






**MINUTES**  
 Regular Meeting  
 Laguna Madre Water District  
 Board of Directors  
 Wednesday, October 28, 2020  
 5:30 PM – 6:11 PM  
 Board Room

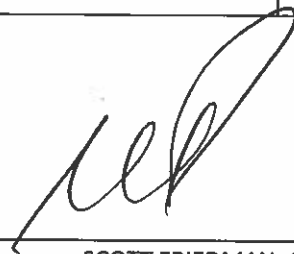
1	<p><b><u>QUORUM</u></b></p> <p><b>PRESENT:</b>          Chairman, Scott Friedman          Vice-Chairman, Herb Houston          Secretary, Alex Avalos          Director, Jason Starkey          Director, Adam Lalonde</p> <div style="text-align: center;">  <p><b>ABSENT</b>          Virtual Meeting with ZOOM joined at 5:45 PM</p> </div> <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          Information Tech Specialist, Orlando Huerta          Attorney, Brian Hansen</p> <div style="text-align: center;"> <p><b>Virtual Meeting with ZOOM</b></p> <p><b>ABSENT</b></p> </div>	
2	<p><b><u>PLEDGE OF ALLEGIANCE AND INVOCATION</u></b></p> <p>The meeting began with the Pledge of Allegiance, and C. Galvan said the Invocation.</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>• Victor Baldovinos, with Grant Access, voiced the following:             <ul style="list-style-type: none"> <li>○ Early Voting ongoing till Friday and Voting Day on November 3, 2020.</li> <li>○ The District has a Halloween Smart Drawing on October 30, raffling two BBQ Pits. The drawing closes at noon. Since October 15, 70 have signed up, and 1,260 total registered for the water-smart app. Discussion ensued</li> </ul> </li> </ul>	
4	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING FROM OCTOBER 14, 2020. (C. GALVAN) 💧</u></b></p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• The Board approved the Regular Meeting Minutes as presented</li> </ul> <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p><b>Motion: Move to approve.</b></p>	<p><b>MOTION CARRIED</b></p>
5	<p><b><u>GENERAL MANAGER'S REPORT 💧</u></b></p> <p><b>REPORT: <u>COVID-19 UPDATES</u> –</b></p>	

	<ul style="list-style-type: none"> <li>○ C. Galvan noted, COVID is on the rise. During the meeting, printed copies were handed out and attached to the minutes of the updated comparison from July 2020 to October 2020, showing since October a total of 72 COVID testings with 25 positive tests</li> <li>○ Staff continues working a contingency schedule in efforts to separate employees as much as possible. Employees continue the following protocol, wearing masks, temperature checked and washing hands every morning and afternoon when entering the building, and avoiding close contact. Work areas wiped down daily, and the doors continue to remain closed.</li> </ul> <p><b><u>NOVEMBER 2020 ELECTION UPDATE –</u></b></p> <ul style="list-style-type: none"> <li>○ C. Galvan noted Early Voting broke a record compared to the 2018 Elections. The Board reviewed the unofficial canvass as of October 22</li> </ul>	<p><b>GENERAL MANAGER'S REPORT</b></p>
<p><b>6</b></p>	<p><b><u>DIRECTOR OF OPERATION'S REPORT –</u></b></p> <p><b><u>REPORT: UPDATE ON BASS AND TROUT SEWER AND WATERLINE REPLACEMENT –</u></b></p> <ul style="list-style-type: none"> <li>○ R. Gomez reported, the Collections and the Distribution Department completed replacing part of the sewer and water lines on Bass Street and Trout Avenue in Port Isabel. The lines got replaced because the city decided to re-surface each street's last 100 feet with concrete. G &amp; T Paving, the Contractor for this job, notified Joel Lopez of the pending re-surfacing and thought the District might be interested in replacing the sewer and water line</li> <li>○ The Collections Department replaced 100 feet of Clay Sewer line that is about 18" deep with 8" PVC pipe towards the end of Bass Ave and used 58 feet of 4" PVC pipe to reconnect three laterals for private sewer taps</li> <li>○ They used 170 feet of 8" CXPVC that replace the old clay sewer lines with five lateral reconnection taps for private service in Trout Avenue. The total cost of materials and labor was \$9,340, the breakdown:</li> <li>○ Bass Street - Total \$3,530 <ul style="list-style-type: none"> <li>▪ Material \$495</li> <li>▪ Caliche and River Sand \$1,277</li> <li>▪ Labor \$1,758</li> </ul> </li> <li>○ Trout Avenue – Total \$5, 810 <ul style="list-style-type: none"> <li>▪ Material \$ 794.58</li> <li>▪ Caliche and River Sand \$2,084.90</li> <li>▪ Labor \$2,930.80</li> </ul> </li> <li>○ The Distribution Department in Trout Avenue replaced the 4" asbestos water line and upgraded the waterline by using 280 feet of 6" PVC pipe and approximately 40 feet of 2" PVC pipe used in the cul de sac and used 40 feet of 1" municipex pipe for five residential service connections. The water line got placed at approximately 3 Feet deep with an additional ½ foot of caliche and River sand as the bed. More 6" PVC pipe used and replaced because the line was placed on both sides of the street to avoid a dead-end and loop with the 2" PVC pipe used at the Cul de Sac</li> <li>○ Whereas in Bass, they replaced the asbestos line with 220 feet of 6" PVC pipe and installed 60 feet of 1" municipex pipe to make five separate residential service connections. The total cost of materials and labor was \$42,986, the breakdown:</li> <li>○ Bass Street – Total \$17,450 <ul style="list-style-type: none"> <li>▪ Material \$5,353</li> <li>▪ Caliche and River Sand \$6,465</li> <li>▪ Labor \$5,227</li> </ul> </li> <li>○ Trout Avenue – Total \$25,535 <ul style="list-style-type: none"> <li>▪ Material \$7,342</li> <li>▪ Caliche and River Sand \$11,460</li> </ul> </li> </ul>	<p><b>DIRECTOR OF OPERATION'S REPORT</b></p>

	<ul style="list-style-type: none"> <li>Labor \$6,733.60</li> </ul>	
7	<p><b><u>DISTRICT ENGINEER'S REPORT</u></b> </p> <p><b>REPORT: <u>WATER SCADA SYSTEM PROJECT STATUS-</u></b></p> <ul style="list-style-type: none"> <li>C. Ortiz noted the Board approved Water SCADA System Upgrade to restore communications from the control room located at Water Plant 2 in Laguna Vista to all raw water sites and Elevated Storage Tanks. Additional work got added to restore Altitude Valves at the Elevated Storage Tanks and add control to Open/Close valves from the Control Room. The project is 71% complete</li> </ul> <p><b><u>LIFT STATION REHABILITATION PROJECT STATUS-</u></b></p> <ul style="list-style-type: none"> <li>C. Ortiz reported Lift Stations 1 and 37 construction awarded to Southern Trenchless. Notice to proceed is November 9, and this contract establishes a long-term solution for wastewater collection service for Laguna Vista</li> <li>The District requested a total project cost update to address QC comments and remain within the approved budget. The report followed by questions and answers by Charles Kucherka, with Freese &amp; Nichols, Inc., virtual meeting through Zoom.</li> </ul>	DISTRICT ENGINEER'S REPORT
8	<p><b><u>DIRECTOR OF FINANCE REPORT</u></b> </p> <p><b>REPORT: <u>COST OF LIVING ADJUSTMENT-</u></b></p> <ul style="list-style-type: none"> <li>E. Salazar reported that in November 2019, the Board approved the automatic Cost of Living Adjustment (COLA), on the condition that it did not exceed 2.5% without Board approval. The latest COLA is 1.3 percent for Social Security benefit payments. Social Security benefits will increase by 1.03 percent beginning with the December 2020 benefits, which are payable in January 2021. Finance budgeted COLA at 1.4 percent. Discussion ensued</li> </ul>	DIRECTOR OF FINANCE REPORT
9	<p><b><u>CONSIDER AND REMOVE FROM THE TABLE THE FOLLOWING ITEM AT THE REGULAR MEETING ON OCTOBER 14TH, 2020:</u></b></p> <p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF ORDER ADDING LAND DESCRIBED AS A 23.02 ACRE TRACT IN THE TOWN OF LAGUNA VISTA, CAMERON COUNTY, TEXAS, ALSO KNOWN AS LAGUNA VISTA ECOPARK SUBDIVISION. (C. ORTIZ)</u></b></p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>The Board removed the item from the table for discussion</li> </ul> <p>Motion by H. HOUSTON, seconded by A. AVALOS.</p> <p><b>Motion: Move to approve.</b></p>	MOTION CARRIED
10	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF ORDER ADDING LAND DESCRIBED AS A 23.02 ACRE TRACT IN THE TOWN OF LAGUNA VISTA, CAMERON COUNTY, TEXAS, ALSO KNOWN AS LAGUNA VISTA ECOPARK SUBDIVISION. (C. ORTIZ)</u></b> </p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>This document got tabled for further review, pending a resolution from the Town of Laguna Vista. Town of Laguna Vista's pending resolution scheduled for the Town's next meeting on November 10, 2020</li> <li>The Board agreed to table and deferred for the next regularly scheduled meeting on November 10, 2020</li> </ul> <p>Motion by A. AVALOS, seconded by H. HOUSTON.</p> <p><b>Motion: Move to the table.</b></p>	TABLED

11	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF BAD DEBT WRITE-OFFS FOR THE FISCAL YEAR 2020. (E. SALAZAR) 💧</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• E Salazar noted the total for Utility write-offs is \$6,697.42 for 51 utility accounts, and the total for Miscellaneous Invoices is \$2,290.73 for five accounts. Discussion ensued</li> <li>• The Board approved the Utility write-offs and the Bad Debt on Miscellaneous Invoices</li> </ul> <p>Motion by A. AVALOS, seconded by H. HOUSTON.</p> <p>Motion: Move to approve.</p>	MOTION CARRIED
12	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE PURCHASE OF ONE UTILITY TRUCK. (E. SAMANIEGO). 💧</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• E. Samaniego noted the utility truck was budgeted and approved. Staff recommends Board approval and award the contract to Caldwell County Chevrolet for \$49,760</li> <li>• The Board agreed and approved</li> </ul> <p>Motion by A. AVALOS, seconded by H. HOUSTON.</p> <p>Motion: Move to approve.</p>	MOTION CARRIED
13	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE PURCHASE OF A MINI EXCAVATOR. (E. SAMANIEGO) 💧</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• E. Samaniego noted the mini excavator was budget approved. Staff is recommending Board approval and awarding the contract to Dogget John Deere for \$48,500.00</li> <li>• The Board agreed and approved Staff's recommendation</li> </ul> <p>Motion by H. HOUSTON, seconded by A. AVALOS.</p> <p>Motion: Move to approve.</p>	MOTION CARRIED
14	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL REPAIRS TO THE PORT ISABEL WASTEWATER TREATMENT BLOWER. (E. SAMANIEGO) 💧</u></b></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• E. Samaniego noted the Hoffman Lamson blower is in bad shape; it's one of three. The blower has been in service since 1974</li> <li>• The initial estimate was \$6,000 but found more problems upgraded the quote to \$12,646.65</li> <li>• The selection for a new blower \$65,319</li> <li>• Staff recommends Board approval to repair blower with South Texas Machine Shop, Inc. for \$12,646.65. Discussion ensued</li> <li>• The Board approved Staff's recommendation</li> </ul> <p>Motion by A. AVALOS, seconded by H. HOUSTON.</p> <p>Motion: Move to approve.</p>	MOTION CARRIED

15	<p><u>CONSIDER AND REVIEW EXPENDITURES FROM OCTOBER 1ST, 2020 – OCTOBER 15TH, 2020.</u>  <u>(C. GALVAN)</u> </p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• Questions: Page 5, Elan payment was for credit card services. Reply: Yes.</li> </ul> <p>Expenditures acknowledged by H. HOUSTON and A. LALONDE.</p>	ACKNOWLEDGMENT OF EXPENDITURES
16	<p><u>ADJOURNMENT</u></p> <p>There being no further business, the CHAIRMAN adjourned the meeting at 6:11 PM.</p>	MEETING ADJOURNED @ 6:11 PM

  
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 SCOTT FRIEDMAN, CHAIRMAN

  
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 ALEX AVALOS, SECRETARY



MINUTES APPROVED THIS 16<sup>TH</sup> DAY OF NOVEMBER 2020.