

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, November 29, 2017

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 29th day of November, 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.

City Commissioners Present: Victor Leal, District 5

Board Members Present: Josh Fields, Chairman
Michael Garza, Vice Chair
Kevin Campbell, Trustee
Curtis Bonner, Trustee
Michael Murphy, Trustee
Dan Serna, Ex-Officio

Staff Present: Tim Skoglund, General Manager
Gene McCullough, System Attorney
Darrell Gunn, System Consultant
Jim Vallely, Wastewater Services Director
Kathern Davidson, Finance & Revenue Director
Joyce Lamon, Customer Service Director
Elizabeth Soto, Human Resource Director
Samantha Folsom, Purchasing Manager
John McKenna, IT Director
Rick Guerra, IT Programmer

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 October 25, 2017

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of October 25, 2017 was made.

Motion: Kevin Campbell
Second: Michael Murphy

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

***** Michael Garza, Vice Chair stepped in at 3:02 P.M.**

AGENDA ITEM NO. 3: REPORTS AND PRESENTATIONS

a) Report and presentation on purchase of water rights

Darrell Gunn, System Consultant, recalled a discussion at the Board Meeting of January 25, 2017 regarding an opportunity to purchase water rights from the Harlingen and Adams Gardens irrigation districts. Mr. Gunn discussed the significance of HB 1803 to the acquisition of water rights within the Harlingen Waterworks CCN. Mr. Gunn presented several slides in describing the current status of the water rights' partition deeds, amendment of adjudication certificates and the districts' assessed acres within the Waterworks CCN. Mr. Gunn reported that the 2018 Fiscal Year Budget allocated funds to purchase water rights from Harlingen and Adam's Gardens irrigation districts under the terms of HB 1803 which grants municipalities the ability to purchase water rights from irrigation districts in proportion to the acreage of irrigable agricultural land that has been developed for municipal use. Mr. Gunn explained it was always understood that water rights traditionally allocated to the Waterworks under Harlingen Irrigation District's name were reserved for the use of the Waterworks; however, there had never been any legally binding documentation to that effect. Mr. Gunn recognized Wayne Halbert, former General Manager for the Harlingen Irrigation District, for his hard work and commitment to reserving and facilitating the conveyance of the water rights to Harlingen Waterworks System. Discussion by the Board ensued.

b) Presentation on GIS implementation contracts

Tim Skoglund informed the Board there were three resolutions on the agenda proposing contracts for GIS implementation, and he referenced a memo in the agenda packet describing the significance and relationship of each contract. Mr. Skoglund recapped a previous budget presentation in July explaining how GIS would be a useful tool for transmitting information necessary for master planning of the water and wastewater pipeline systems. Mr. Skoglund reported ESRI was the leading developer of GIS software and was regarded as a sole source vendor with no comparable alternative. A three-year contract for ESRI's enterprise software license was proposed. Mr. Skoglund reported that several GIS consultants had been contacted for support of the implementation project. Staff reviewed and negotiated proposals, and through many discussions, concluded that proposals from a consultant team of ESRI and Halff Associates offered the best value for implementation support. Mr. Skoglund noted that a recently hired inspector possessing GPS survey experience would be coordinating the asset survey effort essential to the GIS implementation. Rick Guerra, a veteran programmer at the Waterworks, was introduced as the Waterworks' GIS Coordinator responsible for day-to-day guidance of the surveying and GIS implementation initiatives.

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c) Presentation of public outreach at Valley Baptist Fall Fest event.

Nilda Sanchez, Administrative Assistant, presented a photo compilation of two recent public outreach events: City of Harlingen Police Department's Run with the Hero's 5k Walk and Valley Baptist's Fall Fest event. Ms. Sanchez thanked the Board for the opportunity to continue to serve the community. Discussion by the Board ensued.

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

Tim Skoglund reported that one new account had been added to the list and that two accounts recently written off had been removed. Discussion by the Board ensued, and a recommendation was made to establish a \$1,000 threshold balance above which the System Attorney, Gene McCullough, would take the lead in filing suit for payment. Accounts owing less than the \$1,000 threshold would be pursued by Staff. Mr. McCullough volunteered to draw up a petition form and train Staff how to file for collection through small claims court.

AGENDA ITEM NO. 4: FINANCIALS

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

Kathern Davidson, Revenue & Finance Director, discussed the monthly reports for the month of October. Discussion by the Board ensued.

AGENDA ITEM NO. 5: RESOLUTIONS

a) R1718-05: Resolution approving purchase of composite sewer manhole rings and covers

Mr. Skoglund explained new specifications had been drawn up and a bid solicitation issued for composite manhole rings and covers. A local manufacturer in McAllen, TX had met the specifications, and both of the responding bidders had proposed that manufacturer's product. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1718-05 – approving the purchase of composite sewer manhole rings and covers.

Motion: Kevin Campbell
Second: Michael Garza

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

b) R1718-06: Resolution approving purchase of half ton pick up trucks

Tim Skoglund reported that bids were solicited and received for the purchase of three pickup trucks. Staff had no concerns with the low bidder or the proposed brand of truck offered. Two bidders, one of which was the low bidder, submitted bids based on BuyBoard pricing. Discussion by the Board ensued.

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A motion was made to approve Resolution No. R1718-06 – approving purchase of half ton pick-up trucks.

Motion: Michael Garza
Second: Kevin Campbell

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

c) R1718-07: Resolution approving purchase of a combination sewer system cleaning truck

Tim Skoglund reported that BuyBoard cooperative purchasing proposals had been solicited for the purchase of a combination sewer system cleaning truck. All five vendors had brought their cleaning trucks to the Wastewater Plant for a demonstration. Staff reported that the Camel branded combination sewer system cleaning truck offered at the second lowest price with superior specifications and faster delivery time relative to the lowest price option was regarded by Staff as the best value for the Waterworks. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1718-07 – approving purchase of a combination sewer system cleaning truck.

Motion: Curtis Bonner
Second: Kevin Campbell

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

d) R1818-08: Resolution awarding a contract for GIS Software Subscription

Tim Skoglund informed the Board the details of this resolution had been discussed earlier in the meeting. Mr. Skoglund reiterated ESRI is the sole source for the desired GIS software subscription. Mr. Skoglund indicated that the subscription was for a three-year term with anticipated recurring costs for licensing renewal thereafter.

A motion was made to approve Resolution No. R1718-08 – awarding a contract for GIS Software Subscription.

Motion: Michael Murphy
Second: Kevin Campbell

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

e) R1718-09: Resolution awarding a contract for GIS Data Migration

Tim Skoglund reported that the proposed professional services contract for GIS Data Migration submitted by Halff Associates, a Texas-based firm, had been offered at fair and reasonable price. Terms of the contract were still being worked out at the time of the

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meeting. Discussion by the Board ensued, and Staff recommended amending the resolution to authorize the General Manager to execute a contract with Halff Associates, Inc. of McAllen, Texas for GIS Data Migration in an amount not to exceed \$37,500.00.

A motion was made to approve the amended Resolution No. R1718-09 – awarding a contract for GIS Data Migration.

Motion: Michael Murphy
Second: Michael Garza

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

f) R1718-10: Resolution awarding a contract for GIS Implementation Support

Tim Skoglund informed the Board that consultant support would be essential to the success of the GIS implementation project and that ESRI's proposed professional services had been offered at a fair and reasonable price representing the best value of the other alternatives considered. The ESRI Enterprise Advantage Program under which services would be provided was typically limited to a 12-month term, but ESRI had indicated in writing that the Waterworks would be able to rely on Program services over an 18-month period and would receive an allocation of 30 hours of support beyond the typical scope of work offered through Program. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1718-10 – awarding a contract for GIS Implementation Support.

Motion: Kevin Campbell
Second: Michael Murphy

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

g) R1718-11: Resolution to authorize the acquisition of water rights from Harlingen Irrigation District Cameron County #1

Tim Skoglund noted that the resolution had been discussed as part of an earlier presentation by Darrell Gunn.

A motion was made to approve Resolution No. R1718-11 – to authorize the acquisition of water rights from Harlingen Irrigation District Cameron County #1.

Motion: Michael Garza
Second: Kevin Campbell

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

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h) R1718-12: Resolution to authorize the acquisition of water rights from Adam's Gardens Irrigation District Cameron County #19

Tim Skoglund noted that the resolution had been discussed as part of an earlier presentation by Darrell Gunn.

A motion was made to approve Resolution No. R1718-12 – to authorize the acquisition of water rights from Adam's Gardens Irrigation District Cameron County #19.

Motion: Michael Garza
Second: Michael Murphy

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

AGENDA ITEM NO. 6: MANGER'S REPORTS

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

AGENDA ITEM NO. 7: PUBLIC COMMENTS

No Public Comments

AGENDA ITEM NO. 8: ADJOURN

There being no further business to discuss, Chairman Fields called for a motion to adjourn the meeting at 4:38 P.M.

Motion: Michael Garza
Second: Kevin Campbell

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

Attest:


Nilda Sanchez, Board Secretary