

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Wednesday, September 4, 2019**

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 4th day of September, 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.

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

Staff Present: Tim Skoglund, General Manager  
Robert Canterbury, System Engineer  
David Sanchez, Water Services Director  
Jon Hedegard, Wastewater Services Director  
Jorge Torres, Wastewater Services Assistant Director  
Kathern Davidson, Finance & Revenue Director  
Sanjuana Garcia, Purchasing Manager  
Joyce Lamon, Customer Service Director  
Elizabeth Soto, Human Resource Director  
John McKenna, IT Director

City Staff Present: Carlos Sanchez, Assistant City Manager

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

Michael Garza, Chairman, 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 July 31, 2019**

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of July 31, 2019 was made.

Motion: Curtis Bonner  
Second: Kevin Campbell

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

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

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

Tim Skoglund reported there were no new entries to the previous month's report. Discussion by the Board ensued.

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**AGENDA ITEM NO. 4: FINANCIALS**

**a) Monthly Financial report for month ending July 31, 2019**

Kathern Davidson, Finance & Revenue Director, gave an overview of the finance reports for July 31, 2019. Discussion from the Board ensued.

**AGENDA ITEM NO. 5: RESOLUTIONS**

**a) R1819-44: Awarding service contracts for repair of compressors and blowers, electric motors, gear boxes and mixer drives and vertical turbine pumps**

Mr. Skoglund recommended award of contracts to all three respondents to an invitation to bid for repair services, using Valley Armature as the primary vendor. Contracting with multiple vendors provides alternatives in the event the lowest price vendor is unable to perform needed services or meet performance schedules. The proposed contract is for a one-year term with two possible one-year contract extensions. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1819-44 – awarding service contracts for repair of compressors and blowers, electric motors, gear boxes and mixer drives and vertical turbine pumps to all three vendors provided that Valley Armature be used as the first option.

Motion: Josh Fields

Second: Curtis Bonner

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

**b) R1819-45: Awarding a service contract for comprehensive HVAC maintenance**

Mr. Skoglund reported several companies were contacted and encouraged to submit bids, but only two bidders responded. The lowest bid from George Cunningham was significantly lower than the bid price submitted by the current vendor, Pro-Tech Mechanical. Pro-Tech Mechanical's bid increased substantially last year because of the higher maintenance effort associated with several failing HVAC systems. As budgeted for FY 2019, the Waterworks purchased and installed new equipment to bring down the cost of maintenance and reduce the maintenance contract price.

On concerns about Cunningham's much lower bid price, Staff contacted the owner who reported he had thoroughly assessed the facilities and equipment and was confident he could provide the HVAC services for his bid price. Mr. Skoglund noted that Cunningham has performed well on past HVAC projects, but had not previously performed under a comprehensive HVAC maintenance services similar to the one proposed. Discussion by the Board ensued.

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A motion was made to approve Resolution No. R1819-45 – awarding a service contract for comprehensive HVAC maintenance to George Cunningham, Inc.

Motion: Curtis Bonner  
Second: Kevin Campbell

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

**c) R1819-46: Awarding a contract for investment advisory services**

Kathern Davidson, Finance & Revenue Director reported two responses had been received in response to a request for proposals for investment advisory services. Though both respondents had similar qualifications, Ms. Davidson recommended to continue contracting with Valley View Consulting, LLC because of its higher level of staffing resources that could ensure a higher degree of availability. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1819-46 – awarding a contract for investment advisory services to Valley View Consulting, LLC.

Motion: Josh Fields  
Second: Curtis Bonner

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

**d) R1819-47: Awarding a contract for professional auditing services**

Kathern Davidson reported three responsive proposals in response to a request for qualifications for professional auditing services. Based on evaluation of the proposals, Ms. Davidson recommended to continue contracting with Carr, Rigg's and Ingram because of its greater level of staffing resources and successful past experience with the Waterworks. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1819-47 – awarding a contract for professional auditing services to Carr, Riggs and Ingram, LLC.

Motion: Josh Fields  
Second: Kevin Campbell

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

**e) R1819-48: Adopting a Draft Water Conservation Plan and a Draft Drought Contingency Plan**

Mr. Skoglund presented proposed updates to the Waterworks' water conservation and drought contingency plans. Mr. Skoglund reported State law now requires drought contingency plans be adopted and updated by City Ordinance, but that the Waterworks' water conservation plan would only require adoption by the Board of Trustees. . Both

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plans, Water Conservation Plan and Drought Contingency & Water Management, will be revised to meet state requirements and proper implementation.

A motion was made to approve Resolution No. R1819-48 – adopting a draft Water Conservation Plan and revising the Drought Contingency & Emergency Water Management Plan, to be approved by City Ordinance, by the City of Harlingen's City Commission.

Motion: Josh Fields  
Second: Kevin Campbell

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

**AGENDA ITEM NO. 6: MANAGER'S REPORTS**

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

**AGENDA ITEM NO. 7: PUBLIC COMMENTS**

None

**AGENDA ITEM NO. 8: ADJOURN**

There being no further business to discuss, Chairman Garza, called for a motion to adjourn the meeting at 4:30 P.M.

Motion: Curtis Bonner  
Second: Kevin Campbell

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

Attest:

  
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Nilda Sanchez, Board Secretary