

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday February 22, 2023

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 22nd day of February 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.

Board Members Present: Michael Murphy, Chairman
 Chris Bartnesky, Vice Chair
 Michael Garza, Trustee

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
 Jesse Trevino, Information Technology Tech
 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 (3-0)

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

None.

AGENDA ITEM NO. 4: APPROVAL OF MINUTES – Regular Board Meeting of January 25, 2023.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday February 22, 2023

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of January 25, 2023, was made.

Motion: Chris Bartnesky
Second: Michael Garza

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

AGENDA ITEM NO. 5: REPORTS AND PRESENTATIONS

a) Report on Delinquent Accounts exceeding \$500.

Florita J. Rodriguez, Director of Customer Service, reported a new entry for the active delinquent accounts and that payment plans had already been established with the customer. Camelot Retirement of Harlingen paid their final bill in full, and the account had been properly transferred to the new owner. Discussion by the Board ensued.

AGENDA ITEM NO. 6: FINANCIALS

a) Monthly Financial report for month ending January 31, 2023.

Ron De La Garza gave an overview of the financial reports for January 31, 2023. Discussion by the Board ensued.

AGENDA ITEM NO. 7: RESOLUTIONS

a) R2223-20: Approving a contract extension for Machine Shop Services.

Tim Skoglund reported this item had been tabled at the previous meeting. Both vendors under contract had agreed to a one-year contract, and New Core, Inc., the lower-priced vendor, would be used as the first option except when unable to meet required performance schedules. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-20 – approving a contract extension for Machine Shop Services.

Motion: Chris Bartnesky
Second: Michael Garza

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

b) R2223-24: Awarding a contract for Design of improvements for Lift Station NO. 76 – Preliminary Engineering Phase Services

Tim Skoglund reported that Lift Stations 75 and 76 were constructed in 2000 as part of a conveyance system to provide wholesale wastewater service for Combes and Primera. Wastewater collected in western Harlingen was also conveyed through these lift stations, but increasing flow associated with growth in all service areas was causing overload and backups in the gravity service area of Lift Station 76 during heavy rainstorms.

Mr. Skoglund recalled that CP&Y, Inc. had previously been awarded a contract to provide assistance for in-house design of the project to upgrade the capacity of Lift Station 76

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday February 22, 2023

and its force main. However, new technical challenges and HWWS engineering staff's workload weighed in favor of contracting with CP&Y for full-scope design of the project to most effectively address the unique technical challenges and ensure timely completion. A contract with CP&Y providing for preliminary engineering services was proposed as the first step to be followed by a subsequent contract amendment to authorize final design.

Mr. Skoglund passed out a revised exhibit excerpted from the proposed contract describing the scope of services and proposed fee schedule that differed from the exhibit originally included in the agenda packet. from Discussion by the Board ensued.

A motion was made to approve, Resolution No. R2223-24, as amended – awarding a contract for Design of improvements for Lift Station N0. 76 – Preliminary Engineering Phase Services.

Motion: Michael Garza
Second: Chris Bartnesky

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

c) R2223-25: Approving purchase of real property required for Lift Station No. 5 upgrade project.

Mr. Skoglund reported discussion of this property in the Board Meeting of October 26, 2022. Lift Station No. 5 was undersized and needed to be replaced. A parcel north of the current site was needed on which to construct the new lift station while the existing station remained in operation. The owner of the property had been located and agreed to its sale. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2223-25 – approving purchase of real property required for Lift Station No. 5 upgrade project.

Motion: Michael Garza
Second: Chris Bartnesky

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

d) R2223-26: Approving a consulting contract with Joyce Lamon for customer service operations support and implementation guidance for new customer information and billing system.

Mr. Skoglund reported Joyce Lamon had retired in December of 2022 after 37 years of service to the Waterworks. He proposed that Waterworks contract with Ms. Lamon to serve as a resource for the new customer service director and provide assistance and quality control for several upcoming projects related to the customer service department. A contract term of two years was proposed. Discussion by the Board ensued.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday February 22, 2023

A motion was made to approve Resolution No. R2223-26 – approving a consulting contract with Joyce Lamon for customer service operations support and implementation guidance for new customer information and billing system.

Motion: Michael Garza
Second: Chris Bartnesky

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.

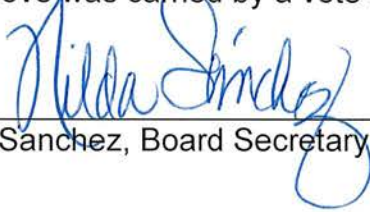
AGENDA ITEM NO. 9 ADJOURN

There being no further business to discuss, Chairman, Murphy, called for a motion to adjourn the meeting at 5:39 P.M.

Motion: Michael Garza
Second: Chris Bartnesky

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

Attest:



Nilda Sanchez, Board Secretary