

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 **10th day of JUNE 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
Victor Valdez – Director of Operations
Sanjuana Garcia, Director of Finance
Eddie Lucio, III, Attorney

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

The opening prayer and the Pledge of Allegiance were performed during our Workshop.

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

The **CHAIRMAN** asked if anyone in the audience would like to address the **BOARD**. The **GENERAL MANAGER** announced Mr. Pablo Martinez, Water Plant Operator retired on June 1st, after 27 years with the District. The **GENERAL MANAGER** reported at the manager's meeting, staff and managers discussed Hurricane Preparedness; and will be attending a meeting with the City of Port Isabel tomorrow @ 5:30 pm on Hurricane Preparedness Awareness.

ITEM #4 **CONSIDER AND APPROVE MINUTES FOR REGULAR MEETING OF MAY 27, 2015.**

A motion was made by **MR. CANTU** to approve Minutes for Regular Meeting of May 27, 2015 subject to corrections on the approval of the disbursements, seconded by **MR. WELLS**. **MOTION CARRIED UNANIMOUSLY.**

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

- **AUDITORS UPDATE**
- **TCEQ UPDATE**

MR. GALVAN reported a total of two sealed bids were received by auditing firms to perform the auditing services for the District's Annual Audit. A meeting will be scheduled for the Audit Committee to review the proposals. The Audit Committee will be notified by email.

MR. GALVAN reported staff attended a meeting in Austin, Texas with TCEQ's Bond's Review Personnel on June 4th. The meeting was productive; TCEQ was supportive and willing to help out in complying in getting the funding that was requested.

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

- **MASTER PROJECTS SCHEDULE UPDATE**
 - **WATER PLANT 2 EMERGENCY POWER ADDITION**
 - **SYSTEM IMPROVEMENTS**
- **SERIES 2012 BOND PROJECTS BALANCE UPDATE**

MR. ORTIZ handed out printed copies for review and to discuss the Master Projects Schedule Update for: Water Plant 2 Emergency Power Addition; and Series Bond Projects Update.

MR. ORTIZ handed out printed copies for review and to discuss the Series Bond Projects Balance Update.

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

- **MONTHLY REPORT**

MR. VALDEZ reported for the month of May- Water Department installed: 4-1" water taps and 4-5/8" water taps; meters swapped: 7-5/8", 1-1", and 1-4"; meters tested: 1-2" and 3-5/8". The ongoing project on East Kingfish's line extension is about 95% complete. Also @ the High School a fire hydrant line is being installed and should be completed by tomorrow.

For the Wastewater Department: received our Annual Sludge Report for the 4 Wastewater Plants and everything went well. The Ebony project - has worked on about 900 feet (½ ways on the block) and replaced 2 manholes; work should be completed by the end of the month. The project at Isla Blanca for Clarifier No. 3 is still ongoing.

ITEM # 8 **DIRECTOR OF FINANCE REPORT**

- **UPDATE RECORDS MANAGEMENT POLICY – SCHEDULE PRESENTATION WITH EMPLOYEES**
- **UPDATE PERSONNEL PROCEDURES POLICY – PROVIDED TO EMPLOYEES. PREPARING MANAGER'S TRAINING ON HOW TO COMPLETE THE PERFORMANCE EVALUATIONS**
- **UPDATE ON TCEQ MEETING ON 6/4/2015 - PREPARING A BONDS/LOANS COMMUNICATION PROCESS**

MRS. GARCIA reported on Records Management Policy- two presentations will be scheduled for all the employees, to follow up on our policies. Binders are being put together for everybody so they may be aware of the new policy that is being implemented.

MRS. GARCIA reported on Personnel Procedures Policy – copies were provided to the employees on the small changes made on the dress code. Currently working on a presentation to prepare the Manager's on how to complete the performance evaluations on the employee's performance regarding issues and making sure that the employees are improving their skills. Also, that they understand their job description as well as understanding their main goals for their positions and to make sure they are accountable on everything that they are doing.

MRS. GARCIA gave an update on TCEQ Meeting on 6/4/2015 – officers @ TCEQ were open to the issues we had, very helpful, and provided us with the guidance needed; and basically created a process on the Bonds/loans and communication process. Also, working on grants policy procedures and capitalized policies to make sure every time we get a break like this it is tied to the capitalization process to insure everything is legible on the expenditures. The main concern is making sure everything being spent is actually for the project intended and in accordance to our guidelines needed to follow in the finance area.

ITEM #9 CONSIDER AND APPROVE CHANGE ORDER NO. 3 FOR WATER PLANT 2 MICROFILTRATION PROJECT ELECTRICAL IMPROVEMENTS (CF0907-12-09-05)

A motion was made by **MR. CANTU** to approve Change Order No. 3 for Water Plant 2 Microfiltration Project Electrical Improvements, seconded by **MR. FRIEDMAN** with **MR. WELLS** opposing and **MR. THOMAS** abstaining. **MOTION CARRIED.**

Mr. Robert Vela, guest at the meeting addressed the Board with a comment. **MR. LUCIO** stated in order to maintain the order on the agenda no public comments can be given at this time, based on the open meetings regulations; you can go back to the public comment on the agenda.

ITEM #10 CONSIDER AND APPROVE BID # LS 7-15-05 FOR 2 SUBMERSIBLE PUMPS FOR LIFT STATION 7

A motion was made by **MR. THOMAS** to approve Bid # LS 7-15-05 for 2 Submersible Pumps for Lift Station 7, seconded by **MR. WELLS**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #11 CONSIDER AND APPROVE DISBURSEMENTS

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

ITEM #12 EXECUTIVE SESSION PERMITTED BY THE OPEN MEETING ACT, V.T.C.A. GOVERNMENT CODE SECTION 551.001 ET SEQ., UNDER SECTION 551.074, PERSONNEL MATTERS

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

A motion was made by **MR. WELLS** for the **BOARD** to go into executive session at **6:38 pm**, seconded by **MR. FRIEDMAN**. **MOTION CARRIED UNANIMOUSLY.**

A motion was made by **MR. WELLS** for the **BOARD** to come out of executive session at **7:06 pm**, seconded by **MR. FRIEDMAN**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #13 ADJOURNMENT

The **CHAIRMAN** adjourned the meeting at **7:06 pm**.

JEFF KEPLINGER, CHAIRMAN

MARTIN CANTU, JR., SECRETARY