

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, August 31, 2016

The Regular Meeting of the Utility Board of Trustees was conducted on the 31st day of August 2016 at 3:00 P.M. in the Harlingen Waterworks System's Board Room located on the second floor at 134 East Van Buren Avenue, in the City of Harlingen, Texas.

Board Members Present: Josh Fields, Chairman
 Michael Garza, Vice Chair
 Curtis Bonner, Trustee
 Kevin Campbell, Trustee
 Dan Serna, City Manager, Ex-Officio

Staff Present: Darrell Gunn, General Manager
 Kathern Davidson, Revenue and Finance Director
 David Sanchez, Water Service Director
 Jon Hedegard, Wastewater Services Assistant
 Joyce Lamon, Customer Service Director

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Chairman Fields called the meeting to order at 3:00 P.M. and asked if the Agenda was posted in accordance with the law, Nilda Sanchez responded yes.

AGENDA ITEM NO. 2: PUBLIC COMMENTS FOR HWWS CUSTOMERS AND CITY OF HARLINGEN RESIDENTS

No Public Comments

AGENDA ITEM NO. 3: APPOINTMENT OF OFFICERS

Darrell Gunn briefed the Board regarding history concerning the appointment of officers. Mr. Gunn reported early summer months were usually the time to appoint new officers since that was the time trustee appointments expired or renewed. Mr. Gunn explained rotation of chairs had worked well in the past but was up for suggestions. Discussion by the Board ensued, Michael Garza, Vice Chairman explained he would like to see Josh Fields continue to serve as Chairman. Curtis Bonner, Trustee, proposed keeping current Chairman, Josh Fields as Chairman with a unanimous consensus from the Board.

A motion was made to re-appoint Josh Fields as Chairman of the Harlingen Waterworks Board of Trustees.

Motion: Curtis Bonner
 Michael Garza

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, August 31, 2016

Motion to approve was carried by a vote of the Board (4-0).

AGENDA ITEM NO. 4: APPROVAL OF MINUTES

a) From the Regular Board Meeting of July 28, 2016.

With no corrections made, a motion to approve the minutes from the Regular Board Meeting of July 28, 2016 was made.

Motion: Kevin Campbell
Curtis Bonner

Motion to approve was carried by a vote of the Board (4-0).

b) From the Special Board Meeting of August 10, 2016.

Darrell Gunn reported a correction of title change from Regular Board Meeting to read "Special Board Meeting", then a motion to approve the minutes from the Special Board Meeting of August 10, 2016 was made.

Motion: Curtis Bonner
Kevin Campbell

Motion to approve was carried by a vote of the Board (4-0).

AGENDA ITEM NO. 5: REPORTS AND PRESENTATIONS

a) Report on Delinquent Accounts in excess of \$500 per account.

Darrell Gunn briefed the Board this was a routine monthly report. One new inactive account was added to the list. Discussion by the Board ensued.

AGENDA ITEM NO. 6: FINANCIALS

a) Monthly financial report for month ending July 31, 2016.

Darrell Gunn reported this was a routine report. Discussion by the Board ensued.

b) Quarterly Investment Report, Quarter ending June 30, 2016.

Darrell Gunn reported the investment report continued ultra conservative. Discussion by the Board ensued.

AGENDA ITEM NO. 7: RESOLUTIONS

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, August 31, 2016

a) Resolution No. R1516-37: A resolution to approve or reject upgrade for Temporary Construction Meter Security Deposit Amount.

Darrell Gunn briefed the Board regarding last month's discussion concerning Construction Companies applying for temporary construction meters and leaving a balance for services rendered. Mr. Gunn reported by Board direction, a resolution updating the temporary construction meter security deposit amount from \$200 to \$500. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-37– to upgrade Temporary Construction Meter Security Deposit Amount.

Motion: Curtis Bonner
 Kevin Campbell

Motion to approve was carried by a vote of the Board (4-0).

b) Resolution No. R1516-38: A resolution to approve or reject award of Sulfur Dioxide.

Darrell Gunn reported two bids were submitted with only 1 qualifying bid. The qualifying bid was our current supplier and the price of Sulfur Dioxide had increased. David Sanchez, Water Services Director reported bidders were not as responsive as before. Curtis Bonner, Trustee requested the Waterworks check the state bid lists first, before bidding out. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-38 – to approve the award of Sulfur Dioxide.

Motion: Curtis Bonner
 Second Michael Garza

Motion to approve was carried by a vote of the Board (4-0).

c) Resolution No. R1516-39: A resolution to approve or reject award for Polymer.

Darrell Gunn briefed the Board 2 bids were submitted with only 1 qualifying bid. Mr. Gunn reported the qualifying bidder was also our current supplier of Polymer, for sludge conditioning. Mr. Gunn reported a decrease in cost. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-39 – to approve the award Polymer.

Motion: Kevin Campbell
 Second Curtis Bonner

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, August 31, 2016

Motion to approve was carried by a vote of the Board (4-0)

- d) Resolution No. R1516-40: A resolution to approve or reject award for Spur 54 Project.**

Mr. Gunn briefed the Board on the Spur 54 Project and explained how new sewer services were needed since the existing infrastructure maxed capacity for the commercial growing area. Mr. Gunn showed a power point presentation of the proposed developing area. Mr. Gunn reported there were 2 reputable companies; both were good bids for this project. Mr. Gunn explained TDOT's new requirements of flowable fill measurably increased the previously proposed estimate. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-40 – to approve the award for Spur 54 Project.

Motion: Kevin Campbell
Second Curtis Bonner

Motion to approve was carried by a vote of the Board (4-0).

- e) Resolution No. R1516-41: A resolution to approve or reject proposal for the purchase of Water Meters.**

Darrell Gunn briefed the Board the Waterworks had undertaken a more aggressive program to replace water meters. Mr. Gunn reported industry standard for the life of a meter was 8 to 10 years, and many of our meters had been in use longer than that. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-41 – to approve proposal for the purchase of Water Meters.

Motion: Curtis Bonner
Second Kevin Campbell

Motion to approve was carried by a vote of the Board (4-0).

- f) Resolution No. R1516-42: A resolution to approve or reject award of Multiple Banks of Course Air Diffusers.**

Darrell Gunn briefed the Board this item was for the completion of the digester at the new Wastewater Treatment Plant. Mr. Gunn reported there was only 1 qualifying bid, as other bidders did not believe they could compete with Aquarius, the only bidder. Discussion by the Board ensued.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, August 31, 2016

A motion was made to approve Resolution No. R1516-42 – to approve the award Multiple Banks of Course Air Diffusers.

Motion: Kevin Campbell
Second Michael Garza

Motion to approve was carried by a vote of the Board (4-0).

- g) Resolution No. R1516-43: A resolution to approve or reject price extension for twelve (12) month supply of Current Water Treatment Chemicals.**

Darrell Gunn briefed the Board about last year's contracts including multi-year extensions. Mr. Gunn reported the Waterworks was pleased with vendor and prices were still held at current contract. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-43 – to approve price extension for twelve (12) month supply of Current Water Treatment Chemicals.

Motion: Curtis Bonner
Second Kevin Campbell

Motion to approve was carried by a vote of the Board (4-0).

- h) Resolution No. R1516-44: A resolution to approve or reject price extension for twelve (12) month service contract for Comprehensive HVAC Maintenance.**

Darrell Gunn briefed the Board this was an annual price extension for current HVAC Maintenance contract. Mr. Gunn reported the Waterworks was pleased with its expertise and providing quality service. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-44 – to approve price extension for twelve (12) month service contract for Comprehensive HVAC Maintenance.

Motion: Curtis Bonner
Second Michael Garza

Motion to approve was carried by a vote of the Board (4-0).

- i) Resolution No. R1516-45: A resolution to approve or reject price extension for twelve (12) month service contracts for repair of Compressors and Blowers, Electrical Motors 25-600HP, Gear Box/Drivers and Vertical Turbine Pumps.**

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, August 31, 2016

Darrell Gunn reported this was an annual price extension for equipment repair. Mr. Gunn explained the contracts allowed flexibility to get quotes for equipment failures in need of repairs. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-45 – to approve price extension for twelve (12) month service contracts for repair of Compressors and Blowers, Electrical Motors 25-600HP, Gear Box/Drivers and Vertical Turbine Pumps.

Motion: Curtis Bonner
Second Michael Garza

Motion to approve was carried by a vote of the Board (4-0).

- j) Resolution No. R1516-46: A resolution to approve or reject price extension for twelve (12) month supply contract for 50% Hydrogen Peroxide.**

Darrell Gunn reported this was and an annual price extension. Mr. Gunn briefed the Board regarding the use of using Hydrogen Peroxide to oxidize raw water from our lakes and plants. Mr. Gunn reported this system worked really well in controlling taste and odor. Mr. Gunn informed the Board the Waterworks was the only water company in the state using this system. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-46 – to approve price extension for twelve (12) month supply contract for 50% Hydrogen Peroxide.

Motion: Curtis Bonner
Kevin Campbell

Motion to approve was carried by a vote of the Board (4-0).

AGENDA ITEM NO.7: MANAGERS REPORT

Darrel Gunn gave a brief explanation of the information included in the Manager's Report. Discussion by the Board ensued.

AGENDA ITEM NO 8: ADJOURN:

There being no further business to discuss, the meeting adjourned at 4:06 P.M.

Motion: Kevin Campbell
Second: Michael Garza

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, August 31, 2016

Motion to approve was carried by a vote of the Board (4-0).

Attest:



Nilda Sanchez, Board Secretary