

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, January 27, 2021

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 27th day of January 2021 at 3:00 P.M. by videoconference.

Board Members Present: Kevin Campbell, Chairman
Michael Murphy, Vice Chairman
Chris Bartnesky, Trustee
Enrique Del Angel, Trustee
Curtis Bonner, Trustee

Staff Present: Tim Skoglund, General Manager
Robert Canterbury, System Engineer
Gene McCullough, System Attorney
Darrell Gunn, System Contractor
Joyce Lamon, Customer Services Director
Sanjuana Garcia, Purchasing Manager
David Sanchez, Water Services Director
Jon Hedegard, Wastewater Services Director
John McKenna, IT Director
Elizabeth Soto, Human Resources Director

City of Staff: Carlos A. Sanchez, Assistant City Manger

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Kevin Campbell, Chairman, called the meeting to order at 3:04 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 December 16, 2020

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of December 16, 2020 was made.

A motion to approve the Board Minutes for the Regular Board Meeting of December 16, 2020, was made.

Motion: Curtis Bonner
Second: Chris Bartnesky

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

Tim Skoglund introduced Gabriel Trevino, an engineer recently hired to the Waterworks. Gabriel's credentials were briefly shared, and he was welcomed by the Board.

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 overview of the delinquent accounts that were still currently pending. Discussion by the Board ensued.

b) Presentation and discussion on proposed customer service policy modifications: Application for Service Instructions; Customer Security Deposits.

Tim Skoglund reported the current Customer Service Policy was in need of revision to address gaps and deficiencies encountered since its last update in 2016. Updates will also clarify policy language for easier interpretation and implementation. He noted that various policy changes would be presented at the next few Board meetings, then compiled and brought to the Board for final approval. Proposed revisions to the Application for Service Instruction and Customer Security Deposits section were presented and discussed with the Board's input.

AGENDA ITEM NO. 5: FINANCIALS

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

Tim Skoglund, General Manager, gave an overview of the financial reports for December 2020. Discussion by the Board ensued.

b) Presentation of Quarterly Investment Report, ending December 31, 2020

Tim Skoglund, General Manager, discussed information in the Quarterly Investment report, ending December 31, 2020.

AGENDA ITEM NO. 6: RESOLUTIONS

c) R2021-10: Awarding a contract supply of ready mix concrete

Tim Skoglund reported there were two bids received for ready-mix concrete and stated the proposed contract was the current vendor and that the contract included provisions for two (2) one-year extensions. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-10– awarding a contract for supply of ready mix concrete

Motion: Michael Murphy
Second: Curtis Bonner

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

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d) R2021-11: Approving a wastewater service emergency interconnect agreement with East Rio Hondo Water Supply Corporation

Tim Skoglund referred to a previous report presented at the October 2020 Board Meeting concerning an emergency wastewater service interconnect agreement with East Rio Hondo Water Supply Corporation (ERHWSC). He presented a map showing two subdivisions whose wastewater flow could possibly be diverted to the Waterworks' treatment plant during an ERHWSC emergency via the existing interconnection that had been in used until about one year earlier. He noted that staff believed the plant had the capacity to accommodate ERHWSC's emergency wastewater flow via the interconnect if the need would arise.

The proposed contract agreement had been approved by ERHWSC and its attorney. Contract provisions included ERHWSC's agreement to install a valve at the interconnect deliver point that would be owned and controlled by the Waterworks. It defined a twenty-year contract term and stipulated that billing would be based on assumed or metered flow to be billed at inside-city rates for base and commodity volumes associated with each of ERHWSC's contributing customers. An overriding condition of the contract was that if the Waterworks would deem it does not have the capacity to receive ERHWSC's wastewater, the Waterworks could refuse to accept it. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-11—approving a wastewater service emergency interconnect agreement with East Rio Hondo Water Supply Corporation

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. 8: ADJOURN

There being no further business to discuss, Chairman, Campbell, called for a motion to adjourn the meeting at 4:39 P.M.

Motion: Curtis Bonner
Second: Chris Bartnesky

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

Attest:


Nilda Sanchez, Board Secretary