

SOUTH TEXAS WATER AUTHORITY  
Regular Board of Directors Meeting  
December 5, 2023  
Minutes

Board Members Present:

Jose Graveley  
Frances Garcia  
Imelda Garza  
Rudy Galvan, Jr.  
Kathleen Lowman  
Joe Morales  
Art Rodriguez

Board Members Absent:

Patsy Rodgers  
Angela Pena

Staff Present:

John Marez  
Frances De Leon  
Jo Ella Wagner

Guests Present:

Rogelio Rodriguez, Water Finance Exchange  
Gabriel Ramirez, CEC

1. Call to Order.

Mr. Jose Graveley, Board President, called the Regular Meeting of the STWA Board of Directors to order at 5:31 p.m. A quorum was present.

2. Citizen Comments.

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

3. Approval of Minutes.

Ms. Lowman made a motion to approve the minutes of the October 24, 2023 Regular Meeting as presented. Mr. Rodriguez seconded. The motion passed by unanimous vote.

4. Quarterly Report/Treasurer's Report/Payment of Bills.

The following reports were presented for the Board's consideration:

STWA Investment Report for Quarter ended September 30, 2023  
Treasurer's Report for period ending September 30, 2023  
Revenue Fund Income Statement for period ending September 30, 2023  
Tax Fund Income Statement for period ending September 30, 2023  
Special Services Income Statement for period ending September 30, 2023  
STWA Revenue Fund Balance Sheet – September 30, 2023  
STWA Revenue Fund Trial Balance for September, 2023  
STWA Debt Service Fund Income Statement for period ending September 30, 2023  
STWA Debt Service Fund Balance Sheet – September 30, 2023  
STWA Debt Service Fund Trial Balance – September, 2023  
STWA Capital Projects Fund Income Statement for period ending September 30, 2023

STWA Capital Projects Fund Balance Sheet – September 30, 2023

STWA Capital Projects Fund Trial Balance – September, 2023

STWA 2012 Bond Election Report

Anticipated vs Actual Water Rate Charged and Net Revenue Worksheets

The following invoices were presented for Board approval:

• International Consulting Engineers	\$ 15,727.72
• Nueces County Appraisal District	\$ 2,980.00
• Kleberg County Appraisal District	\$ 5,922.01

Mr. Galvan made a motion to approve the Quarterly Report. Ms. Garza seconded. The motion passed unanimously.

Ms. Wagner presented an updated FY 2023 budget reflecting numbers that did not show up at the bottom of the budget that was previously presented. Mr. Morales made a motion to approve the updated FY 2023 budget, Ms. Garza seconded and all voted in favor. Mr. Galvan then made a motion to approve the Treasurer's Report and payment of the bills as presented. Ms. Garza seconded and all voted in favor.

5. Operation and Maintenance Reports.

Mr. Marez presented O&M reports for the weeks of October 2, 2023 through November 20, 2023. The Board reviewed the reports but had no questions or comments.

6. Water Finance Exchange – Review of proposed project list.

Mr. Rogelio Rodriguez of Water Finance Exchange presented a review of activities over the past year relating to the master plan and financing application. He reported that STWA has been invited to apply for \$7,829,762.00 in funding at 70% grant level. He added that as funding is accepted or declined by other applicants, the grant level could change. Water Finance Exchange will only get paid if TWDB funding is awarded. He stated that he feels that applying for funding for the remaining project plan will be easier going forward. The application deadline for the latest funding period is March of 2024.

7. Resolution 23-34. Resolution to Proceed with State Fiscal Year 2024 Drinking Water State Revolving Fund (DWSRF) Application Invitation.

Mr. Morales made a motion to adopt Resolution 23-34. Mr. Galvan seconded. All voted in favor.

8. Discussion of distribution of RFQ for Administrative Services for improvement projects funded through the Texas Water Development Board Drinking Water State Revolving Fund.

Mr. Rodriguez also introduced an RFQ for Administrative Services. He stated that this was only informational at this time. No action was taken by the Board.

9. Changes to specifications for Fiscal Year 2024 pickup trucks.

Mr. Marez stated that after further review, O&M Supervisor Patrick Sendejo requested that the truck specifications be amended to show that a V-6 engine would be acceptable. The specifications have been revised showing the change to V-6 as a minimum. Mr. Marez also asked that the Board authorize allowing staff to make minor changes to the specifications in the future in order to avoid delaying the process. Mr. Rodriguez made a motion to authorize staff to submit bid proposals for two half-ton pickup trucks based on the updated specifications and allow staff to make minor changes to the specifications without requiring presentation to the Board which could cause delays. Mr. Galvan seconded. All voted in favor.

10. Kleberg County Appraisal District Board of Directors election and casting of votes.

Mr. Marez presented the ballot for casting of votes for the Kleberg County Appraisal District Board of Directors. He said the ballot lists six candidates to fill five positions. The Authority was allotted 125 votes which can be cast for one candidate or distributed among different candidates.

11. **Resolution 23-35.** Resolution casting the South Texas Water Authority's votes for election of Kleberg County Appraisal District Board Members.

Mr. Galvan made a motion to approve Resolution 23-35 casting STWA's 125 votes for Frances Garcia. Ms. Garza seconded. The motion passed by unanimous vote.

12. Minimum hourly pay for full-time positions.

Mr. Marez stated that after adoption of the FY 2024 budget, he discovered an oversight regarding minimum hourly pay for full-time employees. He stated that his intention was to implement a \$15 per hour minimum wage for all employees but one employee remains below that amount. He asked that the Board consider bringing this position up to the recommended \$15 wage either at this meeting or half-way into the budget year. He explained that it would be effective when approved and would not include retroactive pay. Mr. Rodriguez made a motion to approve the adoption of a \$15 per hour minimum pay for all full-time employees. Mr. Galvan seconded and the motion passed by unanimous vote.

13. Petitions for Addition of Certain Lands to the South Texas Water Authority and setting of public hearing date, time and place.

- Victor Lee Castro and Jennifer Lee Salinas – 0.666 acre, more or less, tract of land also being known as Tract 9, Cyndie Park Unit 1, Nueces County, Texas
- Maria De Jesus Estrada – Southwesterly one-half of Tract 17, all of Tracts 18 and 19, and the Northeasterly one-half of Tract 20, Cyndie Park Unit 2, Nueces County, Texas

The Board reviewed the two Annexation Petitions. The property owners recently approached the Nueces Water Supply Corporation requesting service outside of the Authority's district boundaries and filed Annexation Petitions to begin the process of obtaining water service on the

properties. Mr. Marez recommended approval of Resolution 23-36 and 23-37 setting the Public Hearings on January 23, 2024 at 5:30 p.m. at the STWA conference room.

14. **Resolution 23-36.** Resolution of determination of validity of Petition for Addition of Certain Lands to the South Texas Water Authority and setting the date, time and place for a public hearing and authorizing publication of public hearing notice. (Victor Lee Castro and Jennifer Lee Salinas).
15. **Resolution 23-37.** Resolution of determination of validity of Petition for Addition of Certain Lands to the South Texas Water Authority and setting the date, time and place for a public hearing and authorizing publication of public hearing notice. (Maria De Jesus Estrada).

Ms. Lowman made a motion to adopt Resolutions 23-36 and 23-37 setting the Public Hearing on January 23, 2024 at 5:30 p.m. at the STWA conference room and authorizing publication of the public hearing notices. The motion was seconded by Mr. Rodriguez and passed unanimously.

16. **Appointment of STWA COG Member.**

Mr. Marez reported that Mr. Morales is not able to continue serving on the Council of Governments due to other obligations and asked that the Board appoint a replacement. Mr. Graveley made a motion to appoint Frances Garcia as STWA's representative on the COG and Mr. Rodriguez as an alternate. Ms. Garza seconded. The motion passed by unanimous vote,

17. **TCAP Board of Directors Ballot.**

Mr. Marez presented a ballot for the 2024-2025 TCAP Board of Directors election. The ballot listed eight candidates and allows for no more than seven votes. Ms. Lowman made a motion to cast one vote for each of the candidates with the exception of John Beckmeyer. Mr. Rodriguez seconded. The motion passed by unanimous vote.

18. **Evaluation of STWA Administrator.**

Mr. Marez asked to move this item after the Administration Report.

19. **Administration Report.**

Mr. Marez introduced Mr. Gabriel Ramirez of CEC who was present as a guest. Mr. Ramirez attended in order to listen to the Water Finance Exchange presentation. He holds Class A licenses in both water and wastewater. He has assisted field staff on a recent incident and has offered his assistance where needed. Mr. Marez also reported that interviews are being scheduled to fill the current vacancies.

20. Adjournment.

Ms. Garza made a motion to adjourn the meeting at 7:08 p.m. Mr. Rodriguez seconded. All voted in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frances De Leon". The signature is written in a cursive, flowing style.

Frances De Leon  
Assistant Secretary