

MINUTES

Workshop Meeting
Laguna Madre Water District Board of Directors
Wednesday, December 6, 2017
3:00 PM – 4:41 PM
Board Room

The **WORKSHOP MEETING** of the **LAGUNA MADRE WATER DISTRICT** was held at the Administration Office of the District, 105 Port Road, Port Isabel, Texas on the **6th day of December 2017** at the hour of **3:00 p.m.** pursuant to written notice as presented by law.

ITEM #1 QUORUM

The **VICE CHAIRMAN** called the **WORKSHOP MEETING** to order at **3:00 p.m.** and he determined the Notice of the Meeting had been duly posted in accordance with the law and the following present constituted a quorum:

PRESENT: Vice Chairman, Rick Wells
Secretary, Doyle Wells, III
Director, Herb Houston
Director, Alex Avalos

ABSENT: Chairman, Scott D. Friedman

ADMINISTRATIVE STAFF: General Manager, Carlos J. Galvan, Jr.
Director of Operations, Robert Gomez
District Engineer, Charles Ortiz
Purchasing Agent, Enrique Samaniego

STAFF: Joel Lopez, Joey Salinas, Mark Garza, Bart Perez, Santiago Ochoa, Elma Trevino, Noe Cantu, Jarrod Martinez, Santiago Fierro, Mary Gamboa, and Minnie Mata

ITEM #2 INVOCATION AND PLEDGE OF ALLEGIANCE

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

ITEM #3 CONSIDER AND DISCUSS DISTRICT'S JOB DESCRIPTIONS

There was a discussion and recommendation to schedule a meeting to discuss and review each job description thoroughly. **A. AVALOS**, **C. GALVAN**, and **D. WELLS** to meet on Friday, December 8, 2017.

ITEM #4 CONSIDER AND DISCUSS PRIORITIZATION OF CAPITAL PROJECTS

Discussion ensued concerning prioritization of the Capital Projects. The projects ranked in the following order:

Top-Priority / Compliance Projects:

- Sludge Monofill Methane Monitors
- Water Plant 2 – New Sludge Drying Basins & Backwash Waste Pumps Station
- Port Isabel WWTP Sludge Holding Tank (1 tank only)
- Water Meter System Upgrade from AMR to AMI (Complete System)
- 70% Lift Station Rehabilitation

Maintenance Control:

- Isla Blanca WWTP Aeration Basin Hydraulic Improvements
- Andy Bowie WWTP New Headworks for Grit Removal
- Andy Bowie WWTP Energy Efficiency Improvements
- Isla Blanca WWTP Grit Removal and Headworks

Unfunded Projects considered and discussed:

- Odor Control Plan
- Long Island Village Water Distribution and Sewer Replacement

This item was for discussion only, no action taken.

ITEM #5 CONSIDER AND DISCUSS BUDGET REVIEW FOR CAPITAL PROJECTS

C. ORTIZ gave an update on the Capital Projects Status – Tax Bonds and Rate Revenue & Notes. Discussion ensued.

Recommendation to take a small survey to consider developing a new rate structure based on a charge per unit (door).

This item was for discussion only, no action taken.

ITEM #6 CONSIDER AND DISCUSS DISTRICT’S CAPACITY FOR POTENTIAL WW & SS REVENUE BOND ISSUE, SERIES 2018

There was a discussion and recommendation for Staff to generate a projected revenue rate increase that could be used to either increase annual capital budget or cover debt service for issuing revenue notes.

This item was for discussion only, no action taken.

ITEM #7 CONSIDER AND DISCUSS ADDITIONAL LOAN FROM TEXAS WATER DEVELOPMENT BOARD FOR PORT ISABEL WWTP SLUDGE HOLDING TANKS

There was a discussion, and the following points were made:

- C. Ortiz will have a conference call with Texas Water Development Board to discuss the ability to increase existing loan amount to fund sludge holding tanks at Port Isabel WWTP.
- Methane Monitoring equipment can be paid with local funds
- For AMI meter upgrading, the district will compare funding alternatives between revenue notes or Government Capital
- The District will look into establishing a door charge at condominiums, (to be further discussed at a regular meeting)

This item was for discussion only, no action taken.

ITEM #8 ADJOURNMENT

There being no further business, the Workshop Meeting adjourned at 4:41 PM.

RICK WELLS, VICE CHAIRMAN

DOYLE WELLS, III, SECRETARY

MINUTES APPROVED THIS 10th DAY OF JANUARY 2018.