

MINUTES
 Regular Meeting
 Laguna Madre Water District
 Board of Directors
 Wednesday, June 24, 2020
 5:30 PM – 6:24 PM
 Board Room

1	<p><u>QUORUM</u></p> <p>PRESENT: Chairman, Scott Friedman Vice-Chairman, Herb Houston Secretary, Alex Avalos Director, Jason Starkey Director, Adam Lalonde</p> <p style="text-align: center;"> ABSENT Virtual Meeting with Zoom ABSENT Virtual Meeting with Zoom </p> <p>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 Attorney, Brian Hansen Virtual Meeting with Zoom</p>	
2	<p><u>INVOCATION AND PLEDGE OF ALLEGIANCE</u></p> <p>The meeting began with the Pledge of Allegiance, and C. Galvan said the Invocation.</p>	
3	<p><u>INVITATION TO THE AUDIENCE FOR PUBLIC COMMENTS</u></p> <p>COMMENTS:</p> <ul style="list-style-type: none"> • C. Galvan noted, thanking Mr. A. Avalos for the “Must Wear a Mask” and “Keep 6 Feet apart Distance” signs • A. Avalos noted the Custodian who is a new employee with the District was doing a great job 	
4	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING FROM JUNE 10, 2020. (C. GALVAN) ♣</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • The Board approved the Regular Meeting Minutes as presented <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	<p>MOTION CARRIED</p>
5	<p><u>GENERAL MANAGER'S ♣</u></p> <p>REPORT:</p> <p><u>COVID-19 UPDATES –</u></p>	

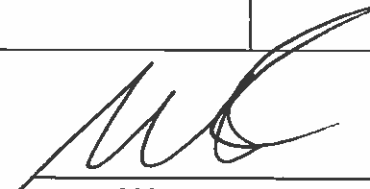
	<ul style="list-style-type: none"> o COVID-19 cases continue to rise, will continue to keep the doors closed with drive-through open. o Everyone continues following protocol, temperature checked and washing of hands every morning and afternoon when entering the building, and avoiding close contact o We are working on revising the work schedule in-house, a plan for employees to work 40 hours at different times. Once the schedule is ready, Mr. Hansen, the Attorney, and the Board can review the schedule plan, hopefully before the next meeting o Mr. Hansen reviewed the new in-house form for employees requesting vacation. The form is a COVID-19 screening questionnaire for employees returning from vacation <p><u>NOVEMBER 2020 ELECTIONS UPDATE –</u></p> <ul style="list-style-type: none"> o Saturday, July 18, 2020, is the first day to file for a place on the Board of Directors Election Ballot. The office is closed on Saturdays so that will be Monday, July 20, 2020 o On Friday, June 12, we had a virtual meeting through Zoom with the Cameron County Elections Department o The General Election and Special Election were combined, the price stayed the same (a two for one) 	<p>GENERAL MANAGER'S REPORT</p>
6	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE NOVEMBER 3, 2020, GENERAL AND SPECIAL ELECTION FOR THE LAGUNA MADRE WATER DISTRICT TO BE ADMINISTERED BY THE CAMERON COUNTY ELECTIONS DEPARTMENT. (C. GALVAN)</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • The Board approved the Agreement <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	<p>MOTION CARRIED</p>
7	<p><u>DIRECTOR OF OPERATION'S REPORT</u> 📌</p> <p>REPORT:</p> <p><u>KV POWER – POLE INSTALLATION -</u></p> <ul style="list-style-type: none"> o Pole installation completed on June 18, 2020, now working on the line installation. Temporary lane closures will continue for short periods through July o They are taking responsibility for the few water line breaks <p><u>LIFT STATION PRETREATMENT –</u></p> <ul style="list-style-type: none"> o Francisco Guzman, Lift Station Pretreatment Manager, gave an update followed by questions and answers o Mr. Gomez displayed pictures at the meeting and copies are attached to the minutes 	<p>DIRECTOR OF OPERATION'S REPORT</p>
8	<p><u>DISTRICT ENGINEER'S REPORT</u> 📌</p> <p>REPORT:</p>	


	<p><u>STATUS OF SCADA UPGRADE FOR RAW WATER PUMP STATIONS AND ELEVATED STORAGE TANKS</u></p> <ul style="list-style-type: none"> o Receiving equipment this week and through July o The Operators need some factory training, preferably before the install. The training is in Minnesota o The Altitude vales are getting modified and replaced to be compatible with the SCADA upgrade o There are pilot systems needing modification, and the proposal will be presented at a regularly scheduled meeting <p><u>STATUS OF WATER PLANT #1 ADDITION OF CHLORINE DIOXIDE</u></p> <ul style="list-style-type: none"> o Installation is being done in-house o Moving the manual generator from water plant 2 to water plant 1, and it has already been installed. Operator training is already in place o The CT Study got approved by the state 	<p style="text-align: center;">DISTRICT ENGINEER'S REPORT</p>
<p>9</p>	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE TOXICITY TEST FOR ANDY BOWIE WWTP EFFLUENT. (C. ORTIZ). ♦</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • C. Ortiz noted the toxicity testing is an additional specialized test; a discussion ensued regarding the examination and the cost \$21,500.00 • Francisco Guzman, Lift Station Pretreatment Manager, gave information regarding the specialized test being a single source item <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	<p style="text-align: center;">MOTION CARRIED</p>
<p>10</p>	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE AGREEMENT WITH THE CITY OF PORT ISABEL FOR LAND SWAP AT LMWD MAINTENANCE YARD AND PI INDUSTRIAL PARK ADJACENT TO WATER PLANT NO. 1. (C. ORTIZ) ♦</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • Mr. Brian Hansen, Attorney noted, this is a Draft agreement for the Board to approve before presenting the Agreement to the City of Port Isabel. <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	<p style="text-align: center;">MOTION CARRIED</p>
<p>11</p>	<p><u>DIRECTOR OF FINANCE REPORT</u></p> <p>REPORT:</p> <p><u>CONSUMPTION REPORT</u></p> <ul style="list-style-type: none"> o Currently, the consumption is back in line for May with the historical levels of consumption One hundred thirty-one (131) million gallons, 14 million gallons over the last year. A new agricultural customer started service previous year, that use alone is 15 million gallons <p><u>FINANCIAL UPDATE FOR MAY 2020</u></p>	

	<ul style="list-style-type: none"> ○ During the first six months of the year, the revenues performed very well. When the pandemic hit, there was a significant drop in revenues for South Padre Island but partially offset by increases in revenue on the mainland. After, the levels returned to normal very quickly. The month of May is back inline with the revenues before the start of the pandemic, with similar levels to prior years ○ Increase over last year was the increase in the rates ○ A 4% increase overall <p><u>CUSTOMER PORTAL UPDATE</u></p> <ul style="list-style-type: none"> ○ The register portal has 2,000 registered accounts on the water-smart customer portal ○ That represents 30% of our total customer account 	<p>DIRECTOR OF FINANCE REPORT</p>
12	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL RESTORING SECTION 1.4.8- DISCONNECTION AND PENALTIES ON LATE FEES CORRESPONDING TO THE SERVICE POLICY FOR LAGUNA MADRE WATER DISTRICT DUE TO THE COVID-19. (E. SALAZAR)</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • The District is following the recommendations and guidelines of the Public Utility Commission. Their order for suspending disconnections for nonpayments and late fees expired on June 13, 2020 • Overall, for May, the percentage past the due date is about 2.6%, and more than 30 days past due is about .5%. Overall, the numbers are good • Suggestion: Possibly keeping in place some type of policy for the customers that are attempting to make payments. They should be given some additional time pay and latitude; the District should work with that customer • The Board agreed to postpone restoring the disconnections and penalties for now, since new orders got issued from the Judge. We should check back at the next regularly scheduled meeting • Requests: <ul style="list-style-type: none"> ✓ For the following regularly scheduled meeting report on figures compared to last year ✓ For the following, regularly scheduled meeting prepare a plan to have ready for the customers who are negatively impacted, and how the District plans to address that • The Board agreed to table the item for review and discussion at the next regular meeting on July 8, 2020 <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to the table.</p>	<p>MOTION CARRIED TO <u>TABLE</u></p>
13	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL MODIFICATION OF FEE STRUCTURE WITH THE CURRENT CREDIT CARD PROCESSOR, HAMER ENTERPRISES. (E. SALAZAR)</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • The District's current credit card processor charges a \$3.00 fee structure every \$100 bill paid, and over \$500, the fee structure is 3%. The customer pays this structured fee. 	

	<ul style="list-style-type: none"> • Contacted Hamer Enterprise’s about the current fees are too high. Hamer Enterprise came back with a proposal offering a lower structure fee of \$2.50 per transaction up to \$1,000 and a 2.5% structure fee, anything above \$1,000. It’s a significant saving for the customer. • Hamer Enterprise offered three additional proposals: <ul style="list-style-type: none"> ○ Proposal 2 – eMyBill Application – instant online payment posting and current balance reflected online. ○ Proposal 3 – eCitizen Portal – make one-time PAY NOW, scheduled, or Auto Pay with recurring payments ○ Proposal 4- Custom Integration with the Districts Watersmart portal • Staff recommends Board approval and award proposals 1 and 4 for a more straightforward experience for the District Customer. (Proposal 4 will require programming on the water-smart side for the integration work (with possibly a cost for the integration work with water-smart) <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve recommendations 1 and 4.</p>	<p>MOTION CARRIED</p>
14	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE PURCHASE OF 16” TWO-WAY FLOW ALTITUDE VALVE FOR WATER TOWER #3 ON HUISACHE, SO. PADRE ISLAND. (E. SAMANIEGO)</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • Staff recommends Board approval and award the purchase to Victaulic Bermad LLC for \$21,738 • The Board agreed and approved <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	<p>MOTION CARRIED</p>
15	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE PURCHASE OF TWO ULTRA SONIC FLOW VALVE METER FOR WATER PLANT 1. (E. SAMANIEGO)</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • TCEQ requirement for revised disinfection plan for the addition of chlorine dioxide • Staff recommends Board approval and award Sender South Company for \$10,555 • The Board agreed and approved <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	<p>MOTION CARRIED</p>
16	<p><u>CONSIDER AND REVIEW EXPENDITURES FROM MAY 16, 2020 – MAY 30, 2020. (C. GALVAN) ♠</u></p> <p>DISCUSSION:</p>	<p>ACKNOWLEDGMENT OF EXPENDITURES</p>

	<ul style="list-style-type: none"> No questions or comments <p>Expenditures acknowledged by H. HOUSTON and A. LALONDE.</p>	
17	<p><u>CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING EXECUTIVE SESSION ITEM, UNDER SECTION 551.074, PERSONNEL MATTERS Tabled AT THE REGULAR MEETING ON JUNE 10, 2020:</u></p> <p><u>DELIBERATION REGARDING THE EVALUATION OF DISTRICT EMPLOYEES TO WIT: GENERAL MANAGER</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> The Board agreed for this item to remain tabled until the full Board is present No Discussion <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to table.</p>	<p>MOTION CARRIED TO REMAIN ON TABLED</p>
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 MATTER:</u></p> <p><u>DELIBERATION THE EVALUATION OF DISTRICT EMPLOYEE TO WIT: GENERAL MANAGER</u></p>	<p>SEE ITEM #17 FOR MORE INFORMATION</p>
19	<p><u>CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY.</u></p> <p><u>DELIBERATION REGARDING THE EVALUATION OF DISTRICT EMPLOYEE TO WIT: GENERAL MANAGER</u></p>	<p>EXECUTIVE SESSION RESULTS: SEE ITEM #17 FOR MORE INFORMATION</p>
20	<p><u>ADJOURNMENT</u></p> <p>There being no further business, the CHAIRMAN adjourned the meeting at 6:24 PM.</p> <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p>	<p>MEETING ADJOURNED @ 6:24 PM</p>


 SCOTT FRIEDMAN, CHAIRMAN


 ALEX AVALOS, SECRETARY

MINUTES APPROVED THIS 8TH DAY OF JULY 2020.