

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday February 23, 2022

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 23rd day of February 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
Chris Bartnesky, Vice Chair
Curtis Bonner, Trustee
Enrique Del Angel, Trustee

City Commissioners Present: Frank Morales

Staff Present: Tim Skoglund, General Manager
Gene McCullough, System Attorney
Darrell Gunn, System Consultant (via videoconference)
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
Michael Chamberlain, Purchasing Manager

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Michael Murphy, Chairman, called the meeting to order at 5:04 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 January 31, 2022

A motion to approve the Board Minutes, for the Regular Board Meeting of January 31, 2022, was made.

Motion: Curtis Bonner
Second: Enrique Del Angel

Motion to approve was carried by a vote of the Board (4-0).

AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS

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

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

AGENDA ITEM NO. 5: FINANCIALS

a) Monthly Financial report for month ending February 28, 2022

Ron De La Garza gave an overview of the financial reports for February 2022. Discussion by the Board ensued.

b) Presentation of Quarterly Investment Report, ending February 28, 2022

Ron De La Garza, Finance & Revenue Director, discussed information in the quarterly investment report, ending February 28, 2022.

AGENDA ITEM NO. 6: RESOLUTIONS

a) R2122-17: Rescinding Resolution R2122-13 – Authorizing a Consolidated Architectural Services Contract for Improvements at the Main Office Building.

Tim Skoglund informed the Board that 70 days had passed since the resolution had been passed, and that Gignac Architects had failed to submit a contract for execution despite several requests over that period. Mr. Skoglund expressed his doubt that the project would proceed on schedule if continuing with Gignac, and he recommended that HWWS move on to the second most highly rated architect who had responded to the original request for qualifications originally published in 2019 under which Gignac had been contracted.

Mr. Skoglund noted that Gomez Mendez Saenz, Inc. was based in Brownsville, had solid references, was staffed by local architects, and had expressed interest in the work.

A motion was made to approve Resolution No. R2122-17 – Rescinding Resolution R2122-13 Authorizing a Consolidated Architectural Services Contract for Improvements at Main Office.

Motion: Curtis Bonner
Second: Enrique Del Angel

Motion to approve was carried by a vote of the Board (4-0).

b) R2122-18: Authorizing purchase of construction materials for Replacement of Lift Station No. 25.

Tim Skoglund discussed sewer Lift station No. 25 which serves a large area of Harlingen but is in deteriorated condition and requires upgrading in accordance with the Waterworks master plan to increase its capacity. He noted that informal requests for pricing for materials for this in-house project had been received, but that all quotes stated that pricing would only be valid for 48 hours or less from the date of quote. He explained that manufacturer's material availability and pricing were volatile, forcing vendors to severely limit the duration of price validity.

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To avoid further inflation and to enable the Waterworks to issue a purchase order within a day after receipt of formal bids, he recommended that the Board authorize staff to administratively award contracts up to a combined not-to-exceed total of \$165,000.

A motion was made to approve Resolution No. R2122-18 – Authorizing purchase of construction materials for Replacement of Lift Station No. 25.

Motion: Curtis Bonner
Second: Enrique Del Angel

Motion to approve was carried by a vote of the Board (4-0).

c) R2122-19 Awarding a construction contract for Sewer Main Upgrade for Lift Station No. 5 Outfall.

Tim Skoglund made a clarification that Resolution should be numbered as 2122-19 not 2022-19 as indicated on the document in the meeting packet. The Master Plan had revealed that the exiting capacity of Lift Station No. 5 and the gravity sewer main into which the lift station discharged was undersized. Staff was designing the project in-house and had completed design for the downstream sewer line into which the lift station would pump.

Bob Canterbury explained that a pipe bursting construction method would be least costly and minimize disrupt to existing fencing, natural vegetation, and access to Hugh Ramsey Nature Park. A proposal from Southern Trenchless Solutions had been solicited and received under the terms of a current BuyBoard contract that satisfied Texas' competitive purchasing requirements.

A motion was made to approve Resolution R2122-19 – Awarding a construction contract for Sewer Main Upgrade for Lift Station No. 5 Outfall to Southern Trenchless Solutions.

Motion: Curtis Bonner
Second: Enrique Del Angel

Motion to approve was carried by a vote of the Board (4-0).

d) R2122-20 Awarding a contract for licensing and implementation services for a replacement Enterprise Resource Planning software system.

Tim Skoglund reported that this item was not ready for consideration and recommended that it be tabled.

A motion was made to table the item.

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Motion: Curtis Bonner
Second: Chris Bartnesky

Motion to table the item was carried by a vote of the Board (4-0).

AGENDA ITEM NO. 7: MANAGER'S REPORTS

Mr. Skoglund highlighted portions of the Manager's Report documents in the meeting packet. The Board asked questions and discussed the information that was presented.

Mr. Skoglund extended an invitation to the Board for the Waterworks' Annual Award Banquet to be held on March 8, 2022.

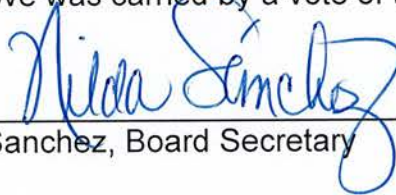
AGENDA ITEM NO. 8: ADJOURN

There being no further business to discuss, Chairman, Murphy, called for a motion to adjourn the meeting at 6:11 P.M.

Motion: Chris Bartnesky
Second: Curtis Bonner

Motion to approve was carried by a vote of the Board (4-0).

Attest:



Nilda Sanchez, Board Secretary