CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Thursday, November 20, 2014

The Regular Meeting of the Utility Board of Trustees was conducted on the 20th day of November, 2014 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.

Board Members Present: Richard Uribe, Chairman
Josh Fields, Vice Chairman
Michael Garza, Trustee

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 Uribe called the meeting to order at 9:02 A.M. and asked if the Agenda was posted in accordance with the law, Nilda Sanchez responded yes.

AGENDA ITEM NO. 2: PUBLIC COMMENTS
No public comments.

AGENDA ITEM NO. 3: APPROVAL OF MINUTES

a) From the Regular Board Meeting of September 25, 2014
With no corrections made, a motion to approve the minutes from the Regular Board Meeting of September 25, 2014 was made.

  Motion: Josh Fields
  Second: Michael Garza

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

b) From the Regular Board Meeting of October 30, 2015
With no corrections made, a motion to approve the minutes from the Regular Board Meeting of October 30, 2014 was made.
Motion: Josh Fields  
Second: Michael Garza

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

AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS

a) Report and discussion about policy and industry standards regarding fees for reinstalling meters.

Darrell Gunn reported that the Waterworks received a letter from a property owner Mr. Aureliano Zapatero who rents residential properties within the city. Mr. Zapatero’s letter discussed in incident where the Waterworks supposedly charged his new tenant fees/charges that pertained to the previous tenant. The charges charged to the new tenant were re-connection fees because the Waterworks had to eventually disconnect the water meter due of excessive tampering. Mr. Gunn reported that 30% of our customers were the tenants and about 90% of all Customer Service calls were tenants. Mr. Gunn stated that there were 2 (two) alternatives, one being a major increase in deposits for rental properties, the second being to require accounts be in the name of the property owner. Discussion by the Board ensued.

b) Report and discussion regarding Harlingen Irrigation District’s delivery charge.

Darrell Gunn informed the Board how the Harlingen Irrigation District was increasing their water delivery charges once again. Since the Irrigation District’s budget runs per calendar year, the Waterworks’ budget runs fiscal year, therefore; the Waterworks does not have the delivery charge increase information available until the Waterworks’ budget has already been approved. Mr. Gunn showed a valley wide Delivery Charge Survey to compare prices throughout the valley. Discussion by the Board ensued about options on how to proceed with the continued yearly increases.

c) Report and Presentation regarding HWWS’ current Certificate of Convenience and Necessity.

Darrell Gunn gave a report regarding recent meetings between HWWS, ERHWSC and Beatty, Bangle & Strama regarding CCN conflicts. Discussion by the Board ensued.
d) Report on Delinquent Accounts in the excess of $500 per account.

Darrell Gunn informed the Board this was a fairly routine monthly report. Mr. Gunn explained the active accounts showed the City of Combes as delinquent but had paid their bill already. As for the inactive accounts, Bill Hubbard submitted a summary of all pending judgments that were ready to be processed as soon as the Board agreed to proceed. Discussion by the Board ensued and agreed to have Mr. Hubbard proceed with the law suits.

AGENDA ITEM NO. 5: FINANCIALS


Darrell Gunn gave a brief explanation on the updated Financial Reports. Mr. Gunn reported that water pumpage was down due to continued rain. Discussion by the Board ensued.

b) Presentation of Quarterly Investment Report ending September 30, 2014.

Darrell Gunn gave a brief explanation regarding the Quarterly Investment report. Discussion by the Board ensued.

AGENDA ITEM NO. 6: RESOLUTIONS

a) Resolution No. R1415-01: A resolution amending the Harlingen Waterworks System Investment Policy.

Darrell Gunn reported that our consultants, Valley View Consulting, provided a yearly routine revision to our Investment Policy applying new state changes. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1415-01 to amend the Harlingen Waterworks System Investment Policy.

Motion: Michael Garza
        Josh Fields

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

b) Resolution No. R1415-02: A resolution to approve or reject the award for one (1) one (1) ton and five (5) half (1/2) ton trucks.
Darrell Gunn reported that bids were taken and there was not too much of a significant price difference. However, one bidder exceeded the minimum bid standard offering a bigger truck at a lower price. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1415-02 to approve the award for one (1) one (1) ton and five (5) half (1/2) ton trucks.

Motion: Josh Fields
        Michael Garza

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

AGENDA ITEM NO. 7 MANAGER’S 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 9:59 A.M.

Motion: Josh Fields
        Second: Michael Garza

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

Attest: ________________________________
        Nilda Sanchez, Board Secretary