



**Liberty County**  
**Water Control & Improvement District No.5**

2722 Beaumont Ave.  
 Liberty, TX 77575

**Regular Board Meeting of Directors**  
 ~ Meeting Minutes ~

Alexis Cordova  
 Administrative Asst.  
 936-336-7878

Tuesday, March 17, 2026

7:00 PM

The Water Control & Improvement District #5 of Liberty County, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

**I. CALL TO ORDER @ 7:10 p.m.**

Attendee Name	Present	Absent	Note
President, James Kevin Leonard	✓		
Vice President, Gary "Skeet" Raggio	✓		
Secretary/Treasurer, Warren Lemelle	✓		
Board Member, David Richards	✓		
Board Member, Jamie Orand	✓		
General Manager, David Papillion	✓		
Attorney, Mark Beausoleil	✓		
Administrative Assistant, Alexis Cordova	✓		
Guest(s) None			

**II. PRAYER by Skeet Raggio.**

**III. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT**

**IV. CONSENT AGENDA**

All consent items listed are considered to be routine by the District Board Members and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

- A. Approval of Minutes for February 17, 2026 Regular Meeting.** Motion was made by Mr. Lemelle to approve the minutes and seconded by Mr. Raggio; Board voted; motion carried.
- B. Approval of Accounts Payables submitted for payment for March 2026.** Motion was made by Mr. Lemelle to approve the accounts payables as presented and seconded by Mr. Raggio; Board voted; motion carried.
- C. Approval of Tax Deposit Annual Report undated through March 2026** Mr. Richards reported our deposit is 5.2% ahead of last year at this time. Motion was made by Mr. Richards to approve the tax deposit annual report and seconded by Mr. Lemelle; Board voted; motion carried.

**V. ACTION ITEMS**

- D. Consider and take action and accept bids to remove and replace cover for Main B Discharge.** The board reviewed 2 bids that met the project specs from Red Eye Fabrication and Orand Welding. Mr. Raggio moved to go with lowest bidder; motion was seconded by Mr. Lemelle, with Mr. Orand abstaining from vote. Board voted unanimously; motion carried. Bid awarded to Red Eye Fabrication.
- E. Consider and take action on property donations and maintenance agreements.** Mr. Beausoleil provided an update as a result of meeting with Carl and Logan Pickett regarding property associated with Partlow property. No action needed. Mr Leonard asked the board to approve an interlocal agreement presented for a surplus fence and gates donation from the City of Liberty currently located at the Liberty Municipal Airport. Motion to accept agreement made by Mr. Richards and seconded by Mr. Lemelle; motion carried.
- F. Consider and take action on repairing and replacing SCADA system at Main A due to lightning strike.** A quote from Hahn Equipment Co Inc was presented with options to repair system. Option 1 was to replace system with 1 FLYGT Nexicon pump with Phase Monitor for phase fail protection and alarms for \$8,238.00



and Option 2 was to replace system with MPE SC1000 pump controller with Phase Monitor for fail protection and alarms for \$5,056.00, with an optional addition of a Radar Transmitter for \$1,600. Motion to approve Option 2 with added Radar Transmitter, totalling \$6,656.00 was made by Mr. Richards and seconded by Mr. Lemelle; motion carried.

- G. Report from the Construction General Manager.** Mr. Papillion provided a comprehensive report on the following projects to include updated construction bid schedule on Redmond Creek Project in Ames, Big Bayou/Ferry Ditch Project is waiting on a burn permit and the pit is completed. He added information on the Kinder Morgan Pipeline easement and adding the 5 feet culverts. He discussed status of the Minglewood Sanitary Sewer Project on Abbotts Creek and shared past concerns of project meeting criteria as per engineers and recommended to meet with the city to look at the agreement once again. He shared a detailed equipment checklist with board. No action needed.
- H. Consider and take action on the various Local Projects in the district**
- a. **In Flow on Texas Street/Flap Gates** – No action taken.
  - b. **Big Bayou/Ferry Ditch** –No action taken.
  - c. **Partlow Project/Main B Clean Up** – No action needed at this time.
  - d. **Clayton Bayou/Farm Road Improvement** – Mr. Leonard provided an update of the past project and shared concerns of construction not proceeding as planned and approved and moved to involve Mr. Beausoleil to review and take legal action as necessary. Motion was seconded by Mr. Lemelle; motion carried.
- I. Consider and take action on Disaster Assistance Projects**
- a. **DR 4781** – Alexis reported completing the quarterly report for TDEM. No action needed.
- J. Consider and take action on Hazard Mitigation Grant Projects**
- a. **DR 4586 (2 Generators)** - No action needed.
  - b. **DR 4587 (Rehab Pump A & B)** - No action needed.
  - c. **Main F in Ames/Redmond Creek** – No action needed.
- K. Consider and take action on any procurement** - No action needed.
- L. Consider and take action on any equipment purchases** - No action needed.
- M. Consider and take action on easements and rights-of-ways** - No action needed.
- N. Consider and take action to grant permission to send Annual Filing Affidavit to TCEQ when Annual Audit Report is received by Auditor.** Mr. Leonard reported our new CPS is currently working on our Annual Report and this grants me permission to sign affidavit on behalf of the board as soon as it is received. A full report will be presented to the board once received. Mr. Lemelle moved to approve signature request, and seconded by Mr. Raggio. Motion carried.
- O. Consider and take action on Administrative Assistant Contract/Agreement** – As per Mr. Beausoleil, the Administrative Assistant, Alexis Cordova, should legally be classified as an employee and not an independent contractor. Mr. Leonard presented the Administrative Assistant Contract for Alexis Cordova, who will be an at-will employee, to maintain transparency and clarity for the board. Mr. Beausoleil reviewed contract and no edits are necessary. The motion to approve was made by Mr. Lemelle and seconded by Mr. Raggio; Board voted unanimously and motion carried.

**VI. EXECUTIVE SESSION** - Executive Session was not needed.

**VII. ACTION ITEMS AS A RESULT OF EXECUTIVE SESSION** – No action taken.

**VIII. DISCUSSION ITEMS** – No further discussion.

**IX. ADJOURNMENT**

With no other business to discuss, a motion was made by Mr. Lemelle to adjourn the meeting; Mr. Raggio seconded the motion; Board voted; motion carried. Meeting adjourned at 8:10 p.m.

Respectfully Submitted,

  
James K. Leonard, President

  
Warren Lemelle, Secretary