The Regular Board Meeting of the Utility Board of Trustees was conducted on the 18th day of December, 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 Chairman
Michael Murphy, Trustee
Curtis Bonner, Trustee
Chris Bartnesky, Trustee

Staff Present: Tim Skoglund, General Manager
Robert Canterbury, System Engineer
Gene McCullough, System Attorney
Katherin Davidson, Finance & Revenue Director
Joyce Lamon, Customer Service Director
Sanjuana Garcia, Purchasing Manager
Jon Hedegard, Wastewater Services Director
Elizabeth Soto, Human Resource Director

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME
Michael Garza, Chairman, called the meeting to order at 3:09 P.M. and asked if the Agenda had been posted in accordance with the law; Nilda Sanchez responded affirmatively.

AGENDA ITEM NO. 2: COMMUNICATION / INPUT FROM CUSTOMERS AND RESIDENTS OF HARLINGEN
None

AGENDA ITEM NO. 3: APPROVAL OF MINUTES
   a) Regular Board Meeting of November 20, 2019
With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of November 20, 2019 was made.

   Motion: Michael Murphy
   Second: Kevin Campbell

Motion to approve was carried by a vote of the Board (5-0).
AGENDA ITEM NO. 4: OATH OF OFFICE
   a) Newly appointed Board Member, Christopher Bartnesky
Tim Skoglund informed the Board that District 3 Commissioner, Michael Mezmar, had
appointed a new trustee to replace Josh Fields. Michael Garza, Chairman, administered
the oath of office to Mr. Christopher Bartnesky, swearing him in as the newest Trustee for
the Harlingen Waterworks System.

AGENDA ITEM NO. 5: REPORTS AND PRESENTATIONS
    a) Report on Delinquent accounts in excess of $500 per account
Joyce Lamon, Customer Services Director reported there was one new addition to the
active delinquent accounts list. Discussion by the Board ensued.

AGENDA ITEM NO. 6: FINANCIALS
   a) Monthly Financial report for month ending November 30, 2019
Kathern Davidson, Finance & Revenue Director, gave an overview of the finance reports
for November 2019. Discussion from the Board ensued.

AGENDA ITEM NO. 7: RESOLUTIONS
   a) R1920-08: Adopting the Harlingen Waterworks System Investment Policy
Tim Skoglund reported the Waterworks' investment advisor, Valley View Consulting, LLC,
recommended a few slight revisions to the current Policy. Discussion by the Board
ensued.

A motion was made to approve Resolution No. R1920-08 – adopting the Harlingen
Waterworks System Investment Policy

      Motion: Michael Murphy
      Second: Curtis Bonner

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

   b) R1920-09: Awarding a contract for manhole rehabilitation
Tim Skoglund reported on the need for manhole rehabilitation, and he played a video
demonstrating the steps involved in the rehabilitation process. He noted that Southern
Trenchless had performed well on two recent BuyBoard contracts with the Waterworks
for manhole rehabilitation, and he recommended entering into another contract with the
company based on BuyBoard pricing to continue the rehabilitation program. Discussion
by the Board ensued including a suggestion that the Waterworks consider purchase its
own equipment and material to perform manhole rehabilitation in-house in lieu of
contracting the work out. Further discussion on in-house staffing workload ensued.

A motion was made to approve Resolution No. R1920-09 – awarding a contract for
manhole rehabilitation.
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Motion: Curtis Bonner
Second: Kevin Campbell

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

c) R1920-10: Awarding a purchase contract for pick-up trucks
Tim Skoglund reported several vendors were contacted regarding a bid solicitation for pick-up trucks. Only one submitted a bid. Discussion by the Board ensued concerning bidder interest in the relatively low quantity of units. A suggestion was made to consider the possibility of collaborating with the City of Harlingen to combine quantities under a single solicitation to attract greater bidder interest. Trustee Campbell noted that weak interest in Waterworks’ vehicle bid solicitations had been a long-standing issue.

A motion was made to approve Resolution No. R1920-10 – Awarding a purchase contract for pick-up trucks

Motion: Kevin Campbell
Second: Curtis Bonner

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

d) R1920-11: Awarding a construction contract for Treasure Hills Zone 1 Waterline
Tim Skoglund explained need for replacement of failing asbestos cement waterlines comprising a large portion of Waterworks’ water distribution system. Mr. Robert Canterbury, System Engineer, gave an overview of the Treasure Hills pipe replacement project and the selection of the pipe bursting method for in-place replacement of asbestos cement lines with PVC, noting that this method minimizes disruption to the overlying area and avoids costly handling of hazardous asbestos material. Design had been completed and seven bids received in response to the bid solicitation. The low bid and the low bid alternate using PVC fittings were recommended as best value to the Waterworks. Mr. Skoglund noted the low bid was significantly lower than the budgeted funds for the project. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1920-11 – Awarding a construction contract for Treasure Hills Zone 1 Waterline

Motion: Curtis Bonner
Second: Kevin Campbell

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

AGENDA ITEM NO. 8: ADJOURN
There being no further business to discuss, Chairman Garza, called for a motion to adjourn the meeting at 4:18 P.M.

Motion: Curtis Bonner
Second: Kevin Campbell

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

Attest: Nilda Sanchez, Board Secretary