

MINUTES
Regular Meeting
Laguna Madre Water District Board of Directors
Wednesday, March 28, 2018
5:30 PM - 6:27 PM
Board Room

The **REGULAR MEETING** of the **LAGUNA MADRE WATER DISTRICT** was held at the Administration Office of the District at 105 Port Road, Port Isabel, Texas on the **28th day of March 2018**, at the hour of **5:30 P.M.**, pursuant to written notice as prescribed by law.

ITEM #1 **QUORUM**

The **VICE CHAIRMAN** called the meeting to order and determined the Notice of the Meeting had been duly posted in accordance with the law, and the following present constituted a quorum:

- PRESENT:** Vice Chairman, Rick A. Wells
 Secretary, Doyle Wells
 Director, Herb Houston
 Director, Alex Avalos
- ADMINISTRATIVE STAFF:** General Manager, Carlos J. Galvan, Jr.
 Purchasing Agent, Enrique Samaniego
 Attorney, Eddie Lucio III
- ABSENT:** Chairman, Scott D. Friedman
 Director of Operations, Robert Gomez
 District Engineer, Charles Ortiz

The Agenda items discussed in the following order: **1,2,3,4,8,5,6,7,9,10,11,12,13,14,15,16,17, 18**

ITEM #2 **INVOCATION AND PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge Allegiance and an Opening Prayer.

ITEM #3 **INVITATION TO THE AUDIENCE FOR PUBLIC COMMENTS**

No one in the audience responded.

ITEM #4 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE WORKSHOP MEETING ON MARCH 14, 2018, AND REGULAR MEETING ON MARCH 14, 2018. (C. GALVAN)

The Minutes of Workshop Meeting and Regular Meeting on March 14, 2018, got approved.

D. WELLS made a motion to approve both, seconded by **A. AVALOS**. **MOTION CARRIED UNANIMOUSLY.**

Agenda items got taken out of order, Item 8 on the list got moved in front of item 5.

ITEM #5 GENERAL MANAGER’S REPORT

- WORKSHOP SCHEDULE
- REGULAR MEETING OF APRIL 25, 2018
- METER REPORT
- ELECTIONS SCHEDULE
- AUDIT UPDATE

This Item was taken out order and discussed after Item 8.

WORKSHOP SCHEDULE- The Board agreed on a Workshop on April 11, 2018, at 4 PM, for discussion of Job Descriptions, Personnel Policy and Service Policy.

REGULAR MEETING OF APRIL 25, 2018 – Board of Directors Regular Meeting canceled. Three Board members are attending a conference. In case of a nonscheduled meeting needed a Special Meeting to be scheduled, only if necessary.

METER REPORT - Director of Operations, will report on April 11, and possibly schedule a workshop, if necessary.

ELECTIONS SCHEDULE – Schedule for November 2018 Board Membership Elections to fill seats, Place 1 and Place 5.

- Post Notice of Candidate Filing, Deadline is June 21, 2018
- Ballot by mail – January 1, 2018
- The first day to file for a Place on the General Election Ballot- Saturday, July 21, 2018
- Last day to submit for a Place on the General Election Ballot - Monday, August 20, 2018, @ 5 PM
- The first day of Early Voting – Monday, October 22, 2018

AUDIT UPDATE- Received letter from Auditors for the Attorney. Plans to schedule an Audit Committee Meeting and hopefully present at the next regularly scheduled meeting on April 11, 2018.

ITEM #6 CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT THE REGULAR MEETING ON MARCH 14, 2018:

CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF JOB DESCRIPTIONS FOR THE GENERAL MANAGER, DIRECTOR OF OPERATIONS, DIRECTOR OF FINANCE, AND DISTRICT ENGINEER.

The Board agreed to remove the item from the table for discussion.

A. AVALOS made a motion to approve, seconded by D. WELLS. MOTION CARRIED UNANIMOUSLY.

ITEM #7 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF JOB DESCRIPTIONS FOR THE GENERAL MANAGER, DIRECTOR OF OPERATIONS, DIRECTOR OF FINANCE, AND DISTRICT ENGINEER. (C. GALVAN)

C. GALVAN recommended no action. The VICE-CHAIRMAN noted, no action.

ITEM #8 CONSIDER AND DISCUSS PROTOCOL FOR COMMUNITY NOTIFICATION WHEN DISRUPTIONS OF SERVICE OCCUR. (C. GALVAN)

This item was taken out of order and moved up on the list, it was discussed before item 5.

There was a discussion about the Emergency Water Leak Repair on a broken 8 inch Water Valve in South Padre Island causing service disruption on March 15, 2018. Mr. Dennis Stahl, Mayor of South Padre Island, was present at the meeting concerning the District's notification to the city on the same service disruption that occurred that day. The Distribution Manager, Joel Lopez was asked to list the events details of the incident.

Discussion ensued on the topic of the District's course of actions when disruptions of service occur, and the process on notices that get administered through our website to District Customers for interruption of Service.

The following points were made:

- When General Manager and Director of Operations are notified to include the Chairman when a disruption of Service occurs
- Inform the Board via text message on the case
- Suggestion, a District facebook account
- Look into swift 911
- Notifying Accurate information when communicating
- Designate one individual to advise and deliver, for now, the General Manager

This item was for discussion only.

ITEM #9 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL BOARD TRAVEL TO SAN ANTONIO, TEXAS FOR TEXAS WATER CONFERENCE ON APRIL 23-26, 2018. (C. GALVAN)


Board travel got approved to attend the Texas Water Conference.

H. HOUSTON made a motion to approve, seconded by **D. WELLS**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #10 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF FLANGE IMMERSION HEATER (BID # WP-18-3-1). (E. SAMANIEGO) 

There were discussion and questions, and the Board agreed to approve the purchase of a flange immersion heater from West Coast Plastics with a total cost of \$11,867.00.

A. AVALOS made a motion to approve, seconded by **H. HOUSTON**. **MOTION CARRIED UNANIMOUSLY.**


ITEM #11 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF RAW WATER PUMP (BID # WP-18-3-02). (E. SAMANIEGO) 

Discussion and questions ensued, it was determined to table the item requesting more backup material. This item got deferred to the next regularly scheduled meeting on April 11, 2018.

The Board recommended the following for future Board items:

- More Backup material and information
- Guidelines
- History of issue
- Explore best options
- List all companies who were asked to bid and who did/did not return the bid

D. WELLS made a motion to table, seconded by **A. AVALOS**. **MOTION CARRIED UNANIMOUSLY. TABLED.**

ITEM #12 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF 16" GATE VALVE (BID # WP-18-3-03). (E. SAMANIEGO) 

Discussion and questions ensued, and several motions made. The Board approved the purchase of a 16" gate valve from Aguaworks with a total amount of \$5,310.03.

H. HOUSTON made a motion to approve the low bid, seconded by **A. AVALOS**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #13 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF AIR SUPPLY MATERIAL FOR ANDIE BOWIE WWTP (BID # WW-18-3-04). (E. SAMANIEGO) 💧

Discussion and questions ensued, F. Guzman, Wastewater Plant Assistant Manager, was present at the meeting for questions and answers. Several motions made, and the Board agreed to table the item for revisions to changes on the specs. This item got deferred to the next regularly scheduled meeting on April 11, 2018.

H. HOUSTON made a motion to table, seconded by **A. AVALOS**. **MOTION CARRIED UNANIMOUSLY. TABLED.**

ITEM #14 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF TIMEKEEPING SYSTEM (BID # TIME KEEPING SYSTEM). (E. SAMANIEGO) 💧

There were discussion and questions, M. Gamboa, Human Resources Administrator, was present for questions and answers. It was determined to table the item until the next regularly scheduled meeting on April 11, 2018.

The following points were given:

- For new Director of Finance to provide an assessment
- Look into G5 Internet Services
- Does G5 offer a system
- G5's input

H. HOUSTON made a motion to table, seconded by **D. WELLS**. **MOTION CARRIED UNANIMOUSLY. TABLED.**

ITEM #15 CONSIDER AND REVIEW EXPENDITURES FOR MARCH 1-15, 2018. (C. GALVAN) 💧

The Board reviewed and acknowledged the expenditures.

This item was for discussion only.

ITEM #16 EXECUTIVE SESSION PERMITTED BY THE OPEN MEETING ACT, V.T.C.A., GOVERNMENT CODE SECTION 551.001 ET. SEQ., UNDER SECTION 551.071, CONSULTATION WITH ATTORNEY

- A. DISCUSSION ON LEGAL MATTERS WITH COUNSEL CONCERNING 6900 PADRE BLVD./7200 PADRE BLVD.
- B. DISCUSSION ON 9.6 PLUS ACRES OF LAND.

A. AVALOS made a motion for the BOARD to go into executive session at 7:03 PM, seconded by D. WELLS. MOTION CARRIED UNANIMOUSLY.

The BOARD took a short recess before going into Executive Session.

The BOARD came out of executive session at 7:27 PM.

ITEM #17 CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY.

The VICE-CHAIRMAN noted, for Executive Session Items A and B, the Board agreed to proceed as directed.

ITEM # ADJOURNMENT

The meeting was adjourned @ 7:27 PM

RICK WELLS, VICE CHAIRMAN

DOYLE WELLS, SECRETARY

MINUTES APPROVED THIS 11TH DAY OF APRIL 2018.