

**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 **25th day of MAY 2016** 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**  
Scott D. Friedman – Secretary  
Rick A. 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                    **ABSENT**

**LMWD STAFF:**    Noe Cantu, Water Plant Manager; Fernando Garcia, Accounts Payable/Procurement Agent; Bart Perez, Maintenance Manager; Minnie Mata, Customer Service Manager; and Mary Gamboa, HR/Benefits Administrator

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

The **CHAIRMAN** invited everyone in the audience to stand for Invocation and 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 MAY 11, 2016.**

A motion was made by **MR. WELLS** to approve Minutes for Regular Meeting of May 11, 2016 as submitted, seconded by **MR. FRIEDMAN**. **MOTION CARRIED UNANIMOUSLY.**

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

- **PLANNET PRESS E-BILLS**
- **HURRICANE PREPAREDNESS**

**MR. GALVAN** reported on the following:

- **Plannet Press-E-Bills** - Email billing is now available @ LMWD

- **Hurricane Preparedness** – Hurricane Season starts in June; Victor Valdez attended a Hurricane Preparedness Meeting in Mercedes. June 4<sup>th</sup> Citrus Assoc. Meeting will have a presentation on Hurricane Preparedness and will get more information.

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

- **CLEAN WATER SRF LOAN APPLICATION #73730**
- **CAPITAL PROJECTS STATUS:**
  - **SERIES 2012 BOND**
  - **SERIES 2016 BOND**
  - **WATER AND SEWER SYSTEM DEVELOPMENT CHARGES (SDC)**
  - **WATER AND SEWER INFRASTRUCTURE**

**MR. ORTIZ** reported on the following:

- **Clean Water SRF Loan Application #73730** – Brief status update on Loan Application.
- **Capital Projects Status:** Update and discussion on the following Projects: **Series 2012 Bond; Series 2016 Bond; Water and Sewer System Development Charges (SDC); and Water and Sewer Infrastructure.**

**ITEM #7            CONSIDER AND ACCEPT LETTER OF RESIGNATION FROM MR. MARTIN CANTU, JR. AS BOARD OF DIRECTOR FOR LAGUNA MADRE WATER DISTRICT**

A motion was made by **MR. FRIEDMAN** to accept letter of resignation from Mr. Martin Cantu, Jr. as Board of Director for Laguna Madre Water District, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

**ITEM #8            CONSIDER AND APPROVE APPOINTMENT TO THE BOARD OF DIRECTORS VACANCY**

A motion was made by **MR. FRIEDMAN** to table item for next Regular Meeting, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

**ITEM #9            CONSIDER AND APPROVE APPOINTMENT OF SECRETARY FOR THE LAGUNA MADRE WATER DISTRICT BOARD OF DIRECTORS**

A motion was made by **MR. KEPLINGER** to approve Mr. Friedman for the appointment of Secretary to the Laguna Madre Water District Board of Directors, seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

**ITEM #10          CONSIDER AND RATIFY SOUTH TEXAS MACHINE SHOP REPAIRS TO THE SLUDGE PUMP FOR WATER PLANT 2**

A motion was made by **MR. WELLS** to approve South Texas machine Shop repairs to the Sludge Pump for Water Plant 2, seconded by **MR. FRIEDMAN. MOTION CARRIED UNANIMOUSLY.**

**ITEM #11          CONSIDER AND APPROVE A PURCHASE OF 5 (FIVE) VEHICLES FROM CALDWELL COUNTY CHEVROLET FOR THE FOLLOWING DEPARTMENTS: WASTEWATER PLANT, WATER PLANT, LABORATORY, DISTRIBUTION AND LIFT STATION**

A motion was made by **MR. FREIDMAN** to approve purchase of 4 (four) vehicles from Don Johnson and one (1) vehicle from Caldwell County Chevrolet for the following departments: Wastewater Plant, Water Plant, Laboratory, Distribution and Lift Station. (Bid# Vehicles 16-04-1), seconded by **MR. WELLS. MOTION CARRIED UNANIMOUSLY.**

**ITEM #12      CONSIDER AND APPROVE BUY BOARD PURCHASE FROM KEY ENTERPRISES FOR THE PURCHASE OF DELIVERY AND INSTALLATION OF TRUCK STORAGE FACILITY**

A motion was made by **MR. FRIEDMAN** to approve Buy Board purchase from Key Enterprises for the purchase of delivery and installation of truck storage facility, seconded by **MR. WELLS**. **MOTION CARRIED UNANIMOUSLY**

**ITEM #13      CONSIDER AND APPROVE AN EMERGENCY RATIFICATION OF SCADA COMPUTER REPLACEMENT FOR WATER PLANT NO. 2**

A motion was made by **MR. FRIEDMAN** to approve an Emergency Ratification of SCADA Computer Replacement for Water Plant No. 2, seconded by **MR. WELLS**. **MOTION CARRIED UNANIMOUSLY**.

**ITEM #14      CONSIDER AND APPROVE AN AMENDMENT TO ENGINEERING SERVICES CONTRACT WITH LNV, INC. FOR WATER DISTRIBUTION LINE REPLACEMENT IN PORT ISABEL (ADD VALVES AND LEAL ST)**

A motion was made by **MR. WELLS** to approve an Amendment to Engineering Services Contract with LNV, Inc. for Water Distribution Line Replacement in Port Isabel (Add Valves and Leal St), seconded by **MR. FRIEDMAN**. **MOTION CARRIED UNANIMOUSLY**.

**ITEM #15      CONSIDER AND APPROVE FINANCIAL STATEMENTS FOR THE MONTH OF APRIL 2016**

A motion was made by **MR. WELLS** to approve Financial Statements for the month of April 2016, seconded by **MR. FRIEDMAN**. **MOTION CARRIED UNANIMOUSLY**.

**ITEM #16      CONSIDER AND APPROVE DISBURSEMENTS**

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

**ITEM #17      ADJOURNMENT**

There being no further business the **CHAIRMAN** adjourned the meeting at **6:33 p.m.**

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JEFF KEPLINGER, CHAIRMAN

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SCOTT D. FRIEDMAN, SECRETARY

MINUTES APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.