

MINUTES
 Regular Meeting
 Laguna Madre Water District
 Board of Directors
 Wednesday, January 13, 2021
 5:30 PM – 6:45 PM
 Board Room



Virtual Meeting with ZOOM

Virtual Meeting with ZOOM

1	<p><u>QUORUM</u></p> <p>PRESENT: Chairman, Scott Friedman Vice-Chairman, Adam Lalonde Secretary, Jason Starkey Director, Dave Boughter Director, William "Bill" Donahue</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 Information Tech Specialist, Orlando Huerta Attorney, Brian Hansen</p>	
2	<p><u>PLEDGE OF ALLEGIANCE AND INVOCATION</u></p> <p>The meeting began with the Pledge of Allegiance, and E. Salazar 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"> Virtual Meeting with ZOOM Guest Greg Clement, who is Currently the Agent for the District for Windstorm and Hail Insurance, addressed the Board. Mr. Clement informed the Board on the reason why there's a decline in the Windstorm and Hail Insurance market, making it difficult to get quotes, followed by questions and answers 	
4	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING FROM DECEMBER 16, 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 W. DONAHUE, seconded by D. BOUGHTER.</p> <p>Motion: Move to approve.</p>	<p>MOTION CARRIED</p>
5	<p><u>GENERAL MANAGER'S REPORT 🟦</u></p> <p>REPORT:</p> <p><u>COVID-19 COMPARISON</u> – C. Galvan noted as of January 5, the District had 5 COVID testings, with two positive and three pending.</p>	<p>GENERAL MANAGER'S REPORT</p>

	<ul style="list-style-type: none"> o Staff continues working a contingency schedule in efforts to separate employees as much as possible. Employees continue the following protocol, wearing masks, temperature checked and washing hands every morning and afternoon when entering the building, and avoiding close contact. Work areas are wiped down daily o Currently, the drive-through area is under repairs, and the Lobby is open, but once finished, the Lobby will close and only take payments through the drive-through <p><u>SCHEDULE WORKSHOP MEETING</u></p> <ul style="list-style-type: none"> o <u>CAPITAL PROJECTS / FINANCIALS</u> - Galvan recommended scheduling a possible workshop. Board acknowledged: a Saturday Workshop on February 20, 2021, at 8:30 AM for the Capital Projects/Financials; o <u>OPEN MEETINGS / BOARD OF DIRECTORS RESPONSIBILITIES AND DUTIES</u> – C. Galvan recommended scheduling a possible workshop. Board acknowledged a Workshop for Wednesday, January 27, 2021, at 4:30 PM, before the Regular Meeting for the Open Meetings / Directors Responsibilities 	
6	<p><u>DISCUSSION AND POSSIBLE ACTION TO APPROVE THE BIDS(S) RECEIVED ON THE FOLLOWING PROPERTY STRUCK OFF TO CAMERON COUNTY FOR ITSELF AND OTHER TAXING JURISDICTION FROM A TAX RESALE CONDUCTED ON NOVEMBER 3, 2020.</u></p> <p><u>LEGAL DESCRIPTION: AN UNDIVIDED 1/8 INTEREST AND TO 12.934 ACRES, MORE OR LESS, BEING LOT 5, GARCIA BAYFRONT SUBDIVISION IN CAMERON COUNTY, TEXAS, AND 12.934 ACRES AS DESCRIBED, AS THE FOURTH PARTITION, IN A DEED DATED FEBRUARY 16, 1984, FROM J. A. GARCIA ET AL. TO MARY ISABEL LEAL, ET AL., IN VOLUME 1360, PAGE 567, DEED RECORDS OF CAMERON COUNTY, TEXAS 9ACCOUNT #4735000010005105) (C. GALVAN) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • Virtual Meeting with ZOOM, Ariana Curiel, Attorney for the Firm Linebarger Goggan Blair & Sampson, LLP presented the item followed by question and answers • A. Curiel noted, Date of Tax Resale was on November 3, 2020, Cost of Sale \$2,585 with a Bid Amount of \$39,800.00. Laguna Madre Water District will receive 4%, \$1,488.60 • The Board approved to accept the Bid <p>Moved by A. LALONDE, seconded by D. BOUGHTER.</p> <p>Motion: Move to approve.</p>	MOTION CARRIED
7	<p><u>DISCUSSION AND POSSIBLE ACTION ON THE RESOLUTION APPROVING THE BIDS(S) RECEIVED ON THE TAX RESALE CONDUCTED ON NOVEMBER 3, 2020, FOR THE PROPERTY MENTIONED ABOVE. (C. GALVAN) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • Virtual Meeting with ZOOM, Ariana Curiel, Attorney for the Firm Linebarger Goggan Blair & Sampson, LLP presented the item followed by question and answers • See above, item 6 for more information • The Board approved to accept the resolution <p>Moved by J. STARKEY, seconded by D. BOUGHTER.</p> <p>Motion: Move to approve.</p>	MOTION CARRIED

8	<p><u>DIRECTOR OF OPERATION'S REPORT –</u></p> <p>REPORT:</p> <p><u>MONTHLY REPORT FOR DECEMBER -</u> The December 2019 to 2020 Comparison remained nearly identical for the Distribution Department. The Collection Department showed an increase of 30 service calls. The Pretreatment Department remained almost the same from November to December</p> <p><u>DEPARTMENT PRESENTATION BY MANAGERS –</u></p> <ul style="list-style-type: none"> ○ <u>MAINTENANCE</u> – Bart Perez, Manager, gave a presentation on the Maintenance Department's operational procedures and duties followed by questions and answers ○ <u>LAB</u> - Evelyn Saldivar, Lab Manager, gave a presentation on the Lab Department duties and overall status, followed by questions and answers ○ <u>SAFETY</u> – Felipe Zamora, Safety Manager, gave a presentation on the Safety overall procedures and training requirements for District employees, followed by questions and answers ○ <u>WASTEWATER</u> – Presentation for Wastewater rescheduled for the next regular meeting on January 27 ○ <u>CONSTRUCTION</u> – Santiago Ochoa, Manager, gave a presentation on the Construction Department overall work and projects and provided photos followed by questions and answers 	<p>DIRECTOR OF OPERATION'S REPORT</p>
9	<p><u>CONSIDER AND APPROVE CHANGES TO PAYSACLE FOR OPERATIONAL STAFF. (R. GOMEZ) ♦</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • R. Gomez noted still working on comparing job descriptions with other similar entities; so far, the findings show that the District is being underpaid in some areas. Discussion ensued with question and answers • The Board agreed to approve the changes to the PayScale for Operational Staff <p>Moved by J. STARKEY, seconded by W. DONAHUE.</p> <p>Motion: Move to approve.</p>	<p>MOTION CARRIED</p>
10	<p><u>DISTRICT ENGINEER'S REPORT ♦</u></p> <p>REPORT:</p> <p><u>CONSTRUCTION PROGRESS</u></p> <ul style="list-style-type: none"> • <u>ALTITUDE VALVE INSTALL & SCADA</u> • <u>LIFT STATION 1 & 37</u> • <u>MAIN OFFICE GENERATOR</u> • <u>WATER PLANT 1 CLARIFIER IMPROVEMENTS</u> • <u>WATER DISTRIBUTION ON LAGUNA BLVD</u> <ul style="list-style-type: none"> ○ <u>ALTITUDE VALVE INSTALL & SCADA</u> - Restoration continues for altitude valves at all elevated storage tanks, and SCADA should be finished next week 	<p>DISTRICT ENGINEER'S REPORT</p>

	<ul style="list-style-type: none"> ○ <u>LIFT STATION 1 & 37</u> – Southern Trenchless Solutions is completing submittals for review and approval by Freese and Nichols ○ <u>MAIN OFFICE GENERATOR</u> – U Power has completed submittals that are reviewed and approved by SWG Engineering. The automatic transfer switch is scheduled for delivery to LMWD before Contractor mobilization. The generator should be ready by April 2021 ○ <u>WATER PLANT 1 CLARIFIER IMPROVEMENTS</u> – LMWD received signed construction contracts this week. The preconstruction meeting is on June 19. LMWD Operations will coordinate with the Contractor to running water plant 1 during Spring break before returning to shutdown to accommodate construction activity ○ <u>WATER DISTRIBUTION ON LAGUNA BLVD</u> – LMWD & SPI will coordinate to determine an adjustment to the existing 12” waterline is required to resolve utility conflicts with the proposed drainage improvements ○ Charles Kucherka, with Freese & Nichols, Inc., gave a presentation on potential options of probable construction for the water improvement to keep the Andy Bowie Water Tower full during peak flow, followed by questions and answers 	
11	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE AWARD OF TASK AUTHORIZATION AMENDMENT NO. 3 FOR LIFT STATION REHABILITATION. (C. ORTIZ)</u> 💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> ● Project Manager Charles Kucherka, with Freese & Nichols, Inc., presented the item on the modifications to the scope for Lift Station No. 4, Lift Station No. 10, and Lift Station No. 2, followed by questions and answers ● The Board approved of the amendment <p>Moved by J. STARKEY, seconded by A. LALONDE.</p> <p>Motion: Move to approve.</p>	MOTION CARRIED
12	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF PARTIAL OF EASEMENT FOR LOTS 1,2, AND 3, SEAHORSE HARBOR REPLAT NO. 2 SUBDIVISION. (C. ORTIZ)</u> 💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> ● C. Ortiz noted there are about 20 Lots in the Subdivision, and going to replat to a 3 Lot, request to abandon the utility easement partially for the 3 Lots ● The Board approved the revised District Boundary Map <p>Moved by A. LALONDE, seconded by D. BOUGHTER.</p> <p>Motion: Move to approve</p>	MOTION CARRIED
13	<p><u>DIRECTOR OF FINANCE REPORT</u></p>	DIRECTOR OF FINANCE REPORT

	<p><u>RAW WATER RATES</u></p> <ul style="list-style-type: none"> • C. Galvan recommended forming a Committee with two Board Members to review and discuss the rate-making of the raw water rates • J. Starkey volunteered • D. Boughter Volunteered ✓ District Counsel Brian Hansen noted it would be beneficial to have a Committee to discuss the methodology and report it to the Board, and recommended at the next regularly scheduled meeting an agenda item for formal approval of the committee and appoint the Members • The Board agreed and acknowledged the recommendations 	
14	<p><u>CONSIDER AND REVIEW EXPENDITURES FROM DECEMBER 1, 2020 – DECEMBER 31, 2020. (C GALVAN) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • No comments or questions • The Board acknowledged expenditures as presented <p>Expenditures acknowledged by J. STARKEY and A. LALONDE.</p>	ACKNOWLEDGMENT OF EXPENDITURES
15	<p><u>ADJOURNMENT</u></p> <p>There being no further business, the CHAIRMAN adjourned the meeting at 6:45 PM.</p>	MEETING ADJOURNED @ 6:45 PM



JASON STARKEY, SECRETARY



ADAM LALONDE, VICE CHAIRMAN



MINUTES APPROVED THIS 27TH DAY OF JANUARY 2021.