

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, May 30, 2018

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 30th day of May, 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
 Kevin Campbell
 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
 Kathern Davidson, Finance & Revenue Director
 Joyce Lamon, Customer Service Director
 Elizabeth Soto, Human Resource Director
 Sanjuana Garcia, Purchasing 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 April 30, 2018

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of April 30, 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) Presentation on Drinking Water Week event

Tim Skoglund reported that Waterworks' employees celebrate AWWA's Water Week at Jackson Street Market Days by promoting the organization and offering cold water to event attendees. Mr. Skoglund informed the Board a few enhancements were implemented at this year's event to improve engagement. Nilda Sanchez, Administrative Assistant, gave a presentation of photos highlighting the expanded set-up involving

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, May 30, 2018

departmental information tables manned by employees who shared information, answered questions, and showed off equipment they use in their day-to-day work. Mr. Skoglund noted that Staff would be considering options to hold a larger public relations event of a similar nature that would reach a larger group of customers. Discussion by the Board ensued.

b) Presentation on proposed Wastewater CIP projects

Jim Vallely, Wastewater Services Director, gave a presentation on proposed Wastewater Capital Improvement Projects for Fiscal Years 2018-2022 including proposed projects to be budgeted for FY 2019. Discussion by the Board ensued.

*****CURTIS BONNER, TRUSTEE, ENTERED AT 3:17 P.M.**

c) Discussion on conveyance master planning and budget

Tim Skoglund gave a presentation explaining the importance of a comprehensive master plan for conveyance CIP and the proposed budget for master plan development proposed to begin in FY 2019. The presentation described the elements of a conveyance master plan and its eventual implications on budgeting and eventual need for rate adjustments, bond issuance, impact fee updating, and rate studies.

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

Tim Skoglund reported no significant changes in the delinquent accounts list. Gene McCullough, System Attorney, informed the Board he would continue to pursue legal avenues for collection of unpaid balances.

e) Discussion on hydrant/traveling meter deposit

Tim Skoglund reported the status of hydrant/traveling meters, their material cost, and the deposit amount has been charging. In previous Board Meeting discussions regarding an inactive delinquent account, the Board had given consideration to increasing the deposit to cover the full cost of the meter assembly and water service in situations where a contractor might not return the meter or pay service charges. Joyce Lamon, Customer Service Director, reported that after extensive research of records, only one instance could be found in which a contractor had not returned a travelling meter and left an unpaid balance. Discussion by the Board ensued and a decision was made to keep the current deposit fee as is.

AGENDA ITEM NO. 4: FINANCIALS

a) Monthly Financial report for month ending April 30, 2018

Kathern Davidson briefed the Board this was a routine report. Discussion by the Board ensued.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, May 30, 2018

AGENDA ITEM NO. 5: RESOLUTIONS

a) R1718-24: Authorizing declaration and disposition of Surplus Property

Mr. Skoglund explained the need for the Board's declaration of surplus property and authorization to include the Waterworks' surplus property in the City of Harlingen's annual auction or to auction it through appropriate on-line governmental auction system. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1718-24 – authorizing declaration and disposition of Surplus Property

Motion: Michael Garza
Second: Kevin Campbell

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

OUT OF SEQUENCE***

b) R1718-26: Awarding contracts for supply of Bedding and Backfill Sand

Mr. Skoglund reported the need and recent bid results for bedding and backfill sand of a higher quality than what had been supplied under existing contracts. The recommendation to award a contract to the two lowest bidders would give Staff the reliability of a second option in circumstances where the low bidder is unable to perform. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1718-26 – awarding contracts for supply of Bedding and Backfill sand.

Motion: Michael Garza
Second: Curtis Bonner

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

c) R1718-25: Appointing a representative to the City of Harlingen Audit Committee

Tim Skoglund reported an annual appointment from the HWWS Board Trustees was needed to serve as a representative on the City of Harlingen Audit Committee. Mr. Josh Fields, Chairman, had served as the representative for the past few years and suggested another Trustee be given the opportunity to serve. Josh Fields nominated Michael Garza as the Waterworks' representative.

A motion was made to approve Resolution No. R1718-25 – appointing Michael Garza, as the next Waterworks' representative on the City of Harlingen Audit Committee.

Motion: Josh Fields
Second: Curtis Bonner

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, May 30, 2018

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.

AGENDA ITEM NO. 7: PUBLIC COMMENTS

Sue Groves, a Waterworks' customer, expressed her concern that the Waterworks' policy for payment of service bills creates financial hardship for some low-income residents who typically receive their bill during the first few days of the month and who do not receive their benefit checks until after the due date has passed. Ms. Groves requested that the 20-day payment period after which late payment penalties are assessed be increased for such customers. Josh Fields, Chairman, briefed the Board to bring this concern up at next month's Board Meeting for discussion.

AGENDA ITEM NO. 8 EXECUTIVE SESSION

- a) Consultation with System Attorney regarding wastewater volume credit policy and ordinance, pursuant to Tex. Gov't Code 551-0710.

A motion was made to enter into Executive Session.

Motion: Campbell Second: Garza

Motion to Approve: 5 Yeas 0 Nays

Entered into Executive Session at: 4:29 P.M.

Exited Executive Session at: 5:03 P.M.

Action Taken: NO

Meeting was called back to order at 5:03 P.M.

AGENDA ITEM NO. 8: ADJOURN


There being no further business to discuss, Chairman Fields called for a motion to adjourn the meeting at 5:03 P.M.

Motion: Michael Garza
Second: Kevin Campbell

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

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, May 30, 2018

Attest:



Nilda Sanchez, Board Secretary