

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Thursday, November 19, 2015

The Regular Meeting of the Utility Board of Trustees was conducted on the 19th day of November, 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
Kevin Campbell, Trustee
Curtis Bonner, Trustee
Richard Uribe, Trustee

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

City Staff Present: Gabriel Gonzalez, Assistant City Manager

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 experienced an incident at the City Commission and because it was for the best interest of the City, the item did not pass Ms. Shoffeit explained the Waterworks had a big decision to make on trucks today and recommended the Board to make the best decision for the best interest of the Waterworks.

AGENDA ITEM NO. 3: APPROVAL OF MINUTES

a) From the Regular Board Meeting of October 29, 2015.

Curtis Bonner, Trustee, requested a grammatical change in the minutes, page 6, second sentence, the word payed to paid, then made a motion to approve the minutes from the Regular Board Meeting of October 29, 2015.

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Motion: Curtis Bonner
Second: Kevin Campbell

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

***** Out of sequence**

Darrell Gunn reported a customer request to move up Resolution No. R1516-10 for discussion and possible approval. Mr. Gunn asked Chairman Fields about the request and Chairman Fields granted permission to have the resolution moved out of sequence.

AGENDA ITEM NO. 6: RESOLUTIONS

- a) Resolution No. R1516-10: A resolution to approve or reject reimbursement of Fire Hydrant/Valve Boxes adjustments at 3022 Pinehurst.**

Darrell Gunn reported this item was presented last month and was brought back for consideration to overturn charges. Chairman Fields asked how common this issue was; customer's making improvements to their property, obstructing fire hydrants. Mr. Gunn reported this was common, however; damage claims were filed and charged to the customer to recoup expenses. Mr. Gunn reported the customer questioned why they were not given the opportunity to fix it themselves, since they did own a construction company. Discussion by the Board ensued and a question from Kevin Campbell, Trustee, to David Sanchez, Water Operations Director was; what was the verified height upon inspections? David Sanchez answered: the manufactures' recommendation was where the actual barrel had a bury line and that was procedure the Waterworks followed, to abide by the manufacturers recommendation. In this case, the bury line was well below the hydrant. Continued discussion by the Board ensued and a recommendation to reject the reimbursement was moved.

A motion was made to REJECT Resolution No. R1516-10 – to reject the reimbursement of Fire Hydrant/Valve Boxes adjustments at 3022 Pinehurst.

Motion: Kevin Campbell
Curtis Bonner

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

***** Meeting resumed its regular agenda.**

*****Trustee Richard Uribe entered at 9:06 A.M.**

AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS

- a) Report and discussion regarding Board Meeting Times.**

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Darrell Gunn explained last month's meeting touched the subject on the possibility of changing Board Meeting times. Discussion by the Board ensued about afternoon meetings or having evening meetings every few months. The Board decided to keep current Regular Board Meetings dates and times.

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

Darrell Gunn briefed the Board on current delinquent accounts. Bill Hubbard reported he had filed law suits on the new delinquent inactive accounts. Mr. Gunn reported the inactive delinquent balance on these accounts were the lowest he had seen. Discussion by the Board ensued.

AGENDA ITEM NO. 5: FINANCIALS

a) Monthly financial report for month ending October 31, 2015.

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

b) Presentation of Quarterly Investment Report, Quarter ending September 30, 2015.

Darrell Gunn reported the Quarterly Investment Report. Kathern Davidson, Finance & Revenue Director clarified an error in the report, page 30 and following. Ms. Davidson reported the certificates of deposit were not at BTH Bank but at Bank of Oklahoma. Discussion by the Board ensued and a request to bring back this item corrected for next month's meeting.

AGENDA ITEM NO.6: RESOLUTIONS

b) Resolution No. R1516-06: A resolution amending the HWWS Investment Policy.

Darrell Gunn reported this item had some minor legislative changes, therefore; the accommodations were being presented for clarification. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-06 – amending the HWWS Investment Policy.

Motion: Curtis Bonner
 Second Kevin Campbell

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

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**c) Resolution No. R1516-07: A resolution to approve or reject award
300HP Gearless Turbo Blowers.**

Darrell Gunn explained the importance of these blowers for the operations of the Wastewater Plant. Mr. Gunn reported when touring other wastewater plants and asked for recommendations of blowers, Neuros APGN was the choice. Neuros is a highly accredited company, known for their high quality and 20 year life expectancy. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-07 – to approve the award of 300HP Gearless Blowers.

Motion: Curtis Bonner
 Kevin Campbell

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

**d) Resolution No. R1516-08: A resolution to approve or reject the award
of Multiple Banks of Fine Air Diffusers.**

Darrell Gunn explained the importance of the fine air diffusers for the operations of the Wastewater Plant. Bids were taken and an evaluation process was performed by the system's evaluation committee. Discussion by the Board ensued

A motion was made to approve Resolution No. R1516-08 – to approve the award for Multiple Banks of Fine Air Diffusers.

Motion: Curtis Bonner
 Richard Uribe

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

**e) Resolution No. R1516-09: A resolution to approve or reject the
cancelation of December's meeting.**

Darrell Gunn reported a historic perspective concerning December's meeting and some setbacks to present a board meeting. Certain criteria such as financial reports having to be moved up a week, vacationing staff and usually low agenda items for presentation. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-09 – to approve the cancelation of December's meeting.

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Motion: Curtis Bonner
Kevin Campbell

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

f) Resolution No. R1516-11: A resolution to approve or reject award bid of a Wheeled Front End Pay Loader.

Darrell Gunn reported the lowest bidder's equipment was unfamiliar to the Waterworks, they were asked them to provide us a front end loader to sample, test and evaluate the equipment. Jim Vallely, Wastewater Director reported he was pleased with the equipment's performance. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1516-11 – to approve the award bid of a wheeled Front End Pay Loader.

Motion: Richard Uribe
Kevin Campbell

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

g) Resolution No. R1516-02: A resolution to approve or reject the award of 2 (two) 5-7 Yard Dump Trucks.

Darrell Gunn reported this item was TABLED last month in order to provide additional information. Mr. Gunn explained the new information was in the Board Packet. A motion to take this item off the table was made.

Motion: Kevin Campbell
Curtis Bonner

Discussion by the Board ensued. Richard Uribe, Trustee asked if there had been any previous problems with a Ford product. David Sanchez, Water Operations Director, explained a brand was not specified but Ford was now making a similar transmission to Allison Transmission. Trustee's Curtis Bonner and Richard Uribe expressed their views about honoring the lowest bidder since the monetary difference was significantly higher to the next bidder. Discussion continued regarding the types of transmissions and their performance.

A motion was made to approve Resolution No. R1516-02 – to approve the bid to Boggus Ford, the lower bidder of 2 (two) 5-7 yard dump trucks.

Motion: Richard Uribe
Curtis Bonner

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

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

A motion to take this item off the table was made.

Motion: Richard Uribe
Curtis Bonner

Darrell Gunn reported this item was tabled last month because the lowest bidder did not bid ½ ton trucks. Mr. Gunn explained the Board had requested to consider the Buy Board for this item and the bid was awarded to Grapevine Dodge from Grapevine, Texas. Discussion by the Board ensued.

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

Motion: Kevin Campbell
Curtis Bonner

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.9: ADJOURN

There being no further business to discuss, the meeting adjourned at 9:55 A.M.

Motion: Kevin Campbell
Second: Curtis Bonner

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

Attest: 
Nilda Sanchez, Board Secretary