



NOTICE OF MEETING

501 East Main Avenue
Robstown, Texas 78380
361-387-4549

Notice is hereby given that the Board of Directors of the Nueces County Water Control and Improvement District #3 will meet at 6:00 p.m., Wednesday, June 3, 2026, at 501 East Main Street, Robstown, Texas in a Workshop Meeting to discuss the following business:

*Audience – Those wishing to speak on an agenda item **MUST** sign in prior to the meeting to be recognized by the Chair for a 3 minute limit.*

1. Call meeting to Order
2. Roll Call
3. Public Comment

Members of the public will have the opportunity to address the Board of Directors during this section on any Agenda Item or any subject within its jurisdiction except a matter related to pending litigation. Each speaker should sign in on the Public Comment Sheet available at the rear of the Boardroom at least five (5) minutes before commencement of the Board of Directors meeting. Speakers should limit their comments to three (3) minutes. The President of the Board may, if he deems it necessary, limit both the number of speakers and the time allotted to each speaker. Under the law, the Board of Directors may only take action on items specifically listed on the Agenda. Subject matter presented which is not part of the Agenda will be referred to the staff for review and subsequent action. At least seven (7) copies of any document to be used by any speaker should be available for distribution. The speaker's name and, if applicable, Agenda Item number should be clearly marked on such documents.

A copy of the Agenda and meeting packet are available on the District's web site at <https://nueceswater3.com/>. Public access to a recording of the telephonic meeting shall be made available upon request to the District Manager.

AGENDA:

4. Convene in a workshop session to receive presentations as follows:
 - 4.a. from Department Heads to discuss their day-to-day operations and explain the role of their department and the employees of their department.
 - 4.b. from Robert Vierra with Ardurra Engineers concerning the Texas Water Development Board WSIG Grant with a discussion of the needs of the District and the availability of these grant funds to fund the needs of the District.
 - 4.c. from Charles W. Zahn, Jr. to discuss the duties of the Board and ethical governance.
5. Reconvene in Regular Session.
6. Adjourn

PUBLIC NOTICE is given pursuant to the Texas Open Meetings Act, V.T.C.A. Government Code Chapter 551 that the Board may elect to go into executive session at any time during the above meeting to discuss subjects properly before it when authorized by the provisions of said Act.

I, the undersigned authority, hereby certify that the above Notice of Meeting of the governing body of the above-named political subdivision is a correct copy of the Notice and that I posted the Notice on the bulletin board for public notices in the political subdivision's administrative office located at 501 East Main Avenue, Robstown, Texas, on the 27th day of May, 2026 at 1:30 p.m. and on our district's website www.nueceswater3.com.

By:

Elizabeth Benavides

Elizabeth Benavides, Administrative Assistant
to Marcos Alaniz, District Manager

1. **Project Summary:** The proposed project is to 1) replace aged, traditional manual-read service meters with Automated Meter Reading (AMR) meters and 2) replace leaking small diameter distribution lines (1" – 8" diameter) that frequently break and have exceeded their useful life.
 - a. Proposed waterline replacement to include approximately **21,400 LF** of small diameter waterline at approximately **\$4.8M** (as of January 2026 OPCC).
 - b. Proposed meter replacement to include installation of **924 AMR meters** at approximately **\$435k** (as of January 2026 OPCC). The District has submitted a request to TWDB to purchase and install the meters themselves via Force Account.
 - c. The District is also requesting reimbursement for the installation of **357 AMR meters** installed by the District from 2023 – 2025. This reimbursement request amounts to approximately **\$204k** (as of January 2026 OPCC).
 - d. Total funding commitment from TWDB includes of \$2,410,000 Loan (L1001968); \$6,894,876 Principal Forgiveness (LF1001969) for a total of **\$9,304,876.00**. Of those dollars, \$6,292,948.00 were indicated for construction in our last budget update to TWDB on May 6, 2025.
2. **Detailed Project Schedule**
 - a. See attached, updated as of 6/1/2026. Includes completed milestones and projected milestones.
 - b. This schedule is based on a July 22, 2026 public meeting.
3. **Entities Contacted for Environmental Information Document (waterlines):** As part of the environmental planning process required by TWDB, Hanson has sent project notification letters to the entities listed below.
 - a. Texas Parks and Wildlife Department – Response Received.
 - b. Texas Historical Commission – Response Received.
 - c. Bureau of Land Management – No Response Required.
 - d. Bureau of Reclamation – No Response Required.
 - e. US Army Corp. of Engineers (USACE)
 - i. Comments received and Hanson response provided. Awaiting required comment closeout response from USACE.
 - f. City of Robstown – No Response Required.
 - g. Floodplain Administrator (City of Robstown, Jerry Velasco)
 - a. Awaiting response. Response is required, but a pending response will not hold us up at this phase. See TWDB comment below.
 - b. From TWDB's June 3, 2024 DWSRF Application Review Comments: "Please note that a floodplain development permit is not required prior to the issuance of a favorable environmental finding by the TWDB; however, a special environmental condition regarding the floodplain development permit will be included in the environmental finding. A copy of the floodplain development permit must be provided to the TWDB prior to TWDB approval of the plans and specifications for the project."
4. **Engineering Feasibility Report (Revision 1)**
 - a. See attached engineering feasibility report, revised as of 6/1/2026. Noted revisions are shown in the letter on page 2. This will be sent to TWDB tomorrow (via email and STRM portal) and I'll respond to Sam Kiger's most recent comments.

**NCWCID #3 Replace Small Diameter Distribution Lines
& Install Automated Meter Reading System**

Schedule Updated 6/1/2026

Milestone	Date
TWDB Loan Closing	Wednesday, June 11, 2025
Planning Phase	
Planning Phase Kickoff Meeting with District	Tuesday, June 24, 2025
Request for Release of Funds to Purchase Meters Submitted to TWDB	Wednesday, July 23, 2025
Draft Engineering Feasibility Report Review Meeting with District	Monday, August 11, 2025
Force Account Request Submitted to TWDB	Thursday, September 4, 2025
Meters Categorical Exclusion Request Submitted to TWDB	Wednesday, December 10, 2025
Engineering Feasibility Report Submitted to TWDB	Friday, January 23, 2026
Meters Categorical Exclusion Released by TWDB	Monday, February 23, 2026
Draft Waterlines Environmental Information Document Submitted to District	Monday, March 16, 2026
End of Meters TWDB Environmental Review	Tuesday, March 24, 2026
District Submittal of Outlay #3 for Meter Replacement Funds to TWDB	Wednesday, May 13, 2026
NCWCID #3 Board Workshop	Wednesday, June 3, 2026
Board Meeting to Authorize Public Meeting & Notice of Public Meeting for Waterlines Environmental Information Document (EID)	Tuesday, June 9, 2026
Projected Notice of Public Meeting For EID Submitted to Newspaper by District	Wednesday, June 10, 2026
Projected Publication of Notice of Public Meeting for EID	Saturday, June 20, 2026
Projected Public Meeting for Waterlines Environmental Information Document	Wednesday, July 22, 2026
Submittal of Waterlines Environmental Information Document to TWDB	Wednesday, July 29, 2026
Projected TWDB Issuance of Finding of No Significant Impact	Wednesday, September 23, 2026
Projected TWDB Approval of Finding of No Significant Impact	Friday, October 30, 2026
Projected TWDB Approval of Engineering Feasibility Report	Friday, October 30, 2026
Design Phase	
Complete Topographic Survey	Tuesday, December 15, 2026
60% Design Submittal to District	Monday, February 15, 2027
100% Design Submittal to District	Friday, May 14, 2027
Submit Engineering Plans & Specifications to TWDB	Monday, May 31, 2027
Engineering Plans & Specifications Approval by TWDB	Monday, July 26, 2027
Construction Phase	
End of Bid Phase (Bid Phase: Bid Advertisement, Pre-Bid Mtg., Receive & Open Bids, Engineer Review, TWDB Authorization to Award)	Monday, November 15, 2027
Start Construction	Wednesday, December 15, 2027
End Construction	Friday, December 15, 2028

Nueces County Water Control and Improvement District #3

Water Production Superintendent

Steve Robledo – Class A Water Operator (WO0044147)

Summary: Water Production Superintendent exercises comprehensive administrative and technical oversight over three Public Water Systems (PWS): **Nueces County WCID #3**, **River Acres WSC**, and **Violet WSC**. Responsibility spans the entire process of water treatment, encompassing the direct supervision of operational maintenance starting with the River Plant pump station, Water Treatment Facility, and the booster station as well as the River Acres pump station, and two pump stations at Violet Water Supply. Involved in overseeing all Texas Commission on Environmental Quality (TCEQ) compliance programs, triennial TCEQ Comprehensive Compliance Investigations (CCI), and leading routine technical and operational assignments with system supervisors for RAWS, Violet, and Water Plant Operators.

I. OPERATIONS AND INFRASTRUCTURE

- **Nueces County WCID #3 Source Infrastructure:** Continuous monitoring of the core River Pump Station, Water Treatment Plant, and Booster Station. Daily discussions with operators on source water quality and treatment plant operations. Strict ongoing oversight to maintain TCEQ compliance.
- **RAWS:** Oversight of the RAWS Pump Station. Key focus involves ongoing maintenance and chemical adjustments to ensure potable water quality.
- **Violet Water Supply:** Management of two distribution pump stations and maintaining operations during emergency procedures.

II. SYSTEM LEADERSHIP & SUPERVISORY SYNCHRONY

The Superintendent maintains strict technical control and process uniformity by conducting dedicated, routine operational briefings and data reviews with system-level supervisors. This includes direct consultation with the **RAWS Supervisory Team (Tony)** and the **Violet Supervisory Team (Gilbert)** to cross-reference plant-specific daily logs, coordinate dead-end flushing protocols and coordinate upcoming system-specific regulatory filings.

III. TCEQ COMPREHENSIVE COMPLIANCE INVESTIGATIONS (CCI)

The Superintendent directly spearheads these multi-day, top-to-bottom field and document audits. Responsibilities include managing exit interview deadlines (such as the recent Violet TCEQ Exit Interview deadline on March 13, for PWS #1780015), formulating official corrective action plans, resolving technical field deficiencies, and submitting the formal Exit Interview Form packages to TCEQ.

IV. REPORTING & COMPLIANCE

- **TCEQ Reports Nueces County WCID #3:**
 - **(Water Master):** Source water reporting which is to be compiled and submitted by the 7th of each month
 - **SWMOR (Surface Water Monthly Operating Report):** Mandatory filing by the 10th of each month
 - **Consumer Confidence Report (CCR):** Mandatory data collection finalized by April 1st for RAWS; final CCR submissions due for all systems by **July 1st**.
 - **Chloramine Effectiveness:** Design and implement a nitrification action plan and monitor water quality throughout the entire system.
 - **Service Line Inventory:** completed in 2024.
 - **Lead and Copper:** ensure the completion of compliance sampling every three years.
- **RAWS and Violet:**
 - **Disinfectant Level Quarterly Operating Reports:** Scheduled after every quarter due every April, July, October, and January.
 - **Chloramine Effectiveness:** Design and implement a nitrification action plan for each system.
 - **Service Line Inventory:** completed in 2025.
 - **Lead and Copper:** ensure the completion of compliance sampling every three years.

Office Manager: Maria Ruiz

Department: Nueces County Water Control and Improvement District #3

Day-To-Day

My role as an Office Manager, keeping the district operating efficiently by coordinating administrative functions, customer service, billing operations, compliance support, and communication between office staff, field personnel, management, and the public. Each day involves balancing routine operational responsibilities with urgent service needs and public inquiries.

Start of the Day

The day typically begins by reviewing emails, phone messages, work orders, and any overnight service issues or operational updates from field staff. Priority items such as water outages, leaks, emergency repairs, customer concerns, or service interruptions are identified and communicated appropriately.

Coordinate with operators and maintenance personnel to ensure customer requests and operational needs are addressed promptly. Daily schedules, staff assignments, and ongoing projects may also be reviewed to confirm priorities and timelines.

Cashiering

Oversee the cashiers to ensure high-quality service and financial accountability. Responsibilities include:

- Supervising front-office staff and assigning daily tasks
- Providing guidance and support for customer inquiries and issue resolution
- Reviewing cashier transactions
- Evaluating workflow and implementing process improvements to increase efficiency
- Ensure adequate staffing coverage during business hours.

Oversee:

- Utility payment collection and processing
- Cash, check, credit card. And electronic payment transactions.
- Oversee daily cash drawer balancing and reconciliation.
- Account setup. Transfers, service applications, and service requests.
- Monthly reports.

Customer Service and Public Communication

A large portion of the day involves assisting customers and serving as a primary point of contact for the district. Responsibilities include:

- Answering questions regarding utility billing, water usage, service connections, and district policies.
- Assisting customers with account setup, transfers, payment arrangements, and service requests.
- Addressing complaints or concerns professionally and working toward timely resolution.
- Communicating with developers, engineers, contractors, and residents regarding development requirements and water service availability.

Ensure customers receive accurate information and that communication remains professional, responsive, and courteous.

Billing and Financial Administration

Daily financial responsibilities are critical to maintaining district operations. Tasks may include:

- Reviewing and processing utility billing transactions.
- Monitoring payments, deposits, delinquent accounts, and account reconciliations.
- Coordinating bank deposits and maintaining accurate financial records.
- Ensure reports for management, monthly reports and billing.

Accuracy and attention to detail are essential to ensure proper financial accountability and customer billing integrity.

Administrative and Records Management

Oversee the organization and maintenance of district records and documentation. This may include:

- Managing customer account records and service documentation.
- Preparing correspondence, reports, Customer Service Inspections, and development-related documents.
- Maintaining records required for regulatory compliance and audits.
- Updating policies, procedures, and filing systems.
- Coordinating office supplies, equipment, and vendor services.

Coordination with Field Operations

Throughout the day, communicate regularly with field staff regarding:

- Service installations and disconnects.
- Water line repairs and maintenance activities.
- Emergency response coordination.
- Customer work orders and follow-up.
- Operational updates and scheduling needs.

End of the Day

At the close of business, review completed tasks, follow up on unresolved issues, and prepare for the next business day. Financial records may be balanced, customer service requests updated, and communications finalized to ensure continuity of operations.

**LAURA ARCE
NUECES COUNTY WCID #3
FINANCIAL COORDINATOR
SINCE APRIL 01, 2025**

Job Summary

Managing financial records, budgets, billing, processing transactions, ensuring accurate reporting, stay financially compliant, and supporting budgeting activities; process payroll, and required reports ; to serve as the Treasurer for the District; and perform related duties as required

Financial Coordinator Duties

- Prepare and maintain financial records, reports, and spreadsheets
- Process invoices, payments, and reimbursements
- Monitor budgets and track expenses against approved spending
- Prepare monthly, quarterly, and annual financial reporting
- Reconcile bank statements and financial discrepancies
- Oversee and assist with accounts payable
- Ensure compliance with company policies and financial regulations
- Analyze financial data and prepare summaries for management review
- Track grants, contracts, or project funding when applicable
- Coordinate financial documentation for audits
- Support month-end and year-end financial closing processes
- Journal Entry Monthly Interest TexPool, TexStar, CoBank, and Wells Fargo Accts.
- Attends and participates in District Board meetings; prepares and presents reports.
- Participates in District safety meetings and apply for Safety Grants yearly
- Process Violet and Raws monthly invoice

PAYROLL

- Compiles payroll data, such as hours worked, taxes, insurance, etc. to be withheld and employee identification number from the time sheets and other records.
- Prepares computer input forms, enters data into computer, computes preliminary payroll report.
- Reviews wages computed and corrects errors to ensure the accuracy of the payroll.
- Records changes affecting net wages, such as exemptions, insurance coverage and other deductions for each employee to update the master payroll records.
- Keep track of accrued sick leave, vacation time, etc.
- Prepare payroll checks for signing and or direct deposit.
- May prorate expenses to be debited or credited to each department for cost accounting records.

- Maintains file of correct W-4's for each employee and enters all data into the payroll system and prepares employee W-2's,
- Verifies timecards against accrued vacation/sick leave/leave of absence records to insure accurate reporting of hours worked and leave taken.
- Coordinates corrections with supervisor and employee.
- Maintains records and calculates leave balances for all District employees.
- Answers questions relating to payroll matters as presented from employees.
- Prepare payroll monthly and quarterly reports.
- Process employee injury report to worker's comp.
- Performs other related duties, as assigned.



Distribution Superintendent: Hector Benavidez

License: Class C Surface Water and Class C Distribution

**Department: Nueces County Water Control and Improvement District #3,
River Acres Water Supply, Violet Water Supply**

Reports on daily basis to: District Manager

Job Summary

Water Distribution Superintendent oversees the operation, maintenance, repair, and construction of a water distribution system, ensuring the safe and efficient delivery of potable water while complying with regulations. My role involves leadership, budget management, emergency response coordination, and infrastructure performance improvement. The Maintenance and Operations team consists of 15 employees.

Essential Duties and Responsibilities: see below

System Operations and Maintenance: Supervise daily water distribution operations, plan maintenance, monitor system performance, and oversee infrastructure projects.

Regulatory Compliance and Safety: Ensure compliance with drinking water regulations, maintain permits and records, and conduct safety training and inspections.

Personnel Supervision and Leadership: Train and evaluate staff, monitor performance, and promote teamwork and communication.

Infrastructure and Project Management: Develop maintenance strategies, oversee construction projects, and ensure compliance with engineering standards.

Budgeting and Resource Management: Manage departmental budgets, monitor expenditure, and oversee equipment and inventory.

Customer Service and Public Relations: Address customer concerns, coordinate service interruptions, and represent the department in public settings.

Emergency Response: Direct responses to emergencies, such as water main breaks, ensuring timely service restoration.

Upcoming projects:

Replacing 900 standard meters to radio read meters.

Replacing small pipe diameter waterlines.

Marcos Alaniz, District Manager
Nueces County Water Control and Improvement District #3

As the District Manager of Nueces County WCID #3, I oversee daily operations across all departments, including administration, finance, water production, and water distribution, while ensuring compliance with district policies, procedures, and regulatory requirements. I am responsible for maintaining operational efficiency and fostering effective collaboration among departments to deliver reliable services to our customers. In addition, I work closely with my team to oversee the operations of two other Public Water Systems (PWS), River Acres Water Supply (RAWS) and Violet Water Supply (VWS), ensuring the continued delivery of safe, efficient, and dependable water services across all three systems.