

**MINUTES OF WORKSHOP MEETING**  
**BOARD OF DIRECTORS**  
**LAGUNA MADRE WATER DISTRICT**

The **WORKSHOP MEETING** of the **LAGUNA MADRE WATER DISTRICT** was held at the Administration Office of the District, 105 Port Road, Port Isabel, Texas on **20<sup>th</sup> day of SEPTEMBER 2014** at the hour of **9:00 a.m.** pursuant to written notice as presented by law.

**ITEM #1**            **QUORUM**

The **VICE CHAIRMAN** called the **WORKSHOP MEETING** to order at **9:00 a.m.** 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 D. Friedman – Chairman    **ABSENT**  
Whitey Thomas – Vice Chairman  
Robert Vela – Secretary  
Rudy H. Garcia – Director  
Jeff Keplinger – Director

***ADMINISTRATIVE STAFF***

Carlos J. Galvan, Jr. – General Manager  
Charles Ortiz – District Engineer  
Victor Valdez – Director of Operations  
Belen Peña – Interim Director of Finance / Staff Accountant

LMWD: Minnie Mata, Customer Service Manager; Mario Vela, Water Plant Manager; Bart Perez, Maintenance Manager; Joel Lopez, Distribution Manager; Tavo Ochoa, Wastewater Plant Manager; Mark Garza, Lift Station Manager; Jimmy Fierro, Electrician Manager

**ITEM #2**            **PLEDGE OF ALLEGIANCE**

The **VICE CHAIRMAN** invited everyone in the audience to recite the Pledge of Allegiance.

**ITEM #3**            **CONSIDER AND DISCUSS THE DISTRICT'S BUDGET FOR FISCAL YEAR 2014-2015**

The **BOARD** and **STAFF** reviewed the District's proposed Budget for Fiscal Year 2014-2015; once the new budget is organized a Resolution adopting the Budget will be proposed to the **BOARD** for approval at a **REGULAR BOARD OF DIRECTORS MEETING**.

**ITEM #4**            **CONSIDER AND DISCUSS THE SCHEDULE OF ACCELERATED MONIES FROM THE APPROVED RESOLUTION FOR THE DISTRICT'S AD VALOREM TAXES FOR THE YEAR 2014**

The **GENERAL MANAGER** informed the **BOARD** that the approved resolution for the District's taxes for the year 2014 may possibly need corrections but at this time information is pending from Bond Counsel and the Financial Advisor. When all information is collected and any possible changes or corrections on the .080820 taxes will be brought before the **BOARD** for approval.

**ITEM #5**            **CONSIDER AND DISCUSS THE DISTRICT'S PERSONNEL POLICY**

The **BOARD** and **STAFF** reviewed items on the District's Personnel Policy needing alterations; the selected items will be revised and changed to read the follow:

**A. Section 304, Residence,  
Plus Emergency List Exhibit "F":**

Some key personnel that are needed in an emergency situation must live within the boundaries of the District **or respond within 1 hour on any emergency situation**. An "Emergency List" will be maintained and changed with the consent of the Board.

**B. Section 401, Performance Evaluation Report:**

Each regular Water District employee's work performance shall be evaluated annually **from the date of hire, after any promotion, or transfer, provided on Exhibit "C" of this policy**.

**C. Section 802, Application of Discipline – Some Infractions of a Major Nature:**

Item 4.      **Fighting –                      Physical and verbal altercation**  
**Bullying –                              Bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators. It is abusive conduct that is:**

- **Threatening, humiliating, or intimidating, or**
- **Verbal abuse**

**Harassment –                      Slurs and other disrespectful terms relating to a person's race, color, religion, age, national origin, citizenship status, gender, sexual orientation, genetic information, or disability**  
**Excessive or habitual use of terms relating to a person's characteristics, if a reasonable person would feel excluded, belittled, or singled out for unwanted attention through such language**

**D. Section 1103, Exit Interview for Terminating Employees:**

Termination checks will be given to the employee after the exit interview **within the next 5 business days provided on letter "d" of the Section 1103, is met**.

Once the **DISTRICT'S PERSONNEL POLICY** is modified a resolution will be proposed for approval at a **REGULAR BOARD OF DIRECTORS MEETING**.

**ITEM #6                      ADJOURNMENT**

The **VICE CHAIRMAN** adjourned the Workshop Meeting at **10:06 a.m.**

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**WHITEY THOMAS, VICE CHAIRMAN**

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**ROBERT VELA, SECRETARY**

MINUTES APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2014.