

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Wednesday, April 28, 2021**

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 28th day of April 2021 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: Kevin Campbell, Chairman  
Michael Murphy, Vice Chairman  
Chris Bartnesky, Trustee  
Dan Serna, Ex-Officio

Staff Present: Tim Skoglund, General Manager  
Gene McCullough, System Attorney  
Darrell Gunn, System Consultant (via videoconference)  
Robert Canterbury, System Engineer (via videoconference)  
Joyce Lamon, Director of Customer Service  
David Sanchez, Director of Water Services  
Elizabeth Soto, Director of Human Resources  
Jose L Rodriguez, Cybersecurity Administrator  
Ron De La Garza, Director of Finance & Revenue  
Gabriel Trevino, Jr., Assistant Utility Engineer  
Emiliano Rosel, Assistant Utility Engineer

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 3:13 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 March 31, 2021**

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of March 31, 2021 was made.

A motion to approve the Board Minutes for the Regular Board Meeting of March 31, 2021

Motion: Michael Murphy  
Second: Chris Bartnesky

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Motion to approve was carried by a vote of the Board (3-0).

**AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS**

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

Joyce Lamon 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: Non-Domestic Meters; Vacant Premises; City Services – Garbage and Street Maintenance**

Joyce Lamon presented proposed Customer Service Policy modifications regarding Non-Domestic Meters; Vacant Property; City Services – Garbage and Street Maintenance. Discussion by the Board ensued.

**c) Discussion on lobby security remodeling plan and possible schedule for construction.**

Tim Skoglund reported the customer service lobby was now fully open to customers after nearly a year of closure or restricted admittance. He noted that a plan for remodeling the lobby to address security concerns had been presented and discussed with the Board in October 2020, but a request was made at that time to suspend the project until a later date when pandemic concerns had subsided.

Mr. Skoglund presented an updated floor plan developed by Gignac Architects in coordination with Staff along with a cost estimate and proposed schedule. He described the security benefits that the remodeling plan would achieve and stated that a future phase could be considered for construction of new restroom facilities for customers that would allow the existing restrooms located in an unsecured corridor to be closed off for employee access only. He noted that north lobby doors would become an employee-only entry with electronic access control. Chairman Campbell stated a preference that all First Floor remodeling be undertaken in a single project.

Joyce Lamon, Director of Customer Service, described a variety of concerning safety threats that customer service staff had experienced over the years and expressed her view that the proposed security improvements were needed to improve employee safety.

Discussion by the Board ensued, and direction was given to advance the project, inclusive of all First Floor improvements, toward design completion and bidding.

**AGENDA ITEM NO. 5: FINANCIALS**

**a) Monthly Financial report for month ending March 31, 2021**

Ron De La Garza gave an overview of the financial reports for January 2021. Discussion by the Board ensued.

**b) Presentation of quarterly investment report, ending March 31, 2021**

Ron De La Garza discussed information in the quarterly investment report, ending March 31, 2021.

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**AGENDA ITEM NO. 6: RESOLUTIONS**

**a) R2021-17 Approving Change Order No. 3 – Final Closeout for the Treasure Hills Waterline Replacement Project**

Gabriel Trevino, Assistant Utility Engineer, gave a presentation on the recently completed Treasure Hills Waterline Replacement Project and summarized prior change orders and added or deleted items proposed for approval via Change Order No.3 to close out the project. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-17—approving Change Order No. 3 – Final Closeout for the Treasure Hills Waterline Replacement Project.

Motion: Michael Murphy  
Second: Chris Bartnesky

Motion to approve was carried by a vote of the Board (3-0).

**b) R2021-18: Approving a contract for purchase of network switches and access points**

Tim Skoglund reported that network switches and access points were essential to information technology operations. Outdated switches and WiFi access points were no longer supported by their manufacturers, and equipment replacement was necessary to meet data communications demands and address cybersecurity concerns.

Three quotes had been obtained. Mr. Skoglund noted a correction to the proposed resolution that SHI Government Solutions, the lowest price bidder, was the only vendor who submitted pricing through a purchasing cooperative contract. Discussion by the Board ensued.

A motion was made to approve a revised version of Resolution No. R2021-18—approving a contract for purchase of network switches and access points.

Motion: Chris Bartnesky  
Second: Michael Murphy

Motion to approve was carried by a vote of the Board (3-0).

**c) R2021-19: Awarding a supply contract for mechanical water meters sized 5/8 through 2-inch**

Tim Skoglund reported that water meters were necessary for the Waterworks' meter replacement program. Neptune meters furnished under the current contract had experienced a high rate of malfunctions involving the meter register, but previous experience with Neptune meters had been satisfactory.

Of the four bidders, Zenner offered the lowest overall price. Without having had any prior experience with Zenner meters, staff contacted references in an effort to evaluate quality

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and performance. Those references had significantly fewer installed meters than the Waterworks. Furthermore, Zenner's bid for turbine meters did not meet the specified requirement of an integral strainer.

Badger Meter, a manufacturer with which the Waterworks had experienced good customer service and few performance issues, submitted the second lowest overall bid. In consideration of the previous experience with Badger, concerns over Zenner's demonstrated experience and non-conformance with specified requirements, and the effect that meter performance can have on revenues, staff believed Badger's bid and performance track record represented best value. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-19—awarding a supply contract for mechanical water meters sized 5/8 through 2-inch to Badger Meter.

Motion: Michael Murphy  
Second: Chris Bartnesky

Motion to approve was carried by a vote of the Board (3-0).

**AGENDA ITEM NO. 7: MANAGER'S REPORTS**

Tim Skoglund reported that the American Rescue Plan Act of 2021 (ARPA) was anticipated to provide the City of Harlingen with \$22 million of grant funding earmarked for water, sewer, and broadband infrastructure projects. The City Commission was anticipated to dedicate a significant portion of that funding for Waterworks projects. Mr. Skoglund explained a high priority need for an improvement project at the wastewater treatment plant to address high peak flow capacity and grit removal issues at the upstream end of the plant, and he informed the Board that he had been asked by the City Manager to present at an upcoming City Commission meeting on several projects that would meet the requirements of the ARPA grant.

**AGENDA ITEM NO. 8: ADJOURN**

There being no further business to discuss, Chairman, Campbell, called for a motion to adjourn the meeting at 4:19 P.M.

Motion: Chris Bartnesky  
Second: Michael Murphy

Motion to approve was carried by a vote of the Board (3-0).

Attest:

  
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Nilda Sanchez, Board Secretary