

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Monday, April 30, 2018**

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 30th day of April, 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.

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

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  
   Elizabeth Soto, Human Resource Director  
   Sanjuana Garcia, Purchasing Manager

City Staff Present:            Carlos Sanchez, Assistant City Manager

**AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME**

Chairman Fields called the meeting to order at 3:03 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 March 28, 2018**

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of March 28, 2018 was made.

Motion: Michael Murphy  
Second: Michael Garza

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

**AGENDA ITEM NO. 3: REPORTS AND PRESENTATIONS**

**a) Report on completion of MFR Clarifier and Brazil Road Sewer Projects**

Tim Skoglund gave a slide presentation on two recently completed projects including replacement of deteriorated clarifier mechanisms in each of the four clarifiers at the MFR Water Treatment Plant, and construction of a 12-inch sewer main on Brazil Road that will

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serve the new Convention Center facility. Mr. Skoglund discussed costs and noted the projects were completed ahead of schedule and months ahead of Convention Center completion. The Brazil Road Sewer project was constructed in-house at a significant cost savings relative to contracting the work. Discussion by the Board ensued.

**b) Report on delinquent accounts in excess of \$500 per account**

Tim Skoglund reported the status of delinquent accounts. A recent payment of delinquent charges removed one of the inactive accounts from the list. Discussion regarding deposits for traveling/fire hydrant meters ensued. An increase to the travelling meter deposit fee was discussed, but concerns were raised that an increase above the current \$500 deposit level might be overly burdensome if non-return of meters has not been an issue. Mr. Skoglund proposed that Staff research available records for occurrences in which a travelling meter had not been returned and report back to the Board at a later meeting.

**AGENDA ITEM NO. 4: FINANCIALS**

**a) Monthly Financial report for month ending February 28, 2018**

Kathern Davidson discussed the financial report noting that the variances from target budget were not of significant concern. Discussion by the Board ensued.

**b) Presentation of Quarterly Investment Report, ending March 31, 2018**

Kathern Davidson discussed information in the quarterly investment report. Discussion by the Board ensued.

**AGENDA ITEM NO. 5: RESOLUTIONS**

**a) R1718-22: Approving extension of Consulting Contract with Darrell Gunn, P.E.**

Mr. Skoglund stated the resolution authorized an extension of the consulting contract with Darrell Gunn to the end of April 2019. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1718-22 – approving extension of Consulting Contract with Darrell Gunn, P.E.

Motion: Curtis Bonner  
Second: Michael Murphy

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

**b) R1718-23: Awarding a construction contract for manhole rehabilitation**

Tim Skoglund reported that many existing manholes within the system are of traditional brick and mortar or concrete construction and are susceptible to corrosion and deterioration arising from hydrogen sulfide generated in the sewer system. Such deterioration poses an operational and public safety risk requiring that the manholes be replaced or rehabilitated. Mr. Skoglund played a video of manhole rehabilitation using mortar and corrosion-resistant coating that had been performed on a manhole in the Waterworks' system. This rehabilitation process proposed by a local contractor offers several advantages over traditional replacement methods. Staff recommended award of

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the proposed contract based on Buy Board pricing for rehabilitation of a total of 59 manholes. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1718-23 – awarding a construction contract for manhole rehabilitation

Motion: Curtis Bonner  
Second: Michael Murphy

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

**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**

Sue Groves, an HWWS Customer, asked why the Waterworks' policy on security deposits and other fees differed from limits listed in the Texas Public Utility Commission's (PUC) regulations. Ms. Groves also questioned Waterworks' policy variances relative to PUC regulations on disconnection notices, and she asked other questions regarding the Waterworks' Charter and PUC rules. Josh Fields, Chairman, stated that the public comments portion of the meeting is a forum for comments, not questions and answers. Tim Skoglund suggested Ms. Groves submit a public information request as a more suitable way to obtain the Waterworks' response to her information requests.


**AGENDA ITEM NO. 8: ADJOURN**

There being no further business to discuss, Chairman Fields called for a motion to adjourn the meeting at 4:10 P.M.

Motion: Michael Garza  
Second: Michael Murphy

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

Attest: \_\_\_\_\_

  
Nilda Sanchez, Board Secretary