


**MINUTES**  
 Regular Meeting  
 Laguna Madre Water District  
 Board of Directors  
 Wednesday, April 22, 2020  
 5:30 PM – 6:12 PM  
 Board Room

1	<p><b><u>QUORUM</u></b></p> <p><b>PRESENT:</b>          Chairman, Scott Friedman          Vice-Chairman, Herb Houston          Secretary, Alex Avalos          Director, Jason Starkey - Virtual Meeting with Zoom          Director, Adam Lalonde - Virtual Meeting with Zoom</p> <p><b>ADMINISTRATIVE STAFF:</b>          General Manager, Carlos J. Galvan, Jr.          Director of Operations, Robert Gomez          District Engineer, Charles Ortiz          Purchasing Agent, Enrique Samaniego - Virtual Meeting with Zoom          Director of Finance, Eddie Salazar          Attorney, Brian Hansen - Virtual Meeting with Zoom</p>	
2	<p><b><u>INVOCATION AND PLEDGE OF ALLEGIANCE</u></b></p> <p>The meeting began with the Pledge of Allegiance, and C. Ortiz said the Invocation.</p>	
3	<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>• Alicia and Victor Baldovinos with Grant Access (virtual meeting) reported:             <ul style="list-style-type: none"> <li>○ Earth Day information posted on social media</li> <li>○ Information on Water Conservation posted on social media relating to Earth Day</li> <li>○ Grant Access Media Affairs Consultants six months on the job in working with the District</li> </ul> </li> <li>• R. Gomez noted, thanking Grant Access for preparing the letter and doing a good job concerning the problems with the sewer lines (with flushing wipes), arrangements in the works to mail the message (copies in English and Spanish) to District Customers.             <ul style="list-style-type: none"> <li>✓ <b>Suggestion: include a picture with the letter</b></li> <li>○ For the next, regularly scheduled meeting reporting on the new Pre-treatment department's work on cleaning out the lift stations with photos of how clean it looks after cleaning</li> </ul> </li> </ul>	
4	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING FROM APRIL 8TH, 2020. (C. GALVAN) 💧</u></b></p> <p><b>DISCUSSION:</b></p>	

	<ul style="list-style-type: none"> <li>The Board approved the Regular Meeting Minutes as presented</li> </ul> <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	<p>MOTION CARRIED</p>
<p>5</p>	<p><u>GENERAL MANAGER'S REPORT:</u></p> <ul style="list-style-type: none"> <li><u>COVID-19 UPDATES –</u> <ul style="list-style-type: none"> <li>Human Resources updated essential traveler letters extending the date to May 4, 2020</li> <li>Updates frequently reported by the County and City related to COVID-19 Shelter in Place</li> </ul> </li> <li><u>SCHEDULE POSSIBLE WORKSHOP CONCERNING FINANCIAL REPORTS FOR CUSTOMER DEFERRED ASSISTANCE –</u> <ul style="list-style-type: none"> <li>Recommendation for scheduling a Workshop, preferably the second meeting in May to ensure all expenditures are complete and information is available for the Workshop</li> <li>Possibly a 5 PM Regular Meeting instead of a Workshop</li> <li>Establishing the Deferred Assistance Program should perhaps follow the guidelines from the Public Utilities Commission (PUC).</li> </ul> </li> </ul> <p>✓ The Board agreed to schedule as a regular agenda item for May 27, 2020</p>	<p>GENERAL MANAGER'S REPORT</p>
<p>6</p>	<p><u>DISCUSS AND APPROVE A RESOLUTION EXPRESSING OFFICIAL INTENT TO REIMBURSE ENGINEERING COSTS RELATED TO IMPROVING RENOVATING AND EQUIPPING WATER TREATMENT PLANT 1 FROM TAX-EXEMPT OBLIGATIONS TO BE ISSUED BY THE LAGUNA MADRE WATER DISTRICT AND OTHER MATTERS RELATED THERETO (RESOLUTION NO. 179-04-2020). (C. GALVAN) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>Recommendation from Bond Counsel</li> <li>Reimbursement Amount - up to \$200,000</li> <li>The Board agreed to approve the Resolution by a rollcall vote: <ul style="list-style-type: none"> <li>NOES: None</li> <li>AYES: <ul style="list-style-type: none"> <li>A. AVALOS</li> <li>J. STARKEY</li> <li>A. LALONDE</li> <li>H. HOUSTON</li> <li>S. FRIEDMAN</li> </ul> </li> </ul> </li> </ul> <p>Moved by A. AVALOS, seconded by J. STARKEY.</p> <p>Move to approve</p>	<p>MOTION CARRIED</p>

7	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF EXTENDING THE CONTINGENCY SCHEDULE IN CONJUNCTION WITH THE MANDATED CAMERON COUNTY ORDERS CONCERNING COVID19. (C. GALVAN) 💧</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Contingency Schedule Extension until on or before May 13, 2020</li> <li>• The Board agreed to approve extending the Contingency Schedule</li> </ul> <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve</p>	<p>MOTION CARRIED</p>
8	<p><b><u>DIRECTOR OF OPERATION'S REPORT 💧</u></b></p> <p>REPORT:</p> <ul style="list-style-type: none"> <li>• <b><u>POTENTIAL COMPLAINT TO NEWS MEDIA BY A WATER DISTRICT CUSTOMER CONCERNING METER DISCREPANCY –</u></b> <ul style="list-style-type: none"> <li>○ Notice from Customer given on April 15, Customer believes the meter is not registering correctly. Customer threatens to go to the media</li> <li>○ Information from current meter and previous meter testing's show 100% accuracy</li> <li>○ In both cases, the issues occurred at the same time frame</li> <li>○ Possible causes: bad commode (bad flapper) or water left running</li> <li>○ Meter Test fee of \$25.00 waived</li> <li>○ Meter is going to be monitored as much as possible and will work with Customer as much as possible</li> </ul> </li> </ul>	<p>DIRECTOR OF OPERATION'S REPORT</p>
9	<p><b><u>DISTRICT ENGINEER'S REPORT</u></b></p> <p>REPORT:</p> <ul style="list-style-type: none"> <li>• <b><u>REQUEST FOR QUALIFICATIONS FOR WATER PLANT 1 CLARIFIER REPLACEMENT –</u></b> <ul style="list-style-type: none"> <li>○ Advertised April 16, 2020, and are due on May 1, at 2 PM</li> <li>○ The District provided a copy of RFQ's to all interested firms</li> <li>○ So far, four firms interested</li> <li>○ The format in place with the reimbursement engineering costs</li> <li>○ Requesting a Professional Services Committee Meeting to review proposals and recommendations. Meeting for possibly for May 5, 2020, @ 9 AM</li> <li>○ Professional Services Committee Members, A. Avalos, and J. Starkey agreed to the meeting and will receive review documents on May 5, 2020</li> </ul> </li> <li>• <b><u>WASTEWATER DISCHARGE PERMIT RENEWAL – ANDY BOWIE WASTEWATER TREATMENT PLANT</u></b> <ul style="list-style-type: none"> <li>○ For the Wastewater Treatment Plant (four sewer plants), all four permit renewals submitted; they have been declared administratively complete. The next step is to get the technical review completed; the results are still pending for Laguna Vista and Isla Blanca.</li> <li>○ We received the draft permits for review and approval for the Andy Bowie and Port Isabel Plants. Everything is looking good with the Port Isabel Plant.</li> </ul> </li> </ul>	<p>DISTRICT ENGINEER'S REPORT</p>

	<ul style="list-style-type: none"> <li>o Andy Bowie, with its discharging into the Birding Center area, got a copper restriction on that permit renewal, so it's going to require three years to determine how to address that copper limit. It's set as a new discharge limitation <ul style="list-style-type: none"> <li>▪ Question: Is that an additional cost for the District, and do we have to meet that? Response: Yes, because of our stream analysis</li> <li>▪ Question: How much additional money? Response: It's unknown at this stage, quarterly reports needed to identify the source to know what we can do to meet that restriction. Discussion ensued regarding the permit costs.</li> </ul> </li> </ul>	
10	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL BUDGET AMENDMENT TO RESTORE LIFT STATION DEPARTMENT 2 TO PRE-TREATMENT/LIFT STATION DEPARTMENT (E. SALAZAR)</u></b> 💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Reorganization for the hiring of the new Pre-Treatment Manager</li> <li>• Pre-Treatment Manager will oversee and monitor the grease traps for the Restaurants so that grease won't go into the sewer lines that cause a lot of sewer backups</li> <li>• Pre-Treatment Manager will meet with all Restaurant Managers</li> <li>• Discussion ensued regarding the training for the new Pre-Treatment Manager</li> <li>• Comment: The District needs to review the different cities that they have for grease traps and have it placed on their ordinance as a requirement. The towns need to mandate to enforce compliance, not just the District. It should be the Districts and each Community's Policy, all the same. Discussion ensued.</li> </ul> <p>Moved by J. STARKEY, seconded by A. AVALOS.</p> <p>Move to approve</p>	MOTION CARRIED
11	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL ENCODER REGISTER FOR FIRE METERS PART OF THE METER REPLACEMENT PROGRAM. (E. SAMANIEGO)</u></b> 💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• E. Samaniego recommended No Action; the Encoders included with Muller's Agreement</li> </ul>	NO ACTION
12	<p><b><u>CONSIDER AND REVIEW EXPENDITURES FROM APRIL 1, 2020 – APRIL 15, 2020. (C. GALVAN)</u></b> 💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• No questions or comments</li> </ul> <p>Expenditures acknowledged by H. HOUSTON and J. STARKEY.</p>	ACKNOWLEDGMENT OF EXPENDITURES
13	<p><b><u>ADJOURNMENT</u></b></p> <p>There being no further business the CHAIRMAN adjourned the meeting 6:12 PM</p>	MEETING ADJOURNED @ 6:12 PM

  
SCOTT FRIEDMAN, CHAIRMAN



  
ALEX AVALOS, SECRETARY



MINUTES APPROVED THIS 13<sup>TH</sup> DAY OF MAY 2020.