

**MINUTES**  
Regular Meeting  
Laguna Madre Water District Board of Directors  
January 10, 2018  
5:30 PM - 7:09 PM  
Board Room

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 **10<sup>TH</sup> day of January 2018**, at the hour of **5:30 P.M.**, pursuant to written notice as prescribed by law.

**ITEM #1**      **QUORUM**

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

**PRESENT:**                      Chairman, Scott D. Friedman  
   Vice Chairman, Rick A. Wells  
   Secretary, Doyle 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

**ABSENT:**                      Attorney, Eddie Lucio III

Agenda items discussed in the following order: 1,2,3,4,5,6,7,8,10,12,13,14,15,11,16,17,18, 19, 20, 21

**ITEM #2**      **INVOCATION AND PLEDGE ALLEGIANCE**

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

**ITEM #3**      **INVITATION TO THE AUDIENCE FOR PUBLIC COMMENTS**

Donald de Leon, Representative for Klements Insurance Agency, was present at the meeting regarding item 11 of the agenda.

**ITEM #4            CONSIDER AND APPROVE MINUTES OF WORKSHOP MEETING ON DECEMBER 6, 2017. (C. GALVAN)**

The Minutes of Workshop Meeting on December 6, 2017, approved.

R. WELLS made a motion to approve, seconded by D. WELLS. MOTION CARRIED UNANIMOUSLY.

**ITEM #5            CONSIDER AND APPROVE MINUTES OF REGULAR MEETING ON DECEMBER 13, 2017. (C. GALVAN)**

The Minutes of Regular Meeting on December 13, 2017, approved.

R. WELLS made a motion to approve, seconded by H. HOUSTON. MOTION CARRIED UNANIMOUSLY.

**ITEM #6 GENERAL MANAGER'S REPORT**

- VERIZON WIRELESS
- CITY OF PORT ISABEL

C. GALVAN reported on Verizon Wireless that all requests implemented and updated on the agreement. Discussion and questions ensued, and the following points made:

- Paragraph 1 – Last sentence not defined in Exhibit “A,” only in Exhibit “B.”
- Commencement Date (need a firm date)
- Make sure contract cannot transfer

C. GALVAN reported the following on the billing of garbage collection fees for the City of Port Isabel:

- Pending information from the Auditors
- Sending Contract Agreement from City of Port Isabel to Mr. Lucio

Discussion ensued. Present at the meeting for questions and answers, City Manager, Jared Hockema.

**ITEM #7 DISTRICT ENGINEER'S REPORT**

- TEXAS COMMISSION ON ENVIRONMENTAL QUALITY INSPECTION OF PORT ISABEL WASTEWATER TREATMENT PLANT
- UPDATE ON TEXAS WATER DEVELOPMENT BOARD DISCUSSION FOR PORT ISABEL WWTP SLUDGE HOLDING TANK FUNDING

C. ORTIZ reported on the following:

- TCEQ inspection of Port Isabel Wastewater Treatment Plant – Violations Issues in Inspection Report on December 18, 2017, and working on compliance with continuous monitoring at the property line. Discussion and questions ensued.
- Conference call with TWDB for Funding Request Setup for PIWWTP Sludge Holding Tank Funding

**ITEM #8 DIRECTOR OF OPERATION'S REPORT**

- **MONTHLY REPORT**

R. GOMEZ gave a monthly update on Customer Service/ Distribution Department and Collection Department for November and December Service Orders. Reported on the Construction Department jobs completed or in progress followed by question and answers.

There was a discussion, and the Board recommended to the General Manager, to discuss with the Director of Operations to look into possibly sharing information relating to the Service Orders for occupant changes with the City of Port Isabel.

**ITEM #9 CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT REGULAR MEETING ON DECEMBER 13, 2017:**

**CONSIDER AND APPROVE THE PURCHASE OF THREE (3) 2018 MODEL YEAR, ½ TON, 4X2 WHEEL DRIVE – EXTENDED CAB TRUCK LONG BED.**

The **BOARD** agreed to remove the item from the table for discussion.

H. HOUSTON made a motion to approve, seconded by D. WELLS. **MOTION CARRIED UNANIMOUSLY.**

**ITEM #10 CONSIDER AND APPROVE THE PURCHASE OF THREE (3) 2018 MODEL YEAR, ½ TON, 4X2 WHEEL DRIVE – EXTENDED CAB TRUCK LONG BED. (E. SAMANIEGO)**

E. SAMANIEGO reported the bid opening was on January 9, and presentation to the Board scheduled for the following meeting on January 24, 2018. The Board took no action. **NO ACTION.**

**ITEM #11 CONSIDER AND APPROVE THE PURCHASE OF WINDSTORM, HURRICANE AND HAIL INSURANCE COVERAGE. (E. SAMANIEGO)**

This item was taken out of order and discussed after item 15.

E. SAMANIEGO noted recommending the only bidder that included demolition cost (seconded lowest bidder) with an amount of \$112,350.00 from The Klement Agency. Representative, Donald de Leon was present at the meeting for questions and answers. The bid was awarded to The Klement Agency.

H. HOUSTON made a motion to approve, seconded by R. WELLS. MOTION CARRIED UNANIMOUSLY.

ITEM #12        CONSIDER AND APPROVE THE PURCHASE OF ISLA BLANCA WWTP AIR SUPPLY MATERIAL. (E. SAMANIEGO)

Bid tabulation showed the lowest bid amount of \$10,118.13 from Alamo Iron Works. Discussion and questions ensued. The Bid was awarded to Alamo Iron Works.

R. WELLS made a motion to approve, seconded by H. HOUSTON. MOTION CARRIED UNANIMOUSLY.

ITEM #13        CONSIDER AND APPROVE ABANDONMENT OF EASEMENT ON 4311 GULF BLVD AND ESPERANZA STREET, LOT 18 BLOCK 121, IN SOUTH PADRE ISLAND. (R. GOMEZ)

There was a discussion, and it was determined to table the item for further review. The Board requested verification of the sewer lines and easement. This item was deferred to the next regularly scheduled meeting.

A. AVALOS made a motion to table the item, seconded by H. HOUSTON. MOTION CARRIED UNANIMOUSLY. TABLED.

ITEM #14        CONSIDER AND APPROVE BUDGET CHANGE BETWEEN DEPARTMENT 3 AND DEPARTMENT 1. (R. GOMEZ)

R. GOMEZ reported budget changes between departments were for the Year Ending September 30, 2017. The document was approved as presented.

D. WELLS made a motion to approve, seconded by R. WELLS. MOTION CARRIED UNANIMOUSLY.

ITEM #15        CONSIDER AND APPROVE BUDGET CHANGE TO ADJUST REVENUE ACCOUNTS TO ACTUAL. (R. GOMEZ)

R. GOMEZ reported budget changes were for the Year Ending September 30, 2017. The document was approved as presented.

D. WELLS made a motion to approve, seconded by A. AVALOS. MOTION CARRIED UNANIMOUSLY.

**ITEM #16**      CONSIDER AND APPROVE CHANGE ORDER NO. 2 WITH CSA CONSTRUCTION, INC. FOR PORT ISABEL WASTEWATER TREATMENT FACILITY MODIFICATIONS. (C. ORTIZ)

This item was discussed after item #11.

There was a discussion, and the Board recommended to solicit for bids.

The Board took no action. **NO ACTION.**

**ITEM #17**      CONSIDER AND APPROVE TRAVEL TO PORTLAND, OREGON, FOR WATER ENVIRONMENT FEDERATION ODORS AND AIR POLLUTANTS CONFERENCE TO BE HELD MARCH 25–28, 2018. (C. ORTIZ)

There was a discussion, and the Board encouraged the Director of Operations and Managers to attend.

**H. HOUSTON** made a motion to approve, seconded by **A. AVALOS**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM #18**      CONSIDER AND REVIEW EXPENDITURES FOR DECEMBER 2017. (C. GALVAN)

The expenditures were reviewed and acknowledged by the Board.

**ITEM #19**      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

DISCUSSION ON LEGAL MATTERS WITH COUNSEL CONCERNING 6900 PADRE BLVD./7200 PADRE BLVD.

**D. WELLS** made a motion for the **BOARD** to go into executive session at **6:54 PM**, seconded by **A. AVALOS**. **MOTION CARRIED UNANIMOUSLY.**

The **BOARD** took a short recess before going into Executive Session.

**H. HOUSTON** made a motion for the **BOARD** to come out of executive session at **7:07 PM**, seconded by **A. AVALOS**. **MOTION CARRIED UNANIMOUSLY.**

**ITEM #20**      CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEM, IF NECESSARY.

The **CHAIRMAN** noted no action taken on Executive Session item.

**ITEM #21**      **ADJOURNMENT**

The **CHAIRMAN** adjourned the meeting at **7:09 PM**.

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SCOTT FRIEDMAN, CHAIRMAN

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DOYLE WELLS, SECRETARY

MINUTES APPROVED THIS 24<sup>th</sup> DAY OF JANUARY 2018.