

**MINUTES**  
Regular Meeting  
Laguna Madre Water District  
Board of Directors  
Wednesday, January 9, 2019  
5:30 PM – 6:52 PM  
Board Room

**ITEM #1**            QUORUM

**PRESENT:**            Chairman, Scott Friedman  
                         Vice Chairman, Herb Houston  
                         Secretary, Alex Avalos  
                         Director, Jason Starkey  
                         Director, Adam Lalonde

**ADMINISTRATIVE STAFF:**    General Manager, Carlos J. Galvan, Jr.  
   Director of Operations, Robert Gomez  
   District Engineer, Charles Ortiz  
   Purchasing Agent, Enrique Samaniego  
   Director of Finance, Eddie Salazar

**ABSENT:**            Attorney, Eddie Lucio, III

**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

**COMMENTS:**

- Happy New Year
- Ready to tackle another year

**ITEM #4**            CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE WORKSHOP MEETING ON DECEMBER 8, 2018. (C. GALVAN) ♣

**DISCUSSION:**

- No Discussion

Moved by **A. AVALOS**, seconded by **J. STARKEY**.

**Move to approve.**

**MOTION CARRIED**

**ITEM #5**      CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING ON DECEMBER 12, 2018. (C. GALVAN) ♦

**DISCUSSION:**

- No Discussion

Moved by J. STARKEY, seconded by A. AVALOS.

Move to approve.

**MOTION CARRIED**

**ITEM #6**      GENERAL MANAGER'S REPORT

- SCHEDULE BOARD MEMBERS PORTRAITS
- POSSIBLE WORKSHOP TO DISCUSS SERVICE POLICY, PERSONNEL POLICY, AND CONSERVATION & DROUGHT CONTINGENCY PLAN

**REPORT:**

- SCHEDULE BOARD MEMBERS PORTRAITS
  - Individual and Group photos, scheduled for January 23, 2019, @ 5:15 PM
- POSSIBLE WORKSHOP TO DISCUSS SERVICE POLICY, PERSONNEL POLICY, AND CONSERVATION & DROUGHT CONTINGENCY PLAN
  - Update information on the three policies
  - New material for review
  - New policies for review
  - Implement new information
  - Suggestion: Take existing policy and highlight new recommendations and strike out old
  - Workshop Meeting scheduled on Wednesday, January 23, 2019, @ 4 PM before the regularly scheduled meeting

**GENERAL MANAGER'S REPORT**

**ITEM #7**      CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF AUDIO AND VISUAL SERVICES RFP. (C. GALVAN)

**DISCUSSION:**

- Water and Wastewater Tours very informative
- Make two professionally produced videos for water side and wastewater side
- Inside photography and narration
- From river all the way to the tap
- For Public information
- Post a 20-minute video/short clip on the website
- Videos will be a tremendous benefit; to show the Public what we have and what we need
- Good investment
- Can be used for many different purposes
- Go out for RFP's

Moved by H. HOUSTON, seconded by J. STARKEY.

Move to go out for a request for proposals for the audio-visual services.

**MOTION CARRIED**

**ITEM #8**                    DIRECTOR OF OPERATION'S REPORT

- MONTHLY REPORT ♣

**REPORT:**

- Comparable between December 2017 and December 2018
- Swap Meters will drop
- Profiles- unable to get the reports but no longer needed. New system customer can view their own
- Why do you think we have 45 water loss calls in 2017 and none in 2018? Possible leaks or a different classification will look into it

**DIRECTOR OF OPERATION'S REPORT**

**ITEM #9**                    CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF RATIFYING MANHOLE REPAIRS AT SOUTH PADRE ISLAND. (R. GOMEZ) ♣

**DISCUSSION:**

- Manhole collapsed on Amberjack and Gulf Blvd, took 5 to 6 days to fix
- Work was done on an emergency basis and did not have the equipment (excavator) to go in that deep
- Ratification on G & T Paving invoice for \$16,500
- Street restoration \$22,848 under annual contract with G & T Paving
- Discussion on purchasing or renting:
  - Need bigger excavator
  - Currently, the District owns a mini and a medium excavator
  - A large one is needed
  - **Get cost on and include:**
    - **cost of a new one**
    - **cost how much to rent for ten days**
    - **Include how many times excavator used, go back 2-3 years**
    - **Project what the excavator can be used for**
    - **Maintenance cost**
    - **Housing storage for the excavator**
    - **Trailer**

Moved by **H. HOUSTON**, seconded by **A. AVALOS**.

**Move to approve.**

**MOTION CARRIED**

**ITEM #10**                    DISTRICT ENGINEER'S REPORT

- SHORTLIST NOTIFICATION FOR ENGINEERING SERVICES – PORT ISABEL WWTF SLUDGE HOLDING TANK & REHABILITATION OF 18 LIFT STATIONS ♣
- CONSTRUCTION PROGRESS FOR PORT ISABEL WASTEWATER TREATMENT FACILITY MODIFICATIONS
- POTENTIAL TAX BOND PROJECTS

**REPORT:**

- SHORTLIST NOTIFICATION FOR ENGINEERING SERVICES – PORT ISABEL WWTF SLUDGE HOLDING TANK & REHABILITATION OF 18 LIFT STATIONS
  - Engineering Services had a Committee Meeting on December 19<sup>th</sup>
  - Committee agreed to conduct interviews on January 15<sup>th</sup>
    - Dedicating one hour for each firm

- 9 AM – Sigler, Winston, Greenwood Engineering
  - 10 AM – Freese, and Nichols
  - 11 AM – CP&Y
- Suggestion: Rank interviews
- Come back with a recommendation at the Regular Meeting
- CONSTRUCTION PROGRESS FOR PORT ISABEL WASTEWATER TREATMENT FACILITY MODIFICATIONS
  - Electrical walk through on December 19<sup>th</sup>, substantially complete
  - Pending - SCADA and instrumentation, everything final in February
  - Structures and New facility being online - 95% of the plant was in service through Sept. 30<sup>th</sup>
- POTENTIAL TAX BOND PROJECTS
  - Looking into the plans to see about doing a November Election
  - Possible Bond Projects:
    - Water Plant 1 Microfiltration Unit
    - Clarifiers need to be rebuilt
    - Water Plant 1 Elevator Storage Tanks, ground storage rehab
  - For next Meeting have Bond Counsel and Financial Advisor Representatives layout a timeline, deadline, and what things need to be accomplished for the bond election in November
    - What our borrowing capacity is
    - Need a workshop for what the borrowing capacity and payment capacity
    - If the existing bond can be refinanced
    - Identify the projects and get a timeframe
    - All Board Members need to be on board to move forward with all the projects

**DISTRICT ENGINEER REPORT**

**ITEM #11**

PRESENTATION BY DISTRICT ENGINEER, FOR WASTEWATER SYSTEM ODOR CONTROL PLAN. (C. ORTIZ) ♠

**DISCUSSION:**

- Goals:
  - Minimize nuisance odors from wastewater collection and treatment
  - Implement Grease Control Requirements to reduce sewer back-ups & Pump repairs
  - Corrosion Control
- Odor Control Measurements and Solutions
- Proposed Improvements:
  - Add 2 Bubbler Systems @ Lift Station 7 & Lift Station 10
  - Add 1 Micro-Solve Pump Kit @ Lift Station 7
  - Use decentralized approach to Odor Control by adding seven manhole scrubbers
  - New Products: Peacemaker dry air scrubber and PODZ Horizon
- Odor Control Plan Cost Estimate \$116,620
- PowerPoint Presentation followed by a discussion with questions and answers
- Educating our Customers and working on implementing a Policy
- Suggestion: Try one location first to see if it works before purchasing for all the locations
- Suggestion: Approve entire dollar amount and report locations with Solution used
- Suggestion: Get information on a one-year maintenance
- Board approval proposal scheduled for the next Regular Meeting on January 23, 2019
- Need a piece of one-page showing information to put in the press so the public can see where the money is spent
- **Bring a formal request with the dollar amount, itemized with detailed information where it's going**

**PRESENTATION**

**ITEM #12**      DIRECTOR OF FINANCE REPORT

- UPDATE AUDIT PROGRESS
- UPDATE ON WINDSTORM INSURANCE RENEWAL

**REPORT:**

- UPDATE AUDIT PROGRESS
  - Audit Committee Meeting met today @5 PM
  - Audit Committee reviewed the first draft of the audit
  - The final audit report presented for the next regularly scheduled meeting
- UPDATE ON WINDSTORM INSURANCE RENEWAL
  - Renewal at the end of this month
  - Awarded a two-year agreement, with an option for the third year with Klement Agency Insurance
  - Entering into the second year with an increase of \$3,000

**DIRECTOR OF FINANCE REPORT**

**ITEM #13**      CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE FINANCIAL REPORTS FOR OCTOBER 2018. (E. SALAZAR) ♣

**DISCUSSION:**

- Is the wastewater revenue up because of the rate change? No, new rates will show in November's Report

Moved by **A. AVALOS**, seconded by **A. LALONDE**.

**Move to approve.**

**MOTION CARRIED**

**ITEM #14**      CONSIDER AND REVIEW EXPENDITURES FOR DECEMBER 2018. (C. GALVAN) ♣

**DISCUSSION:**

- Expenditures acknowledged by **H. HOUSTON**, and by **A. LALONDE**.

**EXPENDITURE ACKNOWLEDGEMENT**

**ITEM #15**      CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING EXECUTIVE SESSION ITEM TABLED AT THE REGULAR MEETING ON DECEMBER 12, 2018:

DISCUSSION ON LEGAL MATTERS WITH COUNSEL CONCERNING OPEN RECORDS REQUEST.

**DISCUSSION:**

- Executive Session item removed from the table

Moved by **A. AVALOS**, seconded by **H. HOUSTON**.

**Motion to remove from the table.**

**MOTION CARRIED**

**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:

DISCUSSION ON LEGAL MATTERS WITH COUNSEL CONCERNING OPEN RECORDS REQUEST.

**DISCUSSION:**

- No Executive Session, no Attorney
- When is the Attorney going to be available to address this issue, it's been posted in the last two meetings? Will find out tomorrow, usually sends someone
- Chairman noted no action

**NO ACTION**

**ITEM #17**

CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEM, IF NECESSARY.

**DISCUSSION:**

- No Executive Session, no discussion
- Chairman noted no action

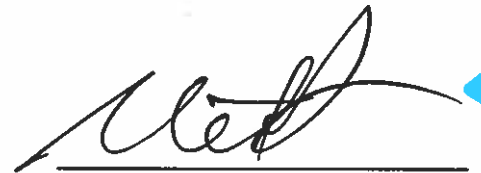
**NO ACTION**

**ITEM #18**

ADJOURNMENT

The **CHAIRMAN** adjourned the meeting at **6:52 PM**.

  
ALEX AVALOS, SECRETARY

  
SCOTT FRIEDMAN, CHAIRMAN

**MINUTES APPROVED THIS 23<sup>RD</sup> DAY OF JANUARY 2019.**