

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, June 26, 2019

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 26th day of June, 2019 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: Michael Murphy, Trustee
Josh Fields, Trustee
Curtis Bonner, Trustee

Staff Present: Tim Skoglund, General Manager
Robert Canterbury, System Engineer
Darrell Gunn, HWWWS Consultant
Gene McCullough, System Attorney
Jon Hedegard, Wastewater Services Director
Kathern Davidson, Finance & Revenue Director
Elizabeth Soto, Human Resource Director
Joyce Lamon, Customer Service Director
John McKenna, IT Director

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Josh Fields, Trustee, 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: ELECTION OF OFFICERS

This agenda item had already been addressed at last month's meeting. It was discussed as an oversight from last month's agenda.

AGENDA ITEM NO. 3: APPROVAL OF MINUTES

a) Regular Board Meeting of May 29, 2019

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of May 29, 2019 was made.

Motion: Michael Murphy
Second: Curtis Bonner

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

AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS

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

Joyce Lamon, Customer Service, Director reported Rosemont Apartments had made a

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, June 26, 2019

considerable sized payment and continues to make substantial payments to eliminate the balance. Discussion by the Board ensued.

b) Presentation on the status and forecast for capital improvement projects for FY 2019 through FY 2021

Robert Canterbury, System Engineer, gave a detailed presentation on current year and forecasted capital improvement projects for water, wastewater and facilities. Expenditure estimates were discussed for each project. Mr. Canterbury noted that the projects described would be supplemented for future years by other projects that the recently launched master plan would be identifying. Discussion by the Board ensued.

AGENDA ITEM NO. 5: FINANCIALS

a) Monthly Financial report for month ending May 31, 2019

Kathern Davidson, Finance & Revenue Director, gave an overview of the finance reports for May, 2019. Discussion from the Board ensued.

AGENDA ITEM NO. 6: RESOLUTIONS

a) R1819-34: Awarding a contract for supply of sulfur dioxide

Mr. Skoglund reported there was only one bidder. The current vendor is a sole source supplier in this area. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1819-34 – awarding a contract for supply of sulfur dioxide.

Motion: Michael Murphy
Second: Curtis Bonner

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

b) R1819-35: Approving a contract extension for supply of chlorine

Mr. Skoglund explained that the proposed extension was for the first of two option years. The current vendor is a sole source supplier in this area.

A motion was made to approve Resolution No. R1819-35 – approving a contract extension for supply of chlorine.

Motion: Josh Fields
Second: Michael Murphy

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

c) R1819-36: Awarding a contract for supply of liquid aluminum sulfate and liquid ammonium sulfate.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, June 26, 2019

Mr. Skoglund explained there were two bidders for these two chemicals that are necessary for flocculation and removal of particulates in raw water and the other for generating monochloramine, the primary disinfectant used for production of potable water. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1819-36 – approving a contract for supply of liquid aluminum sulfate and liquid ammonium sulfate.

Motion: Curtis Bonner
Second: Michael Murphy

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

d) R1819-37: Approving a contract for supply of reagents and water analysis supplies.

Mr. Skoglund explained there were two new bids for this proposed contract. These supplies are for laboratory operations. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1819-37 – approving a contract for supply of reagents and water analysis supplies.

Motion: Curtis Bonner
Second: Michael Murphy

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

e) R1819-38: Approving a contract extension for supply of water meters sized 5/8 through 2-inch.

Mr. Skoglund explained that the proposed extension was for the first of two option years. He reported the current meter program replacing aging meters had been proceeding well, and the purchase of meters was needed to continue the replacement program. The Waterworks would continue to use mechanical meters for 5/8 through 2-inch size. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1819-38 – approving a contract extension for supply of water meters sized 5/8 through 2-inch.

Motion: Curtis Bonner
Second: Michael Murphy

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

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, June 26, 2019

f) R1819-39: Approving a contract for internet and phone services.

Mr. Skoglund explained there were three BuyBoard bids for a three-year contract for internet and phone services. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1819-39 – approving a contract for internet and phone services.

Motion: Josh Fields
Second: Curtis Bonner

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

AGENDA ITEM NO. 7: MANAGER'S REPORTS

Tim Skoglund highlighted portions of the Manager's Reports. The Board asked questions and discussed the information as it was presented.

***** OUT OF SEQUENCE – in consideration for Cora De Leon, who wished to offer Public Comments, Trustee Fields allowed Cora De Leon to present her comments before breaking for Executive Session.**

AGENDA ITEM NO. 9: PUBLIC COMMENTS

Cora De Leon, a Waterworks customer reported she has had trouble providing an acceptable secondary ID when opening an account. She presents a copy of her government-issued identification from the U.S. Immigration and Naturalization Service, issued in 1989. She reported she had been told by Customer Service representatives that the identification was not acceptable for the fact the ID refers to her hire date of 1989 and has since then, retired. She stated that her INS identification had no expiration date and should satisfy the requirement for a secondary identification.

***** OUT OF SEQUENCE**

AGENDA ITEM NO. 8: EXECUTIVE SESSION

- a) Consultation with System Attorney regarding personnel matters, pursuant to Tex. Gov't Code §551.074.

Trustee, Fields, directed meeting to enter into Executive Session.

Entered into Executive Session at: 4:23 P.M.

Exited Executive Session at: 5:04 P.M.

Meeting was called back to order at: 5:04 P.M.

Action Taken: NO

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, June 26, 2019

AGENDA ITEM NO. 10: ADJOURN

There being no further business to discuss, Trustee, Fields, called for a motion to adjourn the meeting at 5:04 P.M.

Motion: Curtis Bonner
Second: Michael Murphy

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

Attest:



Nilda Sanchez, Board Secretary