

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, September 27, 2017

The Regular Meeting of the Utility Board of Trustees was conducted on the 27th day of September, 2017 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
Kevin Campbell, Trustee
Curtis Bonner, Trustee
Michael Murphy, Trustee

Staff Present: Tim Skoglund, General Manager
Gene McCullough, System Attorney
Darrell Gunn, System Consultant
Jim Vallely, Wastewater Services Director
David Sanchez, Water Services Director
Kathern Davidson, Finance & Revenue Director
Joyce Lamon, Customer Service Director
John McKenna, IT Director

City Staff Present: Carlos Sanchez, Assistant City Manager

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 had been posted in accordance with the law; Nilda Sanchez responded affirmatively.

AGENDA ITEM NO. 2: APPROVAL OF MINUTES

a) Regular Board Meeting of August 30, 2017

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of August 30, 2017 was made.

Motion: Kevin Campbell
Second: Michael Murphy

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

b) Special Board Meeting of September 13, 2017

A revision to the minutes was requested to correct the day of the Board Meeting from Thursday to Wednesday. With no further corrections, a motion to approve the Special Board Meeting for September 13, 2017 was made.

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Motion: Kevin Campbell
Second: Michael Garza

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

AGENDA ITEM NO. 3: REPORTS AND PRESENTATIONS

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

Tim Skoglund reported on the status of delinquent accounts. Josh Fields, Board Chair, informed the Board legal measures should be taken to continue to collect on these inactive delinquent accounts. Gene McCullough, System Attorney, advised the Board he had been working with Bill Hubbard, updating the delinquent accounts in an effort to file suits for the pending delinquent balances.

AGENDA ITEM NO. 4: FINANCIALS

a) Monthly Financial report for month ending August 31, 2017

Tim Skoglund advised the Board that the report did not reflect significant changes in the Waterworks financial condition. Kathern Davidson, Revenue & Finance Director, discussed the monthly reports noting that budgeted revenue had been achieved with one month remaining in the fiscal year. Improved efficiency at the new wastewater plant resulted in a significant decrease in energy expenses. Discussion by the Board ensued.

AGENDA ITEM NO. 5: RESOLUTIONS

a) R1617-55: Resolution to award contract for the purchase and installation of Variable Frequency Drives for pumps at M.F. Runnion Water Treatment Facility

Tim Skoglund stated this item had been rejected in June so that the specifications could be revised to allow for more bid competition. Four bids were received upon re-bid. A recommendation to approve was recommended. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1617-55 – to award contract for the purchase and installation of Variable Frequency Drives for pumps at M.F. Runnion Water Treatment Facility to the low bidder for the base bid amount.

Motion: Kevin Campbell
Second: Michael Murphy

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

b) R1617-56: Resolution to approve participation in the cooperative purchasing program, The Interlocal Purchasing System (TIPS)

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Tim Skoglund reported the Waterworks is currently participating in seven purchasing cooperatives. Kathern Davidson stated that the Waterworks is looking to purchase a time keeping system in the future and recommended joining The Interlocal Purchasing System (TIPS) to enable a cooperative purchasing option for one prospective vendor for the time keeping system. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1617-56 – to approve participation in the cooperative purchasing program, The Interlocal Purchasing System (TIPS).

Motion: Michael Garza
Second: Michael Murphy

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

c) R1617-57: Resolution to approve renewal of contract for Ready Mix Concrete

Tim Skoglund reported the contract for ready mix concrete expired in March of the current year but that purchases from the contracted vendor had continued at contract pricing. Staff recommended extension of the contract through March 2018 for the last of two (2) one-year extension options. Supply of ready mix concrete would be re-bid in March of 2018. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1617-57 – to approve renewal of contract for Ready Mix Concrete.

Motion: Michael Murphy
Second: Michael Garza

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

d) R1617-58: Resolution to award contract for the purchase of Trimble R10 GPS Coordinate Collectors

Tim Skoglund informed the Board that performing high-accuracy survey of the Waterworks' infrastructure would be an important step in preparing to undertake a conveyance master plan for pipelines. Staff would perform the survey work in-house over an estimated period of three years using survey-grade GPS equipment. Proposals based on cooperative purchasing pricing were solicited for two GPS survey receivers. Mr. Skoglund explained that subscription charges for use of the local GPS network were included in the proposals and that recurring annual fees would be incurred in successive years that the equipment would be used. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1617-58 – to award contract for the purchase of Trimble R10 GPS Coordinate Collectors.

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Motion: Michael Garza
Second: Kevin Campbell

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

AGENDA ITEM NO. 6: MANGER'S REPORTS

Tim Skoglund discussed information in the Manager's Report. Discussion by the Board ensued.

Mr. Skoglund then recognized Bill Hubbard for his time and contribution to the Waterworks over the past ten years as the System Attorney. A token of appreciation was presented to Mr. Hubbard. Darrell Gunn expressed his thoughts and appreciation of Mr. Hubbard's time and dedication to the Waterworks. The Board thanked Mr. Hubbard for his service.

AGENDA ITEM NO. 8: PUBLIC COMMENTS

No Public Comments

AGENDA ITEM NO. 9: ADJOURN

There being no further business to discuss, Chairman Fields called for a motion to adjourn the meeting at 3:41 P.M.

Motion: Kevin Campbell
Second: Michael Garza

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

Attest:



Nilda Sanchez, Board Secretary