

MINUTES
 Regular Meeting
 Laguna Madre Water District
 Board of Directors
 Wednesday, March 25th, 2020
 5:30 PM – 6:42 PM
 Board Room

1	<p><u>QUORUM</u></p> <p>PRESENT: Vice-Chairman, Herb Houston Secretary, Alex Avalos Director, Jason Starkey - Virtual Meeting with Zoom Director, Adam Lalonde - Virtual Meeting with Zoom</p> <p>ADMINISTRATIVE STAFF: General Manager, Carlos J. Galvan, Jr. Director of Operations, Robert Gomez District Engineer, Charles Ortiz - Virtual Meeting with Zoom Purchasing Agent, Enrique Samaniego - Virtual Meeting with Zoom – teleconference Director of Finance, Eddie Salazar Attorney, Brian Hansen - Virtual Meeting with Zoom</p> <p>ABSENT: Chairman, Scott Friedman</p> <p>Agenda items presented as follows: 1,2,3,4, Z, 5, 6, 8,10,11,12,13,14</p>	
2	<p><u>INVOCATION AND PLEDGE OF ALLEGIANCE</u></p> <p>The meeting began with the Pledge of Allegiance, and C. Galvan said the Invocation.</p>	
3	<p><u>INVITATION TO THE AUDIENCE FOR PUBLIC COMMENTS</u></p> <p>COMMENTS:</p> <ul style="list-style-type: none"> • A. Lalonde noted: <ul style="list-style-type: none"> ▪ With everything going on with the Coronavirus and all the unknown, I hope the District will make sure not to turn off anybody's water for any inability to pay. ✓ Recommendation for at least a three-month hiatus on turning off somebody's water • J. Starkey noted: <ul style="list-style-type: none"> ✓ Request: Place an Executive Session Item for the next regularly scheduled meeting requesting: <ul style="list-style-type: none"> ✓ A Financial Report from the Finance Department on how much money there is in reserve ✓ Consider what will it cost to provide water to the entire District assuming if no one can pay their water bill 	

	<ul style="list-style-type: none"> ✓ There should be no late fees; the District should create a procedure for the customers to file for deferred assistance ✓ Publicly on the agenda discuss dependency within all departments to ensure members (employees) in the same department are not coexisting together to avoid an entire department falling ill. Recommendation: Share managerial information with subordinates in case Administrative or Manager falls ill the department is up to date 	
4	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING FROM MARCH 11TH, 2020. (C. GALVAN) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • The Board approved the Regular Meeting Minutes as presented <p>Moved by A. AVALOS, seconded by J. STARKEY.</p> <p>Move to approve.</p>	<p style="text-align: center;">MOTION CARRIED</p>
5	<p><u>GENERAL MANAGER'S</u></p> <ul style="list-style-type: none"> • <u>CORONAVIRUS UPDATE –</u> <ul style="list-style-type: none"> ○ Mr. Galvan reported Eddie Trevino, County Judge, issued an emergency management order with a mandatory countywide shelter in place; therefore, the District provided all employees with a letter to carry with them; it supports all critical Essential Infrastructure Operations. ○ A Contingency Schedule is in place and needs Board approval. The schedule will cut down personnel in half to isolate employees. The staff is working 20 hours a week. ○ The District is practicing the Cameron County Public Health's five steps for disease prevention and continuing to search and follow all safety precaution practices and practicing social distancing. ○ Question: Is there one employee per truck? Response: In some cases, no but when possible yes, this is part of the reason why the Contingency schedule is in place for so vehicles are available to a minimal amount of individuals ○ Legal Question: Can personal vehicles be used to eliminate the shortage? Response: It is probably more of an insurance question, need to look into how it would affect the liability ○ Question: Have you ordered any no-touch thermometers? Response: Yes, expecting them early next week. ○ Mary Gamboa reported that the Contingency Schedule is subject to change and all employees are considered on call due to employees falling ill ○ Discussion ensued on information from CDC on water and the Coronavirus ✓ Suggestion: Finance Department to closely monitor the Stimulus Package to see if the District qualifies for any assistance ○ Question: When does the next rate increase take effect? Response: October 2020. ✓ Let's wait six months to find out where we are with the COVID-19, if we are still in a financial burden at that point, it should be placed on the agenda to hold off on any rate increases. <ul style="list-style-type: none"> ✓ For General Manager to provide the dates and rates on the next General Manager's Report for the next regularly scheduled meeting 	<p style="text-align: center;">GENERAL MANAGER'S REPORT</p>

	<ul style="list-style-type: none"> • <u>UPCOMING BOARD MEETINGS FOR APRIL</u> – The Board agreed to have the Regularly scheduled Meetings (April 8th and April 22nd) and via virtual meetings zoom available. • <u>BOND COMMITTEE UPDATE</u> - Bond Committee's Chair and Vice-Chair both agreed to no meetings at this time due to COVID-19. Everything will possibly get back on track again, especially since the Bond Election is postponed until November 2020. The Bond Committee can take charge of meetings with the staff's help. <ul style="list-style-type: none"> ✓ Suggestion: Do a follow-up with the Chair and Vice-Chair possibly two months from now • <u>TEXAS WATER CONFERENCE UPDATE</u> – Texas Water 2020 postponed to July 13-16, 2020. Flights and hotels were canceled. <ul style="list-style-type: none"> ▪ A. Avalos noted he's declining his registration. (Advise him if funds cannot be recouped) • <u>AGENDA PROCEDURES</u> – Back-up documentation to the Board on an agenda item will no longer be submitted after Friday afternoon. Advised the staff of the deadline to submit back-up documentation is Thursday afternoon (at 5 PM). If it doesn't make it into the Board Packet, the item gets removed or will recommend tabling that agenda item at the meeting. <ul style="list-style-type: none"> ▪ Possible exception on time-sensitive issues 	
6	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE SKELETON CREW SCHEDULE AND PAY WHILE ON STANDBY (C. GALVAN)</u> 💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • The schedule is set up for all 79 employees to work 20 hours and all departments were split in half • The schedule is subject to change • Discussion ensued regarding distancing employees, no interactions with the split departments and personnel need to continue to wipe down and disinfect the area before and end of shifts • Medical grade wipes required to wipe down the area • A licensed Manager is always on the schedule. • Make sure the departments are sharing all the information and communicating • C. Galvan recommended for Board to approve the schedule for the month • Managers working 40 hours may keep working the 40 hours (that's management) • Any ill employee without sick days will not go without pay. Notify the Board of employees without sick days <p>Moved by H. HOUSTON, seconded by A. AVALOS.</p> <p>Move to accept the recommendation and make the same motion that no one makes any less than they were prior (an employee should not make any less).</p>	<p>MOTION CARRIED</p>

7	<p><u>CONSIDER AND DISCUSS ELECTION ADVISORY ACTIONS FROM THE SECRETARY OF STATE – ELECTIONS DIVISION ON POSTPONING MAY 2ND, 2020, BOND ELECTION TO NOVEMBER 2020, AND POSSIBLE ACTION, IF NECESSARY. (C. GALVAN)</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • This item was moved up and discussed after item 4 on the list • Due to the COVID-19, the Governor has, through Proclamation authorized elections to be held on May 2nd, 2020, can postpone their elections until November 3rd, 2020. Each entity must take action to effect this postponement and are waiting on the District's response. • Cameron County Elections Division conducts the District's Elections and strongly recommend postponement. • The County Elections Department advised they might not be able to administer the Election on the District's behalf if not postponed <p>Moved by A. LALONDE, seconded by A. AVALOS.</p> <p>Move to approve of postponing the Election.</p>	<p style="text-align: center;">MOTION CARRIED</p>
8	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE WORLD WATER DAY PROCLAMATION. (C. GALVAN) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • Grant Access Media Affairs Consultants produced a Proclamation for the District for World Water Day • A. Baldovinos noted giving the Proclamation to the three cities • Postings on social media and promoting Conservation Awareness <p>Moved by A. LALONDE, seconded by J. STARKEY.</p> <p>Move to approve.</p>	<p style="text-align: center;">MOTION CARRIED</p>
9	<p><u>DISTRICT ENGINEER'S REPORT</u></p> <p>REPORT:</p> <ul style="list-style-type: none"> • <u>RIO GRANDE WATER PLAN: 2021 UPDATE</u> – Executive Summary of the Draft copy for review of Rio Grande Regional Water Plan. Can make comments from now till October 2020. <ul style="list-style-type: none"> ▪ C. Ortiz reported and reviewed the water rights diversions ▪ Question: On page 41, Project Source, Description – The potable reuse strategy involves supplementing Laguna Madre Water District's raw water Reservoir No. 3 with treated effluent from the Port Isabel WWTP. Does this mean it's going to be pumping the fluent water to reservoir #3? Yes, that plan was submitted by Carrollo, of course, we want to amend this to our plan. • <u>TEXAS WATER DEVELOPMENT BOARD LIFT STATION REHABILITATION AND PIPELINE IMPROVEMENTS PROJECT SCHEDULE</u> <ul style="list-style-type: none"> ▪ C. Ortiz reviewed Timeline Project Schedule of the Lift Station Rehab and Pipeline Improvements 	<p style="text-align: center;">DISTRICT ENGINEER'S REPORT</p>

10	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF CHANGE ORDER NO. 1 WITH CORNETT CONSTRUCTION FOR TARPON STREET (& ISLAND AVE WATER&) SANITARY SEWER IMPROVEMENTS PROJECT. (C. ORTIZ) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • \$23,944.50 is for the install of the 6" PVC water line to replace the asbestos cement pipe • The change Order increase is for \$2,845.50 <p>Moved by J. STARKEY, seconded by A. AVALOS.</p> <p>Move to approve.</p>	MOTION CARRIED
11	<p><u>CONSIDER AND REVIEW EXPENDITURES FROM MARCH 1ST, 2020 – MARCH 15TH, 2020. (C. GALVAN) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> • The expenditures were acknowledged as presented • Discussion regarding a voided check for \$4,600.00 made payable to Bobcat. Check error on the name, reissued a new check with the correct vendor name <p>Expenditures acknowledged by J. STARKEY and A. AVALOS.</p>	ACKNOWLEDGMENT OF EXPENDITURES
12	<p><u>EXECUTIVE SESSION PERMITTED BY THE OPEN MEETING ACT, V. T. C. A., GOVERNMENT CODE SECTION 551.001 ET. SEQ., UNDER SECTION 551.071, CONSULTATION WITH ATTORNEY:</u></p> <p>A. <u>DISCUSSION ON FEMA RELATED TO HURRICANE DOLLY 2008 – PAYMENT PLAN FOR RECOUPMENT OF FUNDS REQUEST</u></p> <p>B. <u>DISCUSS LEGAL MATTERS CONCERNING A MEMORANDUM OF UNDERSTANDING (MOU) WITH DRUG ENFORCEMENT AND LAW ENFORCEMENT AGENCIES REGARDING CUSTOMERS ACCOUNT</u></p> <p>A. LALONDE made a motion for the BOARD to go into the executive session at 6:25 PM, seconded by A. AVALOS.</p> <p>H. HOUSTON made a motion for the BOARD to get out of the executive session at 6:41 PM, seconded by A. AVALOS.</p>	MOTION CARRIED IN SESSION @ 6:30 PM MOTION CARRIED OUT OF SESSION @ 6:41 PM
14	<p><u>CONSIDERATION AND ACTION ON EXECUTIVE SESSION ITEMS, IF NECESSARY.</u></p> <p>A. <u>DISCUSSION ON FEMA RELATED TO HURRICANE DOLLY 2008 – PAYMENT PLAN FOR RECOUPMENT OF FUNDS REQUEST DISCUSS LEGAL MATTERS CONCERNING A MEMORANDUM OF UNDERSTANDING (MOU) WITH DRUG ENFORCEMENT AND LAW ENFORCEMENT AGENCIES REGARDING CUSTOMERS ACCOUNT</u></p> <p>No Action</p>	EXECUTIVE SESSION RESULTS: ITEM A: NO ACTION

	<p>B. <u>DISCUSS LEGAL MATTER CONCERNING A MEMORANDUM OF UNDERSTANDING (MOU) WITH DRUG ENFORCEMENT AND LAW ENFORCEMENT AGENCIES REGARDING CUSTOMERS ACCOUNT</u></p> <p>MOTION: To proceed as directed by the Attorney.</p> <p>Moved by A. LALONDE, seconded by H. HOUSTON.</p>	<p>ITEM B: PROCEED AS DIRECTED BY THE ATTORNEY</p>
15	<p><u>ADJOURNMENT</u></p> <p>There being no further business the VICE-CHAIRMAN adjourned the meeting</p>	<p>MEETING ADJOURNED @ 6:42 PM</p>



 ALEX AVALOS, SECRETARY



 HERB HOUSTON VICE-CHAIRMAN



MINUTES APPROVED THIS 8TH DAY OF APRIL 2020.