

MINUTES
REGULAR MEETING – FEBRUARY 22, 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 **22nd day of FEBRUARY, 2017** at the hour of **5:00 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
Victor Valdez - Director of Operations
Sanjuana Garcia – Director of Finance
Gustavo Ruiz – Attorney

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

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

The Chairman noted Mr. Keplinger was running late and shortly after Mr. Keplinger joined the meeting.

ITEM #3 INVITATION TO AUDIENCE FOR DISCUSSION

Public comments and announcements were given at this time.

The **CHAIRMAN** asked if anyone in the audience would like to address the **BOARD**. No one responded.

ITEM #4 CONSIDER AND APPROVE MINUTES FOR REGULAR MEETING OF FEBRUARY 8, 2017.
(C. GALVAN)

A motion was made by **MR. D. WELLS** to approve Minutes for Regular Meeting on February 8, 2016, seconded by **MR. J. KEPLINGER**. **MR. R. WELLS** abstained. **MOTION CARRIED**.

ITEM #5 GENERAL MANAGER'S REPORT

- **VERIZON WIRELESS UPDATE**

Mr. Galvan reported on the following:

- Verizon Wireless is reconsidering in placing an antenna on a District's Water Tower
- Agreement will be presented to the Board for consideration and approval

ITEM #6 DISTRICT ENGINEER'S REPORT

- **SLUDGE HOLDING TANKS AT PORT ISABEL WWTP**
- **PORT ISABEL MONOFILL**
- **BEACH BLVD WATER LINE**

Mr. Ortiz reported on the following:

- Sludge Holding Tanks at Port Isabel WWTP - Presentation on the aeration overall plan was given by Mr. Leon Allen with Carollo Engineers followed by questions and answers.
- Port Isabel Monofill - PSI installed the groundwater monitoring wells and is halfway through flushing out the wells. Discussion ensued.
- Beach Blvd Water Line – The town of Laguna Vista is planning to pave Beach Blvd., they notified the district to request any utility work in advance of the paving project. Discussion ensued.
- Mr. Ortiz also suggested a workshop for consideration and discussion of a possible Bond Election.

ITEM #7 CONSIDER AND APPROVE CHANGING THE LAGUNA MADRE WATER DISTRICT BOARD
OF DIRECTORS REGULAR MEETING TIME (C. GALVAN)

It was agreed to change the Laguna Madre Water District Board of Directors Regular Meeting time from 5 PM to 5:30 PM.

A motion was made by **MR. J. KEPLINGER** to approve changing the Laguna Madre Water District Board of Directors Regular Meeting Time to 5:30 PM, seconded by **MR. W. THOMAS. MOTION CARRIED UNANIMOUSLY.**

ITEM #8 CONSIDER AND DISCUSS THE FOLLOWING ITEMS IN THE PERSONNEL POLICY FOR THE LAGUNA MADRE WATER DISTRICT: SECTION 404; SECTION 604; AND SECTION 1405

This item was for discussion only and following points were made:

- Section 404: Mandatory Certification - an item was added regarding District employees' obtaining an "A" License. Discussion ensued.
- Section 604: Occupational Disability or Injury Leave- the whole segment was modified and additional items were added concerning Workers' compensation benefits relating to FMLA leave and fraud. Discussion ensued and a minor correction is needed (the word "day" is missing in heading "e")
- Section 1405: Uniforms & Safety Boots, item was modified; and a new item was added regarding Safety Boots for certain departments. Discussion ensued, and a portion of the language needed some corrections (sentences will be rearranged to fix the phrasing)

ITEM #9 CONSIDER AND APPROVE A RESOLUTION ADOPTING A REVISED PLAN UNDER SECTION 404; SECTION 604; AND SECTION 1405 ON THE PERSONNEL POLICY FOR THE LAGUNA MADRE WATER DISTRICT, (RESOLUTION NO. 144-02-17). (C. GALVAN)

The resolution was approved subject to the following changes: Section 404, was approved as presented; Section 604, was approved and will add a word that's missing; and Section 1405, was approved and sentences will be rearranged.

A motion was made by **MR. J. KEPLINGER** to approve a resolution adopting a revised plan under section 404; section 604; and section 1405 of the Personnel Policy for the Laguna Madre Water District subject to changes on Section 604 and Section 1405, (Resolution No. 144-02-17), seconded by **MR. R. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #10 CONSIDER AND APPROVE 24" STEEL CASING AND 12" PVC SEWER PIPE AS SURPLUS ITEMS FOR SALE (V. VALDEZ)

Discussion and questions ensued pertaining to the items that will be sold as surplus items.

A motion was made by **MR. R. WELLS** to approve 24" steel casing and 12" PVC pipe as surplus items for sale, seconded by **MR. J. KEPLINGER. MR. D. WELLS** opposed. **MOTION CARRIED.**

ITEM #11 CONSIDER AND APPROVE CHANGE ORDER NO. 1 FOR CONSTRUCTION OF PORT ISABEL WWTP OUTFALL EXTENSION (C. ORTIZ)

This item was drawn from the agenda and no action was taken. Mr. Ortiz noted he will be placing the construction of the Port Isabel WWTP outfall extension through the bidding process.

The Chairman noted no motion taken. **MOTION FAILED.**

ITEM #12 CONSIDER AND APPROVE ANNUAL RENEWAL OF 24/7 TECHNICAL PHONE SUPPORT SERVICE CONTRACT WITH PALL ADVANCED SEPARATION SYSTEMS FOR WATER PLANT 2 MICROFILTRATION OPERATIONS (C. GALVAN)

Mr. Ortiz noted the price remained the same to renew an additional 12 months. There was an agreement to renew the 24/7 Technical Phone Support Service Contract with Pall Advanced Separations Systems for Water Plant 2 Microfiltration Operations for a total amount of \$5,200.00.

A motion was made by **MR. R. WELLS** to approve Annual Renewal of 24/7 technical phone support service contract with Pall Advanced separation systems for Water Plant 2 microfiltration operations, seconded by **MR. J. KEPLINGER**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #13 CONSIDER AND AWARD PROFESSIONAL SERVICES WITH BROWN, LEAL, & ASSOCIATES FOR BEACH BLVD WATERLINE IMPROVEMENTS IN LAGUNA VISTA (C. ORTIZ)

Discussion and questions ensued regarding the engineering services for waterline rehabilitation along Beach Blvd, in Laguna Vista. There was an agreement to award the proposal for professional services with Brown, Leal, & Associates for a total amount of \$62,000.00.

A motion was made by **MR. W. THOMAS** to approve award for professional Services with Brown, Leal, & Associates for Beach Blvd waterline improvements in Laguna Vista, seconded by **MR. J. KEPLINGER**. **MR. D. WELLS** opposed. **MOTION CARRIED.**

ITEM #14 CONSIDER AND APPROVE DISBURSEMENTS. (C. GALVAN)

A motion was made by **MR. D. WELLS** to approve Disbursements as presented, seconded by **MR. W. THOMAS**. **MOTION CARRIED UNANIMOUSLY.**

ITEM #15 EXECUTIVE SESSION PERMITTED BY THE OPEN MEETINGS ACT, V.T.C.A., GOVERNMENT CODE SECTION 551.001 ET. SEQ., UNDER SECTION 551.074 (A) (1), AUTHORIZING CERTAIN DELIBERATIONS ABOUT OFFICERS AND EMPLOYEES OF THE DISTRICT TO BE HELD IN EXECUTIVE SESSION:

TO DELIBERATE THE APPOINTMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF DISTRICT EMPLOYEES TO WIT: FINANCE DEPARTMENT

A motion was made by **MR. D. WELLS** for the **BOARD** to go into executive session at **5:45 PM**, seconded by **MR. W. THOMAS**.
MOTION CARRIED UNANIMOUSLY.

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


A motion was made by **MR. D. WELLS** for the **BOARD** to come out of executive session at **6:55 PM**, seconded by **MR. R. WELLS**.
MOTION CARRIED UNANIMOUSLY.

ITEM #16 **CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEM, IF NECESSARY**

A motion was made by **MR. D. WELLS** to proceed as discussed in Executive Session, seconded by **MR. R. WELLS**. **MR. J. KEPLINGER** opposed. **MOTION CARRIED.**

ITEM #17 **ADJOURNMENT**

The **CHAIRMAN** adjourned the meeting at **6:56 PM**.



SCOTT FRIEDMAN, CHAIRMAN



DOYLE WELLS, SECRETARY

MINUTES APPROVED THIS 8th DAY OF March 2017.