine formation.

**MR. ORTIZ** reported on the Laguna Vista Wastewater Treatment Plant Discharge Permit Renewal. In April the preliminary decision was completed. The next and final step will be to get the second Public Notice to get the renewal in place.

#### **ITEM # 7            DIRECTOR OF OPERATION'S REPORT**

- **MONTHLY REPORT**

**MR. VALDEZ** reported for the month of April: TCEQ passed the Sludge Hauling Vehicle Inspections, one change will be made, Unit #38 will be removed from TCEQ Sludge hauling list since it is no longer being used for sludge hauling. Distribution only uses Unit #38 for water leaks.

**MR. VALDEZ** reported last month the Water Conservation Plan Retail Water Supply Report was submitted and approved by Texas Water Development Board.

**MR. VALDEZ** reported on the projects for the Collection Department- the Ebony Project, has installed 700 feet of well points from Taylor and Ebony (going south), dewatering will take about two weeks; in SPI on Laguna Blvd manhole covers are being replaced; and there has been no line stoppages reported.

**MR. VALDEZ** reported on the Distribution Department- they are working on two major water line extension projects: SPI on E. Kingfish Street, and in Laguna Heights off of HWY 100 (where the new apartment complex is being built); both Projects are about 35% complete. On the Project on Garcia Street is still getting footage and looking into how many valves will be needed to get the cost estimate.

**MR. VALDEZ** reported the Isla Blanca Wastewater Plant demolition was completed on Monday and the new brackets are being installed. All work is being done in house. Mr. Valdez displayed pictures at the meeting.

**MR. VALDEZ** reported the Water Plant is working on the annual Consumer Confidential Report's information packet to be submitted and will be distributed to our Customers by July 1, 2015.

**MR. VALDEZ** reported on the Meter Maintenance Program: 1 – 6" meter was swapped out; and 3 – 5/8" meters were swapped out. Before a meter is removed and swapped, they will first be serviced, cleaned out and worked on to make sure it is necessary to change out the meter.

**ITEM #8 FINANCE DIRECTOR'S REPORT**

• **GRANT REIMBURSEMENT REPORT-BUREAU OF RECLAMATION R14AC60058**

**MRS. GARCIA** reported on the Grant Reimbursement Report with the Bureau Reclamation – a grant reimbursement request was submitted and approved for \$103,230.70 Dollars. A compliance report was filed and the first outlay was submitted. The project is approximately \$300,000.00; the cost will be 50% for the Water District and 50% is eligible for grant reimbursement. Out of the \$150,000.00 we get reimbursed \$103,000 and hopefully within the next couple of months we can get the rest remaining in the grant and continue looking for more grand opportunities.

**ITEM #9** **CONSIDER AND APPROVE THE CONSTRUCTION MATERIALS TESTING SERVICES FOR SANITARY SEWER IMPROVEMENTS IN LAGUNA VISTA**

A motion was made by **MR. THOMAS** to approve Construction Materials Testing Services for Sanitary Sewer Improvements in Laguna Vista, seconded by **MR. CANTU**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM #10** **CONSIDER AND APPROVE THE RECLASSIFICATION OF PAYROLL CLERK POSITION TO HUMAN RESOURCES (H/R) BENEFITS ADMINISTRATOR**

The **CHAIRMAN** stated ITEM # 10 and ITEM #11 to be discussed in Executive Session.

A motion was made by **MR. WELLS** to approve the reclassification of Payroll Clerk Position to Human Resources (H?) Benefits Administrator, seconded by **MR. THOMAS**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM #11** **CONSIDER AND APPROVE ADDITION TO THE EMPLOYEE PAY PLAN SCHEDULE THE CLASSIFICATION OF METER TESTER AND SERVICE ORDER TECHNICIAN**

A motion was made by **MR. WELLS** to approve addition to the Employee Pay Plan Schedule the classification of Meter Tester and Service Order Technician, seconded by **MR. CANTU**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM #12** **CONSIDER AND APPROVE DISBURSEMENTS**

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

**ITEM #13** **CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED ON THE BOARD MEETING OF APRIL 22, 2015**

**EXECUTIVE SESSION PERMITTED BY THE OPEN MEETING ACT, V.T.C.A., GOVERNMENT CODE SECTION 551.001 ET SEQ., UNDER SECTION 551.074 (A) (1), AUTHORIZING CERTAIN DELIBERATIONS ABOUT OFFICERS AND EMPLOYEES OF THE DISTRICT TO BE HELD IN EXECUTIVE SESSION: TO DELIBERATE THE APPOINT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: GENERAL MANAGER**

A motion was made by **MR. THOMAS** to approve removal of item tabled on the Board Meeting of April 22, 2015, seconded by **MR. WELLS**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #14      EXECUTIVE SESSION PERMITTED BY THE OPEN MEETING ACT, V.T.C.A., GOVERNMENT CODE SECTION 551.001 ET SEQ., UNDER SECTION 551.074 (A) (1), AUTHORIZING CERTAIN DELIBERATIONS ABOUT OFFICERS AND EMPLOYEES OF THE DISTRICT TO BE HELD IN EXECUTIVE SESSION:

TO DELIBERATE THE APPOINT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: GENERAL MANAGER

A motion was made by *MR. CANTU* for the *BOARD* to go into executive session at 6:31 pm, seconded by *MR. WELLS*. *MOTION CARRIED UNANIMOUSLY.*

A motion was made by *MR. THOMAS* for the *BOARD* to come out of executive session at 7:30 pm, seconded by *MR. CANTU*. *MOTION CARRIED UNANIMOUSLY.*

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

A motion was made by *MR. FRIEDMAN* to authorize General Manager's Pay Grade to Step 3, seconded by *MR. WELLS*. *MOTION CARRIED UNANIMOUSLY.*

ITEM #16      ADJOURNMENT

The *CHAIRMAN* adjourned the meeting at 7:30 pm.

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JEFF KEPLINGER, CHAIRMAN

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MARTIN CANTU, JR., SECRETARY

MINUTES APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2015.