

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Thursday, October 26, 2022

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 26th day of October 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.

City Commissioners Present: Ford Kinsley, District 1
Frank Morales, District 4

Board Members Present: Chris Bartnesky, Vice Chair
Michael Garza, Trustee
Enrique Del Angel, Trustee
Gabriel Gonzalez, City Manager, Ex-Officio

Staff Present: Tim Skoglund, General Manager
Gene McCullough, System Attorney
Darrell Gunn, System Consultant (via videoconference)
Robert Canterbury, System Consultant (via videoconference)
David Sanchez, Director of Water Services
Jon Hedegard, Director of Wastewater Services
Jose L Rodriguez, Director of Information Technology
Joyce Lamon, Customer Service Director
Florita Rodriguez, Customer Service Director (training)
Elizabeth Soto, Director of Human Resources
Ron De La Garza, Director of Finance & Revenue
Michael Chamberlain, Purchasing Manager
Gabriel Trevino, Assistant Utility Engineer
Joseph Lunn, Assistant Utility Engineer

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Chris Bartnesky, Vice-Chairman, called the meeting to order at 5:00 P.M. and asked whether the agenda had been posted in accordance with the law; Nilda Sanchez responded affirmatively.

AGENDA ITEM NO. 2: CONFLICT OF INTEREST

Mr. Bartnesky read the conflict-of-interest disclosure and asked the Board if anyone had any known conflicts of interests for this Board Meeting. None of the trustees reported a conflict of interest.

Responses from the Board (3-0)

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AGENDA ITEM NO. 3: COMMUNICATION / INPUT FROM CUSTOMERS AND RESIDENTS OF HARLINGEN

None

AGENDA ITEM NO. 4: APPROVAL OF MINUTES – Regular Board Meeting of October 6, 2022.

Mr. Skoglund informed the Board of a correction on page 2 of 9. Reported there were some words that needed to be deleted. Another correction on the same page was to change the month from May to April of when the meter was installed of 2701 Ted Circle.

Michael Garza reported he would like to make note of Mr. JV Garcia's absence from the Board Meeting. There were several agenda items that had been requested by Mr. Garcia at the previous month's Board Meeting and he was not in attendance to discuss or participate in them. Mr. Garza added that Mr. Garcia's absence was excessive, and Mr. Garcia had requested to have shorter Board Meetings. Mr. Garza informed the Board that Mr. Garcia needed to apologize to the Board of Trustees and staff for requesting shorter meeting times and not showing up to this month's Board Meeting. Mr. Garza concluded that Mr. Garcia had missed too many meetings and suggested his resignation if the meetings were too much for his participation.

Chris Bartnesky reported a correction on Agenda Item 9, Executive Session, to add the first names of Trustees in the Motion/Second entries.

A motion to approve the Board Minutes, as amended, for the Regular Board Meeting October 6, 2022, was made.

Motion: Michael Garza
Second: Enrique Del Angel

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

AGENDA ITEM NO. 5: REPORTS AND PRESENTATIONS

a) Presentation on architectural options for Main Office Exterior Rehabilitation Report.

Mr. Skoglund informed the Board the Main Office Building's exterior had a well-documented need for rehabilitation. David Monreal of GMS Architects presented exterior architectural options.

Michael Garza, Trustee recommended that alternative options be developed and expressed his opinion that the concepts presented were too modern for the historical downtown motif. Suggestions were discussed to consider a more traditional valley flair to the building.

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Discussion by the Board ensued. Mr. Garza suggested forming a committee and to include City Commissioners to participate in the decision-making process to reach a consensus on the building exterior's styling. Mr. Bartnesky concluded the direction of a committee needed to be discussed further. Mr. Monreal indicated that GMS would work on additional concepts for the Board's consideration.

b) Discussion on Infrastructure Funding Opportunities through Special Provisions for Border Communities applicable to Type A and B Economic Development Corporations.

Desi Martinez, spoke to the Board at the previous month's meeting on the topic of Texas Special Provisions for Border Communities. Trustee J.V. Garcia had invited him to return and present detailed information and of grants and funding sources that could be available.

Mr. Martinez explained the difference between Type A and B economic opportunities for potential infrastructure funding for the HWWS water and wastewater systems. January 2023 would begin a new legislative session and the present was the time to begin applying for grants/monies that could help secure infrastructure funding. The importance of making sure water and wastewater services were secure for the future was his main objective. Discussion by the Board ensued.

c) Discussion on TCEQ Investigation Report – Public Water System Reconnaissance Investigation

Tim Skoglund reported there had been a water quality issue in July, as two wholesale customers, Town of Combes, and City of Primera had come under Do Not Consume and Boil Water Notices. TCEQ conducted an investigation of both entities and of HWWS's system with respect to minimum chlorine residuals requirements.

Harlingen Waterworks System was thoroughly reviewed by TCEQ and was cleared of any violations, having been found to meet the required water quality standards. The Town of Combes and City of Primera reported low chlorine residuals. To assist those communities with their water quality, the Waterworks began a conversion to free chlorine.

Mr. Garza asked if the Waterworks could get reimbursed for the flushing process which included an extra usage of chemicals from the Waterworks. Discussion by the Board ensued. Gene McCollough reported such a cost would be difficult to allocate. Mr. Skoglund reported City of Primera was rumored to be considering obtaining water from North Cameron Regional Water Supply Corporation.

d) Report on delinquent accounts exceeding \$500

Joyce Lamon reported the end of fiscal year accounts that had been dropped from the official books as yearly write offs. Florita Rodriguez was introduced as the new Customer Service Director, following the planned retirement of Joyce Lamon in December. Discussion by the Board ensued.

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***** OUT OF SEQUENCE**

AGENDA ITEM NO. 7: RESOLUTIONS

g) R2223-07: Approving a Variance to Sewer System Extension Policy for Citrus Flats Subdivision Replating.

Gabriel Trevino reported Citrus Flats Subdivision requested to replat two existing land tracts that had not been previously subdivided. The area required a water line extension as in accordance with Chapter 109 of the City Code. According to Chapter 48 of the City Code, subdivided properties are required to extend utility services. The developer requested a variance to extending water services to the property since the facility would operate as an unmanned storage facility for batteries. There would be no benefit to extend water services in that customer's case. The Harlingen Fire Marshall was requiring fire hydrants.

Mr. Skoglund reported the developer agreed to pay front-footage fees for water and sewer services along with other requirements. If the property were to be sold in the future, the recorded plat notes would inform new owners of their responsibility to pay impact fees for new services and extend water system infrastructure as required. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-07 – approving a Variance to Sewer System Extension Policy for Citrus Flats Subdivision Replating.

Motion: Michael Garza
Second: Enrique Del Angel

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

***** OUT OF SEQUENCE**

AGENDA ITEM NO. 6: FINANCIALS

a) Monthly Financial report for month ending September 30, 2022.

Ron De La Garza gave an overview of the financial reports for September 30, 2022. Discussion by the Board ensued.

b) Presentation of Quarterly Investment Report for Quarter ending September 30, 2022.

Ron De La Garza discussed information in the quarterly investment ending, September 30, 2022. Investment reports for fiscal year 2021-2022 were highlighted and discussed.

***** OUT OF SEQUENCE**

a) R2222-01: Approving a refund of costs for water service line repairs for 2701 Ted Circle.

Tim Skoglund reported this issue was presented at last month's Board Meeting. The Board made a decision to bring this item back for action as resolution. In 1977, the

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homeowner placed the water meter through a neighboring property. Mr. Gray, the current property owner, experienced a leak in his water service line and discovered the meter was located behind a neighboring property. HWWS subsequently installed a new tap on the water main located in front of Mr. Gray's property, at no charge.

Mr. Gray had requested reimbursement for the cost of his plumbing bills. Discussion by the Board ensued. Trustee Garza recommended reimbursing the customer's plumbing cost minus the Waterworks standard charge for the meter relocation resulting in a net credit to the customer of \$498.

Discussion by the Board ensued commenting this was a specific resolution applicable only to the unique circumstances of this particular situation.

A motion was made to approve, Resolution No. R2223-01, as amended – approving a refund of costs for water service line repairs for 2701 Ted Circle in the amount of \$498.

Motion: Michael Garza
Second: Enrique Del Angel

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

b) R2223-02: Awarding a contract for supply of Water Treatment Coagulant.

Tim Skoglund reported there were four interested vendors but only three participated in chemical blends trials for coagulant. The bid submitted by Brenntag Southwest, the current vendor, reflected a 22.4% reduction in price from the previous contract.

A second option was suggested, Chameleon Industries, to supply coagulant in the event Brenntag was unavailable. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-02 – awarding a contract for supply of Water Treatment Coagulant to Brenntag (primary vendor) and Chameleon (secondary vendor).

Motion: Michael Garza
Second: Enrique Del Angel

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

c) R2223-03: Awarding a contract for purchase of Positive Displacement Blowers and Aeration at Dixieland Reservoir Intake.

Tim Skoglund reported the current blowers had reached the end of their useful life. Because of compatibility concerns associated with the blower skids, the original equipment manufacturer had been solicited as a sole source for the replacement purchase. Discussion by the Board ensued.

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A motion was made to approve Resolution No. R2223-03 – awarding a contract for purchase of Positive Displacement Blowers and Aeration at Dixieland Reservoir Intake.

Motion: Enrique Del Angel
Second: Michael Garza

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

d) R2223-04: Approving purchase of Management and Maintenance Service Plan for Turbo Blowers in use at the wastewater treatment plant.

Tim Skoglund reported the wastewater plant had a complete upgrade between the years of 2015-2017. The project included purchase of aeration blowers to provide air to support the biological treatment process in the aeration basins.

In 2016, APG Neuros, the blowers' manufacturer, proposed a five-year extended warranty and maintenance service plan that had worked well. The contract was up for renewal, and staff recommended entering into another five-year contract on an annual payment plan. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-04 – approving purchase of Management and Maintenance Service Plan for Turbo Blowers in use at the wastewater treatment plant.

Motion: Enrique Del Angel
Second: Michael Garza

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

e) R2223-05: Approving a contract extension for Manhole Rehabilitation.

Mr. Skoglund reported Southern Trenchless had rehabilitated many sewer manholes within the system and that staff was pleased with their services. Southern Trenchless manhole rehabilitation services continued to be offered through BuyBoard contract. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-05 – approving a contract extension for Manhole Rehabilitation.

Motion: Michael Garza
Second: Enrique Del Angel

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

f) R2223-06: Awarding a contract for Laboratory Analysis of Wastewater Samples.

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Tim Skoglund informed the Board the Waterworks' laboratory sought proposals from outside labs for analysis for wastewater samples. A one-year contract with two (2) optional extension was agreed on. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-06 – awarding a contract for Laboratory Analysis of Wastewater Samples to A&B Labs.

Motion: Michael Garza
Second: Enrique Del Angel

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

AGENDA ITEM NO. 8: 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.

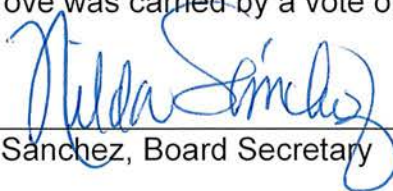
AGENDA ITEM NO. 9: ADJOURN

There being no further business to discuss, Chairman, Murphy, called for a motion to adjourn the meeting at 6:49 P.M.

Motion: Enrique Del Angel
Second: Michael Garza

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

Attest:



Nilda Sanchez, Board Secretary