

MINUTES
Regular Meeting
Laguna Madre Water District
Board of Directors
Tuesday, November 13, 2018
5:30 PM – 7:14 PM
Board Room

ITEM #1 QUORUM

PRESENT: Chairman, Scott D. Friedman
 Vice Chairman, Rick Wells
 Director, Herb Houston
 Director, Alex Avalos

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, Albert Rodriguez

ABSENT: Secretary, Doyle Wells

ITEM #2 INVOCATION AND PLEDGE OF ALLEGIANCE

The meeting began with the Pledge Allegiance and an Opening Prayer.

ITEM #3 INVITATION TO THE AUDIENCE FOR PUBLIC COMMENT

- No one in the audience responded
- No comments from Staff or Board Members

ITEM #4 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING ON OCTOBER 24, 2018. (C. GALVAN) ♣

DISCUSSION:

- No questions or comments

Moved by **R. WELLS**, seconded by **A. AVALOS**:

Move to approve.

MOTION CARRIED

ITEM #5 GENERAL MANAGER'S REPORT

- SPECIAL MEETING ON NOVEMBER 20, 2018 - ELECTION RESULTS AND CANVASSING REPORT
- THANKSGIVING HOLIDAY
- REGULAR MEETING ON NOVEMBER 28, 2018
- EMPLOYEES YEARS OF SERVICE AWARDS BANQUET ♣

ITEM #5
REPORT:

CONTINUED

SPECIAL MEETING ON NOVEMBER 20, 2018 - ELECTION RESULTS AND CANVASSING REPORT:

- No Special Meeting for Elections Results on November 20, 2018
- Waiting on Total Votes from the County
- New Board out of Town until after the Thanksgiving Holiday
- Election Results and Canvassing Report scheduled for Regular Meeting on November 28, 2018

THANKSGIVING HOLIDAY

- Short Week
- Holiday Observed on Thursday, November 22, 2018, and Friday, November 23, 2018

REGULAR MEETING ON NOVEMBER 28, 2018

- Schedule Election Results
- Oath of Office for New Board of Directors
- Re-organization of Committees
- Schedule re-organization of officers for the Regular Meeting on December 12, 2018

EMPLOYEES YEARS OF SERVICE AWARDS BANQUET

- Banquet Dinner on Saturday, December 15, 2018, at Pelican Station
- Invitations for Board Members

GENERAL MANAGER'S REPORT

ACTIONS:

- Schedule Canvassing of District's Elections after Thanksgiving Holiday's on November 28th
- Schedule a Workshop for Capital Improvements on a Saturday

ITEM #6

DIRECTOR OF OPERATION'S REPORT

- OPERATIONAL REPORT FOR OCTOBER ♣

REPORT:

- Service Orders and Callouts for October
- Total for September – 249
- Collections Department- 33
- Service call orders are during working hours, and callout is call after working hours

DIRECTOR OF FINANCE REPORT

ITEM #7

DISTRICT ENGINEER'S REPORT

- REVISED TIMETABLE FOR LAGUNA MADRE WATER DISTRICT CLEAN WATER STATE REVOLVING FUND REQUEST ♣
- ENVIRONMENTAL CLEARANCE WASTEWATER LOAN ♣
- CAPITAL IMPROVEMENT PLAN WORKSHOP ♣

REPORT:

REVISED TIMETABLE FOR LAGUNA MADRE WATER DISTRICT CLEAN WATER STATE REVOLVING FUND REQUEST:

ITEM #7**CONTINUED**

- Request for Proposals are due November 20., 2018
- Meet with Professional Services Committee to review proposals
- Awarding proposal at Regular Meeting on December 12th
- Professional Services Committee to negotiate contract and present to Board on January 9th
- The closing will be design and construction dollars

ENVIRONMENTAL CLEARANCE WASTEWATER LOAN:

- Environmental Reviewer guidelines: general statements when doing the force main at Woody's Lane cannot be done during nesting season March 15 through September 15.

CAPITAL IMPROVEMENT PLAN WORKSHOP

- Set a date for Workshop on a Saturday in December
- Board agreed on Saturday, December 8, 2018, @ 9 AM

ITEM #8**DIRECTOR OF FINANCE REPORT**

- AUDIT COMMITTEE MEETING
- CUSTOMER INFORMATIONAL UPDATE ON METERS

REPORT:**AUDIT COMMITTEE MEETING:**

- Auditors want to meet with Audit Committee
- Schedule meeting after new Board Members are on Board

CUSTOMER INFORMATIONAL UPDATE ON METERS

- Bill Insert Letters on the new meter projects
- Letter in English and Spanish referencing our website
- The website has additional information, frequently asked questions
- When will information about the app be available for the phones? Will find out from the vendor
- Expecting all meters to be installed by the end of January

DIRECTOR OF FINANCE REPORT**ITEM #9****CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL LMWD BOUNDARY MAP. (C. ORTIZ) ♦****DISCUSSION:**

- The map requires signatures from all the Board
- Filing map with TCEQ

Moved by **H. HOUSTON**, seconded by **R. WELLS**:

Motion, move to approve.

MOTION CARRIED

ITEM #10 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE FINANCIAL REPORT FOR SEPTEMBER 2018. (E. SALAZAR) ♣

DISCUSSION:

- Revenues over expenditures:
 - 800,000 for the year.
 - 325,000 allocated for the vacuum truck.
 - Ordered since the last meeting of September 26th
 - Expected delivery at the end of the year

Moved by **A. AVALOS**, seconded by **R. WELLS**:

Motion, to approve.

MOTION CARRIED

ITEM #11 CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL INVESTMENT REPORT FOR QUARTER ENDING SEPTEMBER 30, 2018. (E. SALAZAR) ♣

DISCUSSION:

- No questions or comments

Moved by **A. AVALOS**, seconded by **R. WELLS**.

Move to approve.

MOTION CARRIED

ITEM #12 CONSIDER AND REVIEW EXPENDITURES FOR OCTOBER 16-31, 2018 (C. GALVAN) ♣

DISCUSSION:

- No questions or comments
- Acknowledged by **H. HOUSTON**, seconded by **A. AVALOS**


EXPENDITURES ACKNOWLEDGED

ITEM #13 ADJOURNMENT

The **CHAIRMAN** adjourned the meeting at **6:00 PM**.



DIRECTOR



RICK WELLS, VICE - CHAIRMAN

MINUTES APPROVED THIS 28TH DAY OF NOVEMBER 2018.