

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, September 30, 2020

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 30th day of September, 2020 at 3:00 P.M. by videoconference.

City Commissioners Present: Richard Uribe, District 1
Ruben De La Rosa, District 4

Board Members Present: Kevin Campbell, Chairman
Michael Murphy, Vice Chairman
Curtis Bonner, Trustee
Chris Bartnesky, Trustee
Enrique Del Angel, Trustee
Dan Serna, Ex-Officio

Staff Present: Tim Skoglund, General Manager
Robert Canterbury, System Engineer
Gene McCullough, System Attorney
Darrell Gunn, System Consultant
Ron De La Garza, Finance & Revenue Director
Joyce Lamon, Customer Services Director
Sanjuana Garcia, Purchasing Manager
David Sanchez, Water Services Director
John McKenna, IT Director
Elizabeth Soto, Human Resources Director

City Staff Present: Carlos Sanchez, Assistant City Manager

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Kevin Campbell, Chairman, called the meeting to order at 3:01 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 August 26, 2020

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of August 26, 2020 was made.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, September 30, 2020

A motion to approve the Board Minutes for the Regular Board Meeting of August 26, 2020, was made.

Motion: Michael Murphy
Second: Chris Bartnesky

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

AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS

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

Joyce Lamon, Customer Service Director gave an update regarding the decision made during the last Board Meeting to resume normal policy for assessment of late fees and disconnections of delinquent accounts beginning in October 2020.

Mail outs and automated phone calls were the communication modes used for informing customers that disconnections for non-pay would resume October 1, 2020. Information of current assistance programs was also being provided to customers. Discussion by the Board ensued.

b) Discussion of COVID-19 response and effects on operations

Tim Skoglund presented charts of COVID-19 positive cases. He noted there had been no recent operational changes related to the pandemic.

Joyce Lamon, Customer Service Director, presented an overview of customer service, billing, and revenue impacts arising from the suspension of delinquent disconnections and late payment charges that had begun in late March 2020.

AGENDA ITEM NO. 5: FINANCIALS

a) Monthly Financial report for month ending August 31, 2020

Ronald De La Garza, Director of Finance, gave a detailed overview of the financial reports for August 2020 noting that investment earnings had taken a steep drop because of the pandemic. Discussion by the Board ensued.

AGENDA ITEM NO. 6: RESOLUTIONS

**a) R1920-50: Awarding a contract for construction of Downtown WTP
Roadway Rehabilitation and Extension Project**

Robert Canterbury, System Engineer, gave a presentation on the roadway rehabilitation and extension project for the Downtown Water Treatment Plant. Aerial photos depicted problem areas where pavement replacement and extensions were needed.

Two pavement options had been included in the bid solicitation to substitute concrete paving for the asphalt base bid specification. Mr. Canterbury recommended accepting the concrete options for improved durability long term maintenance of the plant roadways.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, September 30, 2020

Mr. Canterbury further explained the standards used for design of the concrete pavement options. He discussed the bids received noting the low bidder had performed acceptably on a prior paving project with the Waterworks. Discussion by the Board ensued and a recommendation to award the contract to the low bidder inclusive of concrete Options 1 and 2 was made.

A motion was made to approve Resolution No. R1920-50 – awarding a contract for construction of Downtown WTP Roadway Rehabilitation and Extension Project

Motion: Curtis Bonner
Second: Michael Murphy

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

b) R1920-51: Awarding a contract for construction of Pendleton Waterline Replacement Project

Robert Canterbury, System Engineer, gave a detailed overview of the Pendleton Waterline Replacement Project, noting it was the Waterwork's second pipe bursting project for water line replacement in areas experiencing frequent main breaks associated with asbestos cement pipe.

A proposal based on BuyBoard contract pricing had been received from Southern Trenchless Solutions, LLC, the pipe bursting subcontractor on the Treasure Hills waterline replacement project. The coordinated proposal development process had been quick and efficient. Mr. Canterbury noted the contractor possessed ample experience in pipe bursting construction methods and had proposed self-performing all the work.

Mr. Canterbury explained the previous pipe bursting project at Treasure Hills had been a learning experience that helped identify improved design and contracting requirements that would lead to a more efficient, less-disruptive project. Staff had learned that a self-performing contractor was a priority for efficient execution of construction with less disruption to the public.

A motion was made to approve Resolution No. R1920-51– awarding a contract of Pendleton Waterline Replacement Project

Motion: Curtis Bonner
Second: Chris Bartnesky

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

c) R1920-52: Awarding contracts for supply of pipes, valves and fittings

Mr. Skoglund reported that the bid items had been divided into multiple sections and that bid prices reflected increases from last year's bids. Staff recommended awarding contracts to the bidders for each section for which they submitted the low bid.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, September 30, 2020

Mr. Skoglund noted a correction was needed to reflect the true low bidder for one of the sections. An updated resolution was presented with revised wording, replacing the resolution previously published in the Board Packet. Discussion by the Board ensued and a motion made to adopt the updated resolution presented during the meeting.

A motion was made to approve Resolution No. R1920-52– awarding a contract for supply of pipes, valves and fittings

Motion: Curtis Bonner
Second: Michael Murphy

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

d) R1920-53: Awarding a contract for safety supplies and related items

Mr. Skoglund reported the contract for safety supplies was expiring, and only one bidder had submitted a bid before the bid deadline. The responsive bidder was noted to be the current supplier who had performed well and had provided vending machines with the capability of tracking distribution of supplies to the appropriate department and employee. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1920-53– awarding a contract for safety supplies and related items

Motion: Michael Murphy
Second: Curtis Bonner

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. 9: ADJOURN

There being no further business to discuss, Chairman, Campbell called for a motion to adjourn the meeting at 4:38 P.M.

Motion: Chris Bartnesky
Second: Curtis Bonner

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

Attest: *Nilda Sanchez* for:
Nilda Sanchez, Board Secretary