




MINUTES
 Regular Meeting
 Laguna Madre Water District
 Board of Directors
 Wednesday, July 22, 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> <div style="text-align: center;">  <p>ABSENT</p> </div> <p style="text-align: right;">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> <p style="text-align: right;">Virtual Meeting with ZOOM</p>	
2	<p><u>PLEDGE OF ALLEGIANCE AND INVOCATION</u></p> <p>The meeting began with the Pledge of Allegiance, and R. Gomez 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, virtual meeting through zoom, noted: <ul style="list-style-type: none"> ○ preparations are in the works for hurricane prevention preparedness and tracking the development of 2 hurricanes that might affect our area. Staff will continue to monitor and expecting more information in the next couple of days and five to six days for the second one ○ For the upcoming Budget Workshop, the Board can request Capital Improvement information to present at the meeting ○ Election Applications are available for Board of Director Memberships 	
4	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING FROM JULY 8, 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>	MOTION CARRIED
5	<p><u>GENERAL MANAGER'S 💧</u></p>	

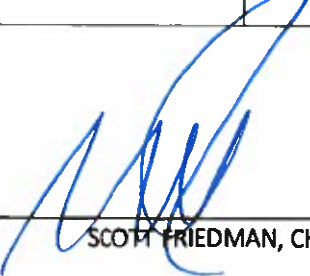
	<p>REPORT:</p> <p><u>COVID-19 UPDATES –</u></p> <ul style="list-style-type: none"> ○ C. Galvan, virtual meeting through zoom, noted the requested information of COVID-19 cases in the District was available for Board to review. The diagram display was as of July 16, 2020 ○ A COVID-19 work schedule for the Administration Building was arranged. Presently, the Staff is working a contingency schedule in efforts to separate employees as much as possible. It's a temporary schedule, and at this time, no need to pay out of District funds. At the last meeting, it was mentioned possibly needing funds to pay 10 hours in a workweek. At this time, no need to pay out of the District's funds, but if it becomes necessary, it will be readdressed at a Board Meeting for Board approval 	<p>GENERAL MANAGER'S REPORT</p>
<p>6</p>	<p><u>DIRECTOR OF OPERATION'S REPORT</u> </p> <p>REPORT:</p> <p><u>LEAD AND COPPER TESTING-</u></p> <ul style="list-style-type: none"> ○ Mr. Gomez noted as required by TCEQ, the District's Lab Department recently concluded a water quality sample test of the Lead and Copper in our homeowner's water system. The analysis is performed every three years ○ The Lab Department requests residents to participate, especially those that are considered to have plumbing other than PVC and should not have a water softener ○ Thirty residents were selected and collected their samples. The samples are sent to a NELAP, an accredited lab for testing, and tested the collected samples. NELAP completes the tests, and the results get mailed to TCEQ and a copy to LMWD Lab. 	<p>DIRECTOR OF OPERATION'S REPORT</p>
<p>7</p>	<p><u>DISTRICT ENGINEER'S REPORT</u> </p> <p>REPORT:</p> <p><u>PORT ISABEL WATER RECLAMATION FACILITY & BUREAU OF RECLAMATION FUNDING OPPORTUNITY ANNOUNCEMENT FOR DROUGHT RESILIENCY PROJECTS FOR FISCAL YEAR 2021</u></p> <ul style="list-style-type: none"> ○ C. Ortiz noted a meeting on July 14, with the Bureau of Reclamation, to discuss potential grant funding for this project. Reclamation released multiple Funding Opportunity Announcements (FOA) for the fiscal year 2021. Still, only one FOA applies to our project – WaterSMART Drought Response Program: Drought Resiliency Project for Fiscal Years (FY) 2020 and 2021. ○ The application due date for FY 2021 funding is August 5, 2020; it's a pretty short turnaround time to make a decision. The Funding Group is up to \$1,500,000 per agreement for a project that can be completed within three years. ○ A resolution for agreeing to specific requirements of a water-smart funding opportunity for planning design and construction under the drought response program is listed on this agenda as an action item (item 10). Discussion ensued ○ Comments: <ul style="list-style-type: none"> ▪ It's too close to the Bond Project ▪ If it is something that comes up every year, its best to pursue this opportunity next year 	

	<ul style="list-style-type: none"> ○ The Board discussed possibly to settle on taking no action at this time regarding the Water-smart Funding <p><u>WATER PLANT # 1 IMPROVEMENTS – PROJECTS STATUS</u></p> <ul style="list-style-type: none"> ○ C. Ortiz reported on the inhouse work for Water Plant 1 Improvements: <ul style="list-style-type: none"> ▪ Installed the Chlorine Dioxide Generator ▪ Latest update trying to get the control panels for the filters up and running ▪ The plant can be run manually ▪ Adding chlorine analyzers to ground storage tank to comply with TCEQ request for Water Plant 1 being within 500 feet of Port Isabel Wastewater Treatment Plant ○ SWG Engineering gave a status on the Clarifier Replacement Design and improvements to Rapid Mix & Flocculators, which should be implemented at the same time as restoring both Clarifiers A & B in a single construction contract. Its board action item listed on this agenda (item 8) <ul style="list-style-type: none"> ▪ A PowerPoint presentation by Randy Winston and Isaac Huacuja with SWG Engineering followed by questions and answers with a printed copy attached to the minutes <p><u>EMERGENCY GENERATOR ADDITION FOR ADMINISTRATION BUILDING</u></p> <ul style="list-style-type: none"> ○ C. Ortiz noted having plans, specs, and drawings for the generator ready, need to proceed with purchasing materials for Staff to perform installation 	<p>DISTRICT ENGINEER'S REPORT</p>
8	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF AMENDMENT NO. 1 WITH SWG ENGINEERING FOR ENGINEERING DESIGN, BID AND CONSTRUCTION PHASE SERVICES FOR WATER PLANT #1 CLARIFIER REHABILITATION PROJECT. (C. ORTIZ) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • Randy Winston with SWG Engineering presented the item followed by question and answers • The Board agreed to approve the Amendment on the engineering design for Water Plant 1 clarifier rehab <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p>Move to approve.</p>	<p>MOTION CARRIED</p>
9	<p><u>DIRECTOR OF FINANCE REPORT 💧</u></p> <p>REPORT:</p> <p><u>EMPLOYEE RECOGNITION – ORLANDO HUERTA</u></p> <ul style="list-style-type: none"> • District employee Orlando Huerta recognized and congratulated on getting his Bachelor's Degree in information technology <p><u>CUSTOMER SERVICE GUIDELINES ON COLLECTION PLAN FOR NONPAYMENT CUSTOMERS</u></p> <ul style="list-style-type: none"> • E. Salazar reported the current collection practices and concerns followed by questions and answers • E. Salazar noted the first disconnect notices went out on July 15 to accounts showing three months or more unpaid with ten days to pay before services get discontinued, as of yet no cutoffs. 	

	<ul style="list-style-type: none"> • No Penalties (still ongoing) • Customer payment arrangements are available • The biggest concern are the customers going onto their four-month of unpaid • Reviewed list of Accounts with Multiple unpaid bills as of July 15, (the accounts on the list are only for multiple months of unpaid bills, it is not all the outstanding bills there's more) • The Board agreed that payments must be received to restore service and that each repayment plan possibly may require to be customized to the individual customer's ability to pay <p><u>BUDGET WORKSHOP FOR AUGUST</u></p> <p>✓ The Board agreed on a Workshop for August 12 at 4:30 PM</p>	<p style="text-align: center;">DIRECTOR OF FINANCE REPORT</p>
10	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF RESOLUTION NO. 180-07-2020 TO COMMIT LAGUNA MADRE WATER DISTRICT TO THE FINANCIAL AND LEGAL OBLIGATIONS ASSOCIATED WITH RECEIPT OF A FINANCIAL ASSISTANCE AWARD FOR PORT ISABEL RECLAMATION FACILITY UNDER BUREAU OF RECLAMATION FUNDING OPPORTUNITY ANNOUNCEMENT NO. BOR-DO-20-F002 FOR WATER SMART DROUGHT RESPONSE PROGRAM: DROUGHT RESILIENCY PROJECT FOR FISCAL YEAR 2021. (E. SALAZAR) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • The Board agreed with no action • For more information, see Item 7, District Engineers Report on Port Isabel Water Reclamation Facility & Bureau of Reclamation Funding Opportunity Announcement for Drought Resiliency Projects for Fiscal Year 2021 	<p style="text-align: center;">NO ACTION</p>
11	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF DESIGNATING EDUARDO SALAZAR, DIRECTOR OF FINANCE, TO CALCULATE THE NO-NEW-REVENUE AND THE VOTER-APPROVAL TAX RATES FOR THE TAXING UNIT. ALSO, AS PER PROPERTY TAX CODE SECTION 26.04 (C), THE DESIGNATED PERSON WILL CERTIFY THE ACCURACY OF THE TAX RATE CALCULATIONS WORKSHEET. (E. SALAZAR) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • Mr. Salazar noted a new law passed that requires Board approval to designate a person to do the calculations • The Board agreed with assigning Mr. Salazar <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	<p style="text-align: center;">MOTION CARRIED</p>
12	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE PURCHASE OF PILOT KITS FOR ALTITUDE VALVES, FOR THE WATER TOWERS. (E. SAMANIEGO) 💧</u></p> <p>DISCUSSION:</p>	<p style="text-align: center;">MOTION CARRIED</p>

	<ul style="list-style-type: none"> E. Samaniego reported the Pilot system to convert current 10" and 12" altitude valves for one-way flow to two-way. Adding the SCADA controls to altitude valves will allow the operator to control it remotely and prevent overflow of the tank One quote received. Also, preferred the same brand Staff Recommendation for Board approval to award the purchase of 16" two-way flow altitude valve to core and main for \$21,353.04 <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p>Move to approve.</p>	
13	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF TRASH PUMP FOR THE DISTRIBUTION DEPARTMENT(E. SAMANIEGO) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> E. Samaniego noted needing to replace a 20 plus years trash pump. The pump used for dewatering main break sites It's a budgeted item. Staff Recommendation for Board approval of the purchase of a trash pump from Xylem Dewatering for \$34,664.00. (Recommendation based on cost within budget, pump reliability, vendor customer service and shorter lead time) Question: what's going to happen to the old one, and was money spent to fix it? Response: It still works, but the efficiency is not 100% and spent \$8,000 on the repair kit ✓ Recommendation: Instead of costing money to keep it, start budgeting to replace it The Board agreed with Staffs recommendation <p>Moved by A. AVALOS, seconded by H. HOUSTON.</p> <p>Move to approve.</p>	MOTION CARRIED
14	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF SLIDE GATE OPENERS FOR ELECTRICAL MAINTENANCE AT ALL THE SITES. (E. SAMANIEGO) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> E. Samaniego reported replacement needed at six District facilities and installation at two. It's hard to get service parts to replace parts to fix the gates now. It is a TCEQ security facility requirement The Board agreed on the purchase <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p>Move to approve.</p>	MOTION CARRIED
15	<p><u>CONSIDER AND REVIEW EXPENDITURES FROM JULY 1, 2020 – JULY 15, 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

16	<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 24, 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"> • No discussion for this item, it remained as a tabled item. Deferred to the next Regular Meeting • No action 	NO ACTION
17	<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> <ul style="list-style-type: none"> • No discussion for this item • No action 	NO ACTION SEE ITEM #16 FOR MORE INFORMATION
18	<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> <ul style="list-style-type: none"> • No discussion for this item • No action 	EXECUTIVE SESSION RESULTS: NO ACTION SEE ITEM #16 FOR MORE INFORMATION
19	<p><u>ADJOURNMENT</u></p> <p>There being no further business, the CHAIRMAN adjourned the meeting at 6:26 PM.</p>	MEETING ADJOURNED @ 6:26 PM



 SCOTT FRIEDMAN, CHAIRMAN



 ALEX AVALOS, SECRETARY

MINUTES APPROVED THIS 12TH DAY OF AUGUST 2020.