


**MINUTES**  
 Regular Meeting  
 Laguna Madre Water District  
 Board of Directors  
 Monday, July 1, 2019  
 5:30 PM – 7:17 PM  
 Board Room

<b>1</b>	<p><b><u>QUORUM</u></b></p> <p><b>PRESENT:</b>          Chairman, Scott Friedman          Vice-Chairman, Herb Houston          Secretary, Alex Avalos          Director, Jason Starkey          Director, Adam Lalonde</p> <div style="text-align: center;">  <p><b>ABSENT</b>          arrived @ 5:36 PM</p> </div> <p><b>ADMINISTRATIVE STAFF:</b>          General Manager, Carlos J. Galvan, Jr.          Director of Operations, Robert Gomez          District Engineer, Charles Ortiz     <b>ABSENT</b>          Purchasing Agent, Enrique Samaniego          Director of Finance, Eddie Salazar          Attorney, Brian Hansen</p>	
<b>2</b>	<p><b><u>INVOCATION AND PLEDGE OF ALLEGIANCE</u></b></p> <p>The meeting began with the Pledge of Allegiance and an Opening Prayer</p>	
<b>3</b>	<p><b><u>INVITATION TO THE AUDIENCE FOR PUBLIC COMMENTS</u></b></p> <p><b>COMMENTS:</b></p> <ul style="list-style-type: none"> <li>• C. Galvan, noted this meeting today, July 1<sup>st</sup>. Is so close to the agenda for the next regular meeting on July 10, 2019, (back to back), which has very few items that it can hold off for the second meeting on July 24, 2019.             <ul style="list-style-type: none"> <li>○ Consider Canceling meeting for July 10<sup>th</sup></li> <li>○ If time-sensitive issues produce will have a meeting on the 10<sup>th</sup></li> </ul> </li> <li>✓ <b>The Board agreed to cancel the meeting on July 10, 2019</b></li> <li>• H. Houston noted, District Employees who give up their time to help out such as in little league baseball and the extra time they give is recognized</li> <li>• A. Avalos noted, A few customers mentioned being impressed with the response time on water leaks. Customers happy with the new system</li> </ul>	
<b>4</b>	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING ON MAY 22, 2019. (C. GALVAN) ♦</u></b></p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• Regular Meeting Minutes approved</li> </ul> <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p style="text-align: center;">Move to approve.</p>	<b>MOTION CARRIED</b>
<b>5</b>	<p><b><u>GENERAL MANAGER'S REPORT</u></b></p>	

	<ul style="list-style-type: none"> <li>• <u>ASSOCIATION OF WATER BOARD DIRECTORS CONFERENCE</u></li> <li>• <u>LIQUID ENVIRONMENTAL SOLUTIONS</u></li> <li>• <u>UPDATE ON THE AUDIO AND VIDEO CONTRACT</u></li> </ul> <p><b>REPORT:</b> <u>ASSOCIATION OF WATER BOARD DIRECTORS CONFERENCE</u></p> <ul style="list-style-type: none"> <li>• Topics at the Conference attended: <ul style="list-style-type: none"> <li>○ City Annexations – What can happen and things can go wrong</li> <li>○ Taxes and Bonds – How to proceed and get help</li> <li>○ Media and Communication - Pros and Cons</li> </ul> </li> <li>• Over a hundred vendors</li> <li>• Encouraged Board Members to attend</li> </ul> <p><u>LIQUID ENVIRONMENTAL SOLUTIONS</u></p> <ul style="list-style-type: none"> <li>• Regarding companies that pick-up grease from the restaurants</li> <li>• One company encouraging a program with the District met with Mr. Avalos and Mr. Gomez</li> <li>• The city of Weslaco is in a program with the Company</li> <li>• The services offer a collection of the grease</li> <li>• Savings on reduction on treating and processing grease at the wastewater and reduction in sewer backups since grease clogs the sewer lines</li> <li>• Cost savings in the chemicals needed in treatment of the grease hotspots that get clogged up often</li> <li>• The program involves the Company to work with the District</li> <li>• If the Board is interested can schedule a presentation</li> <li>• Concerns: as a public entity, the District needs to be cautious with working with a private company. Discussion ensued.</li> <li>• Possibly request RFQ's for the Contractor or have multiple vendors</li> <li>✓ Board agreed to a presentation for the Liquid Environmental Solutions possibly the next meeting on July 24, 2019</li> </ul> <p><u>UPDATE ON THE AUDIO AND VIDEO CONTRACT</u></p> <ul style="list-style-type: none"> <li>• Met with the producer, Mr. Jason Garza on June 11 <ul style="list-style-type: none"> <li>○ Reviewed areas that will get videoed by drone</li> <li>○ Video scheduled planned</li> </ul> </li> <li>• Met with the director, Mr. Omar Diaz on June 28 <ul style="list-style-type: none"> <li>○ Scheduled planned</li> <li>○ Met with staff on the scripts</li> </ul> </li> <li>• A contract under \$5,000 no need for Board approval, only one company complied with all the specs</li> <li>• Final production completed hopefully by mid-August</li> </ul>	<p><b>GENERAL MANAGER'S REPORT</b></p>
6	<p><u>CONSIDER AND APPROVE A RESOLUTION OF THE LAGUNA MADRE WATER DISTRICT ESTABLISHING THE AD HOC BOND PLANNING COMMITTEE TO REVIEW AND MAKE</u></p>	


	<p><b><u>RECOMMENDATIONS TO THE BOARD OF DIRECTORS REGARDING A POSSIBLE BOND ELECTION. (RESOLUTION 173-07-19). ♣</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Correction on Resolution number, the correct number is 176-07-19 not 173-07-19.</li> <li>• The resolution was approved to establish a Bond Planning Committee for the Bond Election</li> </ul> <p>Moved by A. AVALOS, seconded by H. HOUSTON.</p> <p>Motion moved to approve</p>	MOTION CARRIED
7	<p><b><u>CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT THE REGULAR MEETING ON MAY 22, 2019:</u></b></p> <p><b><u>CONSIDER AND APPROVE THE BOND COMMITTEE NOMINEES SELECTED FOR THE UPCOMING BOND ELECTION.</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• This Item originally was tabled on May 8, 2019, and May 22, 2019</li> <li>• The Board removed the item from the table for discussion</li> </ul> <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p>Motion moved to remove from the table.</p>	MOTION CARRIED
8	<p><b><u>CONSIDER AND APPROVE THE BOND COMMITTEE NOMINEES SELECTED FOR THE UPCOMING BOND ELECTION. (C. GALVAN) ♣</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• The Board approved the 16 Bond Committee Members listed</li> </ul> <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p>Motion moved to approve.</p>	MOTION CARRIED
9	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF TASK AUTHORIZATION WITH FREESE AND NICHOLS, INC. FOR ENGINEERING SERVICES TO SUPPORT APPEAL LETTERS FOR FEMA LARGE PROJECT CLOSEOUTS FOR PORT ISABEL, ANDY BOWIE, AND HUISACHE ELEVATED STORAGE TANKS. (C. ORTIZ) ♣</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Three reports prepared by Freese and Nichols Engineers for FEMA</li> <li>• The Board approved the Task Authorization</li> </ul> <p>Moved by A. AVALOS, seconded by H. HOUSTON.</p> <p>Motion moved to approve.</p>	MOTION CARRIED

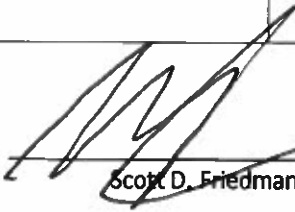
10	<p><b><u>DIRECTOR OF OPERATION'S REPORT</u></b> ♦</p> <ul style="list-style-type: none"> <li>• <b><u>MAY 2019 OPERATIONAL REPORT</u></b></li> <li>• <b><u>UPDATE OF SLUDGE REMOVAL FROM LAGOON</u></b></li> <li>• <b><u>UPDATE ON METER INSTALLATION</u></b></li> </ul> <p>REPORT: <b><u>MAY 2019 OPERATIONAL REPORT</u></b></p> <ul style="list-style-type: none"> <li>• Monthly report on Service Orders / Callouts and Comparison to 2018</li> <li>• Question: Why did it go up so much, almost 200 more compared to 2018. The pulled meters having to do with Badger Meters switching over to the Mueller Meters</li> </ul> <p><b><u>UPDATE OF SLUDGE REMOVAL FROM LAGOON</u></b></p> <ul style="list-style-type: none"> <li>• Pictures demonstrated the almost completion of the sludge removal from the lagoon.</li> <li>• Lagoon cleaned in-house</li> <li>• Cost Savings Comparison <ul style="list-style-type: none"> <li>○ cost to dredge lagoon \$180,000</li> <li>○ cost to clean lagoon with Backhoe \$430,000 and up</li> <li>○ cost for a new lagoon 1 to 2 million</li> </ul> </li> </ul> <p><b><u>UPDATE ON METER INSTALLATION</u></b></p> <ul style="list-style-type: none"> <li>• Printed copies handed out for review</li> <li>• Laguna Heights – 34 meters left to install. Possibly complete installation by the end of next week</li> <li>• South Padre – 260 meters left replace</li> <li>• Port Isabel – 929 meters left to replace</li> <li>• About 82% complete</li> </ul>	<p style="text-align: center;"><b>DIRECTOR OF OPERATIONS REPORT</b></p>
11	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE RECLASSIFICATION OF PERSONNEL. (R. GOMEZ)</u></b> ♦</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Request for reclassification of HR/Benefits Administrator to Human Resource Manager <ul style="list-style-type: none"> <li>○ HR Administrator handles more than just Benefits</li> <li>○ Reclassification for correct placement</li> </ul> </li> <li>• Request for reclassification of the Senior Operators for each department to Assistant Managers <ul style="list-style-type: none"> <li>○ Currently, when Managers are out, Senior Operators take over</li> <li>○ Right now, their actual duties do not allow them to be assistant managers</li> <li>○ Question: Is everyone on board? Yes</li> </ul> </li> <li>• The Board approved to the reclassification of Personnel</li> </ul> <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Motion moved to approve.</p>	<p style="text-align: center;"><b>MOTION CARRIED</b></p>

12	<p><u>CONSIDER AND DISCUSS ODOR COMPLAINTS. (R. GOMEZ)</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• There was a discussion regarding customers calls on odor complaints coming from the sewer plants, questions and answers ensued</li> <li>• In most cases, investigation with little information turned out not to be the sewer plants</li> <li>• Investigation leads to dried algae and stagnant water that dries up</li> </ul>	FOR DISCUSSION ONLY
13	<p><u>DIRECTOR OF FINANCE REPORT</u> ♣</p> <ul style="list-style-type: none"> <li>• <u>NEW CUSTOMER PORTAL</u></li> </ul> <p>REPORT:</p> <ul style="list-style-type: none"> <li>• New Customer Portal is ready</li> <li>• Letters to Customers included with the bills, starting with next weeks billing cycle</li> <li>• With the new smart meter installed, you can start using the portal at LMWD.WATERSMART.COM</li> <li>• Its also posted on the Districts website</li> </ul>	DIRECTOR OF FINANCE REPORT
14	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF REQUEST FOR QUALIFICATIONS (RFQ) FOR A MEDIA AFFAIRS CONSULTANT SERVICES. (E. SALAZAR)</u> ♣</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Recommendation for Board approval of the RFQ to go with an outside company that provides media relation services</li> <li>• How and to who do you send it out? Advertise in the newspaper and Bidding sites and contact local firms</li> <li>• A. Avalos noted, the district is better off hiring and having someone internal. A third party will not represent the districts best interest</li> <li>• The Board approved to begin the RFQ process for a Media Affairs Consulting Services</li> </ul> <p>Moved by H. HOUSTON, seconded by A. AVALOS with S. FRIEDMAN in favor.</p> <p>Motion moved to approve.</p> <p>A. LALONDE abstained.</p>	MOTION CARRIED
15	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF PURCHASING CARD POLICY. (E. SALAZAR)</u> ♣</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• The District had only one credit card and got expanded</li> <li>• Several Departments, the Managers have a card for Purchasing</li> <li>• The Credit card policy establishes a procedure and process</li> </ul>	

	<ul style="list-style-type: none"> <li>• Discussion and questions ensued on credit cards points and rewards</li> <li>• All credit card points used toward Employee Appreciation Events</li> </ul> <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	MOTION CARRIED
16	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE FINANCIAL REPORTS FOR APRIL 2019. (E. SALAZAR) ♦</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• The Board approved the Financial Report for April 2019</li> </ul> <p>Moved by A. AVALOS, seconded by A. LALONDE.</p> <p>Move to approve.</p>	MOTION CARRIED
17	<p><u>CONSIDER AND REVIEW EXPENDITURES FROM MAY 16 – JUNE 15, 2019. (C. GALVAN) ♦</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• No comments or questions</li> </ul> <p>Expenditures acknowledged by H. HOUSTON and seconded by A. AVALOS.</p>	ACKNOWLEDGMENT OF EXPENDITURES
18	<p><u>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; UNDER SECTION 551.074, PERSONNEL MATTERS; UNDER SECTION 551.087, ECONOMIC DEVELOPMENT:</u></p> <ol style="list-style-type: none"> <li><u>UPDATE ON LONG ISLAND VILLAGE WATER DISTRIBUTION AND WASTEWATER COLLECTION IMPROVEMENTS ♦</u></li> <li><u>UPDATE ON LEGAL MATTERS WITH COUNSEL CONCERNING OPEN RECORDS REQUEST</u></li> <li><u>UPDATE ON FEMA RELATED TO HURRICANE DOLLY 2008</u></li> <li><u>UPDATE ON LEGAL MATTERS CONCERNING RATEPAYERS APPEAL OF THE RAW WATER RATE</u></li> <li><u>DELIBERATION REGARDING THE EVALUATION OF DISTRICT EMPLOYEE TO WIT: GENERAL MANAGER ♦</u></li> </ol> <p>H. HOUSTON made a motion for the BOARD to go into executive session at 6:29 PM, seconded by A. LALONDE.</p> <p>A. LALONDE withdrew himself from the Executive Session meeting for item "d," a quorum maintained.</p> <p>A. LALONDE made a motion for the BOARD to go into executive session at 7:06 PM, seconded by H. HOUSTON.</p>	<p>MOTION CARRIED IN SESSION @ 6:29 PM</p> <p>MOTION CARRIED OUT OF SESSION @ 7:06 PM</p>

20	<p><b><u>CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY.</u></b></p> <p>a. <b><u>UPDATE ON LONG ISLAND VILLAGE WATER DISTRIBUTION AND WASTEWATER COLLECTION IMPROVEMENTS. UNDER SECTION 551.087</u></b></p> <p>The CHAIRMAN noted, proceed as directed.</p> <p>b. <b><u>UPDATE ON LEGAL MATTERS WITH COUNSEL CONCERNING OPEN RECORDS REQUEST</u></b></p> <p>The CHAIRMAN noted, proceed as directed.</p> <p>c. <b><u>UPDATE ON FEMA RELATED TO HURRICANE DOLLY 2008</u></b></p> <p>The CHAIRMAN noted, proceed as directed.</p> <p>d. <b><u>UPDATE ON LEGAL MATTERS CONCERNING RATEPAYERS APPEAL OF THE RAW WATER RATE</u></b></p> <p>The CHAIRMAN noted, proceed as directed.</p> <p>e. <b><u>DELIBERATION REGARDING THE EVALUATION OF DISTRICT EMPLOYEE TO WIT: GENERAL MANAGER</u></b></p> <p>The CHAIRMAN noted postponed until July 24, 2019, Regular Meeting</p>	<p>EXECUTIVE SESSION RESULTS:</p> <p><b>ITEM A</b> PROCEED AS DIRECTED</p> <p><b>ITEM B</b> PROCEED AS DIRECTED</p> <p><b>ITEM C</b> PROCEED AS DIRECTED</p> <p><b>ITEM D</b> PROCEED AS DIRECTED</p> <p><b>ITEM E</b> POSTPONED UNTIL 7/24/2019</p>
21	<p><b><u>ADJOURNMENT</u></b></p> <p>The CHAIRMAN adjourned the meeting at 7:07 PM</p>	

  
 Herb Houston, Jr., Vice-Chairman

  
 Scott D. Friedman, Chairman

MINUTES APPROVED THIS 24<sup>TH</sup> DAY OF JULY 2019.