

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 **14th day of OCTOBER 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	ABSENT
Martin Cantu, Jr., Secretary	
Scott Friedman, Director	ABSENT
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

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**.

MR. GALVAN reported the following:

- Water Tank repairs were completed and tank was painted
- District employee Evelyn Saldivar received her "A" license.

ITEM #4 **CONSIDER AND APPROVE MINUTES FOR WORKSHOP MEETING AND REGULAR MEETING OF SEPTEMBER 23, 2015.**

A motion was made by **MR. WELLS** to approve Minutes for Workshop Meeting and Regular Meeting of September 23, 2015, seconded by **MR. CANTU. MOTION CARRIED UNANIMOUSLY.**

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

- **PERSONNEL POLICY**
- **TEXAS DESAL CONFERENCE**
- **SPI CHAMBER OF COMMERCE**

MR. GALVAN reported the following:

- Personnel Policy - working with staff on updating the guidelines for mandatory certifications regulations, rules, and restrictions on licenses. Once Personnel Policy is updated it will be reviewed for Board approval.
- Reviewed the highlights from the Texas Desal Conference in Austin.
- LMWD participated in a SPI Chamber of Commerce conference function; Minnie Mata and Tavo Ochoa assisted sponsoring the LMWD booth. The District received an Appreciation Certificate for 24 years of commitment and support from SPI Chamber of Commerce.

ITEM #6 DISTRICT ENGINEER'S REPORT

- **RAW WATER SERVICE TO PORT ISABEL LITTLE LEAGUE**
- **PORT ISABEL WATER RECLAMATION FACILITY STUDY**
- **WATER PLANT 2 CONSTRUCTION PROGRESS**

MR. ORTIZ handed out printed copies on Raw Water Service to Port Isabel Little League, a spreadsheet showing a two year history for two accounts (2" Irrigation Meters). Based on the two year history if converted to raw water it demonstrated a savings of \$7,000.00 a year.

MR. ORTIZ reported the following for Water Reclamation Facility Study:

- Handed out copies of the latest draft that was submitted for review and comment letter
- Will be eligible for Construction funding and grants

MR. ORTIZ reported on the Water Plant 2 Construction Progress:

- Received good results for THM's testing's
- Repairs needed on Transfer pump motor that's out of warranty

ITEM #7 DIRECTOR OF OPERATION'S REPORT

- **MONTHLY REPORT**

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

- 2 Water Taps and 2 Sewer Taps; and 7 meters were swapped
- Wastewater Line Project was completed in Laguna Vista
- Raw water line on 803 will begin in November
- LS #17 – resurfacing will be completed in a week
- Cleaning of the Storm Drains in SPI was completed
- Blower needs to be repaired - quote for repairs are \$26,000.00. New Blowers Cost \$15,000.00
- Little League Project - Piping on the District side is complete and electrical almost completed
- Saida I is having internal problems and Unit #33 assisted

ITEM #8 DIRECTOR OF FINANCE REPORT

- **AUDIT COMMITTEE MEETING UPDATE**
- **TCDRS PRESENTATION**

MRS. GARCIA reported the Audit Committee Meeting met on 9/26/15; and the Audit will take about two weeks.

TCDRS Presentation- Any Board Member interested in presentation will contact Mr. Galvan

ITEM # 9 CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED ON THE BOARD MEETING OF SEPTEMBER 23, 2015

CONSIDER AND APPROVE RENEWAL CONTRACT FOR IT SERVICES WITH ORBIT BROADBAND

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

ITEM #10 **CONSIDER AND APPROVE RENEWAL CONTRACT FOR IT SERVICES WITH ORBIT BROADBAND**

The total compensation for agreement will be \$39,060.00 per year for IT Services with Orbit Broadband.

A motion was made by **MR. CANTU** to approve renewal contract for IT Services with Orbit Broadband, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #11 **CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED ON THE BOARD MEETING OF SEPTEMBER 23, 2015**

CONSIDER AND APPROVE PURCHASE OF MICROSOFT SERVER TO IMPROVE EMAIL SECURITY

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

ITEM #12 **CONSIDER AND APPROVE PURCHASE OF MICROSOFT SERVER TO IMPROVE EMAIL SECURITY**

A motion was made by **MR. CANTU** to approve purchase of Microsoft server to improve email security, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #13 **CONSIDER AND APPROVE 48-MONTH LEASE WITH ARCHER BUSINESS SYSTEMS, INC. THROUGH BUY BOARD PROCUREMENT)**

A motion was made by **MR. CANTU** to approve 48-month lease with Archer Business Systems, Inc. through Buy Board Procurement, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #14 **CONSIDER AND APPROVE DEPARTMENTAL BUDGET AMENDMENT FOR FY 2014-2015**

The Departmental Budget Amendment for FY 2014-2015 was approved through Resolution No. 126-10-115 Adopting Amendment No. 2 Amending the Budget for Fiscal Year 2014-2015 of the Laguna Madre Water District updating all Revenues and Expenditures.

A motion was made by **MR. WELLS** to approve Departmental Budget Amendment for FY 2014-2015, seconded by **MR. CANTU. MOTION CARRIED UNANIMOUSLY.**

ITEM #15 **CONSIDER AND APPROVE UNAUDITED FINANCIAL STATEMENTS FOR THE MONTH OF SEPTEMBER 2015**

A motion was made by **MR. WELLS** to approve Unaudited Financial Statements for the month of September 2015 as submitted, seconded by **MR. CANTU. MOTION CARRIED UNANIMOUSLY.**

ITEM #16 **CONSIDER AND APPROVE INVESTMENT REPORT AS OF SEPTEMBER 30, 2015**

A motion was made by **MR. CANTU** to approve Investment Report as of September 30, 2015 as submitted, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #17 CONSIDER AND APPROVE DISBURSEMENTS

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

ITEM #21 ADJOURNMENT

There being no further business the **CHAIRMAN** adjourned the meeting at **6:38 pm.**

JEFF KEPLINGER, CHAIRMAN

MARTIN CANTU, JR. SECRETARY

MINUTES APPROVED THIS _____ DAY OF _____ 2015.