




**MINUTES**  
 Regular Meeting  
 Laguna Madre Water District  
 Board of Directors  
 Wednesday, December 16, 2020  
 5:30 PM – 7:15 PM  
 Board Room

1	<p><b><u>QUORUM</u></b></p> <p><b>PRESENT:</b>          Chairman, Scott Friedman          Vice-Chairman, Adam Lalonde          Secretary, Jason Starkey          Director, Dave Boughter          Director, William "Bill" Donahue</p> <p style="text-align: center;">          arrived at 5:34 PM          arrived at 5:34 PM</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          Information Tech Specialist, Orlando Huerta          Attorney, Brian Hansen</p> <p style="text-align: right;"><b>Virtual Meeting with ZOOM</b></p>	
2	<p><b><u>PLEDGE OF ALLEGIANCE AND INVOCATION</u></b></p> <p>The meeting began with the Pledge of Allegiance, and C. Ortiz 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>• No comments from Staff or Board</li> <li>• No response from the audience</li> </ul>	
4	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL THE MINUTES OF THE REGULAR MEETING FROM NOVEMBER 16, 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 W. DONAHUE, seconded by D. BOUGHTER.</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:</b></p> <p><b><u>COVID-19 COMPARISON</u></b> – C. Galvan noted that the District had 10 COVID testings for the month with three positive, four negatives, and three pending.</p> <ul style="list-style-type: none"> <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</li> </ul>	<p><b>GENERAL MANAGER'S REPORT</b></p>

	<p>every morning and afternoon when entering the building, and avoiding close contact. Work areas are wiped down daily, and the doors continue to remain closed until a vaccine is available.</p> <p><b>AWBD CONFERENCE IN JANUARY-</b> AWBD canceled the in-person AWBD Conference in January but will be completely virtual, and the program will remain the same. The conference is for Water Board Directors; if a Board member wants to register to call our office, let us know</p> <p><b>SCHEDULE WORKSHOP MEETING</b></p> <ul style="list-style-type: none"> <li>○ <b>CAPITAL PROJECTS / FINANCIALS -</b></li> <li>○ <b>OPEN MEETINGS / BOARD OF DIRECTORS RESPONSIBILITIES AND DUTIES –</b></li> </ul> <p>C. Galvan recommended a possible workshop in January; Board acknowledged for a Saturday Workshop on January 9, 2021, at 8:30 AM</p>	
6	<p><b><u>DIRECTOR OF OPERATION'S REPORT –</u></b></p> <p><b>REPORT:</b></p> <p><b>MONTHLY REPORT FOR NOVEMBER -</b> November 2020 Report shows an increase of 24 service calls from last year for the distribution, and the collection department had an increase of 35. The Pretreatment Department's service calls remained nearly the same from October to November 2020, comparison</p> <p><b>CHANGES TO PAYSCALE FOR OPERATIONAL DEPARTMENT STAFF-</b> R. Gomez proposed some changes to the employee's titles to the pay group. Currently, all trainees or entry-level employees are in two different pay group levels. The Payscale was reviewed. R. Gomez noted that it isn't easy to find the right dependable individuals to be hired at the current pay rate over the years. Discussion and questions ensued</p> <ul style="list-style-type: none"> <li>✓ Board suggested a comprehensive look, a comparison, and to include the following: <ul style="list-style-type: none"> <li>▪ The number of people per department, per revenue</li> <li>▪ Comparison to show if the District has more or less when comparing the departments</li> <li>▪ Compare benefits (Insurance)</li> <li>▪ Recommendation to possibly offer the employee the option for insurance</li> </ul> </li> </ul> <p><b><u>DEPARTMENT PRESENTATION BY MANAGERS –</u></b></p> <ul style="list-style-type: none"> <li>○ <b>WATER PLANT –</b> Noe Cantu, Water Plant Manager, gave a presentation on the Water Plant Department operational procedures and requirements followed by questions and answers</li> <li>○ <b>DISTRIBUTION -</b> Joel Lopez, Distribution Manager, gave a presentation on the Distribution Department duties and overall status followed by questions and answers</li> <li>○ <b>COLLECTION –</b> Joe Salinas, Collection Manager, gave a presentation on the Collection Department operational duties and overall job requirements followed by questions and answers</li> <li>○ <b>PRETREATMENT / LIFT STATION –</b> Francisco Guzman, Manager, and Arnold Lopez, Assistant Manager gave a presentation on Pretreatment/ Lift Station Department operation duties and procedures followed by questions and answers</li> </ul>	<p><b>DIRECTOR OF OPERATION'S REPORT</b></p>

<p>7</p>	<p><b><u>DISTRICT ENGINEER'S REPORT</u></b> </p> <p><b>REPORT:</b></p> <p><b><u>TAX BOND PROJECT FUNDING THROUGH THE TEXAS WATER DEVELOPMENT BOARD –</u></b></p> <ul style="list-style-type: none"> <li>○ C. Ortiz noted, the Texas Water Development Board (TWBD) is in the process of amending its State Fiscal Year 2021, Intended Use Plan for the Drinking Water State Revolving Fund. The TWBD is adjusting the maximum loan/bond commitment amount for a single project to \$24 million.</li> <li>○ TWDB will issue a solicitation of the project in a couple of weeks with a deadline of March 3, 2021.</li> <li>○ Noe Hinojosa, with Estrada Hinojosa &amp; Associates, virtual meeting through zoom reported on the Bond loan process and timeline, followed question and answers <ul style="list-style-type: none"> <li>✓ N. Hinojosa noted, E. Salazar was presented with the numbers and will provide copies to the Board</li> </ul> </li> </ul> <p><b><u>LAGUNA VISTA ECOPARK SUBDIVISION DEVELOPMENT-</u></b></p> <ul style="list-style-type: none"> <li>○ The Board reviewed the site plan for the Laguna Vista Glamping Resort at the Ecopark Subdivision Development, followed by a discussion with questions and answers</li> <li>○ The Ecopark will have a 4" domestic meter, a 2" irrigation line, and a 6" fire line</li> <li>○ The city is making the lift station</li> <li>○ Question: How do we protect the District from construction issues with the meters. Response: When replating starts or subdivide lots, the District will prepare at the planning stage</li> </ul>	<p><b>DISTRICT ENGINEER'S REPORT</b></p>
<p>8</p>	<p><b><u>DISCUSS AND APPROVE A RESOLUTION EXPRESSING OFFICIAL INTENT TO REIMBURSE COSTS RELATED TO (1) PLANNING, IMPROVING, RENOVATING AND EQUIPPING WATER TREATMENT PLANT #1, (2) PLANNING, CONSTRUCTING AND EQUIPPING AN ELEVATED STORAGE TANK, AND (3) PLANNING, CONSTRUCTING AND IMPROVING THE DISTRICT'S WATER DISTRIBUTION SYSTEM FROM TAX-EXEMPT OBLIGATIONS TO BE ISSUED BY THE LAGUNA MADRE WATER DISTRICT AND OTHER MATTERS RELATED THERETO (RESOLUTION NO. 182-12-2020). (C. ORTIZ)</u></b> </p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>● The Bond Counsel prepared the Resolution</li> <li>● The Board approved the Resolution as presented</li> </ul> <p>Moved by A. LALONDE, seconded by J. STARKEY.</p> <p><b>Motion: Move to approve.</b></p>	<p><b>MOTION CARRIED</b></p>

9	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF REVISED DISTRICT BOUNDARY MAP.</u> (C. ORTIZ)💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>The Board approved the revised District Boundary Map</li> </ul> <p>Moved by J. STARKEY, seconded by A. LALONDE.</p> <p>Motion: Move to approve</p>	MOTION CARRIED
10	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE AWARD OF THE CONSTRUCTION CONTRACT FOR REHABILITATION AND IMPROVEMENTS OF CLARIFICATION AND FLOCCULATOIN BASINS AT WATER TREATMENT PLANT #1 (BID# WT-2011-01).</u> (C. ORTIZ)💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>Isaac Huacuja, with Sigler, Winston, Greenwood &amp; Assoc. presented the item followed by a discussion with question and answers</li> <li>I. Huacuja reported received the bids on Thursday, November 19; R. P. Constructors of New Braunfels, Texas was the low bidder of \$1,513,000</li> <li>I. Huacuja stated that the next agenda item, as per the District's direction, R. P. Constructors agrees to the change to remove items reducing the total contract price to \$1,310,000. Board acknowledged</li> <li>The Board awarded the construction contract to the lower bidder and accepted the change order</li> </ul> <p>Moved by J. STARKEY, seconded by W. DONAHUE.</p> <p>Motion: Move to approve</p>	MOTION CARRIED
11	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE AWARD OF CHANGE ORDER NO. 1 FOR REHABILITATION AND IMPROVEMENTS OF CLARIFICATION AND FLOCCULATION BASINS AT WATER TREATMENT PLANT #1 (BID # WT-20-11-01).</u> (C. ORTIZ)💧</p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>The Board approved the change order as presented. See above (item 10) for more information on the change order request</li> </ul> <p>Moved by J. STARKEY, seconded by W. DONAHUE.</p> <p>Motion: Move to approve</p>	MOTION CARRIED
12	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE AWARD OF THE CONSTRUCTION CONTRACT FOR ELEVATED WATER STORAGE TANK #3 VALVE REPLACEMENT PROJECT (BID #VR-20-11-03).</u> (C. ORTIZ)💧</p>	MOTION CARRIED

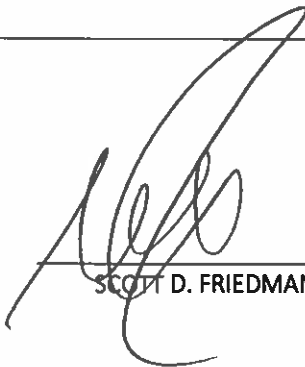
	<p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• C. Ortiz noted the bid opening was yesterday, December 15, received six bids with the lowest bidder, SB&amp;P LLC.</li> <li>• SB&amp;P, LLC is recommended for award for a total bid price of \$43,500</li> <li>• The Board approved the recommended bid</li> </ul> <p>Motion by J. STARKEY, seconded by A. LALONDE.</p> <p><b>Motion: Move to approve</b></p>	
13	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE AWARD OF CHANGE ORDER NO. 1 FOR LIFT STATION NO. 1 AND 37 REHABILITATION (TWDB PROJECT NO. 73730). (C. ORTIZ)</u></b></p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• C. Ortiz reported the requested change order is to the existing contract with Southern Trenchless Solutions, LLC</li> <li>• Lift Station No. 2 Rehabilitation addition, change order increase for \$154,500</li> <li>• Original Contract Price \$699,325 with increase the revised amount is \$853,825</li> <li>• Charles Kucherka, with Freese &amp; Nichols, Inc., virtual meeting through zoom was available for questions and answers</li> <li>• The Board agreed to approve the award of the change order</li> </ul> <p>Motion by J. STARKEY, seconded by D. BOUGHTER.</p> <p><b>Motion: Move to approve</b></p>	MOTION CARRIED
14	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE FINANCIAL REPORTS FOR SEPTEMBER 2020. (E. SALAZAR)</u></b></p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• E. Salazar presented the last monthly report for the fiscal year appending final adjustments once the financial audit is complete. The audit is ongoing as of today</li> <li>• The Board agreed to approve the September Financial Reports</li> </ul> <p>Motion by J. STARKEY, seconded by W. DONAHUE.</p> <p><b>Motion: Move to approve</b></p>	MOTION CARRIED
15	<p><b><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF THE FINANCIAL REPORTS FOR OCTOBER 2020. (E. SALAZAR)</u></b></p> <p><b>DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• E. Salazar noted this is the first report for this fiscal year</li> </ul>	MOTION CARRIED

	<ul style="list-style-type: none"> <li>The Board agreed to approve the October Financial Reports</li> </ul> <p>Motion by J. STARKEY, seconded by W. DONAHUE.</p> <p>Motion: Move to approve</p>	
16	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF PURCHASE TWO FORKLIFTS, FOR THE WATER PLANT AND THE WAREHOUSE. (E. SAMANIEGO) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>E. Samaniego noted the two 6,000 lbs. forklifts are budgeted approved</li> <li>Recommended award contract to Briggs Equipment for \$59,579 with a \$1,775 trade-in</li> <li>The Board agreed to approve and award recommendation</li> </ul> <p>Motion by J. STARKEY, seconded by W. DONAHUE.</p> <p>Motion: Move to approve</p>	MOTION CARRIED
17	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF PUMP REPAIRS TO THE SUBMERSIBLE PUMP FOR LIFT STATION #19. (E. SAMANIEGO) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>E. Samaniego noted repairs of one submersible pump for lift station 19. One of the three pumps burnt out</li> <li>TCEQ requirement to have three functional pumps in this lift station at all times</li> <li>Recommended award contract to Precision Pump Systems for repair for \$14,500</li> <li>Discussion ensued on the price of a new pump. Francisco Guzman, Pretreatment Manager present for questions and answers <ul style="list-style-type: none"> <li>✓ Suggestion: Present future items with a price for repairs and buy new</li> </ul> </li> <li>The Board agreed to approve</li> </ul> <p>Motion by A. LALONDE, seconded by D. BOUGHTER.</p> <p>Motion: Move to approve</p>	MOTION CARRIED
18	<p><u>CONSIDER AND REVIEW EXPENDITURES FROM NOVEMBER 1, 2020 – NOVEMBER 30, 2020. (C. GALVAN) 💧</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>No questions or comments</li> </ul> <p>Expenditures acknowledged by J. STARKEY and D. BOUGHTER.</p>	ACKNOWLEDGMENT OF EXPENDITURES

19	<p><u>CONSIDER AND DISCUSS FOR POSSIBLE APPROVAL OF INSTRUCTING ACCOUNTING STAFF TO REVIEW AND CALCULATE THE COST TO TRANSPORT RAW WATER FROM THE RIO GRANDE RIVER TO THE DISTRICT. (C. GALVAN)</u></p> <p>DISCUSSION:</p> <ul style="list-style-type: none"> <li>• The Board requested the information for the next meeting and prepared according to the general GAAP Principles</li> <li>• It was noted, the information requested is for the transport of raw water only</li> </ul> <p>Motion by J. STARKEY, seconded by W. DONAHUE.</p> <p>Motion: Move to approve for Staff to move forward for the raw water matter.</p>	MOTION CARRIED
20	<p><u>ADJOURNMENT</u></p> <p>There being no further business, the CHAIRMAN adjourned the meeting at 7:15 PM.</p>	MEETING ADJOURNED @ 7:15 PM



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**JASON STARKEY, SECRETARY**



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**SCOTT D. FRIEDMAN, CHAIRMAN**

MINUTES APPROVED THIS 13<sup>TH</sup> DAY OF JANUARY 2021.