

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Monday, January 31, 2022

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 31st day of January 2022 at 5:00 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 Murphy, Chairman
Curtis Bonner, Trustee
Enrique Del Angel, Trustee

Staff Present: Tim Skoglund, General Manager
Gene McCullough, System Attorney
Darrell Gunn, System Consultant (via videoconference)
Joyce Lamon, Director of Customer Service
Jon Hedegard, Director of Wastewater Services
Jose L Rodriguez, Director of Information Technology
Elizabeth Soto, Director of Human Resources
Ron De La Garza, Director of Finance & Revenue
Gabriel Trevino, Assistant Utility Engineer
Emiliano Rosel, Assistant Utility Engineer

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Michael Murphy, Chairman, called the meeting to order at 5:00 P.M. and asked if the agenda had been posted in accordance with the law; Gina Flores responded affirmatively.

AGENDA ITEM NO. 2: COMMUNICATION / INPUT FROM CUSTOMERS AND RESIDENTS OF HARLINGEN

None.

AGENDA ITEM NO. 3: APPROVAL OF MINUTES – Regular Board Meeting of December 14, 2021

A motion to approve the Board Minutes, for the Regular Board Meeting of December 14, 2021, was made.

Motion: Curtis Bonner
Second: Enrique Del Angel

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

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Monday, January 31, 2022

Joyce Lamon gave an overview of the delinquent accounts that were still currently pending. Discussion by the Board ensued.

AGENDA ITEM NO. 5: FINANCIALS

a) Monthly Financial report for month ending December 31, 2021

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

b) Presentation of Quarterly Investment Report, ending December 31, 2021

Ron De La Garza, Finance & Revenue Director, discussed information in the quarterly investment report, ending December 31, 2021.

AGENDA ITEM NO. 6: RESOLUTIONS

a) R2122-14: Approving a contract extension for supply of ready-mix concrete.

Ron De La Garza advised that the initial one-year contract for ready mix concrete would be ending on February 28, 2022. The contract was eligible for two (2) one-year extensions. The vendor had agreed to a one-year extension at a concrete price increase of \$6.00 per cubic yard (5.35%). Considering recent inflation, he recommended accepting the increase and extending the contract for one year.

A motion was made to approve Resolution No. R2122-14 – approving a contract extension for supply of ready-mix concrete to Central Ready Mix of San Juan, Texas for the price of \$116.00 per cubic yard.

Motion: Curtis Bonner
Second: Enrique Del Angel

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

b) R2122-15: – Awarding a contract for preliminary engineering for the WWTP Headworks, EQ Basin and Lift Station Improvements project.

Tim Skoglund gave a presentation describing operational problems at the Wastewater Treatment Plant including excessive peak flows, hydraulic limitations at the existing headworks structure, insufficient pumping capacity, and poor grit removal performance. Garcia Infrastructure Consultants (GIC) had been selected through an RFQ process for design of a project to address these problems.

GIC had proposed a contract for preliminary engineering services to include addition of an equalization basin to address excessive peak flows, an elevated headworks structure including improved screening and grit removal processes, and modifications to, or replacement of, the existing influent lift station.

Javier Garcia of GIC described the qualifications of his engineering team. Tim Skoglund noted that at the conclusion of the preliminary engineering work, a contract amendment would be proposed for the full-scope of engineering services through final design and construction.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Monday, January 31, 2022

A motion was made to approve Resolution No. R2122-15 – awarding a contract for preliminary engineering for the WWTP Headworks, EQ Basin and Lift Station Improvements project to Garcia Infrastructure Consultants of San Antonio, Texas in the amount of \$233,216.

Motion: Curtis Bonner
Second: Enrique Del Angel

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

c) R2122-16: Awarding a contract for preliminary engineering for Downtown Reservoir Raw Water Pipeline Upgrade project.

Tim Skoglund gave a presentation on the raw water conveyance pipeline from the main canal to the Downtown WTP reservoir consisting of a 5-foot x 5-foot concrete box built in the 1930s and a 42-inch reinforced concrete pipe (RCP) built in the 1960s, all of which had been experiencing increasingly frequent leaks. The RCP segment restricted flow to the reservoir to a level less than the WTP's capacity.

To address these problems, CP&Y had been identified through an RFQ process as the most qualified firm for the project. CP&Y had proposed a preliminary engineering contract to study alternatives for the project including a new pipeline on a new route, slip lining of the existing 5x5 box, upsized replacement-in-place of the existing RCP segment of the pipeline, and a new intake structure with possible pumping to increase flow to the reservoir.

At the conclusion of the preliminary engineering phase, a contract amendment would be proposed for the full-scope of engineering services through final design and construction.

A motion was made to approve Resolution No. R2122-16 – awarding a contract for preliminary engineering for Downtown Reservoir Raw Water Pipeline Upgrade project CP&Y of San Antonio, Texas for preliminary engineering services.

Motion: Curtis Bonner
Second: Enrique Del Angel

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

AGENDA ITEM NO. 7: MANAGER'S REPORTS

Mr. Skoglund highlighted portions of the Manager's Reports. The Board asked questions and discussed the information that was presented.

Mr. Skoglund extended an invitation to the Board for an educational community event called "Water Night" to be held on April 12, 2022.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Monday, January 31, 2022

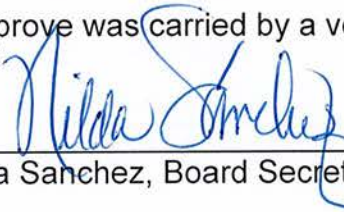
AGENDA ITEM NO. 8: ADJOURN

There being no further business to discuss, Chairman, Murphy, called for a motion to adjourn the meeting at 6:28 P.M.

Motion: Curtis Bonner
Second: Enrique Del Angel

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

Attest:



Nilda Sanchez, Board Secretary