

**MINUTES**  
Workshop Meeting  
Laguna Madre Water District  
Board of Directors  
Wednesday, April 11, 2018  
4:14 PM – 5:14 PM  
Board Room

**ITEM #1**            QUORUM

**PRESENT:**            Chairman, Scott D. Friedman  
                         Vice Chairman, Rick A. Wells            ARRIVED AT 4:59 pm  
                         Secretary, Doyle Wells  
                         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:**            Director, Herb Houston

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

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

**ITEM #3**            DISCUSS DISTRICT'S JOB DESCRIPTIONS 💧

**DISCUSSION:**

General Manager's Job Description the following points made:

- Page 1, Duties and Responsibilities; Section about exercising full authority except for the positions of the Director of Finance, Director of Operations, and District Engineer.
- Personnel Policy also states the same as above
- Discussion on the personnel list the General Manager performs annual evaluations
- Board oversees the District and relies on staff. General Manager handles the responsibilities of the Water District and all of the fellow staff. General Manager is the one go-to person who can answer and address the Boards questions
- Discussion on: If Board has full authority rather than the General Manager over Director of Finance, Director of Operations, and District Engineer, will that eliminate the grievance process?
- Under the General Manager's Duties and Responsibilities, Recommendation to change by removing "except" and use "including."

**ITEM #3****CONTINUED**

- Recommendation to add under the Duties and Responsibilities Portion, a bullet stating, “Responsible for all Communication Content and Public Information
- Page 3, Abilities Section, under operates: knowledge in the District financial operating system
- Under Requirements add: legally, morally, and confidentiality on all matters with the District
- Under Education portion: use “preferred” and add to b.) “or other qualified managerial wording

**Director of Operations Job Description the following points made:**

- Add Shall assist General Manager
- Under Education and Qualifications: Work Experience maybe substitute for college (to be a consideration)

**District Engineer Job Description the following points made:**

- Collaborates with the General Manager and Director of Operations to Oversee, managers and directs the work of outside contractors, consultants, and developers observing all applicable District administrative politics and procedures
- Changes wording from Approves to Recommends payments of invoices of contractual work as appropriate and includes/or involves General Manager and Director of Finance, and Director of Operations
- District Engineer will do engineering work where possible
- General Manager decides if it can get done in-house

**Director of Finance Job Description the following points made:**

- Skills and Competencies: add Incode
- Add Lift 25 pounds
- Skills and Competencies: add District’s Financial System

**RESULTS:**

For discussion only, the Board will review and consider for approval the modifications implemented to the Job Descriptions at a regularly scheduled meeting.

**ITEM #4****DISCUSS DISTRICT’S PERSONNEL POLICY** **DISCUSSION:**

- Updated the cover pager with current Board of Directors
- Modifications to Section 401: Performance Evaluation Report

**ITEM #4**                    **CONTINUED**

- Applied to include the General Manager to perform the annual evaluations for Director of Finance, Director of Operations, and District Engineer
- Suggestion when preparing supporting documents, present the document exposing the existing phrase with a strikeout and highlight the alterations.

**RESULTS:**

For discussion only, the Board will review and consider for approval the modifications implemented to the Personnel Policy at a regularly scheduled meeting.

**ITEM #5**                    **ADJOURNMENT**

The Workshop Meeting was adjourned at 5:14 PM.

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**SCOTT FRIEDMAN, CHAIRMAN**

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**DOYLE WELLS, SECRETARY**

**MINUTES APPROVED THIS 9<sup>TH</sup> DAY OF MAY 2018.**

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