

MINUTES
REGULAR MEETING – JUNE 14, 2017
LAGUNA MADRE WATER DISTRICT
BOARD OF DIRECTORS

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 **14TH day of JUNE 2017** at the hour of **5:30 P.M.**, pursuant to written notice as prescribed by law.

ITEM #1 **QUORUM**

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

BOARD OF DIRECTORS

Scott D. Friedman - Chairman
William Thomas – Vice Chairman
Doyle Wells – Secretary
Jeff Keplinger – Director
Rick Wells – Director

ADMINISTRATIVE STAFF

Carlos J. Galvan, Jr. – General Manager
Charles Ortiz – District Engineer
Sanjuana Garcia – Director of Finance
Eddie Lucio, III – Attorney

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

The **CHAIRMAN** invited everyone in the audience to stand for the Invocation and Pledge of Allegiance.

ITEM #3 **INVITATION TO AUDIENCE FOR DISCUSSION**

Public comments and announcements are given at this time.

ITEM #4 **CONSIDER AND APPROVE MINUTES OF REGULAR MEETING ON MAY 24, 2017. (C. GALVAN)**

There was a discussion on certain items on the minutes.

MR. J. KEPLINGER made a motion to approve minutes for May 24, 2017, seconded by **MR. D. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #5 GENERAL MANAGER'S REPORT

- VERIZON WIRELESS ANTENNA @ ANDIE BOWIE WATER TANK
- ROBERT'S RULES OF ORDER

Mr. Galvan reported on the following:

- A copy of the agreement given to the Attorney for review. Received information from another entity for comparison and copies will be provided to the Board and presented at a regularly scheduled meeting for discussion and possibly for approval. Discussion ensued.
- DVD's ordered of Robert's Rules of Order; copies will be available to the Board.

ITEM #6 DISTRICT ENGINEER'S REPORT

- CONSTRUCTION STATUS FOR WASTEWATER TREATMENT PLANTS REHABILITATION
- CONSTRUCTION STATUS FOR PORT ISABEL WASTEWATER TREATMENT FACILITY MODIFICATIONS, OUTFALL EXTENSION, AND MONOFILL

Mr. Ortiz reported on the following:

- Contract with Ferguson Services @ Andie Bowie and Isla Blanca, work progress is going well. Discussion and questions ensued regarding some changes that happened on the field due to the force of construction that have been occurring.
- Mr. Ortiz and Mr. Leon Allen with Carollo Engineers gave an update on the construction status for Port Isabel Wastewater Treatment Facility Modifications Outfall Extension, and Monofill Methane Monitoring which is an action item below (item #10). Discussion and questions ensued.

**ITEM #7 CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT
REGULAR MEETING ON MAY 24, 2017:
CONSIDER AND APPROVE MODIFICATIONS ON THE DISTRICT'S ORGANIZATIONAL CHART.**

MR. D. WELLS made a motion to remove the item from the table, seconded by **MR. J. KEPLINGER. MOTION CARRIED UNANIMOUSLY.**

**ITEM #8 CONSIDER AND APPROVE MODIFICATIONS ON THE DISTRICT'S ORGANIZATIONAL
CHART. (C. GALVAN)**

Mr. Galvan recommended no action.

No motion made. **MOTION FAILED.**

**ITEM #9 PRESENTATION BY MR. CARLOS BARRERA WITH CARR RIGGS & INGRAM ON DRAFT
AUDIT REPORT OF LAGUNA MADRE WATER DISTRICT FINANCIAL STATEMENTS FOR THE
FISCAL YEAR ENDED SEPTEMBER 30, 2016.**

Item deferred to the next regularly scheduled meeting. Mr. Carlos Barrera with Carr Riggs & Ingram was not present at the meeting.

**ITEM #10 CONSIDER AND APPROVE AMENDMENT NO. 5 FOR ENGINEERING SERVICES WITH
CAROLLO ENGINEERS, INC. FOR PORT ISABEL WASTEWATER TREATMENT FACILITY
SLUDGE DISPOSAL MONOFILL METHANE MONITORING. (C. ORTIZ)**

Mr. Leon Allen, with Carollo Enginners, Inc. presented Amendment No. 5, discussion and questions ensued. It was agreed to approve an increase of \$20,000.00 for the design of the Port Isabel Wastewater Treatment Facility Sludge Disposal Monofill Methane Monitoring.

MR. D. WELLS made a motion to approve Amendment No. 5 for Engineering Services with Carollo Engineers, Inc. for Port Isabel Wastewater Treatment Facility Sludge Disposal Monofill Methane Monitoring, seconded by **MR. J. KEPLINGER**. **MR. W. THOMAS** opposed. **MOTION CARRIED.**

**ITEM #11 CONSIDER AND APPROVE ENVIRONMENTAL CONSULTING SERVICES FOR STORM
WATER POLLUTION PREVENTION PLANS (SWP3S) AT WASTEWATER TREATMENT
FACILITIES. (C. ORTIZ)**

Discussion occurred, and it was agreed to approve Proposal from Espinoza Environmental Consulting Services to assist with Storm Water Compliance for the next five years, with a total of \$9,000.00 for three plants.

MR. J. KEPLINGER made a motion to approve Environmental Consulting Services for Storm Water Pollution Prevention Plans (SWP3S) at Wastewater Treatment Facilities, seconded by **MR. R. WELLS**. **MR. W. THOAMS** opposed. **MOTION CARRIED.**

**ITEM #12 CONSIDER AND AWARD CONSTRUCTION OF LAGUNA VISTA WATERLINE
REHABILITATION PROJECT (BEACH BLVD). (C. ORTIZ)**

There was a discussion, and agreement to award Construction of Laguna Vista Waterline Rehabilitation Project to, The 5125 Company, for \$333,333.00.

MR. W. THOMAS made a motion to approve the award of Construction for Laguna Vista Waterline Rehabilitation Project (Beach Blvd.), seconded by **MR. J. KEPLINGER**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #13 CONSIDER AND APPROVE A RESOLUTION AUTHORIZING THE LAGUNA MADRE WATER DISTRICT TO PURCHASE REAL PROPERTY FROM INTERNATIONAL BANK OF COMMERCE (IBC) ADJACENT TO WATER PLANT NO. 2, (RESOLUTION NO. 148-06-17). (C. ORTIZ)

Mr. Ortiz noted, Resolution required for land purchase.

MR. J. KEPLINGER made a motion to approve a Resolution Authorizing the Laguna Madre Water District to purchase Real Property from International Bank of Commerce (IBC) adjacent to Water Plant No. 2, (Resolution No. 148-16-17), seconded by **MR. R. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #14 CONSIDER AND APPROVE TRAVEL REQUEST FOR AUTOCAD/GIS MAPPING/BACKFLOW TECHNICIAN TO ATTEND AUTOCAD CIVIL 3D COURSE IN ATLANTA, GA FROM JUNE 19, 2017, THROUGH JUNE 20, 2017. (C. ORTIZ)

Mr. Ortiz noted, originally the District paid for a class in Houston, Texas except it was canceled, and a discount was offered to attend a course in Atlanta.

MR. D. WELLS made a motion to approve travel request for Autocad/GIS Mapping/Backflow Technician to attend Autocad Civil #D Course in Atlanta, GA, seconded by **MR. R. WELLS. MR. J. KEPLINGER** opposed. **MOTION CARRIED.**

ITEM #15 CONSIDER AND APPROVE WORK ORDER NO. 2 WITH GARVER FOR COMPLETION OF WATER PLANT 2 SLUDGE DRYING BASINS. (C. ORTIZ)

Mr. Richard Correra with Garver gave a presentation followed by discussion and questions. The Board agreed to approve Work Order No. 2 for completion of Water Plant 2 Sludge drying Basins, the total amount under this agreement is \$147,205.00.

MR. D. WELLS made a motion to approve Work Order No. 2 with Garver for completion of Water Plant 2 Sludge Drying Basins, seconded by **MR. J. KEPLINGER. MOTION CARRIED UNANIMOUSLY.**

ITEM #16 CONSIDER AND APPROVE DISBURSEMENTS. (C. GALVAN)

MR. W. THOMAS made a motion to approve disbursements as presented, seconded by **MR. D. WELLS. MOTION CARRIED UNANIMOUSLY.**

**ITEM #17 CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING EXECUTIVE SESSION ITEM Tabled AT REGULAR MEETING ON MAY 24, 2017:
TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: GENERAL MANAGER**

MR. J. KEPLINGER made a motion to remove the Executive Session item from the table, seconded by *MR. R. WELLS*.
MOTION CARRIED UNANIMOUSLY.

ITEM #18 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; SECTION 551.074 (A) (1), AUTHORIZING CERTAIN DELIBERATIONS ABOUT OFFICERS AND EMPLOYEES OF THE DISTRICT TO BE HELD IN EXECUTIVE SESSION

- A. TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: GENERAL MANAGER
- B. TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: DIRECTOR OF FINANCE
- C. TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: TO DISCUSS
- D. DIRECTOR OF OPERATIONS POSITION / SENIOR DIRECTOR

MR. J. KEPLINGER made a motion for the *BOARD* to go into executive session at 6:18 PM, seconded by *MR. D WELLS*.
MOTION CARRIED UNANIMOUSLY.

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

MR. W. THOMAS made a motion for the *BOARD* to come out of executive session at 7:29 PM, seconded by *MR. J. KEPLINGER*.
MOTION CARRIED UNANIMOUSLY.

ITEM #19 CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEM, IF NECESSARY.

- A. TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: GENERAL MANAGER
- B. TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: DIRECTOR OF FINANCE
- C. TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: TO DISCUSS DIRECTOR OF OPERATIONS POSITION / SENIOR DIRECTOR

Action for Executive Session Item A - *MR. R. WELLS* made a motion to approve one step grade up on the Performance Scale for General Manager, seconded by *MR. D. WELLS*. *MR. THOMAS* abstained. *MOTION CARRIED.*

Action for Executive Session Item B – The Chairman noted, no action.


Action for Executive Session Item C - The Chairman noted, no action.

ITEM #20 ADJOURNMENT

The *CHAIRMAN* adjourned the meeting at **7:30 PM**.



SCOTT FRIEDMAN, CHAIRMAN



DOYLE WELLS, SECRETARY

MINUTES APPROVED THIS 28TH DAY OF JUNE 2017.