

MINUTES
Workshop Meeting
Laguna Madre Water District
Board of Directors
Saturday, December 8, 2018
8:00 AM – 11:30 AM
Board Room

ITEM #1 QUORUM

PRESENT: Chairman, Scott D. Friedman
Director, Herb Houston
Director, Jason Starkey
Director, Adam Lalonde

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

ABSENT: Director, Alex Avalos

ITEM #2 INVOCATION AND PLEDGE OF ALLEGIANCE

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

ITEM #3 CONSIDER AND DISCUSS PAY RATE INCREASE WITH COST OF LIVING ▲

DISCUSSION:

- In-house Study on Titles and Pay:
 - Comparison of Titles with the Pay Scales
 - Comparisons Study used the following entities: Public Utilities of Brownsville, City of McAllen, and Harlingen Waterworks. Some information from Corpus Christi
 - Public Utility of Brownsville only entity that provided all the information requested for the titles with the pay scale
 - In almost in every case there was a big disparity between LMWD rates and the other entities especially Brownsville
- A full study costs around \$35,000.00 and takes several months
- If the Board has any questions or needs certain information staff can prepare and discuss at the Regular Meeting on December 12.
- What is the Federal Cost of Living Increase? Anywhere from 1.5, 2.6, to 2.7%
- When was the last time the District got a Cost of living adjustment? 2011

ITEM #3**CONTINUED**

- Report on a list with the Federal Cost of Living Adjustment for the last seven years. It will help substantiate the adjustment and should be part of the record.
- The District got a 2.5% increase in 2011, before that it was 5% in 2006
- Consideration and possible action scheduled for the Regular Meeting on December 12, 2018

ITEM #4**CONSIDER AND DISCUSS EXTENSION OF PAY SCALE FROM 13 TO 20 STEPS. ♣****DISCUSSION:**

- Current Pay Scale is outdated
- Currently, two staff members reached the last step and did not receive anything for two years. Board approved a one-time stipend
- This year, an additional eight members will reach the last step maximum
- City of McAllen pay scale showed a total of 21 steps
- Where are we getting the additional steps from? Extended seven years to make it 20 steps.
- Staff used the consultants Pay Scale from 2007 (current pay scale the District is using)
- Each step has a 2.5 % increase to prior step
- Can you go up more than one step in a year? Yes, depending on experience when hired
- Does someone not get a step in a year? Yes, someone who does not pass their evaluation
- Is the step the cost of living adjustment? No, the step is a merit increase tied to the job performance
- Board Member Suggestion: Put in more steps and make Cost of living automatically. If the employee does an average job, give the cost of living adjustment. If the employee does the current job and exceeds, give additional steps as a merit
- Consideration and possible action scheduled for the Regular Meeting on December 12, 2018

ITEM #5**CONSIDER AND DISCUSS REVISIONS TO LAGUNA MADRE WATER DISTRICT'S TITLE XVI FEASIBILITY STUDY REPORT: ♣**

- RELOCATE ADVANCED WATER TREATMENT FACILITY TO PORT ISABEL
- ADD IMPROVEMENTS AT WATER PLANT NO. 1 TO POTENTIAL PROJECT

DISCUSSION:

- This item goes together with the 5-year improvement plan
- Recap on Feasibility Study Report
- Engineer's Recommendation: Amend study to keep everything in Port Isabel and repurpose water plant 1 for reuse and make it MF & RO and do the UV before the reservoir to get the disinfection before mixing with the river water
- Everyone in the District gets their water from water plant 2
- Water plant 2 is at peak capacity
- Want to start using water plant 1, want to add quality measures to start using it

ITEM #5 **CONTINUED**

- Making sure we are getting equal water quality at water plant one like produced at water plant 2
- Water plant 1 needs a new filtration system
- Consideration and possible action scheduled for the Regular Meeting on December 12, 2018

ITEM #6 **CONSIDER AND DISCUSS THE 5 YEAR CAPITAL IMPROVEMENT PLAN.**

DISCUSSION:


- 2018-2019 Capital Improvement Plan:
 - Unfunded Projects \$127,000
 - Funded Projects \$5,545,981
- Projects:
 - Water Projects:
 - WP1 Clearwell Restoration
 - WP2 Residuals Management (Sludge Lagoon)
 - WP2 Raw Water Pumps Replacement & Check Valves
 - WP2 Rapid Mix & Cl2 Regulators (WP1 & WP2)
 - WP2 Valves Replacement – Basins
 - Raw Water System River Pump Station – Basins
 - Distribution- Water Meter System Upgrade from AMR to AMI
 - Distribution – Elevated Storage Tanks
 - Distribution – SPI Upgrade – Valve Replacement
 - Wastewater Projects
 - ABWWTP – Fence Replacement
 - PIWWTP – Port Isabel WWTP Sludge Holding Tank
 - PIWWTP Buffer Land Purchase
 - Finance & Admin
 - Fuel Management System
 - Incode Inventory
- 5-Year Capital Improvement Plan:
 - Year 2018-2019: \$5,545,981
 - Year 2019-2020: \$3,401,848
- Consideration and possible action scheduled for the Regular Meeting on December 12, 2018

ITEM #7 **ADJOURNMENT**

The Workshop Meeting was adjourned at 11:30 AM.



HERB HOUSTON, VICE CHAIRMAN



SCOTT FRIEDMAN, CHAIRMAN



MINUTES APPROVED THIS 9TH DAY OF JANUARY 2019.