

SOUTH TEXAS WATER AUTHORITY  
Regular Board of Directors Meeting  
October 26, 2021  
Minutes

Board Members Present:

Brandon Barrera  
Rudy Galvan, Jr.  
Frances Garcia  
Imelda Garza  
Jose Graveley  
Kathleen Lowman  
Joe Morales

Board Members Absent:

Patsy Rodgers  
Angela Pena

Staff Present:

John Marez  
Frances De Leon  
Jo Ella Wagner  
Nigel Gomez

Guests Present:

None

1. Call to Order.

Mr. Brandon Barrera, Board President, called the Regular Meeting of the STWA Board of Directors to order at 5:32 p.m. A quorum was present.

2. Citizen Comments.

Mr. Barrera opened the floor to citizen's comments. No comments were made.

3. Approval of Minutes.

Ms. Lowman made a motion to approve the September 28, 2021 Regular Meeting Minutes as presented. Ms. Garza seconded. The motion passed by unanimous vote.

4. Treasurer's Report/Payment of Bills.

The following reports were presented:

Treasurer's Report for period ending August 31, 2021  
Revenue Fund Income Statement for period ending August 31, 2021  
Tax Fund Income Statement for period ending August 31, 2021  
Special Services Income Statement for period ending August 31, 2021  
STWA Revenue Fund Balance Sheet – August, 2021  
STWA Revenue Fund Trial Balance for August, 2021  
STWA Debt Service Fund Income Statement for period ending August 31, 2021  
STWA Debt Service Fund Balance Sheet – August, 2021  
STWA Debt Service Fund Trial Balance for August, 2021  
STWA Capital Projects Fund Income Statement for period ending August 31, 2021

STWA Capital Projects Fund Balance Sheet – August, 2021  
STWA Capital Projects Fund Trial Balance for August, 2021  
Cathodic Protection Expenses Breakdown  
2012 Bond Election Report  
Maintenance & Technical Report from O&M Supervisor  
Cathodic Protection Update

The following outstanding invoice was presented for Board approval:

- City of Corpus Christi \$ 117,044.48

Mr. Graveley made a motion to approve the August 2021 Treasurer's Report and payment of the bill as presented. Ms. Lowman seconded and all voted in favor.

5. Amendment of South Texas Water Authority Personnel Policies -- Conversion of floating holidays to designated STWA holidays.

Mr. Marez stated that the current STWA Personnel Policies provide ten paid holidays which include a floating holiday which employees select from Martin Luther King Jr. Day, Presidents' Day, Columbus Day and Veterans Day. He explained that other area local governments offer those four days as regular holidays to their employees. He added that although STWA continues to operate on those four days, most banking institutions and the US Postal Service are closed. He recommended changing the policy to designate those four days as holidays in order to match the schedules of other area governmental entities.

6. Resolution 21-27. Resolution amending the Personnel Policies of the South Texas Water Authority.

Ms. Garza made a motion to adopt Resolution 21-27 approving Martin Luther King Jr. Day, Presidents' Day, Columbus Day and Veterans Day as additional holidays. Ms. Lowman seconded. All voted in favor.

7. Emergency Preparedness Plan.

Mr. Marez stated that the documentation needed to complete the Emergency Preparedness Plan is extremely complex and many water providers have outsourced the task. He added that Ms. Wagner requested a bid from Ardurra for completion of the document. He presented Ardurra's quote in the amount of \$6,700 and recommended entering into the agreement. Ms. Lowman made a motion to approve Ardurra's proposal in the amount of \$6,700. Ms. Garza seconded. The motion passed unanimously.

8. Update on COVID-19 Response – Status of office closure to the public.

Mr. Marez stated that this item was included on the agenda as requested by the Board. He commented that if the Board decides to re-open the office, a few days would be needed to prepare properly. Ms. Garza made a motion to open the office beginning in November. Mr. Graveley seconded. All voted in favor.

9. Discussion and action on Finance Manager/Assistant Executive Director, Business/Risk Manager and O&M Supervisor salaries.

Mr. Marez presented salary information for the Finance Manager and Business/Risk Manager showing the current straight total hourly rate and an average of annual overtime earned. He added that the Finance Manager's amounts do not include an increase for the added responsibilities associated with the Assistant Executive Director designation. He recommended adding \$5,000 to her salary to serve as Assistant Executive Director. Mr. Marez also stated that another issue had come to his attention and recommended discussion in Executive Session.

Mr. Barrera announced that the Board would convene in Closed Session at 6:41 p.m. pursuant to Section 551.074 of the Government Code to discuss salaries of management personnel. The Board reconvened in Open Session at 7:10 p.m. No action was taken during Closed Session.

Mr. Graveley made a motion to change the Finance Manager's position from hourly to salaried with an annual salary of her hourly rate and average annual overtime plus \$3,000. Ms. Lowman made a motion to change the amount to an increase of \$5,000 over the base salary. Mr. Galvan seconded. All voted in favor.

Mr. Barrera requested that the item on salaries be included at the next meeting for further discussion and separating out the Business/Risk Manager's salary and the cost of the janitorial services provided. Mr. Morales made a motion to set Ms. De Leon's salary at \$75,000 but the motion was not seconded. Ms. Wagner asked for the effective date of her salary and the Board agreed that it would be effective on the next day, October 27, 2021.

10. Discussion of 2022 Bond.

Mr. Morales requested the Board's input on seeking another bond and what projects the Board is interested in pursuing. He explained that a lot of work goes into bond election and that a timeline needs to be followed. The Board agreed that 2022 would be too soon but that 2023 might be a possibility. Mr. Graveley asked what would be needed to look at expanding to Riviera. Ms. Wagner responded that annexation would be needed which would require an election. The Board also discussed the need for a new building but Ms. Lowman pointed out that a building would be a hard sell to taxpayers. Mr. Morales commented that determining STWA's needs should be the first step in this process. Mr. Marez stated that he would work on identifying needs and bring it back to the Board on a future agenda.

11. STWA Board of Directors Meeting Schedule for 2022.

Mr. Marez reviewed the proposed 2022 meeting schedule provided in the Board packet. Ms. Lowman made a motion to approve recommended dates. Mr. Galvan seconded. All voted in favor. The approved schedule is as follows:

January 25, 2022	May 24, 2022	September 27, 2022
February 22, 2022	June 28, 2022	October 25, 2022
March 22, 2022	August 2, 2022	December 6, 2022

April 26, 2022

September 6, 2022

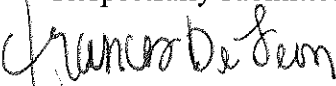
12. Administration Report.

Mr. Marez reported that he completed the Basic Water class and will schedule the TCEQ licensing exam. He intends to begin working on the Tax/Assessor certification after that.

13. Adjournment.

With no further business to discuss, Mr. Galvan moved to adjourn the meeting at 7:28 p.m. Ms. Lowman seconded. The motion carried.

Respectfully submitted,



Frances De Leon  
Assistant Secretary