

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 **22nd day of January 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
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**. The **GENERAL MANAGER** informed the **BOARD** that a Customer contacted the media regarding the Districts Meter Deposit return procedures; the Customer was refunded his meter deposit return in form of a check according to the District Policy procedures.

The **GENERAL MANAGER** reported Mr. Luis Barberena, Wastewater Manager, announced he is retiring, 40 years of service with the District and his last day will be Monday, January 27, 2014.

The **GENERAL MANAGER** briefly discussed the AWBD Conference he attended in Dallas, Texas and informed there is an annual conference coming up in June.

ITEM #4 **CONSIDER AND APPROVE MINUTES FOR REGULAR MEETING OF JANUARY 8, 2014**

A motion was made by **MR. THOMAS** to approve Minutes for Regular Meeting of January 8, 2014 as submitted, seconded by **MR. VELA**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #5 **CONSIDER AND APPROVE TRAVEL FOR ADMINISTRATION DEPARTMENT TO ATTEND AWWA MEMBRANE TECHNOLOGY CONFERENCE IN NEVADA**

A motion was made by **MR. GARCIA** to approve travel for 3 (three) employees and 1 (one) additional employee to attend AWWA Membrane Technology Conference in Nevada, seconded by **MR. VELA**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #6 **CONSIDER AND APPROVE WET COMPLIANCE PLAN FOR PORT ISABEL WASTEWATER TREATMENT PLANT**

A motion was made by **MR. THOMAS** to **TABLE** item for the WET Compliance Plan for Port Isabel Wastewater Treatment Plant, seconded by **MR. KEPLINGER**. **MOTION CARRIED UNANIMOUSLY. NO ACTION TAKEN.**

ITEM #7 **CONSIDER AND APPROVE FINANCIAL REPORT FOR DECEMBER 31, 2013**

A motion was made by **MR. KEPLINGER** to approve Financial Report for December 31, 2013, seconded by **MR. VELA**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #8 **CONSIDER AND APPROVE INVESTMENT REPORT FOR THE QUARTER ENDING DECEMBER 31, 2013**

A motion was made by **MR. GARCIA** to approve Investment Report for the quarter ending December 31, 2013, seconded by **MR. VELA**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #9 **CONSIDER AND APPROVE DISBURSEMENTS**

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

ITEM #10 **GENERAL MANAGER'S REPORT**
AWBD CONFERENCE

MR. GALVAN reported on the AWBD Conference; he attended an Ethics Sessions and Municipal Bonds Session, he briefly shared and discussed the two sessions and encouraged the Board to attend the upcoming Annual Conference.

ITEM #11 **DISTRICT ENGINEER'S REPORT**

- A. WATER TREATMENT PLANT NO. 2 MICROFILTRATION IMPROVEMENTS**
- B. LIFT STATION 19 EXPANSION**
- C. CUATES PUMP STATION AND PIPELINE REHABILITATION**
- D. WATER RIGHTS**

MR. ORTIZ gave a brief update and discussed the project schedule following tasks:

1. Commissioning of Pall Equipment (start 2/3/14 to 3/21/14)
2. Training (3/24/14 to 3/28/14)
3. Functional demonstration test (3/31/14 to 4/11/14)
4. Acceptance Test (4/14/14 to 5/13/14)
5. Loss of flux test (5/14/14 to 6/20/14)

MR. ORTIZ reported on GP7 is cleaning floor for painting next week. Paving / parking lot is still pending. Electrical contractor moved disconnects at electrical manhole no. 2 to Backwash waste discharge pumps, and splice has been removed as well.

MR. ORTIZ reported FSSI has issued commissioning checklist to Pall Corporation, who will begin commissioning phase on February 3rd.

MR. ORTIZ reported the installation of clearwell baffles is complete. Automatic transfer switches for emergency power are scheduled to be on site by February 19th. Generator will be here in early March. Main switchboard has 87 day lead time, and it was released on January 24, 2014. Submittal review was completed on Tuesday, Jan. 21st, and comments have been provided to Contractor.

MR. ORTIZ reported on Cuates Pump Station and Pipeline; backfilling 4 cans for new pump station is complete. Tie-in to existing lines and cleaning of ground storage tank is scheduled for next week.

MR. ORTIZ reported on Cuates pipeline construction is 83% complete. Install is complete along SH 100 and Buena Vista road. They are a couple of hundred feet away from San roman road.

ITEM #12 **FINANCE DIRECTOR'S REPORT**

AT&T

MR. GOMEZ gave an update on AT&T's Account; refund check was researched and explained the check was received but then it was applied to wrong account.

ITEM #16 **ADJOURNMENT**

The **CHAIRMAN** adjourned the meeting at **6:58 p.m.**

SCOTT FRIEDMAN, CHAIRMAN

ROBERT VELA, SECRETARY

MINUTES APPROVED THIS _____ DAY OF _____ 2014.