

MINUTES
REGULAR MEETING – SEPTEMBER 14, 2016
LAGUNA MADRE WATER DISTRICT
BOARD OF DIRECTORS

The **REGULAR MEETING** of the **LAGUNA MADRE WATER DISTRICT** was held at the Administration Office of the District at 105 Port Road, Port Isabel, Texas on the **14th day of SEPTEMBER, 2016** at the hour of **5:00 P.M.**, pursuant to written notice as prescribed by law.

ITEM #1 QUORUM

The **VICE CHAIRMAN** called the meeting to order and he determined the Notice of the Meeting had been duly posted in accordance with the law and the following present constituted a quorum:

BOARD OF DIRECTORS

Jeff Keplinger – Chairman **ABSENT**
William “Whitey” J. Thomas – Vice Chairman
Scott D. Friedman – Secretary
Rick A. Wells – Director **ABSENT**
Doyle Wells, III - Director

ADMINISTRATIVE STAFF

Carlos J. Galvan, Jr. – General Manager
Charles Ortiz – District Engineer
Victor Valdez - Director of Operations
Sanjuana Garcia – Director of Finance
Eddie Lucio, III – Attorney

ITEM #2 INVOCATION AND PLEDGE OF ALLEGIANCE

The **VICE CHAIRMAN** invited everyone in the audience to stand for Invocation and Pledge of Allegiance.

ITEM #3 INVITATION TO AUDIENCE FOR DISCUSSION

Public comments and announcements were given at this time.

Mr. Galvan reported:

- New format and changes made to LMWD Website.
- Wastewater Plant Operator, Roger Cisneros passed “C” License Test.

ITEM #4 CONSIDER AND APPROVE MINUTES FOR REGULAR MEETING OF AUGUST 24, 2016

A motion was made by **MR. D. WELLS** to approve Minutes for Regular Meeting of August 24, 2016 as presented, seconded by **MR. S. FRIEDMAN. MOTION CARRIED UNANIMOUSLY.**

ITEM #5 GENERAL MANAGER'S REPORT

- **ELECTRICITY REPORT**
- **BUDGET TIMELINE PROTOCOL**

MR. GALVAN reported on the following:

- **ELECTRICITY REPORT** – A report was established to show electricity cost to help all departments focus on usage. Illustration of Lift Stations report was provided as an example.
- **BUDGET TIMELINE PROTOCOL** – A timeline protocol will be used and followed for the next Budget Proposal and a copy will be provided to the Budget Committee.

ITEM #6 DISTRICT ENGINEER'S REPORT

- **WASTEWATER TREATMENT PLANTS REHABILITATION**
- **PARTNERSHIP FOR CLEAN WATER**

MR. ORTIZ reported on the following:

- **WASTEWATER TREATMENT PLANTS REHABILITATION** – for Blowers @ IBWWTP, ABWWTP, LVWWTP and Chlorine feed equipment @ PI, plans and spec were distributed to all contractors. So far, 17 sets of plans have been requested.
- **PARTNERSHIP FOR CLEAN WATER**- A request for participation with Wastewater Treatment Plant Optimization Program with an annual fee of \$300.00.

ITEM #7 DIRECTOR OF OPERATION'S REPORT

- **MONTHLY REPORT**

MR. VALDEZ reported on the following for the month of August:

- **DISTRIBUTION DEPARTMENT** Meter Maintenance:
 - Meters Tested: 17 - 2" Meters; 2- 6" Meters, 2- 4" Meters; all meters tested well.
 - 7 - Water Taps Installed and 4 - Sewer Taps Installed
- **CONSTRUCTION CREW DEPARTMENT** completed the following projects:
 - Repairs to 50 feet airline @ LVWWTP
 - Replaced the gearbox to one of the clarifiers @ LVWWTP
 - Replaced 20 feet of water line to repair damages caused by excavator working on Sludge Lagoon Maintenance
 - Replaced baffles @ ABWWTP
 - Repaired a water pump @ WP 1
- **COLLECTION DEPARTMENT**
 - Repaired sewer line on HWY 100; sidewalk is back to normal
 - Salinity Test is scheduled for next Thursday, in LV
 - Storm drains clean out in SPI is scheduled for next week.

ITEM #8 CONSIDER AND APPROVE A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAGUNA MADRE WATER DISTRICT NOMINATING THE VALLEY PROUD ENVIRONMENTAL COUNCIL, AS A NON-PROFIT ORGANIZATION THAT IS ELIGIBLE TO APPLY FOR GRANTS AWARDED BY THE TEXAS COSTAL MANAGEMENT PROGRAM THROUGH THE TEXAS GENERAL LAND OFFICE; PROVIDING FOR FINDINGS OF FACT AND PROVIDING FOR AN EFFECTIVE DATE (RESOLUTION NO. 138-09-16).

A presentation was made by Ms. Dalilah Garcia and Ms. Alicia Baldovinos with Valley Proud Environmental Council on request to be nominated by LMWD Board of Directors in support of the organization applying for grants by The Texas Coastal Management Program through the Texas General Land Office; discussions and questions followed.

A motion was made by **MR. D. WELLS** A Resolution Of The Board Of Directors Of The Laguna Madre Water District Nominating The Valley Proud Environmental Council, As A Non-Profit Organization That Is Eligible To Apply For Grants Awarded By The Texas Costal Management Program Through The Texas General Land Office; Providing For Findings Of Fact And Providing For An Effective Date (Resolution No. 138-09-16), seconded by **MR. S. FRIEDMAN. MOTION CARRIED UNANIMOUSLY.**

ITEM #9 **CONSIDER AND APPROVE AN ORDER OF THE LAGUNA MADRE WATER DISTRICT, PORT ISABEL, TEXAS DECLARING UNOPPOSED CANDIDATES FOR THE OFFICES OF DIRECTORS; PROVIDING THAT THE NOVEMBER 8, 2016, GENERAL ELECTION FOR DIRECTORS SHALL NOT BE HELD; REPEALING ALL ORDERS OR PARTS OF ORDERS IN CONFLICT THEREWITH; PROVIDING A SEVERABILITY CLAUSE; FINDING AND DETERMINING THAT THE MEETING AT WHICH THE ORDER WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND PROVIDING FOR AN EFFECTIVE DATE.**

A motion was made by **MR. D. WELLS** to Approve an Order of the Laguna Madre Water District, Port Isabel, Texas Declaring Unopposed Candidates for the Offices of Directors; providing that the November 8, 2016, General Election for Directors shall not be held; repealing all Orders or Parts of Orders in conflict therewith; providing a Severability Clause; finding and determining that the Meeting at which the Order was passed was Open to the Public as Required by Law; and providing for an Effective Date, seconded by **MR. S. FRIEDMAN . MOTION CARRIED UNANIMOUSLY.**

ITEM #10 **CERTIFICATE OF ELECTION AWARD TO ELECTED CANDIDATES OF THE LAGUNA MADRE WATER DISTRICT GENERAL ELECTION FOR THE OFFICES OF DIRECTORS**

MRS. GARCIA provided temporary Certificates of Election to the newly re-elected candidates who are unopposed for the offices of the LMWD Board of Directors on November 8, 2016 General Election.

ITEM #11 **DISCUSSION ON EMPLOYEE BENEFITS**

A few comments were made and this item was deferred to the next Regular Meeting on September 28, 2016.

ITEM #12 **CONSIDER AND APPROVE ADOPTING THE BUDGET FOR FISCAL YEAR 2016-2017 OF THE LAGUNA MADRE WATER DISTRICT. (RESOLUTION NO. 139-09-16)**

This item was not discussed and deferred to the next Regular Meeting on September 28, 2016.

A motion was made by **MR. D. WELLS** to Table item Adopting the Budget for Fiscal Year 2016-2017 of the Laguna Madre Water District (Resolution No. 139-09-16), seconded by **MR. S. FRIEDMAN. MOTION CARRIED UNANIMOUSLY. ITEM TABLED.**

ITEM #13 **CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT REGULAR BOARD MEETING ON AUGUST 24, 2016:**
CONSIDER AND APPROVE PROFESSIONAL SURVEYING SERVICES WITH AMBIOTEC FOR PORT ISABEL WWTP BUFFER ZONE

A motion was made by **MR. S. FRIEDMAN** to remove item from the table for discussion, seconded by **MR. D. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #14 CONSIDER AND APPROVE PROFESSIONAL SURVEYING SERVICES WITH AMBIOTEC FOR PORT ISABEL WWTP BUFFER ZONE

MR. ORTIZ recommended using a local based on qualifications for professional surveyor. Discussion and questions ensued and it was noted it will be supported subject to services being bidden out.

A motion was made by **MR. FRIEDMAN** to Approve Professional Surveying Services for Port Isabel WWTP buffer zone subject to request for Bids, seconded by **MR. D. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #15 CONSIDER AND APPROVE CONTRACT FOR PETROLEUM PRODUCTS (BID # PP-16-08-01)

There was discussion and questions regarding bid proposal for 12 month supply of petroleum products. It was determined to approve bid subject to finalization of the Contract.

A motion was made by **MR. D. WELLS** to Approve Contract for Petroleum Products (Bid # PP-16-08-01) subject to review of the Contract, seconded by **MR. S FRIEDMAN. MOTION CARRIED UNANIMOUSLY.**

ITEM #16 CONSIDER AND APPROVE CONTRACTS FOR CHEMICALS FOR WATER AND WASTEWATER PLANTS (BID # CH-16-08-01)

There was discussion and questions regarding the Bid Tabulation outline for the 12 month supply of chemicals. It was agreed to approve the recommended bidders selected for each chemical on the Bid Tabulation Summary.

A motion was made by **MR. D. WELLS** to Approve Contracts for Chemicals for Water and Wastewater Plants (Bid # CH-16-08-01), seconded by **MR. S. FRIEDMAN. MOTION CARRIED UNANIMOUSLY.**

ITEM #17 CONSIDER AND APPROVE PURCHASE OF EMPLOYEES UNIFORMS (BID #EU-16-08-01)

Discussion occurred regarding the one bid proposal. The employee uniforms were approved and all uniforms shirts will include the Districts logo patch on the employee shirts and the managers shirts will have the Districts logo embroidered.

A motion was made by **MR. S. FRIEDMAN** to Approve purchase of Employees Uniforms (Bid #EU-16-08-01), seconded by **MR. D. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #18 CONSIDER AND APPROVE VERIZON WIRELESS CONTRACT FOR GPS/FLEET TELEMATICS SOLUTION THROUGH GSA CONTRACT HOLDERS

This item was briefly discussed and it was deferred to the next Regular Meeting on September 28, 2016.

A motion was made by **MR. S. FRIEDMAN** to Table Verizon Wireless Contract for GPS/Fleet Telematics Solution through GSA Contract Holders, seconded by **MR. D. WELLS. MOTION CARRIED UNANIMOUSLY. ITEM TABLED.**

ITEM #19 CONSIDER AND APPROVE AMENDMENT NO. 3 FOR CONSTRUCTION PHASE SERVICES WITH CAROLLO ENGINEERS FOR PORT ISABEL WASTEWATER TREATMENT PLANT IMPROVEMENTS

This item was not discussed and deferred to the next Regular Meeting on September 28, 2016.

A motion was made by **MR. D. WELLS** to Table Amendment No. 3 for Construction Phase Services with Carollo Engineers for Port Isabel Wastewater Treatment Plant Improvements, seconded by **MR. S. FRIEDMAN. MOTION CARRIED UNANIMOUSLY. ITEM TABLED.**

ITEM #20 CONSIDER AND APPROVE CONSTRUCTION MATERIALS TESTING SERVICES WITH RABA KISTNER CONSULTANTS, INC. FOR PORT ISABEL WASTEWATER TREATMENT PLANT IMPROVEMENTS

This item was not discussed and deferred to the next Regular Meeting on September 28, 2016.

A motion was made by **MR. D. WELLS** to Table Construction Materials Testing Services with Raba Kistner Consultants, Inc. for Port Isabel Wastewater Treatment Plant Improvements, seconded by **MR. S. FRIEDMAN. MOTION CARRIED UNANIMOUSLY. ITEM TABLED.**

ITEM #21 CONSIDERATION AND ACKNOWLEDGEMENT ON CERTIFICATE OF DEPOSITS TO COMPLY WITH OUR INVESTMENT POLICY TRANSFER OF 2 CD'S FOR \$500,000 EACH FROM IBC BANK @ .44 CENTS INTEREST RATE TO GREEN BANK, NA @ .79 CENTS INTEREST RATE

MRS. GARCIA reported 9 Banks responded out of 16 Banks that were inquired by our Investment Officers; the 2 certificates of deposits for \$500,000 each were transferred to Green Bank, NA for 1 year at .79 cents interest rate.

A motion was made by **MR. S. FRIEDMAN** to Approve acknowledgement on Certificate of Deposits to comply with our Investment Policy Transfer of 2 CD's for \$500,000 each from IBC Bank @ .44 cents Interest Rate To Green Bank, NA @ .79 cents Interest Rate, seconded by **MR. D. WELLS. MOTION CARRIED UNANIMOUSLY.**

ITEM #22 CONSIDER AND APPROVE DISBURSEMENTS

There was discussion and questions on certain items on the Disbursement list.

A motion was made by **MR. D. WELLS** to approve Disbursements as presented, seconded by **MR. S. FRIEDMAN. MOTION CARRIED UNANIMOUSLY.**

ITEM #23 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; SECTION 551.072, DELIBERATION ABOUT REAL PROPERTY

CONSIDER AND DISCUSS LAND PURCHASE WITH IBC BANK FOR PROPOSED SLUDGE BASIN AT WATER PLANT 2.

This item was not discussed and deferred to the next Regular Meeting on September 28, 2016.

A motion was made by **MR. D. WELLS** to Table Executive Session item until next the next Regular Meeting, seconded by **MR. S. FRIEDMAN. MOTION CARRIED UNANIMOUSLY. ITEM TABLED.**

ITEM #24 CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY

This item was not discussed.

ITEM #25 ADJOURNMENT

There being no further business the ***VICE CHAIRMAN*** adjourned the meeting at **6:11 p.m.**

WILLIAM THOMAS, VICE CHAIRMAN

DOYLE WELLS, DIRECTOR

MINUTES APPROVED THIS _____ DAY OF _____ 2016.