






**MINUTES**  
 Regular Meeting  
 Laguna Madre Water District  
 Board of Directors  
 Wednesday, October 11, 2023  
 5:30 PM – 6:45 PM  
 Board Room

1	<p><b><u>QUORUM</u></b>          Scott Friedman, Chairman          Adam Lalonde, Vice-Chairman          Dave Boughter, Director</p> <p><b><u>ABSENT</u></b>          Jason Starkey, Secretary          William "Bill" Donahue, Director</p> <p><b><u>ADMINISTRATIVE STAFF</u></b>          Carlos J. Galvan, Jr., General Manager          Robert Gomez, Director of Operations          Charles Ortiz, District Engineer          Eduardo Salazar, Director of Finance          Enrique Samaniego, Purchasing Agent          Brandon Edge, Information Tech Specialist          Santiago Ochoa, IV, Superintendent of Wastewater          Noe Cantu, Superintendent of Water          Brian Hansen, Attorney</p>		
2	<p><b><u>Pledge of Allegiance and Invocation.</u></b></p> <p>The meeting began with the Pledge of Allegiance, and R. Gomez said the Opening Prayer.</p>		
3	<p><b><u>Invitation to the Audience for Public Comments</u></b></p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Tyler Bosard, guest, addressed the Board, requesting options for aid in utilities for a property in Port Isabel. The entire property is one meter, divided into nine lots, and only one has water and wastewater services. C. Galvan noted the District is looking into the matter.</li> </ul>		<b>PUBLIC COMMENTS</b>
4	<p><b><u>Consider and discuss for possible approval the Minutes of the Regular Meeting from September 27, 13, 2023. (C. Galvan) 💧</u></b></p> <p>Discussion: C. Galvan noted requesting approval of the minutes with a correction on the agenda wording; the correct date is September 13, not the 27. The Board approved the Minutes with corrections.</p> <p style="text-align: center;"><b>The motion carried unanimously:</b></p> <p style="text-align: center;"><b>MOVED BY D. BOUGHTER, SECONDED BY A. LALONDE.</b></p> <p style="text-align: center;"><b>MOTION: MOVE TO APPROVE WITH CORRECTIONS.</b></p>		<b>MOTION CARRIED</b>

5	<p><u>General Manager's Report</u> </p> <p>Mr. Galvan reported the following:</p> <p><u>Reservoir Levels</u> - C. Galvan handed out printed copies at the meeting of the Brownsville Area Reservoirs monitored water supply. A copy is attached to the minutes. As of today, the levels combined are 21.2%. We are getting rain and hoping for more rain at Amistad Lake.</p> <p><u>Drought Management Stage 3 Update</u> - Stage 3 is in effect, and the District has had a few complaints that were looked into and resolved. If the levels decrease to 15%, the District moves into Stage 4.</p> <p><u>TML Final Generator Report from Isla Blanca Wastewater Plant</u> – TML compensated repairs for \$35,000.</p> <p><u>Meeting with the City of South Padre Island</u>- The meeting was yesterday, October 10, and a second meeting will occur. C. Galvan noted, waiting for more information and exchanging information that needs reviewing. Staff will discuss and coordinate with our Attorney, B. Hansen.</p>	GENERAL MANAGER'S REPORT
6	<p><u>Director of Operation's Report</u> </p> <p>Mr. Gomez gave an update for September:</p> <p>Monthly Report – The September report illustrated an increase in the Distribution Department and a decrease in the Collections Department and the Pre-Treatment and Lift Station Department, with a breakdown of each department.</p>	DIRECTOR OF OPERATIONS REPORT
7	<p><u>District Engineer's Report</u> </p> <p>Mr. Ortiz reported on the following:</p> <p><u>Texas Desalination Association Annual Conference</u> – The Conference went well. Staff did a lot of networking, and the District presented on the Port Isabel Seawater Desalination Facility.</p> <p><u>Bureau of Reclamation Water Recycling and Desalination Planning Funding for Fiscal Year 2023</u> – The Bureau of Reclamation selected our District for funding - for the opportunity to develop a feasibility study for a potential seawater desalination water treatment facility in the City of Port Isabel.</p> <p>Yuliana Porras Mendoza, One Water Practice Leader, virtually through ZOOM, reported on the application and details of the funding.</p> <p><u>Isla Blanca Wastewater Treatment Plant Rehabilitation</u> – Isaac Huacuja, PE, CFM, Team leader of the Water Team from Garver, gave an update on the project, followed by questions and answers. Mr. Huacuja recommended that the Board plan at their convenience for a workshop to discuss the evaluation, the assessment, and the recommendation of where the project is at. The Board agreed to a possible workshop on November 2, 2023, time to be determined.</p> <p><u>Categorical Exclusion for Water System Improvements</u>- The District is advertising a public notice to get environmental clearance from the (TWDB) Texas Water Development Board.</p>	DISTRICT ENGINEER'S REPORT
8	<p><u>Discuss and take action on Resolution No. 206-10-2023, Authorizing the Issuance of Waterworks and Sewer System Revenue Bonds, Series 2023; Awarding sale of the Bonds to the Texas Water Development Board; Authorizing other matters related to the Issuance of the Bonds; and providing for an Immediate Effective Date. (C. Ortiz)</u> </p> <p>Discussion: Financial Advisor Noe Estrada presented the Post Pricing Results for the Waterworks and</p>	MOTION CARRIED

	<p>Sewer Revenue Bonds, Series 2023 (DWSRF), and the General Obligation Debt Overview. Printed copies were handed out during the meeting and attached to the minutes.</p> <p>Bond Counsel Jay Juarez was present at the meeting, presented the item, and was available for questions and answers.</p> <p>The Resolution was adopted and carried the following vote:</p> <ul style="list-style-type: none"> <li>o FOR: Adam Lalonde, David Boughter, and Scott Friedman</li> <li>o AGAINST: NONE</li> <li>o PRESENT and not voting: NONE</li> <li>o ABSENT: Jason Starkey and William Donahue</li> </ul> <p style="text-align: center;">The motion carried unanimously:  <b>MOVED BY A. LALONDE, SECONDED BY D. BOUGHTER.</b>  <b>MOTION: MOVE TO APPROVE.</b></p>	
<p>9</p>	<p><u>Consider and discuss the possible approval of Task Authorization Amendment No. 5 with Freese and Nichols Inc. for Lift Station Rehabilitation. (C. Ortiz)</u></p> <p>Discussion: Freese and Nichols Project Manager Charles Kercherka presented the item. The Board approved the amendment with an amended amount of \$38,326.57.</p> <p style="text-align: center;">The motion carried unanimously:  <b>MOVED BY A. LALONDE, SECONDED BY D. BOUGHTER.</b>  <b>MOTION: MOVE TO APPROVE.</b></p>	<p>MOTION CARRIED</p>
<p>10</p>	<p><u>Consider and discuss for possible approval of Easement to be Abandoned on Replat of Lots 40 and 40A, 41 and 41A, 42 and 42A, Harbor Island Subdivision, Section I, City of Port Isabel, Cameron County, Texas. (C. Ortiz)</u></p> <p>Discussion: The Board approved as presented.</p> <p style="text-align: center;">The motion carried unanimously:  <b>MOVED BY D. BOUGHTER, SECONDED BY A. LALONDE.</b>  <b>MOTION: MOVE TO APPROVE.</b></p>	<p>MOTION CARRIED</p>
<p>11</p>	<p><u>Director of Finance Report</u>  E. Salazar reported on the following:</p> <p><u>Investment Update</u> - E Salazar summarized the results of Valley View Consultants soliciting approximately 11 million in investments, requesting rates between 3 to 2 years.</p> <p><u>Engagement Letter to begin annual Audit</u> – The letter was presented for the District’s upcoming Audit for the year ended September 30, 2023</p> <p>A. Lalonde requested an agenda item to discuss how the District is going to capture the money on the water loss rate (detailed report)</p>	<p>DIRECTOR OF FINANCE REPORT</p>

12	<p><u>Consider and discuss for possible approval of a Resolution adopting the Investment Policy for the fiscal year 2023-2024 (Resolution No. 207-10-2023). (E. Salazar) ♦</u></p> <p>Discussion: E. Salazar noted minor changes in the language for updating the Policy. The Board approved as presented.</p> <p style="text-align: center;">The motion carried unanimously:  <b>MOVED BY A. LALONDE, SECONDED BY D. BOUGHTER.</b>  <b>MOTION: MOVE TO APPROVE.</b></p>	MOTION CARRIED
13	<p><u>Consider and discuss for possible approval of the Financial Reports for July 2023. (E. Salazar) ♦</u></p> <p>Discussion: E. Salazar highlighted that the July financials are slightly below than expected. The Board approved.</p> <p style="text-align: center;">The motion carried unanimously:  <b>MOVED BY A. LALONDE, SECONDED BY D. BOUGHTER.</b>  <b>MOTION: MOVE TO APPROVE.</b></p>	MOTION CARRIED
14	<p><u>Consider and discuss for possible approval of Bad Debt Write-offs for the Fiscal Year Ending 9-30-2023. (E. Salazar) ♦</u></p> <p>Discussion: E. Salazar noted that the updated total Bad debt for 2022-2023 is \$2,070, and for Misc. invoice write-off is \$30. Printed copies were handed out, and a copy was attached to the minutes. The Board approved.</p> <p style="text-align: center;">The motion carried unanimously:  <b>MOVED BY D. BOUGHTER, SECONDED BY A. LALONDE.</b>  <b>MOTION: MOVE TO APPROVE.</b></p>	MOTION CARRIED
15	<p><u>Consider and review Expenditures from September 1, 2023, to September 30, 2023. (C. Galvan) ♦</u></p> <p>Discussion: The Board accepted the expenditures as presented.</p> <p style="text-align: center;">The expenditures acknowledged by:  <b>A. LALONDE, D. BOUGHTER, and S. FRIEDMAN.</b></p>	ACKNOWLEDGED
16	<p><u>Consider and remove from the table the following EXECUTIVE SESSION item tabled at the Regular Meeting on September 13, 2023:</u></p> <p style="text-align: center;"><u>Deliberation regarding the Evaluation of District Employee to wit: General Manager (551.074)</u></p> <p>Discussion: the item was removed from the table</p> <p style="text-align: center;">The motion carried unanimously:</p>	MOTION CARRIED

	<p>MOVED BY A. LALONDE, SECONDED BY D. BOUGHTER.</p> <p>MOTION: REMOVE FROM THE TABLE.</p>	
17	<p><u>EXECUTIVE SESSION</u> permitted by the Open Meeting Act, V. T. C. A., Government Code Section 551.001 Et. Seq., under Section 551.071, Consultation with Attorney; under Section 551.072, Deliberations about Real Property; under Section 551.074, Personnel Matters: 🔹</p> <p>a. <u>Deliberation regarding the Evaluation of District Employee to wit: General Manager. (551.074)</u></p> <p>b. <u>Land Purchase on HESS Property for Port Isabel Seawater Desalination Treatment Facility (551.071-551.072)</u></p> <p>The Chairman entertained to adjourn into Executive Session as permitted by the Open Meetings Act, VTCA, Government Code Section 551.001 Et Seq., under Section 551.071, Consultation with Attorney; under Section 551.072, Deliberations about Real Property; which authorizes the holding of such closed or Executive Session.</p> <p>With a motion by <u>D. Boughter</u> and seconded by <u>A. Lalonde</u>, the Board convened into Executive Session at <u>6:22 PM</u>.</p> <p>With a move by <u>D. Boughter</u> and seconded by <u>A. Lalonde</u>, the Executive Session ended at <u>6:40 PM</u>. The only matters described were discussed.</p>	EXECUTIVE SESSION
18	<p><u>Consideration and action on EXECUTIVE SESSION Item, if necessary.</u></p> <p>a. <u>Deliberation regarding the Evaluation of District Employee to wit: General Manager. (551.074)</u></p> <p style="text-align: center;">The motion carried unanimously: MOVED BY A. LALONDE, SECONDED BY D. BOUGHTER. MOTION: TABLE.</p> <p>b. <u>Land Purchase on HESS Property for Port Isabel Seawater Desalination Treatment Facility (551.071-551.072)</u></p> <p style="text-align: center;">The motion carried unanimously: MOVED BY D. BOUGHTER, SECONDED BY A. LALONDE. MOTION: PROCEED AS DIRECTED.</p>	EXECUTIVE SESSION
19	<p><u>Adjournment</u></p> <p>There was no further business; the meeting was adjourned.</p>	MEETING ADJOURNED @ 6:45 PM



SCOTT FRIEDMAN, CHAIRMAN



WILLIAM DONAHUE, DIRECTOR

MINUTES APPROVED THIS 25<sup>TH</sup> DAY OF OCTOBER 2023.