


**MINUTES**  
 Regular Meeting  
 Laguna Madre Water District  
 Board of Directors  
 Wednesday, May 8, 2019  
 5:30 PM – 6:50 PM  
 Board Room

1	<p><b><u>QUORUM</u></b></p> <p><b>PRESENT:</b>          Chairman, Scott Friedman          Vice Chairman, Herb Houston          Secretary, Alex Avalos          Director, Jason Starkey          Director, Adam Lalonde</p>  <p><b>ADMINISTRATIVE STAFF:</b>          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>	
2	<p><b><u>INVOCATION AND PLEDGE OF ALLEGIANCE</u></b></p> <p>The Pledge of Allegiance and an Opening Prayer said earlier at the 4:30 PM Workshop</p>	
3	<p><b><u>INVITATION TO THE AUDIENCE FOR PUBLIC COMMENTS</u></b></p> <p><b>COMMENTS:</b></p> <ul style="list-style-type: none"> <li>• No comments</li> </ul>	
4	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING ON APRIL 24, 2019. (C. GALVAN) ♦</u></b></p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• Minutes approved</li> </ul> <p>Moved by H. HOUSTON, seconded by J. STARKEY.</p> <p style="padding-left: 40px;">Move to approve.</p>	<b>MOTION CARRIED</b>
5	<p><b><u>GENERAL MANAGER'S REPORT ♦</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>ODOR COMPLAINT AT LAGUNA VISTA WASTEWATER TREATMENT PLANT</u></b></li> <li>• <b><u>LOW-PRESSURE COMPLAINT AT SUNCHASE IV</u></b></li> <li>• <b><u>PERFORMANCE EVALUATION</u></b></li> </ul> <p><b>REPORT:</b>  <b><u>ODOR COMPLAINT AT LAGUNA VISTA WASTEWATER TREATMENT PLANT</u></b></p> <ul style="list-style-type: none"> <li>• 2-day Investigation searching cause of the odor</li> </ul>	<b>GENERAL MANAGER'S REPORT</b>


	<ul style="list-style-type: none"> <li>• First-day north wind blowing hard, the smell came from way beyond the plant</li> <li>• Three different sources causing the smell, not all the smell is coming from the sewer plant</li> <li>• The district tried to contain the sewer smell with deodorizers, will do more investigating as we go along</li> <li>• If smell returns will look into the problem and investigate again. Discussion ensued regarding other issues causing odor problems</li> </ul> <p><b><u>LOW-PRESSURE COMPLAINT AT SUNCHASE IV</u></b></p> <ul style="list-style-type: none"> <li>• Sunchase IV Maintenance Department called the District regarding low-pressure dropping to 38 PSI</li> <li>• Distribution Department found a valve on a 24" waterline halfway opened. It was opened and seemed to have fixed the problem; PSI is up to 45. Discussion ensued regarding low-pressure possibilities</li> </ul> <p><b><u>PERFORMANCE EVALUATION</u></b></p> <ul style="list-style-type: none"> <li>• General Manager's Evaluation coming up</li> <li>• Agenda item for the next regular meeting in executive session</li> </ul>	
6	<p><b><u>CONSIDER AND APPROVE THE BOND ELECTION DATE OF NOVEMBER 2019 OR MAY 2020.</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• This item was discussed earlier at 4:30 PM Workshop Meeting</li> <li>• The Board agreed on a May 2020 Bond Election</li> </ul> <p>Moved by J. STARKEY, seconded by A. LALONDE.</p> <p>Motion moved to approve May 2020 Election.</p>	MOTION CARRIED
7	<p><b><u>CONSIDER AND APPROVE THE BOND COMMITTEE NOMINEES SELECTED FOR THE UPCOMING BOND ELECTION. (C. GALVAN)</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• This item was discussed earlier at the Workshop Meeting @ 4:30 PM</li> <li>• This item got tabled and deferred to the next Regular Meeting</li> <li>✓ Bring up at the next meeting</li> </ul> <p>Moved by H. HOUSTON, seconded by J. STARKEY.</p> <p>Motion moved to table.</p>	TABLED
8	<p><b><u>CONSIDER AND REVIEW THE FINDINGS FROM STAFF REGARDING THE PUBLIC INFORMATION OFFICER POSITION FOR LAGUNA MADRE WATER DISTRICT (C. GALVAN)</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Other entities had different job titles for the Public Information Officer position</li> <li>• North Alamo Water Works has a Customer Outreach Coordinator, full-time position</li> <li>• A possible (draft) Job description reviewed for the Public Information Officer for the District</li> </ul>	DISCUSSION ONLY

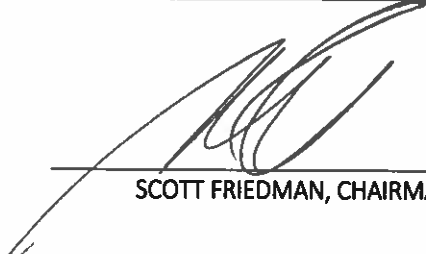
	<ul style="list-style-type: none"> <li>• Discussion on possibly hiring a Firm for Public Relations, followed by questions and answers</li> <li>• Staff recommendation: to go with a Public Relations Firm, a discussion ensued</li> <li>• The District is not proactive in getting information to the community and would like to be more proactive in notifying the community on the interruption of services, elections, odor eliminations, water service interruptions, water pressure, lift stations, conservation measures, educating our customers and schools, and addressing social media</li> <li>• Discussion on hiring an intern</li> <li>• Monitor social media number of views to see if it's worth the cost</li> <li>✓ Staff look into hiring an intern for the District</li> <li>✓ J. Starkey volunteered to be in the interview process</li> </ul>	
9	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL INCREASING BOARD TRAVEL LIMIT (C. GALVAN)</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Board Travel account low</li> <li>• A few more upcoming conferences</li> <li>• Board agreed to move funds to increase the funds needed</li> </ul> <p>Moved by A. AVALOS, seconded by J. STARKEY. S. FRIEDMAN abstained.</p> <p>Motion moved to approve allocating more funds in the Board Travel account.</p>	MOTION CARRIED
10	<p><u>DISTRICT ENGINEER'S REPORT</u></p> <ul style="list-style-type: none"> <li>• <u>WATER PLANT 2 SLUDGE LAGOON PROGRESS</u></li> </ul> <p>REPORT:</p> <ul style="list-style-type: none"> <li>• Update on the water treatment plant 2 sludge lagoon progress</li> <li>• An issue with the current method for cleaning the sludge lagoon, the sludge lagoon has exceeded the annual limit developing a corrective action plan with TCEQ</li> <li>• Recommendation due to funding limitations stop work by Garver on services authorized in Work Order 2</li> </ul>	DISTRICT ENGINEER'S REPORT
11	<p><u>CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM TABLED AT THE REGULAR MEETING ON APRIL 24, 2019:</u></p> <p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL TASK AUTHORIZATION WITH FREESE AND NICHOLS, INC. FOR ENGINEERING SERVICES TO COMPLETE PORT ISABEL WASTEWATER TREATMENT PLANT SLUDGE HOLDING TANK AND LIFT STATION REHABILITATION. (C. ORTIZ)</u></p> <p>DISCUSSION:</p>	MOTION CARRIED

	<ul style="list-style-type: none"> <li>This item got tabled from the last Regular Meeting on April 24, 2019</li> <li>Board agreed to remove from the table for discussion</li> </ul> <p>Moved by J. STARKEY, seconded by A. AVALOS.</p> <p>Motion moved to remove the item from the table.</p>	
12	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL TASK AUTHORIZATION WITH FREESE AND NICHOLS, INC. FOR ENGINEERING SERVICES TO COMPLETE PORT ISABEL WASTEWATER TREATMENT PLANT SLUDGE HOLDING TANK AND LIFT STATION REHABILITATION. (C. ORTIZ)</u></p> <p>◆</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>Presentation by Freese and Nichols Representative, Mr. Charles Kucherka, followed by questions and answers</li> <li>Discussion on the Projects redesigned and prioritized</li> <li>Discussion on the Fee estimate</li> </ul> <p>Moved by J. STARKEY, seconded by A. AVALOS.</p> <p>Motion moved to approve.</p>	MOTION CARRIED
13	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OR DISAPPROVAL OF GARVER WORK AUTHORIZATION REGARDING WATER PLANT 2 PROPOSED SLUDGE LAGOON. (C. ORTIZ)</u> ◆</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>The staff's recommendation: requested for Board to take no action</li> <li>The primary issue is the funding at this time</li> <li>Will bring back the item at a later date</li> <li>Richard Correa with Garver was present at the meeting for questions and answers</li> <li>The Board determined to take no action</li> </ul>	NO ACTION
14	<p><u>DIRECTOR OF OPERATION'S REPORT</u></p> <ul style="list-style-type: none"> <li><u>APRIL'S REPORT</u></li> <li><u>UPDATE ON AMI METER INSTALLATION</u></li> <li><u>LMWD DEPARTMENTAL PROJECT COST SAVINGS</u></li> </ul> <p>REPORT:</p> <p><u>APRIL'S REPORT</u></p> <ul style="list-style-type: none"> <li>Monthly update and comparison for Service Orders and Callouts. The year comparison was pretty much the same.</li> </ul> <p><u>UPDATE ON AMI METER INSTALLATION</u></p> <ul style="list-style-type: none"> <li>Overall 69% complete</li> </ul>	DIRECTOR OF OPERATION'S REPORT

	<ul style="list-style-type: none"> <li>• Completion possibly sometime in September</li> </ul> <p><b><u>LMWD DEPARTMENTAL PROJECT COST SAVINGS</u></b></p> <ul style="list-style-type: none"> <li>• Projects are evaluated and determined if the project can be done in-house or outsourced</li> <li>• Departmental cost savings for Water, Distribution, Maintenance, Collections, and Construction were reviewed and discussed</li> <li>✓ Recommendation: Good article for the newspaper to let the public know</li> </ul>	
15	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE RATIFICATION OF PAYMENT TO SOUTHERN TRENCHLESS FOR \$15,415.00 ON THE REHABILITATION OF AN 18-FOOT MANHOLE AT CONSTELLATION AND GULF.</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• A buyboard item</li> <li>• Board approved payment</li> </ul> <p>Moved by H. HOUSTON, seconded by A. LALONDE.</p> <p>Move to approve.</p>	MOTION CARRIED
16	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF ESTIMATE TO REPAIR VAC-CON TRUCK.</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Repairs to 2009 Vac-con Sterling</li> <li>• An estimate of \$13,974.77</li> <li>• Board approved repairs to vac-con</li> </ul> <p>Moved by H. HOUSTON, seconded by J. STARKEY.</p> <p>Move to approve.</p>	MOTION CARRIED
17	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE FINANCIAL REPORTS FOR MARCH 2019. (E. SALAZAR)</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• No questions or comments</li> <li>• Financial Reports acknowledged</li> <li>• Board approved March 2019 Financial Reports</li> </ul> <p>It was moved by A. AVALOS, seconded by J. STARKEY. S. FREIDMAN abstained.</p> <p>Move to approve.</p>	MOTION CARRIED

18	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 31, 2019.</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>No questions or comments</li> <li>The board accepted and approved the Investment Report for the Quarter ending March 31, 2019</li> </ul> <p>Moved by H. HOUSTON, seconded by J. STARKEY.</p> <p>Move to approve.</p>	MOTION CARRIED
19	<p><u>CONSIDER AND REVIEW EXPENDITURES FROM APRIL 16– 30, 2019. (C. GALVAN) ♣</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>No comments or questions</li> </ul> <p>Expenditures acknowledged by J. STARKEY and seconded by H. HOUSTON.</p>	ACKNOWLEDGMENT OF EXPENDITURES
20	<p><u>ADJOURNMENT</u></p> <p>The CHAIRMAN adjourned the meeting at 6:50 PM</p>	

  
 ALEX AVALOS, SECRETARY

  
 SCOTT FRIEDMAN, CHAIRMAN

MINUTES APPROVED THIS 22<sup>ND</sup> DAY OF MAY 2019.