

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday January 25, 2023

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 25th day of January 2023 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: Michael Murphy, Chairman
Chris Bartnesky, Vice Chair
Michael Garza, Trustee
Enrique Del Angel
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
Florita Rodriguez, Customer Service Director
Elizabeth Soto, Director of Human Resources
Ron De La Garza, Director of Finance & Revenue
Michael Chamberlain, Purchasing Manager
Joseph Lunn, 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 whether the agenda had been posted in accordance with the law; Nilda Sanchez responded affirmatively.

AGENDA ITEM NO. 2: CONFLICT OF INTEREST

Mr. Murphy 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 (4-0)

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

Donald Lantz of 321 Flynn Ave reported new construction in the area of 3rd and Davis Street. He stated there was a new home being built in the area and that a septic tank was being installed instead of connecting to a sewer main. Mr. Lantz was concerned that the lot was near the drain ditch and could cause problems in the future if the septic tanks overflowed into the ditch. He asked if it was legal to install septic tanks within the city limits.

Mr. Skoglund reported that he would investigate the situation and follow up with Mr. Lantz.

AGENDA ITEM NO. 4: APPROVAL OF MINUTES – Regular Board Meeting of December 13, 2022.

Tim Skoglund noted a repetition of the name, Michael Garza on page 1, noting one instance should be changed to Michael Murphy. Mr. Skoglund also noted that page 6, regarding Resolution R2223-18 was lacking the names of the Trustees who motioned and seconded that the resolution be approved. The names of Trustees, JV Garcia motioning and a second by Michael Garza, was noted. Discussion by the Board ensued.

A motion to approve the Board Minutes for the Regular Board Meeting of December 13, 2022, as amended, was made.

Motion: Chris Bartnesky
Second: Michael Garza

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

AGENDA ITEM NO. 5: REPORTS AND PRESENTATIONS

***** Out of Sequence**

Mr. Skoglund asked to present Item 3b out of sequence in consideration of GMS Architects who were in attendance to present on Item 3b.

b) Presentation and Discussion on Architectural Concepts for Main Office Structural Rehabilitation

Mr. Skoglund informed the Board there was a previous presentation on this item in October 2022. GMS Architects were asked to develop a more conservative concept that would complement the Downtown area.

David Monreal of GMS presented two options and the Board agreed with a Mission style look for the Main Office exterior. Mr. Monreal informed the Board that GMS would begin the design process on the selection. Discussion by the Board ensued.

a) Report on Delinquent Accounts exceeding \$500

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Florita J. Rodriguez, Director of Customer Service, reported a new entry for Camelot Retirement of Harlingen on the inactive delinquent accounts list, noting that it should have been entered on the active account list. The business had been sold and measures to bill and collect from the prior owner, Mr. Bruce Burgamy, were discussed.

AGENDA ITEM NO. 6: FINANCIALS

a) Monthly Financial report for month ending December 31, 2022.

Ron De La Garza gave an overview of the financial reports for December 31, 2022. Discussion by the Board ensued.

b) Presentation of Quarterly Investment Report for Quarter ending December 31, 2022.

Ron De La Garza discussed information in the Quarterly Investment Report, ending December 31, 2022.

AGENDA ITEM NO. 7: RESOLUTIONS

a) R2223-19: Approving a contract extension for Supply of Reagents and Water Analysis Supplies

Tim Skoglund reported that one extension option on the contract remained and that the vendor had offered a two-year extension at a price decrease of 5% from the current contract pricing. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-19 – approving a contract extension for Supply of Reagents and Water Analysis Supplies.

Motion: Chris Bartnesky
Second: Enrique Del Angel

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

c) R2223-20: Approving contract extensions for Machine Shop Services

Mr. Skoglund reported information for this item was still pending and requested it be tabled for the following Board Meeting.

d) R2223-21: Awarding a contract for purchase of a Dump Truck

Tim Skoglund reported the current dump truck in use by the Water Distribution Maintenance department was a 2003 model in need of replacement. Proposals were solicited, and a proposal based on a TIPS purchasing cooperative contract was received from East Mack Truck Sales whose price was under budget. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-21 – awarding a contract for purchase of a dump truck.

Motion: Chris Bartnesky

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Second: Michael Garza

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

e) R2223-22: Rescinding Resolution R2223-16 and authorizing the filing of an application for financial assistance through the Texas Water Development Board.

Mr. Skoglund reported an earlier version of the resolution had been presented at December's Board Meeting, resolution R2223-16. A resolution with revised limits of the financial assistance amount to be requested had been presented to and approved by the City Commission earlier in January 2023, and Mr. Skoglund advised the Board to rescind the former resolution R2223-16 and approve the revised amount that the City Commission had approved.

The application deadline was January 31, 2023, and the application review by the Texas Water Development Board would take about four months, after which the terms of the funding commitment, including any loan forgiveness amount, would be established. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-22 – Rescinding Resolution R2223-16 and authorizing the filing of an application for financial assistance through the Texas Water Development Board.

Motion: Michael Garza
Second: Chris Bartnesky

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

f) R2223-23: Approving Priority Sewer Package No. 1, Change Order No. 3 – Additional Point Repairs and Clifford Street Sewer Re-Route.

Robert Canterbury reported on needed changes to the scope of work for this project. He informed the Board there were various additional point repairs needed for the sewer mains to be replaced by pipe bursting methods that were unforeseen until CCTV inspection had been performed. One of the problems encountered was that the camera could not pass through the sewer mains where the line had broken preventing passage of the camera.

Additionally, the City had a contract for re-paving of Clifford Street where a sewer project originally planned as part of Package 2 would involve cutting pavement on a portion of Clifford Street. Mr. Canterbury noted that the sewer re-route project on Clifford Street would need to be moved up into Package 1 via Change Order No. 3 so that it would be completed before the City's paving contractor reached Clifford Street.

Change Order No. 3 included additional point repairs and added the Clifford Street sewer re-route project to the Package 1 contract. Discussion by the Board ensued.

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A motion was made to approve Resolution No. R2223-23 – approving Priority Sewer Package No. 1, Change Order No. 3 – Additional Point Repairs and Clifford Street Sewer Re-Route.

Motion: Michael Garza
Second: Enrique Del Angel

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

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.

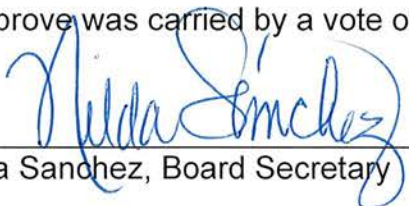
AGENDA ITEM NO. 9 ADJOURN

There being no further business to discuss, Chairman, Murphy, called for a motion to adjourn the meeting at 6:01 P.M.

Motion: Chris Bartnesky
Second: Michael Garza

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

Attest:



Nilda Sanchez, Board Secretary