



MINUTES
 Regular Meeting
 Laguna Madre Water District
 Board of Directors
 Wednesday, May 13, 2020
 5:30 PM – 6:26 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;"> Virtual Meeting with Zoom 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</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"> • Victor Baldovinos with Grant Access noted the new Pretreatment Manager is going to be shadowing the City of South Padre Island Health’s Inspector with the different restaurants 	
4	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING FROM APRIL 27TH, 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. AVALOS. Move to approve.</p>	<p>MOTION CARRIED</p>
5	<p><u>GENERAL MANAGER’S</u></p> <p>REPORT:</p> <ul style="list-style-type: none"> • <u>COVID-19 UPDATES –</u> <ul style="list-style-type: none"> ○ The County lifted the Shelter in place. 	


	<ul style="list-style-type: none"> ○ The District's Contingency Plan was lifted, and District employees are back to working at 100% since May 5. ○ All District employees thankful for the Board's decision of a Contingency Plan. The plan was successful, and everyone is safe, there were no contacts with Covid-19 cases ○ Just today, three employees are out in quarantine and getting tested. Two employees had the symptoms, and one came in contact with a confirmed case. Waiting for Friday and Monday's test results from the three quarantined employees. The three employees all have sick leave or vacation days available. ○ The Board will get notified If an emergency comes to pass ○ More COVID-19 updates at the next regularly scheduled meeting ● <u>UPCOMING EVALUATION –</u> <ul style="list-style-type: none"> ○ Evaluation Forms provided to the Board ○ Executive Session planned for the next regularly scheduled meeting 	<p>GENERAL MANAGER'S REPORT</p>
6	<p><u>DIRECTOR OF OPERATION'S REPORT</u> </p> <p>REPORT:</p> <ul style="list-style-type: none"> ● <u>MONTHLY REPORT</u> - There were 208 fewer callouts compared to last year (April 2019), slow month because of quarantine and restaurants closed. It gave the District the chance to do some preventive maintenance. ● <u>PRETREATMENT AND LIFT STATIONS OPERATIONS –</u> <ul style="list-style-type: none"> ○ Francisco Guzman is the new Pretreatment Manager. ○ Francisco Guzman present at the meeting for questions and answers ○ Photos reviewed of the cleaning of the Lift Stations. The cleaning helps the wastewater flow on the sewer lines and pumps at the lift stations ○ With continued maintenance, it prolongs the useful life of the pumps and motors ○ Helps to eliminate some of the odor that is caused by the grease that comes into the plant ○ Pretreatment crew has proper gear and equipment ○ Suggestions: <ul style="list-style-type: none"> ✓ The letter from the Pretreatment Manager to restaurants needs a picture ✓ Special Media postings being responsible regarding cleaning the grease traps ● <u>SUPERIOR WATER SIGNS AND 2019 CONSUMER CONFIDENCE REPORT</u> <ul style="list-style-type: none"> ○ Photos of the Superior Water signs viewed ○ Copy of the TCEQ web page of the District of May 7, 2020, showing recognition ○ The signs are posted on HWY 510, Hwy 100 and HWY 48 ○ The sign for South Padre Island is pending approval from TXDOT to place it as you drive off the bridge ○ The annual 2019 Consumer Confidence Report was posted on the website. On page 6, the report mentioned the TCEQ violation that states the District failed to monitor or did not report the following chlorite in September 2019. The September report got lost in 	<p>DIRECTOR OF OPERATION'S REPORT</p>

	<p>the shipment by the time it was looked into; it was too late. Since then, a time table for collecting and keeping track of the water sample shipment to ensure it does not happen again. TCEQ requirements that the violation has to be reported to the public in the report.</p>	
7	<p><u>DISTRICT ENGINEER'S REPORT</u></p> <p>REPORT:</p> <ul style="list-style-type: none"> • <u>PROJECT STATUS FOR LIFT STATION REHABILITATION (TWDB#73730 – PORT ISABEL WWTP PHASE II IMPROVEMENTS) –</u> <ul style="list-style-type: none"> ○ Reviewed map of the Lift Stations locations in Port Isabel and Laguna Vista ○ The Engineer's Opinion of Probable Construction Cost Summary (the cost breakdown of the projects); and project schedule for the Lift Station Rehab reviewed. ✓ Request: Inform the Board when the Customers are informed of their sewer service connections. • <u>DISCUSS FINAL REVENUE REPORT (WASTEWATER PORTION OF BOND PROGRAM) –</u> <ul style="list-style-type: none"> ○ Freese and Nichols Inc. finalizing the wastewater portion of projects that Capital Bond Planning Committee recommended to pursue as future Revenue Notes and not be included in the proposed November Bond Election. ○ The report is for the following projects: Unfunded Lift Station Improvements, Isla Blanca Wastewater Treatment Plant Assessment, and Permanent Install of Grit Wolf at Andy Bowie Wastewater Treatment Plant. • <u>BAHIA POINT SUBDIVISION</u> <ul style="list-style-type: none"> ○ Reviewed Preliminary Plats ○ There are 302 lots and a reserve for an apartment complex ○ Phase I – 74 lots that are the entire length of Pennsylvania avenue 	<p>DISTRICT ENGINEER'S REPORT</p>
8	<p><u>CONSIDER AND AWARD PROFESSIONAL ENGINEERING DESIGN, BID, AND CONSTRUCTION PHASE SERVICES FOR WATER PLANT NO. 1 CLARIFIER REHABILITATION PROJECT (RFQ NO. WW-20-04-01).</u> 💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • Received five bid proposals • Professional Services Committee recommends authorization to proceed with negotiations to develop a contract with SWG Engineering for Professional Engineering Design, Bid and Construction Phase Services • The Board agreed to approve <p>Moved by A. AVALOS, seconded by J. STARKEY.</p> <p>Move to approve.</p>	<p>MOTION CARRIED</p>
9	<p><u>DIRECTOR OF FINANCE REPORT</u></p>	


	<p>REPORT:</p> <ul style="list-style-type: none"> • <u>UPDATE ON APRIL'S FINANCIAL NUMBERS –</u> <ul style="list-style-type: none"> ○ A PowerPoint presentation was given on COVID-19 Financial Update, and a copy of the display is attached to the minutes ○ The update included: <ul style="list-style-type: none"> ▪ Utility Billing Compared to the Prior Year ▪ Last Fiscal Year to Date – The fiscal Year 2019 Monthly Revenue by Customer Class ▪ The Current Fiscal Year to Date – The Fiscal Year 2020 Monthly Revenue by Customer Class ○ For March the revenue was up 14% (\$104,197) compared to 2019 ○ For April the revenue was 5% (-\$38,791) ○ Question: <ul style="list-style-type: none"> ▪ Is the report adjusted for the increase in the rates? Response: No. ▪ The rates are higher; Is there a report that shows how much water is being used? For next meeting will provide the consumption numbers. ○ Closely monitoring but at this time there is no indication that there is going to be a problem for not penalizing or for disconnecting fees ○ Overall positive signs than expected. No recommendations for drastic cuts at this time • <u>NOTICE FOR POSTPONEMENT OF MAY 2020 TAX BOND ELECTION, COMPLETE</u> <ul style="list-style-type: none"> ○ The requirement for Notices postings of Postponing the May 2020 Tax Bond Election to November 2020, fulfilled 	
10	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE QUARTERLY INVESTMENT REPORT FOR THE QUARTER ENDED MARCH 31ST, 2020. (E. SALAZAR) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • E. Salazar reported, for March, the interest rate continued to drop. It will continue to drop these next few months • \$500,000 will be placed into a CD for higher interest-earning investment. • The Board agreed to approve <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p>Move to approve</p>	<p>MOTION CARRIED</p>
11	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE FINANCIAL REPORTS FOR MARCH 2020. (E. SALAZAR) 💧</u></p> <p>DISCUSSION:</p>	<p>MOTION CARRIED</p>

	<ul style="list-style-type: none"> The Board agreed to approve as presented <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p>Move to approve.</p>	
12	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL BACKUP GENERATOR FOR THE MAIN OFFICE. (E. SAMANIEGO) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> Item tabled No discussion, deferred to the next regularly scheduled meeting Board agreed to table <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p>Move to table.</p>	TABLED
13	<p><u>CONSIDER AND REVIEW EXPENDITURES FROM APRIL 16TH, 2020 – APRIL 30TH, 2020. (C. GALVAN) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> No questions or comments <p>Expenditures acknowledged by H. HOUSTON and A. AVALOS.</p>	ACKNOWLEDGMENT OF EXPENDITURES
14	<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:</u></p> <p>A. <u>UPDATE ON LAND SWAP BETWEEN THE CITY OF PORT ISABEL AND LAGUNA MADRE WATER DISTRICT AT LITTLE LEAGUE/MAINTENANCE YARD.</u></p> <p>B. <u>UPDATE ON FEMA RELATED TO HURRICANE DOLLY K2008-PAYMENT PLAN FOR RECOUPMENT OF FUNDS REQUEST</u></p> <p>H. HOUSTON made a motion for the BOARD to go into the executive Session at 6:22 PM, seconded by J. STARKEY.</p> <p>H. HOUSTON made a motion for the BOARD to get out of the executive Session at 6:25 PM, seconded by A. AVALOS.</p>	<p>MOTION CARRIED IN SESSION @ 6:22 PM</p> <p>MOTION CARRIED OUT OF SESSION @ 6:25 PM</p>
	<p><u>CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY.</u></p> <p>A. <u>UPDATE ON LAND SWAP BETWEEN THE CITY OF PORT ISABEL AND LAGUNA MADRE WATER DISTRICT AT LITTLE LEAGUE/MAINTENANCE YARD.</u></p>	

	<p>RESULTS: THE CHAIRMAN NOTED NO ACTION.</p> <p>B. <u>UPDATE ON FEMA RELATED TO HURRICANE DOLLY 2008 – PAYMENT FOR RECOUPMENT OF FUNDS REQUEST</u></p> <p>RESULTS: THE CHAIRMAN NOTED NO ACTION REQUIRED.</p>	
13	<p><u>ADJOURNMENT</u></p> <p>There being no further business, the CHAIRMAN adjourned the meeting 6:26 PM.</p> <p>Moved by H. HOUSTON seconded by J. STARKEY.</p>	<p>MEETING ADJOURNED @ 6:26 PM</p>



 SCOTT FRIEDMAN, CHAIRMAN



 ALEX AVALOS, SECRETARY

MINUTES APPROVED THIS 22ND DAY OF MAY 2020.