

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Wednesday, December 18, 2019**

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  
   Kathern 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).

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**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 additive 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).

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**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:   
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Nilda Sanchez, Board Secretary