

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, September 28, 2016

The Regular Meeting of the Utility Board of Trustees was conducted on the 28th day of September 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.

City Commissioners Present: Michael Mezmar, District 3

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
Jim Vallely, Wastewater Services Assistant
Joyce Lamon, Customer Service Director

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Chairman Fields called the meeting to order at 3:10 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: OATH OF OFFICE FOR MICHAEL GARZA

Darrell Gunn briefed the Board regarding Commissioner De La Rosa's re-appointment of current Board Trustee, Michael Garza. Mr. Gunn added the Waterworks was pleased to have Michael Garza serve another 4 year term. Mr. Gunn reported an oath of office was to be administered by Chairman Josh Fields. The oath of office was administered to Michael Garza and both trustees took their seats and continued with the meeting.

AGENDA ITEM NO. 4: APPROVAL OF MINUTES

a) From the Regular Board Meeting of August 31, 2016.

Curtis Bonner, Trustee requested a change to the minutes for clarification. Mr. Bonner reported there was some language missing to the minutes regarding

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discussion and agreement in keeping Josh Fields as Chairman. Mr. Bonner asked to add the verbiage including who motioned and seconded the unanimous decision. Discussion by the Board ensued and a motion to approve the amended minutes was made.

Motion: Curtis Bonner
Michael Garza

Motion to approve was carried by a vote of the Board (3-0).

AGENDA ITEM NO. 5: REPORTS AND PRESENTATIONS

a) Report on Water Consumption.

Darrell Gunn showed a power point presentation regarding a significant scaled rise for water consumed in July but billed in August. Mr. Gunn reported this was a history making mark. Mr. Gunn explained the hot summer months initiated a need for customers to water their lawns since July and August were very hot and dry months.

*****KEVIN CAMPBELL, TRUSTEE ENTERED AT 3:17 P.M.**

b) Review and Discussion of School Board Request.

Mr. Gunn reported HCISD had requested a "first right of refusal" regarding the logo on Loop 499 Tower. Mr. Gunn explained HCISD was requesting an agreement from the Waterworks, to inform them if any other entity approached the Waterworks.

Michael Garza, Vice Chairman, abstained from discussion as Mr. Garza's wife worked for HCISD.

Discussion by the Board ensued and a decision to contact HCISD if anyone contacted the Waterworks regarding a logo on the water tower but there would not be a formal written agreement.

c) Report on Payment Card Fees.

Darrell Gunn reported the City of Harlingen had recently adopted an Ordinance regarding credit card fees. Mr. Gunn explained, as a utility, the Waterworks' process was not quite the same as the City's flat fee rate. Mr. Gunn explained the Waterworks had researched several service providers with no success. Mr. Gunn was in contact with city of McAllen and they recommended their service provider, Hamer Enterprises. Mr. Gunn informed the Board Hamer Enterprises serviced other major utilities. Discussion by the Board ensued and a decision to bring this item back as a Resolution

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was made. Discussion about scheduling a Special Meeting for approval was made since the process and implementation would take about 6 weeks and waiting another month would take longer to implement this service.

d) Report on Delinquent Accounts in Excess of \$500 per Account,

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

AGENDA ITEM NO. 6: FINANCIALS

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

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

AGENDA ITEM NO. 7: RESOLUTIONS

a) Resolution No. R1516-47: A resolution to approve or reject the award of 75HP Blowers for Digesters.

Darrell Gunn briefed the Board on a recent change order regarding building the digester at the new wastewater plant expansion project. Since then, air diffusers had been approved at a previous Board meeting to continue its construction. Mr. Gunn explained the next phase for the completion of the digester would be the blowers. There was only one bidder for this item. Jim Vallely, Wastewater Services Director explained several companies were contacted for this bid and the response was they could not compete with Nueros' specs and 5 year warranty. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-47– to approve the award of 75 HP Blowers for Digesters

Motion: Curtis Bonner
Michael Garza

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

b) Resolution No. R1516-48: A resolution to approve or reject bid for a twelve (12) month supply contract of pipe, valves and fittings.

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Darrell Gunn reported this was an annual contract. Mr. Gunn explained the bid was awarded to multiple companies offering the best prices for the Waterworks Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-48 – to approve the award for a twelve (12) month supply contract of pipe, valves and fittings.

Motion: Michael Garza
Second Curtis Bonner

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

c) Resolution No. R1516-49: A resolution to approve or reject a price extension for a twelve (12) month supply contract for 92 lb. bagged cement.

Darrell Gunn briefed the Board regarding a price/contract extension for 92 lb. bagged cement. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-49 – to approve a price extension for a twelve (12) month supply contract for 92 lb. bagged cement.

Motion: Kevin Campbell
Second Michael Garza

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

d) Resolution No. R1516-50: A resolution to approve or reject award for The purchase of water meters.

Darrell Gunn briefed the Board regarding a recent approval for ¾" water meters only. Mr. Gunn explained the Waterworks did use larger meters and this resolution included the larger sized meters measuring 1" through 2" meters for approval. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-50 – to approve the award for purchase of water meters.

Motion: Kevin Campbell
Second Michael Garza

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

AGENDA ITEM NO.7: MANAGERS REPORT

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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 3:55 P.M.

Motion: Kevin Campbell

Second: Michael Garza

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

Attest: _____


Nilda Sanchez, Board Secretary