

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Monday, February 26, 2018

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 26th day of February, 2018 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 Chairman
Kevin Campbell, Trustee

Staff Present: Tim Skoglund, General Manager
Gene McCullough, System Attorney
Jim Vallely, Wastewater Services Director
David Sanchez, Water Services Director
Kathern Davidson, Finance & Revenue Director
Joyce Lamon, Customer Service Director
Elizabeth Soto, Human Resource 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 3:01 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 December 20, 2017

Michael Garza noted an error on the minutes for the Board Meeting of December 20, 2017. Discussion by the Board ensued with agreement to bring the minutes back for approval at the next Board meeting.

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AGENDA ITEM NO. 3: REPORTS AND PRESENTATIONS

a) Presentation on water loss audit progress

Tim Skoglund stated that progress had been made on the water audit. Jim Smith of JBS Associates gave a presentation summarizing initial findings of production and metered accounts, rate comparisons, and the night flow test conducted to assess system leakage potential. Discussion by the Board ensued.

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

Tim Skoglund reported the status of delinquent accounts. Board discussion ensued regarding a recent inactive delinquent account used as a test case filed by the System Attorney's office. It was concluded that Staff would continue monitoring the outcome of the filing and report to the Board whether it proves cost-effective in collecting delinquent account balances.

AGENDA ITEM NO. 4: FINANCIALS

a) Monthly Financial report for month ending January 31, 2018

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

b) Presentation of Quarterly Investment Report, quarter ending December 31, 2017

Kathern Davidson informed the Board the Investment Report was sent out in last month's Board reports packet. Since there was no Board meeting last month, this report was being brought back to give the Board an opportunity for discussion. Discussion by the Board ensued.

AGENDA ITEM NO. 5: RESOLUTIONS

a) R1718-17: Awarding a contract for purchase of submersible non-clog pumps

Mr. Skoglund reported that the proposed pumps were for the Waterworks collection system. Board discussion ensued. Further clarification was given that the lowest bidder did not meet all specifications as bid comparison summary document indicated. Board discussion continued, and a decision was made to award the contract to the lowest bidder meeting all specifications and representing the best value to the Waterworks.

A motion was made to approve Resolution No. R1718-17 – awarding the purchase of submersible non-clog pumps.

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Motion: Michael Garza
Second: Kevin Campbell

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

b) R1718-18: Awarding a contract for supply of ready mix concrete

Tim Skoglund reported one sealed bid was received for the supply of ready mix concrete. Jim Vallely, Wastewater Services Director, explained that several contractors were contacted in addition to filing an advertisement in the newspaper. The proposed one-year contract reflected a 5% increase from the previous contract and included two (2) one-year extension options. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1718-18 – awarding a contract for supply of ready mix concrete.

Motion: Kevin Campbell
Second: Michael Garza

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

c) R1718-19: Awarding a contract for sludge transport and disposal services

Tim Skoglund reported that one sealed bid was received for sludge transport and disposal services and explained that this contract would be used on an as “need basis” in the event weather conditions limit the ability to dispose of sludge on the Waterworks’ dedicated land disposal site. The proposed one-year contract included two (2) one-year extension options. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1718-19 – awarding contract for sludge transport and disposable services.

Motion: Michael Garza
Second: Kevin Campbell

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

AGENDA ITEM NO. 6: MANGER’S REPORTS

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

AGENDA ITEM NO. 7: PUBLIC COMMENTS

No Public Comments

AGENDA ITEM NO. 8: EXECUTIVE SESSION

The Board convened in Executive Session:

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- a) Deliberation regarding real property lease agreements for office space in the Harlingen Waterworks Main Office Building, pursuant to Tex. Gov't Code §551.072.
- b) Consultation with System Attorney regarding wholesale wastewater contracts, pursuant to Tex. Gov't Code §551.071.
- c) Consultation with System Attorney regarding customer backbilling for water service, pursuant to Tex. Gov't Code §551.071.

A motion was made to enter into Executive Session.

Motion: Campbell Second: Garza

Motion to Approve: 3 Yeas 0 Nays

Entered into Executive Session at: 4:03 P.M.

Exited Executive Session at: 4:38 P.M.

Action Taken: NO

Meeting was called back to order at 4:38 P.M.

AGENDA ITEM NO. 9: 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 (3-0).

Attest:



Nilda Sanchez, Board Secretary