

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 **9th day of SEPTEMBER 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 **ABSENT**
Scott Friedman, Director
Rick Wells, Director

ADMINISTRATIVE STAFF

Carlos J. Galvan, Jr., General Manager
Charles Ortiz, District Engineer
Victor Valdez – Director of Operations
Sanjuna Garcia – Director of Finance
Eddie Lucio III – Attorney

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

The **CHAIRMAN** invited everyone in the audience to stand for the invocation 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 WORKSHOP MEETING OF AUGUST 26, 2015 AND REGULAR MEETING OF AUGUST 26, 2015.**

A motion was made by **MR. FRIEDMAN** to approve Minutes for Workshop Meeting and Regular Meeting of August 26, 2015, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

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

- **AUDIT COMMITTEE**
- **AWWA WATER AUDIT**

MR. GALVAN recommended scheduling an Audit Committee meeting, a meeting was scheduled with Mr. Cantu and Mr. Friedman for September 22, 2015.

MR. GALVAN introduced a proposal for services from Water Loss Prospecting (WLProspecting), offering a standard AWWA Water audit using Laguna Madre Water District water loss and consumption data. WLProspecting will collect data from the District's staff and will prepare the audit and make recommendations. The Board briefly discussed and consideration for approval will be proposed at Regular Meeting.

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

- **WATER TREATMENT PLANT NO. 1**
- **WATER TREATMENT PLANT NO. 2**

MR. ORTIZ reported the following for Water Treatment Plant No. 1:

- Recommended the upgrade (proposed in item #16) on the filter control system that's due to get updated by the original system control provider, that way replacement parts can be available
- THM update – the official sampling will be done at the end of the month, pre-samples are being done and is on track to having good numbers this quarter
- Clear well pump #3 needs to get replaced; good pumps are needed at the clearwell

MR. ORTIZ reported the following for Water Treatment Plant No. 2:

- Shut down is scheduled for September 22, 2015 to install static mixer; and electrical addition will be placed and finalized
- Backwash waste discharge pump might need to be looked into for repairs or possibly replacing pump
- Chlorine Dioxide is currently being advertised for bids

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

- **MONTHLY REPORT**

MR. VALDEZ reported the following for the month of August:

- Advertisement for Wastewater Renewal Notice was sent out for the Isla Blanca Wastewater Plant
- 5 water taps; 4 sewer taps; 22 meters swaps (21- 5/8" and 1- 4"); 19 meters tested; and 5 water leaks fixed
- On East Sunset, SPI road work - adjusted 50 feet of a 2 inch water line
- Mechanic Shop started working on high beams
- Wastewater Operator, Francisco Guzman passed his "B" License; and Wastewater Operator, Hugo Galvan passed his "C" License
- Printed copies of photos were handed out of the preliminary work done for the Raw water line at the baseball field (so far 200 feet of the 2 inch line has been installed); update of the clarifiers; and photos of some of the dangers of the hot summer months (bees and snakes in meters boxes and facilities)

ITEM #8 **CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED ON THE BOARD MEETING OF AUGUST 26, 2015.**

CONSIDER AND APPROVE BUDGET FOR FY 2015-2016

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

ITEM #9 **CONSIDER AND APPROVE BUDGET FOR FY 2015-2016**

The Board briefly discussed and the following points were made:

- Staff is working on corrections
- A workshop was scheduled for Wednesday, September 23, 2015 @ 5:15 (before the Regular Meeting) for review and discussion.
- The Board agreed to only approve the Debt Service portion of the Budget for FY 2015-2016, adopting the tax rate for this fiscal year. (see item #12)

A motion was made by **MR. FRIEDMAN** to approve (only) the Debt Service of the Budget for FY 2015-2016, seconded by **MR. THOMAS. MOTION CARRIED UNANIMOUSLY.**

ITEM #10 **CONSIDER AND APPROVE RESOLUTION NO. 122-09-15 ADOPTING THE BUDGET FOR FISCAL YEAR 2015-2016 FOR THE LAGUNA MADRE WATER DISTRICT**

This item was not discussed. The **CHAIRMAN** indicated **NO ACTION**. No action was taken.

ITEM #11 **CONSIDER AND APPROVE 28 MONTH LEASE WITH ARCHER BUSINESS SYSTEMS, INC. THROUGH BUY BOARD PROCUREMENT**

A motion was made by **MR. THOMAS** to approve 28 month lease with Archer Business Systems, Inc. through Buy Board Procurement, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #12 **CONSIDER AND APPROVE RESOLUTION NO. 123-09-15 LEVYING LAGUNA MADRE WATER DISTRICT AD VALOREM TAXES FOR THE YEAR 2015 AT \$0.044643/100 RATE**

A motion was made by **MR. WELLS** to approve Resolution No. 123-09-15 Levying Laguna Madre Water District Ad Valorem Taxes for the Year 2015 at \$0.044643/100/ Rate, seconded by **MR. FRIEDMAN. MOTION CARRIED UNANIMOUSLY.**

ITEM #13 **CONSIDER AND APPROVE RESOLUTION NO. 124-09-15 APPROVING CAPITAL ASSETS POLICIES AND PROCEDURES**

A motion was made by **MR. WELLS** to approve Resolution No. 124-09-15 Approving Capital Assets Policies and Procedures, seconded by **MR. THOMAS. MOTION CARRIED UNANIMOUSLY.**

ITEM #14 **CONSIDER AND APPROVE MANHOLE REHAB FOR LAGUNA VISTA SANITARY SEWER IMPROVEMENTS**

A motion was made by **MR. TOMAS** to approve Manhole Rehab for Laguna Vista Sanitary Sewer Improvements, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #15 **CONSIDERATION AND APPROVE LIFT STATION #17 WET WELL REHAB**

A motion was made by **MR. FRIEDMAN** to approve Lift Station #17 Wet Well Rehab, seconded by **MR. THOMAS. MOTION CARRIED UNANIMOUSLY.**

ITEM #16 **CONSIDER AND APPROVE REHABILITATION OF EXISTING FILTER CONTROL SYSTEM AT WATER TREATMENT PLANT NO. 1**

A motion was made by **MR. WELLS** to approve Rehabilitation of existing Filter Control System at Water Treatment Plant No. 1, seconded by **MR. FRIEDMAN. MOTION CARRIED UNANIMOUSLY.**

ITEM #17 **CONSIDER AND APPROVE PURCHASE OF SPARE PARTS (I/O MODULES) AT WATER TREATMENT PLANT NO. 2**

A motion was made by **MR. THOMAS** to approve purchase of Spare Parts (I/O Modules) at Water Treatment Plant No. 2, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM # 18 **CONSIDER AND APPROVE DISBURSEMENTS**

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

ITEM #19 **EXECUTIVE SESSION PERMITTED BY THE OPEN MEETING ACT, V.T.C.A., GOVERNMENT CODE SECTION 551.001 ET SEQ., UNDER SECTION 551.0714 CONSULTATION WITH ATTORNEY; SECTION 551.074, PERSONNEL MATTERS**

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

A motion was made by **MR. WELLS** for the **BOARD** to go into executive session at **6:45 pm**, seconded by **MR. THOMAS**. **MOTION CARRIED UNANIMOUSLY.**

The **BOARD** took a short recess before Executive Session.

A motion was made by **MR. WELLS** for the **BOARD** to come out of executive session at **7:10 pm**, seconded by **MR. FRIEDMAN**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #20 CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY

The **CHAIRMAN** noted the following motion for executive session, all correspondence by any District employee to outside District personnel including the District's Attorney, all information must be approved by the General Manger. A motion was made by **MR. WELLS** to approve, seconded by **MR. FRIEDMAN**.

ITEM #21 ADJOURNMENT

There being no further business the **CHAIRMAN** adjourned the meeting at **7:11 pm**.

JEFF KEPLINGER, CHAIRMAN

RICK WELLS, DIRECTOR

MINUTES APPROVED THIS _____ DAY OF _____ 2015.