CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Thursday, October 29, 2015

The Regular Meeting of the Utility Board of Trustees was conducted on the 29th day of October, 2015 at 9:00 A.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: Victor Leal, District 5

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

Staff Present: Darrell Gunn, General Manager
Kathern Davidson, Finance & Revenue Director
Jim Vallely, Wastewater Services Director
David Sanchez, Water Operations Director
Joyce Lamon, Customer Service Director

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Chairman Fields called the meeting to order at 9:00 A.M. and asked if the Agenda was posted in accordance with the law, Nilda Sanchez responded yes.

AGENDA ITEM NO. 2: PUBLIC COMMENTS

Yolanda Shoffeit, a regular Board Meeting attendee explained she had requested certain HWWS customers' records under the public information law and was upset because some of the accounts were flagged as confidential; not being able to retrieve their information. Ms. Shoffeit continued to say the Waterworks was charging her a ridiculous price for compiling this information. Ms. Shoffeit concluded by saying that Mr. Gunn had set her straight on procedure for her request and the availability of specific reports.

AGENDA ITEM NO. 3: APPROVAL OF MINUTES

a) From the Regular Board Meeting of September 24, 2015.

With no corrections made, a motion to approve the minutes from the Regular Board Meeting of September 24, 2015 was made.

Motion: Curtis Bonner
Second: Michael Garza

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

AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS

a) Report and discussion on policy concerning billing property owners for Fire Hydrant adjustments.

***Trustee Richard Uribe entered at 9:04 A.M.

Darrell Gunn showed a power point presentation of the property at 3022 Pinehurst. Mr. Gunn explained that a fire hydrant and valve boxes were covered under fill after the owner placed a substantial amount of fill to elevate the property in order to construct a house. A work order to adjust the fire hydrant was executed and the Waterworks crews made adjustments to fire hydrant and valves. The customer was billed for the amount and was protesting the billing. A demand letter from the system attorney was sent to the customer and the bill was paid but the customer did not think it was fair. The customer was present and explained reasons for protest. Discussion by the Board ensued and a decision to bring this back to next month’s agenda was made, to consider reimbursement to the customer.

b) Report and discussion about 25th Street Lift Station.

Darrell Gunn showed a power point presentation displaying Lift Station #20 on 25th Street. Mr. Gunn reported the organization, Harlingen Proud/Keep Harlingen Beautiful, was in the process of building a new trail and beautifying the area and last month asked the Waterworks to consider updating the chain link fence with a new privacy fence or add plastic slats to the existing chain link fence. Mr. Gunn reported the Waterworks had complied with the request as some slats were added to the chain link fence. Discussion by the Board ensued.

c) Report and presentation regarding Commercial Accounts in Industrial Enterprise Zone.

Mr. Gunn reported this item was to be delayed until next month. Mr. Gunn informed the Board the Industrial Contracts needed for presentation were requested from the City Secretary; due to the onerous amount of research, more time was needed to give the City time to research these contracts. Discussion by the Board ensued.

d) Report and discussion regarding HWWS Board Meeting Times and possible cancelation of December Meeting.

Darrell Gunn informed the Board since changing the Board meeting dates to the last Thursday of the month conflicted with November and December’s Holidays; the
meetings would be scheduled for the third Thursday of these two months. Mr. Gunn explained the time constraint for financial reports to be produced was an issue. Mr. Gunn suggested bringing a full agenda to November's meeting and canceling December's meeting for lack of agenda items.

Mr., Gunn reported some Commissioners had mentioned changing Board Meeting times to the afternoon for attendance. Discussion by the Board ensued and was suggested to bring this item for next month's meeting.

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

Darrell Gunn briefed the Board on current delinquent accounts. Discussion by the Board ensued.

AGENDA ITEM NO. 5: FINANCIALS


Darrell Gunn gave a brief explanation this was a routine report. Revenue was down due to recent rain fall. Discussion by the Board ensued.

AGENDA ITEM NO.6: RESOLUTIONS

a) Resolution No. R1516-01: A resolution to approve or reject the award of annual supply of fill sand.

Darrell Gunn reported this item was sent out for bids and quality of sand was an issue. Mr. Gunn informed the Board the current sand the Waterworks was receiving was not quality sand to finish work properly. Mr. Gunn suggested to reject this bid and re-bid this item with detailed specifications and alternatives to meet the needs of the Waterworks. Discussion by the Board ensued.

A motion was made to reject Resolution No. R1516-01 – the annual bid for fill sand.

Motion: Curtis Bonner
Second: Kevin Campbell

Motion to reject was carried by a vote of the Board (5-0).

b) Resolution No. R1516-02: A resolution to approve or the award of two (2) 5-7 yard trucks.

Darrell Gunn explained bids were solicited for this annual bid. Trustee Bonner reported he had already viewed the Board packet information on this item and moved to table this resolution and bring it back on next month's agenda; he wanted to receive information regarding these trucks and get more justification on the vehicles. Discussion
by the Board ensued and an option to seek purchasing from the Buy Board for state bids was discussed.

A motion was made to table Resolution No. R1516-02 – to TABLE the award of two (2) 5-7 yard trucks.

Motion:  Curtis Bonner
          Richard Uribe

Motion to TABLE was carried by a vote of the Board (5-0).

c) Resolution No. R1516-03:  A resolution to approve the award of one (1) one ton truck and two (2) ½ ton trucks.

Darrell Gunn explained some controversy in the two bids for this item. Tipton Ford could not bid on some of the specs because this bid was a package bid; Tipton could deliver this in 128 days. Discussion by the Board ensued and discussed going to the Buy Board for state bids.

A motion was made to table Resolution No. R1516-03 – to TABLE the award of one (1) one ton truck and two (2) ½ ton trucks.

Motion:  Kevin Campbell
          Richard Uribe

d) Resolution No. R1516-04:  A resolution to approve the award of a wheeled backhoe/loader.

Mr. Gunn reported this was a good bid in comparison to the other bid submitted. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-04 – to approve the award of a wheeled backhoe/loader.

Motion:  Kevin Campbell
          Richard Uribe

Motion to approve was carried by a vote of the Board (5-0).

e) Resolution No. R1516-05:  A resolution to approve award bid for the purchase of two (2) Portable Self-Contained Vacuum/Excavation Units.
Darrell Gunn reported these units were purchased 2008 and had been instrumental in helping with repairs within the system. Mr. Gunn added these units had well paid for themselves and were in need of replacements. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-05 – to approve award bid for the purchase of two (2) portable self-contained vacuum/excavation units.

   Motion:    Curtis Bonner
              Kevin Campbell

Motion to approve was carried by a vote of the Board (5-0).

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 8: TOUR OF WASTEWATER PLANT (IF WEATHER PERMITS)

Mr. Gunn announced the meeting would continue as Board Members could caravan to tour the construction progress of the Wastewater Plant expansion project. Board Members toured the facility.

AGENDA ITEM 9: ADJOURN

There being no further business to discuss, the meeting adjourned at 10:40 A.M.

   Motion:    Curtis Bonner
              Second:  Kevin Campbell

Motion to approve was carried by a vote of the Board (5-0).

Attest: __________________________

Niida Sanchez, Board Secretary