

TO: South Texas Water Authority Board of Directors
FROM: Jose M Graveley, President
DATE: April 17, 2025
SUBJECT: Meeting Notice and Agenda for the South Texas Water Authority

A Regular Meeting of the STWA Board of Directors is scheduled for:

Tuesday, April 22, 2025
5:30 p.m.
Courthouse Annex Law Enforcement Center
1500 E. King
Kingsville TX 78363

The Board will consider and act upon any lawful subject which may come before it, including among others, the following:

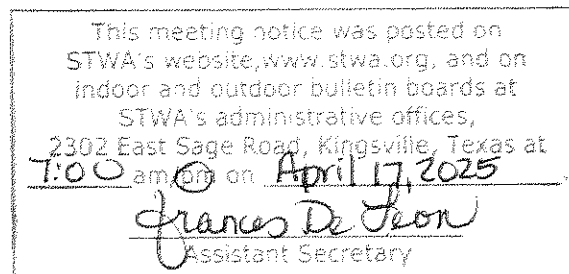
Agenda

1. Call to order.
2. Citizen comments. This is an opportunity for citizens to address the Board of Directors concerning an issue of community interest that is not on the agenda. Comments on the agenda items must be made when the agenda item comes before the Board. The President may place a time limit on all comments. The response of the Board to any comment under this heading is limited to making a statement of specific factual information in response to the inquiry, or, reciting existing policy in response to the inquiry. Any deliberation of the issue is limited to a proposal to place it on the agenda for a later meeting.
3. New Board member's oath of office.
4. Election of Officers.
5. Approval of Minutes. (Attachment 1)
6. Treasurer's Report/ Payment of Bills. (Attachment 2)
7. Operation and Maintenance Reports. (Attachment 3)
 - O&M Technical Report
 - Cathodic Protection Report
8. Declaration of surplus property. (Attachment 4)
9. **Resolution 25-12.** Resolution authorizing the sale of surplus property of the South Texas Water Authority. (Attachment 5)

10. Amendment of South Texas Water Authority Personnel Policies – Leave. (Attachment 6)
11. **Resolution 25-13.** Resolution adopting revised South Texas Water Authority Personnel Policies – Leave. (Attachment 7)
12. STWA Master Plan. (Attachment 8)
13. Appointment of STWA Director to serve as STWA’s Coastal Bend Council of Governments representative. (Attachment 9)
14. **Resolution 25-14.** Resolution of appreciation for Mr. Brandon Barrera for his dedicated service as a director of the South Texas Water Authority from 2019 – 2022. (Attachment 10)
15. **Resolution 25-15.** Resolution of appreciation for Mr. Rudy Galvan, Jr. for his dedicated service as a director of the South Texas Water Authority from 2002 – 2025. (Attachment 11)
16. **Resolution 25-16.** Resolution of appreciation for Ms. Kathleen Lowman for her dedicated service as a director of the South Texas Water Authority from 2000 – 2025. (Attachment 12)
17. Administration Report.
 - Pay/Compensation Update
 - Upcoming Board Meeting Dates
18. Adjournment.

The Board may go into closed session at any time when permitted by Chapter 551, Government Code. Before going into closed session, a quorum of the Board must be assembled in the meeting room, the meeting must be convened as an open meeting pursuant to proper notice, and the presiding officer must announce that a closed session will be held and must identify the sections of Chapter 551, Government Code, authorizing the closed session.

JMG/JM/fdl
Attachments



ATTACHMENT 1

Approval of Minutes

SOUTH TEXAS WATER AUTHORITY
Minutes – Regular Board of Directors Meeting
March 25, 2025

Board Members Present:

Jose Graveley
Kathleen Lowman
Patsy Rodgers
Angela Pena
Arturo Rodriguez

Board Members Absent:

Rudy Galvan, Jr.
Frances Garcia
Joe Morales
Imelda Garza

Staff Present:

John Marez
Frances De Leon
Victor Gutierrez
Patrick Sendejo
Jo Ella Wagner

Guests Present:

Ivan G. Luna, I.C.E.
Ansar Palakkal, I.C.E.
Rogelio Rodriguez, Water Finance Exchange
Baldemar Garcia, Ricardo WSC
Kasy Stinson, Seven Seas
Charles W. Zahn
Holly Bockholt
Myra B. Alaniz

1. Call to Order.

Mr. Jose Graveley, Board President, called the Regular Meeting of the STWA Board of Directors to order at 5:30 p.m. at the Courthouse Annex Law Enforcement Center, 1500 E. King, Kingsville, Texas. 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 February 18, 2025 Public Hearing and Regular Meeting as presented. Ms. Rodgers seconded. The motion passed by unanimous vote.

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

The following reports were presented for Board approval:

STWA Investment Report for Quarter ended December 31, 2024
Treasurer's Report for period ending December 31, 2024
Revenue Fund Income Statement for period ending December 31, 2024
Tax Fund Income Statement for period ending December 31, 2024
Special Services Income Statement for period ending December 31, 2024
STWA Revenue Fund Balance Sheet – December 31, 2024
STWA Revenue Fund Trial Balance for December, 2024
STWA Debt Service Fund Income Statement for period ending December 31, 2024

STWA Regular Meeting Minutes

March 25, 2025

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STWA Debt Service Fund Balance Sheet – December 31, 2024

STWA Debt Service Fund Trial Balance – December, 2024

Capital Projects Fund Income Statement for Period ending November 30, 2024

Capital Projects Fund Balance Sheet – November 30, 2024

Capital Projects Fund Trial Balance – November, 2024

Capital Projects Fund Income Statement for Period ending December 31, 2024

Capital Projects Fund Balance Sheet – December 31, 2024

Capital Projects Fund Trial Balance – December, 2024

The following outstanding invoices were presented for Board approval:

- | | |
|-----------|--------------|
| • Hawkins | \$ 22,500.00 |
| • Hawkins | \$ 22,500.00 |
| • Hawkins | \$ 21,358.10 |

Mr. Rodriguez made a motion to approve Payment of Bills as presented. Ms. Rodgers seconded. The motion passed unanimously. Ms. Lowman made a motion to approve the Quarterly Report and Treasurer's Reports as presented. Mr. Rodriguez seconded. All voted in favor.

5. Operation and Maintenance Reports.

- O&M Technical Report
- Cathodic Protection Report

Mr. Sendejo presented the O&M Technical Report for the weeks of February 17 through March 17, 2025. He asked for direction from the Board on anything additional to be included on future reports but there were no requests made by the Board. Mr. Marez reported on the Cathodic Protection Presentation by Mr. Hector Barbosa at TAMUK and said that he would forward the link to the recording of the presentation to the Board.

6. Updated STWA Water Conservation and Drought Contingency Plan.

Mr. Marez presented an updated Water Conservation and Drought Contingency Plan for the Board's consideration. He explained that the City of Corpus Christi made changes to their plan therefore STWA's plan was modified to reflect the same changes. The Plan now includes six stages. Attorney Charles Zahn explained that as a Corpus Christi wholesale customer, STWA is required to adhere to the City's changes. The city provides percentage allotments and violators will be imposed a surcharge of two times the cost of the water. Additionally, decisions on the plan are now the responsibility of the city council instead of the city manager.

7. Resolution 25-07. Resolution adopting an updated Water Conservation and Drought Contingency Plan for the South Texas Water Authority.

Ms. Lowman made a motion to adopt Resolution 25-07 adopting the updated STWA Water Conservation and Drought Contingency Plan. The motion was seconded by Mr. Rodriguez and passed by unanimous vote.

8. Declaration of surplus property.

Mr. Marez presented a list of items no longer in use and ready to be declared surplus. The items are a 2018 Ford pickup, one 2020 Ram pickup, one HP Color LaserJet Pro M255dw Printer and six Dell desktop computers. Mr. Graveley stated that he prefers for the computers to be donated to a non-profit organization, if possible, instead of destroying and disposing of them.

9. Resolution 25-08. Resolution authorizing the sale of surplus property of the South Texas Water Authority.

Mr. Rodriguez made a motion to adopt Resolution 25-08 declaring the items as surplus and authorizing sale. Ms. Pena seconded and all voted in favor.

10. Amendment of South Texas Water Authority Personnel Policies – Holidays.

Mr. Marez requested that the Board consider adding Easter Monday to STWA's list of holidays. He explained that STWA currently observes Federal Government holidays and attempts to follow the same holidays as Kleberg County. Easter Monday has been added to Kleberg County's holidays and he asked that the Board amend STWA's Personnel Policies to include Easter Monday in the list of observed holidays.

11. Resolution 25-09. Resolution adopting revised South Texas Water Authority Personnel Policies – Holidays.

Mr. Rodriguez made a motion to adopt Resolution 25-09 adopting the revised South Texas Water Authority Policies – Holidays. Ms. Rodgers seconded the motion. All voted in favor.

12. STWA Master Plan – I.C.E.

- Presentation – I.C.E.
- Bidding process for pump station improvements

Mr. Ivan Luna of I.C.E. and Rogelio Rodriguez of Water Finance Exchange provided a brief presentation on STWA's Master Plan. Mr. Luna stated that a draft of the updated Master Plan should be available next week. The updates include estimates for short-term and long-term needs resulting from projected population growth and water demand projections, integration of the brackish desalination project and Ricardo well project, the Seven Seas Brackish Water project, the groundwater feasibility study, a cathodic protection study, asset management strategies and engineering recommendations. Mr. Rodriguez added that an application has been submitted for funds to address water loss but if STWA is not invited for funding, other options are available.

13. Seven Seas Project.

Mr. Kasy Stinson of Seven Seas reported that attorneys will be meeting regarding the lease for property and he expects the lease to be signed by the end of the week. Well drillers are finishing up a nearby project and will then take one to two weeks to identify a location for a well, followed by construction of a monitoring well. Finally, he reported that Phase One of the Environmental Site Assessment of the permitting process will begin March 26th. No Board action was taken.

14. Water Supply Contract with the City of Corpus Christi.

No update was presented on the Water Supply Contract with the City of Corpus Christi. No action was taken by the Board.

15. Resolution 25-10. Resolution of Commitment to the Coastal Bend Water Alliance.

Mr. Marez explained that in response to the urgent need for coordinated action, regional leaders have proposed the formation of the Coastal Bend Water Alliance, a unified coalition of cities, counties, industries and economic stakeholders dedicated to securing reliable and resilient water supplies for the region. He asked that the Board consider adoption of Resolution 25-10 to formally join the Coastal Bend Water Alliance and endorse a unified regional approach to water supply development. Mr. Graveley made a motion to adopt Resolution 25-10, Mr. Rodriguez seconded and all voted in favor.

16. Nomination of candidate for the Kleberg County Appraisal District Board of Directors.

Mr. Marez explained that due to the recent passing of a Kleberg County Appraisal District Board member, a vacancy is open on the KCAD board. He asked that the Board consider naming a nominee. Mr. Graveley said he had been approached by Bill Colston, Jr. requesting support for the position. No other nominees were named.

17. Resolution 25-11. Resolution submitting nomination for candidate for position on the Board of Directors of the Kleberg County Appraisal District

Mr. Graveley made a motion to nominate Bill Colston, Jr. to the Kleberg County Appraisal District Board of Directors. Mr. Rodriguez seconded. The motion passed by unanimous vote.

18. Administration Report.


- Pay/Compensation Update
- Upcoming Board Meeting Dates

Mr. Marez reported that a meeting will be needed with Raftelis in order to continue water supply contract negotiations with the City of Corpus Christi. He also reported that review of the first round of applicants for the Finance Manager position has begun and they are being screened for minimum qualifications. He hopes to present qualified applications at the next meeting.

19. Adjournment.

With no further business to discuss, Ms. Lowman moved to adjourn the meeting at 6:52 p.m. Mr. Graveley seconded. The motion carried.

Respectfully submitted,


Frances De Leon
Assistant Secretary

ATTACHMENT 2

Treasurer's Report/Payment of Bills

Marten
Marrieta

13,987.00



HAWKINS

STRONG CHARACTER QUALITY SERVICE

ALVIN OFFICE

Alvin, TX
Phone (281) 331-2739
Fax (281) 585-4295

HUNTSVILLE OFFICE

Huntsville, TX
Phone (936) 295-2739
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SOUTH TX OFFICE

Alice, TX
Phone (361) 664-4295
Fax (361) 664-4293

WEST TX OFFICE

Carrizo Springs TX
Phone (830) 876-2739
Fax (830) 876-1102

Sold To:

SOUTH TEXAS WATER AUTHORITY
2302 E SAGE ROAD
KINGSVILLE, TX 78363

Ship To

SOUTH TEXAS WATER AUTHORITY
42' CLEARING
INST BY: HECTOR

ST-030065+

Invoice

S325106

Date: Mar 3, 2025

Page: 1

Customer ID	Customer PO	Payment Terms	
S24	16139	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
53065	OUR TRUCK	3/3/25	4/2/25

Quantity	Item	Description	Unit Price	Amount
		ST-030065 - 3-3-2025		
8.00	AEQII	EQUIPMENT OPERATOR HEAVY	39.50	316.00
2.00	AEQIIOT	OVERTIME EQUIPMENT OPER HEAVY	59.25	118.50
8.00	ACII	Class II Laborer (3 yr)	30.00	240.00
2.00	ACIIOT	Class II Laborer (3 yr)-	45.00	90.00
		OT/HOL		
10.00	A3/4UT	3/4 TON UTILITY/TRUCK	32.00	320.00
8.00	ABH420	420 CAT IT LOADER / BACKHOE	53.50	428.00
		M/5' FORKS		
8.00	A850DOZER	850 DOZER	85.00	680.00
10.00	A4WDV	4 WHL DR VEH, ADD ON	1.50	15.00
1.00	AFSUR	FUEL SURCHARGE	142.80	142.80

		ST-030068 - 3-4-2025		
8.00	AF	FOREMAN	39.50	316.00
2.00	AFOT	OVERTIME FOREMAN	59.25	118.50
8.00	AEQII	EQUIPMENT OPERATOR HEAVY	39.50	316.00
2.00	AEQIIOT	OVERTIME EQUIPMENT OPER HEAVY	59.25	118.50
8.00	ACII	Class II Laborer (3 yr)	30.00	240.00

Subtotal

Sales Tax (8.25%)

TOTAL

Continued

Continued

Continued

Remit to: Hawkins Lease Service, Inc.

P.O. Box 1699 Alvin, TX 77512



HAWKINS

STRONG CHARACTER QUALITY SERVICE

ALVIN OFFICE

Alvin, TX
Phone (281) 331-2739
Fax (281) 585-4295

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Huntsville, TX
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S325106

Date: Mar 3, 2025

Page: 2

Customer ID	Customer PO	Payment Terms	
S24	16139	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
53065	OUR TRUCK	3/3/25	4/2/25

Quantity	Item	Description	Unit Price	Amount
2.00	ACIIOT	Class II Laborer (3 yr)- OT/HOL	45.00	90.00
10.00	A3/4UT	3/4 TON UTILITY/TRUCK	32.00	320.00
8.00	ABH420	420 CAT IT LOADER / BACKHOE W/5' FORKS	53.50	428.00
8.00	A850DOZER	850 DOZER	85.00	680.00
10.00	A4WDV	4 WHL DR VEH, ADD ON	1.50	15.00
1.00	AFSUR	FUEL SURCHARGE	142.80	142.80
		***** ST-030071 - 3-5-2025		
8.00	AEQII	EQUIPMENT OPERATOR HEAVY	39.50	316.00
2.00	AEQIIOT	OVERTIME EQUIPMENT OPER HEAVY	59.25	118.50
8.00	ACII	Class II Laborer (3 yr)	30.00	240.00
2.00	ACIIOT	Class II Laborer (3 yr)- OT/HOL	45.00	90.00
10.00	A3/4UT	3/4 TON UTILITY/TRUCK	32.00	320.00
8.00	ABH420	420 CAT IT LOADER / BACKHOE W/5' FORKS	53.50	428.00
8.00	A850DOZER	850 DOZER	85.00	680.00

Subtotal

Sales Tax (8.25%)

TOTAL

Continued

Continued

Continued

Remit to: Hawkins Lease Service, Inc.

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Invoice

S325106

Date: Mar 3, 2025

Page: 3

Customer ID	Customer PO	Payment Terms	
S24	16139	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
53065	OUR TRUCK	3/3/25	4/2/25

Quantity	Item	Description	Unit Price	Amount
10.00	A4WDV	4 WHL DR VEH, ADD ON	1.50	15.00
1.00	AFSUR	FUEL SURCHARGE	142.80	142.80

		ST-030074 - 3-6-2025		
8.00	AF	FOREMAN	39.50	316.00
2.00	AFOT	OVERTIME FOREMAN	59.25	118.50
8.00	AEQII	EQUIPMENT OPERATOR HEAVY	39.50	316.00
2.00	AEQIIOT	OVERTIME EQUIPMENT OPER HEAVY	59.25	118.50
8.00	ACII	Class II Laborer (3 yr)	30.00	240.00
2.00	ACIIOT	Class II Laborer (3 yr) -	45.00	90.00
		OT/HOL		
10.00	A3/4UT	3/4 TON UTILITY/TRUCK	32.00	320.00
8.00	ABH420	420 CAT IT LOADER / BACKHOE	53.50	428.00
		W/5' FORKS		
8.00	A850DOZER	850 DOZER	85.00	680.00
20.00	A4WDV	4 WHL DR VEH, ADD ON	1.50	30.00
10.00	A1/2TT	1/2 TON TRUCK/TOOLS	26.00	260.00
1.00	AFSUR	FUEL SURCHARGE	168.80	168.80

Subtotal

Sales Tax (8.25%)

TOTAL

Continued

Continued

Continued

Remit to: Hawkins Lease Service, Inc.
P.O. Box 1699 Alvin, TX 77512



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KINGSVILLE, TX 78363

Ship To

SOUTH TEXAS WATER AUTHORITY
42' CLEARING
INST BY: HECTOR

ST-030065+

Invoice

S325106

Date: Mar 3, 2025

Page: 4

Customer ID	Customer PO	Payment Terms	
S24	16139	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
53065	OUR TRUCK	3/3/25	4/2/25

Quantity	Item	Description	Unit Price	Amount
		ST-030077- 3-7-2025		
8.00	AF	FOREMAN	39.50	316.00
2.00	AFOT	OVERTIME FOREMAN	59.25	118.50
8.00	AEQII	EQUIPMENT OPERATOR HEAVY	39.50	316.00
2.00	AEQIIOT	OVERTIME EQUIPMENT OPER HEAVY	59.25	118.50
16.00	ACII	Class II Laborer (3 yr)	30.00	480.00
4.00	ACIIOT	Class II Laborer (3 yr)- OT/HOL	45.00	180.00
10.00	A1/2TT	1/2 TON TRUCK/TOOLS	32.00	320.00
8.00	ABH420	420 CAT IT LOADER / BACKHOE W/5' FORKS	53.50	428.00
8.00	A850DOZER	850 DOZER	85.00	680.00
20.00	A4WDV	4 WHL DR VEH, ADD ON	1.50	30.00
10.00	A1/2TT	1/2 TON TRUCK/TOOLS	26.00	260.00
1.00	AFSUR	FUEL SURCHARGE	168.80	168.80

Subtotal 13,987.00

Sales Tax (8.25%) 1,155.00

TOTAL 13,987.00

Remit to: Hawkins Lease Service, Inc.
P.O. Box 1699 Alvin, TX 77512



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Fax (830) 876-1102

Sold To:

SOUTH TEXAS WATER AUTHORITY
2302 E SAGE ROAD
KINGSVILLE, TX 78363

Ship To

SOUTH TEXAS WATER AUTHORITY
42' TREE MULCHING
INST BY: HECTOR

ST-030066+

Invoice

S325107

Date: Mar 3, 2025

Page: 1

Customer ID	Customer PO	Payment Terms	
S24	16149	Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
53065	OUR TRUCK	3/3/25	4/2/25

Quantity	Item	Description	Unit Price	Amount
1.00	ASERVICES	ST-030066 - 3-3-2025 SERVICES: HAWKINS MULCHING *****	4,500.00	4,500.00
1.00	ASERVICES	ST- 030069 - 3-4-2025 SERVICES: HAWKINS MULCHING *****	4,500.00	4,500.00
1.00	ASERVICES	ST-030072 - 3-5-2025 SERVICES: HAWKINS MULCHING *****	4,500.00	4,500.00
1.00	ASERVICES	ST-030075 - 3-6-2025 SERVICES: HAWKINS MULCHING *****	4,500.00	4,500.00
1.00	ASERVICES	ST-030078 - 3-7-2025 SERVICES: HAWKINS MULCHING	4,500.00	4,500.00

Subtotal

22,500.00

Sales Tax (8.25%)

TOTAL

22,500.00

Remit to: Hawkins Lease Service, Inc.

P.O. Box 1699 Alvin, TX 77512

International Consulting Engineers

Invoice

261 Saratoga Blvd.
Corpus Christi, TX 78417

Date	Invoice #
2/21/2025	3417

Bill To
South Texas Water Authority

P.O. No.	Terms	Project
		24116-07 GWS Feas...

Item	Description	Est Amt	Prior A...	Prior %	Qty	Rate	Curr %	Total %	Prior Qty	Amount
Engine...	STWA Ground Water Feasibility Study	117184.00	48165.00	41.10%	0.339	*****	33.90%	75.00%	0.411	39725.38
							Total		\$39,725.38	
							Payments/Credits		\$0.00	
							Balance Due		\$39,725.38	



Bill To:
 South Texas Water Authority (STWA)
 2302 E.Sage Rd
 Kingsville TX 78363

Attention: Mr. John Marez, Executive Director

INVOICE

DATE:
 April 9, 2025

INVOICE # 3455

Period of Performance:
 February 1 - 28, 2025

PROJECT: OnCall Services PIF Application

DESCRIPTION	QTY	Rate	CURRENT AMOUNT DUE	REMAINING BALANCE
PROFESSIONAL SERVICES BREAKDOWN				
Sergio Luna Ansar Palakkal	Project Manager II		\$ 178.00	\$ -
	Project Manager I		\$ 146.00	\$ -
	Engineer IV	34.00	\$ 146.00	\$ 4,984.00
	Engineer III	14.50	\$ 123.00	\$ 1,783.50
	Engineer II		\$ 104.00	\$ -
	Architect Jr.		\$ 115.00	\$ -
	Architect Sr.		\$ 147.00	\$ -
	Designer I		\$ 107.00	
	Designer II		\$ 120.00	
	CADD Tech IV		\$ 98.00	
	CADD Tech III		\$ 78.00	
	Survey Tech		\$ 72.00	
	Survey Tech Sr.		\$ 119.00	
	2 Man Survey Crew		\$ 175.00	
	3 Man Survey Crew		\$ 235.00	
	RPLS		\$ 149.00	
	Leica 3D Terrestrial (per day)		\$ 750.00	
	Leica UAS Photogrammetry (per day)		\$ 500.00	
	Construction Insp II		\$ 81.00	
	Construction Insp III		\$ 114.00	
	Admin / Clerical		\$ 52.00	
ADDITIONAL SERVICES				
			\$ -	\$ -
			\$ -	\$ -
TOTAL			TOTAL DUE	\$6,747.50

Please remit to:
 International Consulting Engineers
 261 Saratoga Blvd
 Corpus Christi, TX 78417

First name	Last name	Date	Day	In	Out	Hours	Customer
Luna							
Sergio	Luna	02/24/2025	Mon			6.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
NOTES: PIF application for STWA Teams Meeting with Ansar							
Sergio	Luna	02/25/2025	Tue			4.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
NOTES: PIF application for STWA							
Sergio	Luna	02/26/2025	Wed			8.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
NOTES: PIF application for STWA Worked with Ansar in Kingsville Office							
Sergio	Luna	02/27/2025	Thu			8.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
NOTES: PIF application for STWA Teams meeting with Lia from the Water Exchange							
Sergio	Luna	02/28/2025	Fri			8.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
NOTES: PIF application for STWA Changes to OPC Email to Lia with requested info Seal PIF							
Palakkal							
Mohamed Ansar	Palakkal	02/24/2025	Mon	8:00am	10:00am	2.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
NOTES: Review of the new projects need to be included on 2025 PIF application.							
Mohamed Ansar	Palakkal	02/24/2025	Mon	1:00pm	4:00pm	3.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
NOTES: STWA 2025 PIF Application cost estimates preparation: * Meeting with WFX team * ICE Internal discussion * Preparation of PIF funding format in excel * Review of Project description.							

Mohamed Ansar	Palakkal	02/25/2025	Tue	8:00am	11:00am	3.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
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NOTES: Cost estimates drafting for following projects based on the PIF Format: 1.Driscoll Brackish water plant 2.Ricardo water well project.

Mohamed Ansar	Palakkal	02/26/2025	Wed	11:30am	1:30pm	2.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
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NOTES: Discussion and review of 2 new projects for the PIF application. Modifying the estimates.

Mohamed Ansar	Palakkal	02/26/2025	Wed	2:30pm	5:00pm	2.50	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
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NOTES: Cathodic protection estimates for PIF application. * Meeting with STWA CP Specialist regarding the CP cost updates * Preparing cost estimates excel format.

Mohamed Ansar	Palakkal	02/27/2025	Thu	2:00pm	4:00pm	2.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 25116-03m 2025 PIF Application
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NOTES: Preparing short write up description for newly identified projects for STWA and modified description for the cathodic protection concerns.



Bill To:
 South Texas Water Authority (STWA)
 2302 E.Sage Rd
 Kingsville TX 78363

Attention: Mr. John Marez, Executive Director

INVOICE

DATE:
 April 9, 2025

INVOICE # 3454

Period of Performance:
 February 1 - 28, 2025

PROJECT: OnCall Services New Water Sources Options

DESCRIPTION		QTY	Rate	CURRENT AMOUNT DUE	REMAINING BALANCE
PROFESSIONAL SERVICES BREAKDOWN					
Ivan Luna	Project Manager II	9.00	\$ 178.00	\$ -	
	Project Manager I		\$ 146.00	\$ 1,314.00	
	Engineer IV		\$ 146.00	\$ -	
Ansar Palakkal	Engineer III	7.00	\$ 123.00	\$ 861.00	
	Engineer II		\$ 104.00	\$ -	
	Architect Jr.		\$ 115.00	\$ -	
	Architect Sr.		\$ 147.00	\$ -	
	Designer I		\$ 107.00		
	Designer II		\$ 120.00		
	CADD Tech IV		\$ 98.00		
	CADD Tech III		\$ 78.00		
	Survey Tech		\$ 72.00		
	Survey Tech Sr.		\$ 119.00		
	2 Man Survey Crew		\$ 175.00		
	3 Man Survey Crew		\$ 235.00		
	RPLS		\$ 149.00		
	Leica 3D Terrestrial (per day)		\$ 750.00		
	Leica UAS Phtogrammetry (per day)		\$ 500.00		
	Construction Insp II		\$ 81.00		
	Construction Insp III		\$ 114.00		
	Admin / Clerical		\$ 52.00		
ADDITIONAL SERVICES					
				\$ -	\$ -
				\$ -	\$ -
TOTAL				TOTAL DUE	\$2,175.00

Please remit to:
 International Consulting Engineers
 261 Saratoga Blvd
 Corpus Christi, TX 78417

First name	Last name	Date	Day	In	Out	Hours	Customer
Luna							
Ivan	Luna	02/03/2025	Mon			1.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03h New Water Sources Options
NOTES: ==STWA Projects to be included in State Water Plan== 1. Coordinated with TWDB, NRA, and HDR (Engineering Representative) to get necessary documents for project consideration. 2. Coordinated with ICE Water Resources Team to assign the tasks necessary to complete paperwork, design calculations, and operational concepts. 3. Reviewed work and provided feedback. 4. Monitored e-communications for updates. 5. Informed Executive Management and Client of progress.							
Ivan	Luna	02/04/2025	Tue			1.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03h New Water Sources Options
NOTES: ==STWA Projects to be included in State Water Plan== 1. Coordinated with TWDB, NRA, and HDR (Engineering Representative) to get necessary documents for project consideration. 2. Coordinated with ICE Water Resources Team to assign the tasks necessary to complete paperwork, design calculations, and operational concepts. 3. Reviewed work and provided feedback. 4. Monitored e-communications for updates. 5. Informed Executive Management and Client of progress.							
Ivan	Luna	02/05/2025	Wed			1.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03h New Water Sources Options
NOTES: ==STWA Projects to be included in State Water Plan== 1. Coordinated with TWDB, NRA, and HDR (Engineering Representative) to get necessary documents for project consideration. 2. Coordinated with ICE Water Resources Team to assign the tasks necessary to complete paperwork, design calculations, and operational concepts. 3. Reviewed work and provided feedback. 4. Monitored e-communications for updates. 5. Informed Executive Management and Client of progress.							
Ivan	Luna	02/06/2025	Thu			1.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03h New Water Sources Options
NOTES: ==STWA Projects to be included in State Water Plan== 1. Coordinated with TWDB, NRA, and HDR (Engineering Representative) to get necessary documents for project consideration. 2. Coordinated with ICE Water Resources Team to assign the tasks necessary to complete paperwork, design calculations, and operational concepts. 3. Reviewed work and provided feedback. 4. Monitored e-communications for updates. 5. Informed Executive Management and Client of progress.							
Ivan	Luna	02/07/2025	Fri			1.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03h New Water Sources Options
NOTES: ==STWA Projects to be included in State Water Plan== 1. Coordinated with TWDB, NRA, and HDR (Engineering Representative) to get necessary documents for project consideration. 2. Coordinated with ICE Water Resources Team to assign the tasks necessary to complete paperwork, design calculations, and operational concepts. 3. Reviewed work and provided feedback. 4. Monitored e-communications for updates. 5. Informed Executive Management and Client of progress.							
Ivan	Luna	02/08/2025	Sat			4.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03h New Water Sources Options

NOTES: ==STWA Projects to be included in State Water Plan== 1. Coordinated with TWDB, NRA, and HDR (Engineering Representative) to get necessary documents for project consideration. 2. Coordinated with ICE Water Resources Team to assign the tasks necessary to complete paperwork, design calculations, and operational concepts. 3. Reviewed work and provided feedback. 4. Monitored e-communications for updates. 5. Informed Executive Management and Client of progress.

Palakkal

Mohamed Ansar	Palakkal	02/19/2025	Wed	3:00pm	4:00pm	1.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03h New Water Sources Options
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NOTES: ICE Internal discussion for the STWA Water Master Plan *Discussion of Water CAD modelling * benefits of having water models for the comparison with seven seas water modelling.

Mohamed Ansar	Palakkal	02/20/2025	Thu	8:00am	11:00am	3.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03h New Water Sources Options
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NOTES: Review of previous master plan and list preparation for the required information for finalizing the STWA Master Plan 2025 * Including state water plan project in the master plans.

Mohamed Ansar	Palakkal	02/21/2025	Fri	8:00am	11:00am	3.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03h New Water Sources Options
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NOTES: STWA Water master plan expected hours of work needed to complete the task for each section * Team Discussion. * Work distribution.



Bill To:
 South Texas Water Authority (STWA)
 2302 E. Sage Rd
 Kingsville TX 78363

Attention: Mr. John Marez, Executive Director

INVOICE

DATE:
 April 9, 2025

INVOICE # 3453

Period of Performance:
 February 1 - 28, 2025

PROJECT: OnCall Services Board Meetings / Workshops / Presentations

DESCRIPTION		QTY	Rate	CURRENT AMOUNT DUE	REMAINING BALANCE
PROFESSIONAL SERVICES BREAKDOWN					
Ivan Luna	Project Manager II		\$ 178.00	\$ -	
Sergio Luna	Project Manager I	5.00	\$ 146.00	\$ 730.00	
Ansar Palakkal / Ricardo Torres	Engineer IV	8.00	\$ 146.00	\$ 1,168.00	
	Engineer III	4.75	\$ 123.00	\$ 584.25	
	Engineer II		\$ 104.00	\$ -	
	Architect Jr.		\$ 115.00	\$ -	
	Architect Sr.		\$ 147.00	\$ -	
	Designer I		\$ 107.00		
	Designer II		\$ 120.00		
	CADD Tech IV		\$ 98.00		
	CADD Tech III		\$ 78.00		
	Survey Tech		\$ 72.00		
	Survey Tech Sr.		\$ 119.00		
	2 Man Survey Crew		\$ 175.00		
	3 Man Survey Crew		\$ 235.00		
	RPLS		\$ 149.00		
	Leica 3D Terrestrial (per day)		\$ 750.00		
	Leica UAS Photogrammetry (per day)		\$ 500.00		
	Construction Insp II		\$ 81.00		
	Construction Insp III		\$ 114.00		
	Admin / Clerical		\$ 52.00		
ADDITIONAL SERVICES					
				\$ -	\$ -
				\$ -	\$ -
TOTAL					
TOTAL DUE				\$2,482.25	

Please remit to:
 International Consulting Engineers
 261 Saratoga Blvd
 Corpus Christi, TX 78417

First name	Last name	Date	Day	In	Out	Hours	Customer
Luna							
Ivan	Luna	02/14/2025	Fri			2.00	South Texas Water Authority > 221 16-03 STWA On-Call Services > 241 16-03g Board Mtgs/Workshp/Presentation
NOTES: ==Contract Negotiation with CCW== 1. Prepared material for meeting. 2. Prepared for meeting. 3. Attended meeting via videoconference. 4. Provided feedback to STWA leadership. 5. Made notes for possible meeting minutes.							
Ivan	Luna	02/18/2025	Tue			3.00	South Texas Water Authority > 221 16-03 STWA On-Call Services > 241 16-03g Board Mtgs/Workshp/Presentation
NOTES: ==STWA Board of Directors Meeting== 1. Prepared material for meeting. 2. Prepared for meeting. 3. Attended meeting at Kleberg County Annex. 4. Assisted Mr. Hector Barbosa in Cathodic Protection Presentation. 5. Reported Progress on Update to Master Plan. 6. Reported Progress on Groundwater Study.							
Sergio	Luna	02/21/2025	Fri			8.00	South Texas Water Authority > 221 16-03 STWA On-Call Services > 241 16-03g Board Mtgs/Workshp/Presentation
NOTES: Going over STWA Master Updated Plan Proposal with Ansar & Ivan							
Palakkal							
Mohamed Ansar	Palakkal	02/18/2025	Tue	4:00pm	5:00pm	1.00	South Texas Water Authority > 221 16-03 STWA On-Call Services > 241 16-03g Board Mtgs/Workshp/Presentation
NOTES: Preparation for board meeting ppt review and discussion ICE Internal.							
Mohamed Ansar	Palakkal	02/18/2025	Tue	5:30pm	7:15pm	1.75	South Texas Water Authority > 221 16-03 STWA On-Call Services > 241 16-03g Board Mtgs/Workshp/Presentation
NOTES: STWA Board meeting ppt presentation cathodic protection concerns STWA final board members discussion.							
Mohamed Ansar	Palakkal	02/19/2025	Wed	4:00pm	5:00pm	1.00	South Texas Water Authority > 221 16-03 STWA On-Call Services > 241 16-03g Board Mtgs/Workshp/Presentation
NOTES: Discussion on Language for Prevention of Meter Assembly Operation by Non-STWA Personnel (Teams meet)							
Torres							
Ricardo	Torres	02/05/2025	Wed	4:30pm	5:00pm	0.50	South Texas Water Authority > 221 16-03 STWA On-Call Services > 241 16-03g Board Mtgs/Workshp/Presentation
NOTES: Meeting - Seven Seas informative							
Ricardo	Torres	02/05/2025	Wed	5:00pm	5:30pm	0.50	South Texas Water Authority > 221 16-03 STWA On-Call Services > 241 16-03g Board Mtgs/Workshp/Presentation

NOTES: Meeting - Internal review of Seven Seas informative



Bill To:
 South Texas Water Authority (STWA)
 2302 E.Sage Rd
 Kingsville TX 78363

Attention: Mr. John Marez, Executive Director

INVOICE

DATE:
 April 9, 2025

INVOICE # 3452

Period of Performance:
 February 1 - 28, 2025

PROJECT: OnCall Services Cathodic Protection Design 42" Line

DESCRIPTION		QTY	Rate	CURRENT AMOUNT DUE	REMAINING BALANCE
PROFESSIONAL SERVICES BREAKDOWN					
Ansar Palakkal	Project Manager II		\$ 178.00	\$ -	
	Project Manager I		\$ 146.00	\$ -	
	Engineer IV		\$ 146.00	\$ -	
	Engineer III	24.00	\$ 123.00	\$ 2,952.00	
	Engineer II		\$ 104.00	\$ -	
	Architect Jr.		\$ 115.00	\$ -	
	Architect Sr.		\$ 147.00	\$ -	
	Designer I		\$ 107.00		
	Designer II		\$ 120.00		
	CADD Tech IV		\$ 98.00		
	CADD Tech III		\$ 78.00		
	Survey Tech		\$ 72.00		
	Survey Tech Sr.		\$ 119.00		
	2 Man Survey Crew		\$ 175.00		
	3 Man Survey Crew		\$ 235.00		
	RPLS		\$ 149.00		
	Leica 3D Terrestrial (per day)		\$ 750.00		
	Leica UAS Phtogrammetry (per day)		\$ 500.00		
ADDITIONAL SERVICES					
				\$ -	\$ -
				\$ -	\$ -
TOTAL					
TOTAL DUE				\$2,952.00	

Please remit to:
 International Consulting Engineers
 261 Saratoga Blvd
 Corpus Christi, TX 78417

First name	Last name	Date	Day	In	Out	Hours	Customer
Palakkal							
Mohamed Ansar	Palakkal	02/14/2025	Fri	8:00am	9:30am	1.50	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03L Cathodic Protection Dsgn 42" Ln
NOTES: Updating cathodic protection presentation and preparing technical report for the 42" pipe soil corrosion.							
Mohamed Ansar	Palakkal	02/18/2025	Tue	8:00am	12:00pm	4.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03L Cathodic Protection Dsgn 42" Ln
NOTES: Preparing presentation documents for the upcoming STWA Board meeting. Final edits discussion with STWA CP Specialist.							
Mohamed Ansar	Palakkal	02/18/2025	Tue	1:00pm	3:00pm	2.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03L Cathodic Protection Dsgn 42" Ln
NOTES: Preparing presentation documents for the upcoming STWA Board meeting. Final edits discussion with STWA CP Specialist.							
Mohamed Ansar	Palakkal	02/19/2025	Wed	1:00pm	3:00pm	2.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03L Cathodic Protection Dsgn 42" Ln
NOTES: Continuation of drafting the final report for the cathodic protection concerns STWA.							
Mohamed Ansar	Palakkal	02/20/2025	Thu	1:00pm	4:00pm	3.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03L Cathodic Protection Dsgn 42" Ln
NOTES: Final report drafting continuation STWA CP Concerns final report.							
Mohamed Ansar	Palakkal	02/21/2025	Fri	1:00pm	5:00pm	4.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03L Cathodic Protection Dsgn 42" Ln
NOTES: Review of the STWA Digital Map , to evaluate the total number of testing stations through out the 42" line for 28 Miles stretch. * Updating the PPT for the upcoming cathodic protection workshop. * Preparing workshop presentation requirements.							
Mohamed Ansar	Palakkal	02/28/2025	Fri	8:00am	12:00pm	4.00	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03L Cathodic Protection Dsgn 42" Ln
NOTES: Drafting ppt and documents for the upcoming Cathodic Protection workshop.							

Mohamed Ansar	Palakkal	02/28/2025	Fri	1:00pm	4:30pm	3.50	South Texas Water Authority > 22116-03 STWA On-Call Services > 24116-03L Cathodic Protection Dsgn 42" Ln
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NOTES: Drafting final study report for the cathodic protection study report.

CHARLES W. ZAHN, JR.
ATTORNEY AT LAW
2106 STATE HIGHWAY 361, SUITE B
P.O. BOX 941
PORT ARANSAS, TEXAS 78373
Telephone: (361) 548-8967 * Fax: (361) 729-2381
Email: cwzjr@centurytel.net
April 7, 2025

South Texas Water Authority
2302 E. Sage Road
Kingsville, Texas 78363
Attn: Mr. John Marez
Executive Director

Re: Bill for services rendered through March 31, 2025

FOR SERVICES RENDERED AS FOLLOWS:

02/17/2025 CWZ Receipt and review of correspondence from John Marez; Preparation of correspondence to John Marez	.40
02/18/2025 CWZ Preparation of correspondence to John Marez; Receipt and review of correspondence from John Marez	.40
02/19/2025 CWZ Receipt and review of correspondence from John Marez	.20
02/20/2025 CWZ Receipt and review of correspondence from Greg Szuman	.20
02/25/2025 CWZ Receipt and review of correspondence from John Marez; Conference with John Marez and Gerg Szuman	.80
03/14/2025 CWZ Receipt and review of correspondence from Greg Szuman	.60
03/15/2025 CWZ Receipt and review of correspondence from John Marez; Preparation of correspondence to John Marez; Preparation of correspondence to John Marez	.60
03/24/2024 CWZ Receipt and review of Agenda Packet; Travel to and attend Regular Meeting of the Board of Directors	5.20
03/26/2025 CWZ Receipt and review of correspondence from Wes Strickland (Seven Seas); Receipt and review of Lease Agreement by and between The Ed Rachel Foundation and ERF Real Estate, Inc. and Seven Seas Water (STWA) USA LLC; Telephone conference with John Marez; Telephone conference with John Marez	2.40

03/27/2025 CWZ Preparation of correspondence to John Marez; Receipt and review of correspondence from John Marez; Preparation of correspondence to Wes Strickland; Telephone conference with Wes Strickland	.80
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03/28/2025 CWZ Receipt and review of correspondence from Wes Strickland	.20
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11.80 hours @ \$450.00 per hour = \$5,310.00

ATTACHMENT 3

Field Reports

Memorandum

To: South Texas Water Authority Board of Directors and John Marez, Administrator
From: Patrick Sendejo, O&M Manager / Victor Gutierrez, Field Supervisor
Date: April 17th 2025
Re: O&M Technical Report

During the Week of March 24th 2025:

Admin:

- Review GPS Records
- Update Daily Water Loss
- TRWA Apprenticeship Weekly Hours Update (Noe Moreno).
- Basic Water Training/Locate Training/CSI Training/Standard Operation Procedure Training.

Operations:

- Collect/Monitor NAP samples – STWA, RWSC & NWSC
- Monitor residuals (Total, Free, Mono, FAA) for the Driscoll Booster Station on the 42” line – Driscoll Before, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Weekly CL 17 Verification
- Bac T Samples STWA/NWSC/RWSC
- Locates – STWA, RWSC & NWSC
- Completed service orders for NWSC & RWSC.
- Completed Taps – (1)

Safety & Maintenance:

- Safety Meeting: **Nitrification action plan discussion/Training**
(Open crew discussion of safety concerns, and Crew discussions on all aspects of preventative maintenance, which includes time for any Q&A.)
- Generators – Exercise Transfer Switch
- Weekly/Monthly Preventative Maintenance – Heavy Equipment, Lawn care equipment, Leak equipment, Pump-station equipment.
- Daily Vehicle Maintenance Report – Interior, Exterior & Under the Hood Inspections

Cathodic Protection:

- Weekly Monitoring of Rectifiers
- Assist with GIS system updates for 42” line and the Corporations
- Continue to assist with locates for STWA, NWSC, RWSC
- Updating diamond maps to assist with correcting water line locations etc.

During the Week of March 31st 2025:

Admin:

- Review GPS records
- Update Daily Water Loss
- City Gallons Report
- DLQOR Report completed by deadline of 4/10/2025
- TRWA Apprenticeship Weekly Hours Update (Noe Moreno)
- Basic Water Training/Locate Training/CSI Training/ Standard Operation Procedure Training.

Operations:

- Collect/Monitor NAP samples – STWA, RWSC & NWSC
- Monitor residuals (Total, Free, Mono, FAA) for the Driscoll Booster Station on the 42" line – Driscoll Before, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Weekly CL17 Verification
- Meter Lockouts – NWSC, RWSC
- Locates – STWA, RWSC, NWSC
- Completed Service Orders for NWSC and RWSC
- Completed Taps - (2)

Safety & Maintenance:

Safety Meeting:

- TRWA presentation on TTHMs for preparations and troubleshooting to maintain adequate Disinfectant by products to assure safe drinking water to our customers. (Open Crew discussions on all aspects of preventative maintenance, which includes time for any Q&A.)**
- Generators – Exercise Transfer Switch.
- Weekly Preventative Maintenance – Heavy Equipment, Lawn care equipment, Leak equipment, Pump-station equipment.
- Daily Vehicle Maintenance Report - Interior, Exterior & Under the hood Inspections

Cathodic Protection:

- Weekly Monitoring of Rectifiers
- Assist with GIS system updates for 42" line and the Corporations
- Continue to assist with locates for STWA, NWSC, RWSC
- Updating diamond maps to assist with correcting water line locations etc.

During the Week of April 7th 2025:

Admin:

- Review GPS records
- Update Daily Water Loss
- TRWA Apprenticeship Hour Updates (Noe Moreno)
- Basic water course attended by Hector Barbosa and Victor Deleon
- Basic Water Training/Locate Training/CSI Training/Standard Operation Procedure Training.

Operations:

- Collect/Monitor NAP samples – STWA, RWSC & NWSC
- Monitor Residuals (Total, Free, Mono, FAA) for the Driscoll Booster Station on the 42" line – Driscoll Before, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Weekly CL 17 Verification.
- NWSC/RWSC Meter Readings
- Locates – STWA, RWSC, NWSC
- Completed service orders for NWSC and RWSC
- Completed Taps – (Scheduled for week of 4/14/2025)

Safety & Maintenance:

Safety Meeting: **Training on flushing/residuals**

(Open crew discussion of safety concerns, Crew discussions on all aspects of preventative maintenance, which includes time for any Q&A.)

Generators – Exercise Transfer Switch

Weekly Preventative Maintenance – Heavy Equipment, Lawn care equipment,

Leak equipment, Pump-station equipment.

Daily Vehicle Maintenance Report - Interior, Exterior & Under the Hood Inspections

Cathodic Protection:

Weekly Monitoring of Rectifiers

Assist with GIS system updates for 42" line and the Corporations

Continue to assist with locates for STWA, NWSC, RWSC

Updating diamond maps to assist with correcting water line locations etc.

During the Week of April 14th 2025

Admin:

- Review GPS records
- Update Daily Water Loss
- TRWA Apprenticeship Hour Updates (Noe Moreno)
- Basic Water Training/Locate Training/CSI Training/Standard Operation Procedure Training.

Operations:

- Collect/Monitor NAP samples – STWA, RWSC & NWSC
- Monitor Residuals (Total, Free, Mono, FAA) for the Driscoll Booster Station on the 42" line – Driscoll Before, Ave G, CR 16, Kingsville Meter Run & RWSC Meter Run @ Office
- Weekly CL 17 Verification
- Locates – STWA, RWSC, NWSC
- Completed service orders for NWSC and RWSC
- Completed Taps/Extensions – (2)

Safety & Maintenance:

- Safety Meeting: **Discussion on reading meters accurately/training (Open crew discussion of safety concerns, Crew discussions on all aspects of preventative maintenance, which includes time for any Q&A.)**
- Generators – Exercise Transfer Switch
- Weekly Preventative Maintenance – Heavy Equipment, Lawn care equipment, Leak equipment, Pump-station equipment.
- Daily Vehicle Maintenance Report - Interior, Exterior & Under the Hood Inspections

Cathodic Protection:

- Weekly Monitoring of Rectifiers
- Called in locates for Visual inspection of locations in question that need attention.
- Assist with GIS system updates for 42" line and the Corporations
- Continue to assist with locates for STWA, NWSC, RWSC
- Updating diamond maps to assist with correcting water line locations etc.

Current Projects:

- Working with ICE on Master plan surveys and preparations for repairs.
- Continue to revise GIS Digital maps to improve coordinates of water lines and meter locations.
- Working on improvements of SCADA system for quick response time of alerts to address issues before they occur.
- Replacement of Master meter at Kingsville due to meter malfunction. Currently waiting on part.
- Replacement of RWSC PS1 Master Meter due to meter malfunction. Currently waiting on part.

ATTACHMENT 4

Surplus Property

Memo

To: South Texas Water Authority, Board of Directors
From: John Marez, Executive Director/Administrator
Date: April 17, 2025
Topic: Authorization to Declare and Sell Surplus Property

Background:

As part of the Authority's ongoing efforts to remove outdated supplies staff is presenting a request to declare several items for scrap, resale, or disposal. The items identified are no longer in service and are no longer suitable for use in Authority operations. To comply with asset management and disposal procedures, these items must be formally declared as surplus before they can be sold or otherwise disposed.

Analysis:

The following items have been evaluated and determined to be surplus:

- One Dump trailer 12' x 6.5' (total gross carrying weight – 77,000 lbs.
- Rolling Map Carts
- Computer Printers

These assets are no longer needed for daily operations. The trailer has exceeded its useful life for the Authority's needs, and the office equipment has been replaced with updated technology. Disposal through sale is consistent with past practice and provides an opportunity to recover some residual value.

Staff Recommendation:

Staff recommends approval of Resolution 25-12 declaring the listed property as surplus and authorizing the Executive Director to facilitate the sale of these items in accordance with applicable policies and procedures.

Board Action:

Consider and adopt Resolution 25-12 authorizing the declaration and sale of the identified surplus property.

Summary:

Approval of Resolution 25-12 allows the South Texas Water Authority to formally dispose of outdated assets and recoup value from equipment no longer suitable for operations. The declaration of surplus is necessary to move forward with the sale and aligns with best practices for asset management.

ATTACHMENT 5

Resolution 25-12

SOUTH TEXAS WATER AUTHORITY

Resolution 25-12

A RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY OF THE
SOUTH TEXAS WATER AUTHORITY.

WHEREAS, the following property has been replaced and is no longer in use nor
suitable for use by the Authority:

Item #	QTY	Description
1	1	2006 12'x6½' Dump Trailer
2	2	Rolling map carts
3	1	HP Color LaserJet Pro 400 Printer
4	1	HP DeskJet 1010 Printer

and

WHEREAS, the list of property has been reviewed by the Authority's Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Authority declares the property as
surplus property and authorizes sale of the property.

Duly adopted this 22nd day of April, 2025.

JOSE M. GRAVELEY, PRESIDENT

ATTEST:

IMELDA GARZA, SECRETARY/TREASURER

ATTACHMENT 6

Personnel Policy

Memo

To: South Texas Water Authority Board of Directors
From: John Marez, Executive Director
Date: April 17, 2025
Re: Amendment of STWA Personnel Policies – Leave

Background:

The South Texas Water Authority (STWA) currently permits newly hired employees to access and use their accrued medical and personal leave beginning on their first day of employment. While this practice has been consistently applied in both current and past operations, it differs from standard personnel policies commonly used by other public agencies and private sector employers.

In most HR practices, new employees are subject to a probationary period—typically ranging from three to six months—before being eligible to utilize accrued leave. This approach ensures adequate time for evaluating job performance and cultural fit while encouraging attendance and dependability during the initial stages of employment.

Analysis:

The current STWA practice allowing immediate leave usage presents the following concerns:

Accountability & Retention: Allowing leave use from day one can reduce employee accountability and does not align with best practices for probationary evaluations.

Operational Disruptions: Unscheduled or excessive absences early in employment may disrupt department workflows, especially for critical operations.

Industry Benchmarking: According to the Society for Human Resource Management (SHRM) and multiple public sector personnel manuals, most employers require a waiting period before leave can be used. Common examples include: State of Texas: Many state agencies impose a six-month wait before use of sick or personal leave. TRWA & TCEQ Guidelines: Recommend probationary evaluation before benefits and leave are fully accessible.

STWA already employs a six-month probationary period for new employees. It would be consistent and reasonable to align the leave usage policy with this existing benchmark.

Staff Recommendation:

Staff recommends the Board amend STWA's personnel policy to establish a six-month waiting period before new or rehired employees may begin utilizing any accrued medical or personal leave. Employees would continue to accrue leave during this time but could not use it until successfully completing their probation.

Board Action:

Approves a revision to STWA's personnel policy to establish a six-month waiting period from the date of hire before newly hired employees may utilize accrued medical or personal leave. This policy shall take effect immediately upon Board approval.

Summary:

Aligning leave usage with the established six-month probationary period will bring STWA policy in line with common HR practices, support workforce consistency, and help ensure operational reliability during the critical early period of employment. Staff believes this change will promote a culture of responsibility while maintaining fairness in leave accrual and usage.

ATTACHMENT 7

Resolution 25-13

SOUTH TEXAS WATER AUTHORITY

Resolution 25-13

RESOLUTION AMENDING THE PERSONNEL POLICIES OF THE SOUTH TEXAS
WATER AUTHORITY – LEAVE.

WHEREAS, the South Texas Water Authority has adopted Personnel Policies as
guidelines for the Authority, and

WHEREAS, it is advisable and necessary to amend these policies from time to time to
facilitate the operations of the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the South
Texas Water Authority approves the attached amendments to the Personnel Policies.

Duly adopted this 22nd day of April, 2025.

JOSE M. GRAVELEY, PRESIDENT

ATTEST:

IMELDA GARZA, SECRETARY/TREASURER

ATTACHMENT 8

STWA Master Plan

Memo

To: South Texas Water Authority Board of Directors
From: John Marez, Executive Director
Date: April 17, 2025
Re: STWA Water Master Plan – 2025 Update

Background:

The South Texas Water Authority (STWA) continues to plan for the long-term sustainability and reliability of its water system. As part of this effort, the Water Master Plan is updated periodically to assess current system conditions, anticipate future demands, and guide infrastructure and operational improvements. The last completed version of this plan was the STWA Water Master Plan–2023, which has now been finalized, signed, and sealed. The previous Master Plan and this current plan are the first formal attempts by the STWA to gather and track all improvements needed for the entire water system. The creation and use of our Master Plan was instrumental in being selected by the Texas Water Development Board (TWDB) to receive state funding for water improvements for our infrastructure so the continued support and review is essential.

Analysis:

To assist the Board with ongoing and upcoming planning efforts, the 2025 Water Master Plan (95% DRAFT) is being provided for your records and reference. International Consulting Engineers staff is currently waiting for approval by the Texas Water Development Board for the updated plan. This updated version will address STWA's future system needs with a forward-looking scope and comprehensive analysis.

The 2025 Water Master Plan will include the following major updates and new information:

1. Population Growth & Water Demand Projections: Updated estimates for short-term (5 years) and long-term (50 years) needs.
2. State Water Plan Projects: Integration of the Brackish Desalination Project (Nueces County) and the Ricardo Well Project (Kleberg County).
3. External Water Management Strategy Projects: Notably, the Seven Seas Brackish Water Treatment Project.
4. Groundwater Feasibility: Updates based on findings from the AGS study.
5. Cathodic Protection Study: Evaluation of corrosion control strategies to ensure safe and sustained operations.
6. Asset Management Strategies: Focused on guiding STWA's infrastructure development and lifecycle planning.
7. Engineering Recommendations: Suggestions for additional study and improvements to ensure safe and efficient water distribution.

Additionally, the report includes updated Capital Improvement Plan (CIP) estimates to support future funding applications and planning.

Staff Recommendation:

Staff recommends that Board members review the 2025 Master Plan (95% DRAFT) and the major updates. This will ensure a seamless transition into planning and prioritizing future capital investments and projects.

Board Action:

Adopt plan as presented.

Summary:

The STWA Water Master Plan 2025 (95% DRAFT) is available for your reference. This update will be discussed in its entirety during the April 22, 2025 board meeting. All key updates provided in the Analysis section is for your review related to water demand, future projects, groundwater feasibility, system protection, asset management, and CIP revisions.

These efforts are critical to STWA's commitment to delivering safe, sustainable water services to the communities we serve.

ATTACHMENT 9

COG Member

Memo

To: South Texas Water Authority Board of Directors
From: John Marez, Executive Director
Date: April 17, 2025
Re: Appointment of Primary & Alternate STWA COG Member

Background:

The Coastal Bend Council of Governments was officially established on March 23, 1966, making it one of the earliest regional councils formed in the state. The COG is a voluntary association of cities and counties in eleven-county region centered around the Corpus Christi metropolitan area. It is one of twenty-four COGs in Texas, all legally defined as political subdivisions of the state. They are governmental agencies with legal responsibility for multi-jurisdictional planning in program areas such as emergency communication systems, criminal justice, solid waste management, environmental protection, and homeland security planning. The COG meets 11 times each year to guide decisions on grant funding opportunities and partnerships throughout the coastal bend.

Analysis:

The STWA has been without a designated voting member or alternate member participating in recent COG meetings. This position is available for the STWA Board of Directors or staff to fill either role. Since the STWA has new Directors joining their Board the time to designate is ideal.

Staff Recommendation:

Selecting members to participate in the COG allows the STWA to vote on all policy and financial issues facing governmental entities for 11 coastal bend counties.

Board Action:

Staff recommends the board select a primary and alternate member of the COG.

Summary:

The STWA has a position available to serve as a member of the Coastal Bend Council of Government. There are two slots on the COG for STWA members with the first serving as the Primary voting member and a second as an alternate position should the primary member not attend or be unable to cast a vote on any items before the COG board.

ATTACHMENT 10

Resolution 25-14

SOUTH TEXAS WATER AUTHORITY

Resolution 25-14

RESOLUTION OF APPRECIATION FOR BRANDON BARRERA FOR HIS DEDICATED SERVICE AS A DIRECTOR OF THE SOUTH TEXAS WATER AUTHORITY FROM 2019 – 2022 AND AS VICE-PRESIDENT IN 2020 AND AS PRESIDENT FROM 2020 – 2022.

WHEREAS, Mr. Brandon Barrera was appointed as a director of the South Texas Water Authority in 2019, and in 2020 was elected as Vice-President and served in that capacity until he was elected as President in December, 2020, and

WHEREAS, Mr. Brandon Barrera has faithfully performed his duties for the citizens of the South Texas Water Authority, and

WHEREAS, his dedication to the continued development of the region and its resources is greatly appreciated by the Board of Directors of the South Texas Water Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the South Texas Water Authority unanimously adopts this resolution of appreciation for Mr. Brandon Barrera for his service as Vice-President and President and his continued dedicated service as Director of the South Texas Water Authority from 2019 – 2022.

Duly adopted this 22nd day of April, 2025.

JOSE M. GRAVELEY
PRESIDENT

FRANCES GARCIA
VICE-PRESIDENT

IMELDA GARZA
SECRETARY/TREASURER

DR. TANYA LAWHON

JOE MORALES

ANGELA N. PENA

PATSY A. RODGERS

ARTURO RODRIGUEZ

ATTACHMENT 11

Resolution 25-15

SOUTH TEXAS WATER AUTHORITY

Resolution 25-15

RESOLUTION OF APPRECIATION FOR RUDY GALVAN, JR. FOR HIS DEDICATED SERVICE AS A DIRECTOR OF THE SOUTH TEXAS WATER AUTHORITY FROM 2002 – 2025 AND AS SECRETARY/TREASURER FROM 2011 – 2020 AND AS PRESIDENT IN 2020.

WHEREAS, Mr. Rudy Galvan, Jr. was appointed as a director of the South Texas Water Authority in 2002, and in 2011 was elected as Secretary-Treasurer and served in that capacity until 2020, and

WHEREAS, Mr. Rudy Galvan, Jr. was elected as President of the Board of Directors in June 2020 and served in that capacity until December 2020, and

WHEREAS, Mr. Rudy Galvan, Jr. has faithfully performed his duties for the citizens of the South Texas Water Authority, and

WHEREAS, his dedication to the continued development of the region and its resources is greatly appreciated by the Board of Directors of the South Texas Water Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the South Texas Water Authority unanimously adopts this resolution of appreciation for Mr. Rudy Galvan, Jr. for his service as Secretary/Treasurer and President and his continued dedicated service as a Director of the South Texas Water Authority from 2002 – 2025.

Duly adopted this 22nd day of April, 2025.

JOSE M. GRAVELEY
PRESIDENT

FRANCES GARCIA
VICE-PRESIDENT

IMELDA GARZA
SECRETARY/TREASURER

DR. TANYA LAWHON

JOE MORALES

ANGELA N. PENA

PATSY A. RODGERS

ARTURO RODRIGUEZ

ATTACHMENT 12

Resolution 25-16

SOUTH TEXAS WATER AUTHORITY

Resolution 25-16

RESOLUTION OF APPRECIATION FOR KATHLEEN LOWMAN FOR HER DEDICATED SERVICE AS A DIRECTOR OF THE SOUTH TEXAS WATER AUTHORITY FROM 2000 – 2025. VP AND AS PRESIDENT OF THE SOUTH TEXAS WATER AUTHORITY FROM 2005 – 2020.

WHEREAS, Ms. Kathleen Lowman was appointed as a director of the South Texas Water Authority in 2000, and in 2005 was elected as President and served in that capacity until 2020, and

WHEREAS, Ms. Kathleen Lowman has faithfully performed her duties for the citizens of the South Texas Water Authority, and

WHEREAS, her dedication to the continued development of the region and its resources is greatly appreciated by the Board of Directors of the South Texas Water Authority.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the South Texas Water Authority unanimously adopts this resolution of appreciation for Ms. Kathleen Lowman for her service as President and her continued dedicated service as a Director of the South Texas Water Authority from 2000 – 2025.

Duly adopted this 22nd day of April, 2025.

JOSE M. GRAVELEY
PRESIDENT

FRANCES GARCIA
VICE-PRESIDENT

IMELDA GARZA
SECRETARY/TREASURER

DR. TANYA LAWHON

JOE MORALES

ANGELA N. PENA

PATSY A. RODGERS

ARTURO RODRIGUEZ