

MINUTES
Regular Meeting
Laguna Madre Water District
Board of Directors
Wednesday, April 11, 2018
5:30 PM – 7:26 PM
Board Room

ITEM #1 QUORUM

PRESENT: Chairman, Scott D. Friedman
 Vice Chairman, Rick A. Wells
 Secretary, Doyle Wells
 Director, Alex Avalos

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

ABSENT: Director, Herb Houston

ITEM #2 INVOCATION AND PLEDGE OF ALLEGIANCE

The Pledge Allegiance and Opening Prayer were done earlier at the Workshop.

ITEM #3 INVITATION TO THE AUDIENCE FOR PUBLIC COMMENTS

No one in the audience responded.

ITEM #4 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF REGULAR MEETING ON MARCH 28, 2018 (C. GALVAN) 💧

DISCUSSION:

- Page 2, Item 5, is the date of January 1, 2018, correct for Ballot by Mail?
- Verify Date
- The date is correct; it's the First day for voter to request a ballot by mail

It was moved by **R. WELLS**, seconded by **D. WELLS** :

To approve the Minutes of Regular Meeting on March 28, 2018.

MOTION CARRIED

ITEM #5 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE AUDIT REPORT OF LAGUNA MADRE WATER DISTRICT FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017 (C. GALVAN) 💧

REPORT:

- Presentation by Carlos Barrera, with Carr Riggs & Ingram, followed by questions and answers and copies of Financial Statements handed out. Met with Audit Committee before the Regular Meeting
- Clean opinion, the financial statements present fairly, in all material respects, the financial position of the governmental activities and each major fund of the District as of September 30, 2017
- Revenues, Expenditures, and Excess of revenues over expenditure

On a motion made by **D. WELLS**, seconded by **R. WELLS**:

To approve the Audit Report of Laguna Madre Water District Financial Statements for the Fiscal Year ended September 30, 2017.

MOTION CARRIED

ITEM #6 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PROPOSAL FROM INTERTEK PSI FOR WATER PLANT 2 RESIDUALS MANAGEMENT AND PORT ISABEL MONOFILL GROUNDWATER MONITORING (C. ORTIZ) 💧

DISCUSSION:

- 2 Proposals combined for this request
- Proposal for Water Plant 2 Residuals Management - Soil and Sludge Spoil Sampling with a total of \$7,784.25
- Proposal for Port Isabel Monofill Groundwater Monitoring – Additional Monitoring Well and Groundwater Monitoring Well Sampling @ Port Isabel Wastewater Treatment Plant with a total of \$15,387.00

On a motion made by **D. WELLS**, seconded by **R. WELLS**:

To approve the proposal from Intertek PSI for Water Plant 2 Residuals Management and Port Isabel Monofill Groundwater Monitoring.

MOTION CARRIED

ITEM #7 GENERAL MANAGER'S REPORT

- ODOR CONTROL WORKSHOP - MAY 9, 2018

REPORT:

- Workshop topic for feedback from Staff who attended the Water Environment Federation Odors and Air Pollutants conference, in Portland, Oregon
- Workshop time @ 4 PM

GENERAL MANAGER'S REPORT

ITEM #8DISTRICT ENGINEER'S REPORT

- CAPITAL PROJECTS UPDATE FROM DECEMBER 6, 2017 WORKSHOP
- STATE FISCAL YEAR 2018 CLEAN WATER STATE REVOLVING FUND (CWSRF) APPLICATION INVITATION
- PROPOSITION 2: SEAWATER DESALINATION, DISTRIBUTION, AND CONCENTRATE DISPOSAL (\$15,655,000)

REPORT:

- Monofill Methane Monitors: 30-day advertisement starting on April 15; will present bid on May 23
- Water Plant 2 Sludge Drying Basins: received an invitation for funding; submitting a financial application; April 16, Pre-application telephone conference with the State
- Water meter system upgrade: making good progress, pursue a pipe replacement through finance
- Lift Station Rehab: Using the state money to pay for engineering phase for lift station design
- Maintenance Control: Isla Blanca WWTP, Unfunded, at the same time actual flows are much lower than state capacity. Major improvements not required at this time
- Andy Bowie WWTP new headworks for grit removal, Andy Bowie WWTP energy efficiency improvements, and Isla Blanca WWTP grit Removal: Unfunded, projects deferred
- Odor Control Plan – addressed at the Workshop on May 9, 2018, @ 4 PM
- Long Island Village (LIV): Hiring their engineer to update construction cost estimates. As per Dan Jackson, one method of finding a way for LIV to fund its capital improvements is to create a special district for them. Its additional paperwork but a process that could work
- Application invitation letter: made request for 4.99 million to cover holding sludge tank and 18 lift stations; scheduled pre-application conference for April 17; followed by a trip to Austin to have a kick-off meeting with Texas Water Development Board, financial application done by the next 30 days.
- Proposition 2: Project is on hold. A company wants to meet on April 24, preliminary discussion.

RESULTS:

- For proposition 2: seawater desalination, distribution, and concentrate disposal (\$15,655,000) D. Wells is attending the preliminary discussion meeting on April 24.

DISTRICT ENGINEER'S REPORT**ITEM #9**DIRECTOR OF OPERATION'S REPORT

- MONTHLY REPORT

REPORT:

- For March 2018: Total of 337 calls to Customer Service on Service Orders for the Distribution Department
- A total of 80 for the Collection Department, most were preventive maintenance


DIRECTOR OF OPERATION'S REPORT

ITEM #10 CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT THE REGULAR MEETING ON MARCH 28, 2018:
CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF RAW WATER PUMP (BID # WP-18-3-02).

It was moved by **D. WELLS**, seconded by **A. AVALOS**:

Approval to remove item tabled at the Regular Meeting on March 28, 2018: Consider and discuss for possible approval purchase of Raw Water Pump (Bid # Wp-18-3-02).

MOTION CARRIED

ITEM #11 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF RAW WATER PUMP (BID # WP-18-3-02) (E. SAMANIEGO) 

DISCUSSION:

- Tabled at the last meeting on why the pump is needed.
- Water Plant Manager present for questions and answers. The raw water pump is for Water Plant 2. Pumps manufactured 25 years ago. Three pumps needed out of the four pumps and motor sets. Keeping pump as a spare backup pump
- Has pump been examined? Visually inspected? Details of accurate measures discussed
- Bid recommendation: to award Pump Group, Inc. with a total of \$14,927.00

On a motion made by, **D. WELLS**, seconded by **A. AVALOS**:

To approve the purchase of Raw Water Pump.

MOTION CARRIED

ITEM #12 CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT THE REGULAR MEETING ON MARCH 28, 2018:
CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF AIR SUPPLY MATERIAL FOR ANDIE BOWIE WWTP (BID # WW-18-3-04).

It was moved by **A. AVALOS**, seconded by **R. WELLS**:

Approval to remove item tabled at the Regular Meeting on March 28, 2018: Consider and discuss for possible approval purchase of air supply material for Andie Bowie WWTP (Bid # WW-18-3-04).

MOTION CARRIED

AGAINST: D. WELLS

ITEM #13 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF AIR SUPPLY MATERIAL FOR ANDIE BOWIE WWTP (BID # WW-18-3-04) (E. SAMANIEGO)

DISCUSSION:

- Tabled at the last meeting, requesting changes to the specs
- The Item got tabled, still in the bidding process and no supporting documents available
- Will present at the next regularly scheduled meeting

On a motion made by **A. AVALOS**, seconded by **R. WELLS**:

Motion to table.

MOTION CARRIED, TABLED

RESULTS:

Item deferred to the next regularly scheduled meeting on May 9, 2018.

ITEM #14 CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT THE REGULAR MEETING ON MARCH 28, 2018:

CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF TIMEKEEPING SYSTEM (BID # TIME KEEPING SYSTEM).

It was moved by **A. AVALOS**, seconded by **R. WELLS**:

Approval to remove item tabled at the Regular Meeting on March 28, 2018: Consider and discuss for possible approval purchase of Timekeeping system (Bid # Timekeeping System).

MOTION CARRIED

AGAINST: D. WELLS

ITEM #15 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL PURCHASE OF TIMEKEEPING SYSTEM (BID # TIME KEEPING SYSTEM) (E. SAMANIEGO) 💧

DISCUSSION:

- Comments from the last meeting to contact new Director of Finance, scheduled a conference call to discuss timekeeping system (experience). Contacted G5, they use timecards and don't have a timekeeping system in place
- G5 needed more time to provide a quote
- A lot of Government entities use Tyler Technologies Systems
- Human Resources Administrator gave concerns about the current Timekeeping System and Payroll Process
- District currently uses punchin timecards and clock in and out. The new system is an electronic login and compatible with current software. New Director of Finance gave positive feedback of Tyler Technologies Timekeeping System
- Bid Recommendation: to award the contract to Tyler Technologies
- Good advancement and will save money

ITEM #15 **CONTINUED**

On a motion made by **A. AVALOS**, seconded by **D. WELLS**:

To contract Tyler Technologies.

MOTION CARRIED

ITEM #16 **CONSIDER AND DISCUSS METER REPORT (R. GOMEZ)** 🔹

DISCUSSION:

- The report was Staff's input and written on their behalf on the District's Meters and Meters System
- Current Meter System Purchased in 2006 and operated on a system that is obsolete. If keeping this system, need to move onto the Beacon System and the cost is around \$15,000.
- Currently, the District has 7,270 meters; 5,355 meters are 11 to 12 years old. A few meters are not operable
- The current system does not provide information needed for our customers
- What about the meters that are sitting on the shelf?
- Recommendation to schedule a workshop

FOR DISCUSSION ONLY

RESULTS:

- Give updated report to Ferguson Waterworks and schedule Ferguson to attend Workshop on May 9.

ITEM #17 **CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF MOVING FORWARD WITH FERGUSON WATERWORKS AMI METER SOLUTION TO INCLUDE LEAK DETECTION AND REMOTE SHUTOFF (R. GOMEZ)** 🔹

DISCUSSION:

- The Board agreed to take no action and schedule a workshop

NO ACTION

RESULTS:

- Workshop before the Regular Meeting on May 9, 2018, at 4 PM

ITEM #18 **CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL CHANGE ORDER NO. 2 WITH CSA CONSTRUCTION, INC. FOR CONTRACT TIME EXTENSION, PORT ISABEL WASTEWATER TREATMENT FACILITY MODIFICATIONS (C. ORTIZ)** 🔹

DISCUSSION:

- Increase in contract time: 90 days at no cost to be able to complete the work
- District Engineer and General Manager satisfied with time requested? Yes.

On a motion made by **D. WELLS**, seconded by **A. AVALOS**:

Move to approve.

MOTION CARRIED

ITEM #19 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL FINANCIAL REPORT FOR FEBRUARY 2018 (R. GOMEZ) 🔹

RESULTS:

- No comments
- Financial Reports for February 2018 got approved as presented

On a motion made by **D. WELLS**, seconded by **A. AVALOS**:

Move to approve all.

MOTION CARRIED

ITEM #20 CONSIDER AND REVIEW EXPENDITURES FOR MARCH 16-31, 2018 (C. GALVAN) 🔹

RESULTS:

- There were no comments on expenditures. The Board acknowledged the expenditures

FOR DISCUSSION ONLY

ITEM #21 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 551.072, DELIBERATION ABOUT REAL PROPERTY

- A. DISCUSS ON POSSIBLE 9.6 PLUS LAND FOR PURCHASE IN PORT ISABEL 🔹
- B. DISCUSS BOUNDARY OF LAGUNA MADRE WATER DISTRICT MAINTENANCE YARD ON WOODY LN, PORT ISABEL. 🔹
- C. CONSIDER AND DISCUSS AGREEMENT AMENDING AND SUPPLEMENTING THE 1985 AGREEMENT FOR THE RESOLUTION OF POTENTIAL LITIGATION AND CONVEYANCE OF INTERESTS IN REAL PROPERTY AT PORT ISABEL WASTEWATER TREATMENT PLANT. 🔹

It was moved by **A. AVALOS**, seconded by **R. WELLS**:

To go into executive session at 6:56 PM.

MOTION CARRIED

The **BOARD** took a short recess before going into Executive Session.

It was moved by **R. WELLS**, seconded by **A. AVALOS**:

To come out of executive session at 7:25 PM.

MOTION CARRIED

ITEM #22 CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY

Executive Session results are listed below.

ITEM #22 CONTINUED

Chairman noted, Executive Session Actions:

A. Discussion on Possible 9.6 Plus Land for Purchase in Port Isabel

NO ACTION

B. Discuss Boundary of Laguna Madre Water District Maintenance Yard on Woody Ln, Port Isabel

PROCEED AS DIRECTED

C. Consider and Discuss Agreement Amending and Supplementing the 1985 Agreement for the Resolution of Potential Litigation and Conveyance of Interests in Real Property at Port Isabel Wastewater Treatment Plant

NO ACTION AT THIS TIME

ITEM #23 ADJOURNMENT

It was moved by **A. AVALOS**, seconded by **R. WELLS**:
To adjourn the meeting at 7:26 PM.

MOTION CARRIED

SCOTT FRIEDMAN, CHAIRMAN

DOYLE WELLS, SECRETARY

MINUTES APPROVED THIS 9TH DAY OF MAY 2018.

MINUTES
Regular Meeting
April 11, 2018