

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, August 26, 2020

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 26th day of August, 2020 at 3:00 P.M. by videoconference.

Board Members Present: Kevin Campbell, Chairman
 Michael Murphy, Vice Chairman
 Curtis Bonner, Trustee
 Chris Bartnesky, Trustee
 Enrique Del Angel, Trustee
 Dan Serna, Ex-Officio

Staff Present: Tim Skoglund, General Manager
 Robert Canterbury, System Engineer
 Gene McCullough, System Attorney
 Darrell Gunn, System Consultant
 Ron De La Garza, Finance & Revenue Director
 Joyce Lamon, Customer Services Director
 Sanjuana Garcia, Purchasing Manager
 David Sanchez, Water Services Director
 Jon Hedegard, Wastewater Services Director
 John McKenna, IT Director
 Elizabeth Soto, Human Resources Director

City Staff Present: Carlos Sanchez, Assistant City Manager

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Kevin Campbell, Chairman, called the meeting to order at 3:04 P.M. and asked if the agenda had been posted in accordance with the law; Nilda Sanchez responded affirmatively.

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

None

AGENDA ITEM NO. 3: APPROVAL OF MINUTES

a) Regular Board Meeting of July 29, 2020

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of July 29, 2020 was made.

A motion to approve the Board Minutes for the Regular Board Meeting of July 29, 2020, was made.

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Motion: Chris Bartnesky
Second: Curtis Bonner

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

AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS

*** Out of Sequence

b) Discussion of COVID-19 response and effects on operations

Tim Skoglund proposed to move this agenda item up in sequence and transition into Customer Service's overview and discussion of COVID-19 effects on operations. He presented charts on cumulative positive cases and deaths for the world, US, Texas, and Cameron County.

*** Michael Murphy entered the meeting at 3:10 PM

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

Joyce Lamon, Customer Service Director, gave an overview of the delinquent accounts and presented a comparison of the most recent billing period to the same period of the prior year. Mr. Skoglund noted that the suspension of disconnections and waiver of late fees beginning late March had cumulatively resulted in a large decrease in assessments.

Discussion by the Board ensued, and a recommendation was made to return to the normal policy for disconnection of delinquent accounts and assessment of late payment charges. Mr. Skoglund proposed that staff would send out a letter to delinquent account owners notifying that normal disconnection and late payment policies would resume October 1, 2020. Information of current assistance programs would also be provided in the letter.

c) Discussion of policy on commodity charges for customer-side leaks

Mr. Skoglund described occasional situations in which customers experience significant water leaks and incur a large bill. In such cases, water and sewer rates are billed creating a significant burden to the customer.

Historically, the Waterworks has forgiven of some sewer charges when the customer can provide reasonable proof that the excessive water use occurred because of a leak and such leakage water had not been discharged to the sewer system. For water consumption charges, customers are billed at the full rate.

Mr. Skoglund noted that the Waterworks marginal cost for water had been calculated as approximately \$1.00/kgal less than the normal billing rate for customers inside city limits. Mr. Skoglund asked the Board whether it would favor discounting consumption charges associated with leakage water and charging only the Waterworks' marginal cost. Discussion by the Board ensued. Since the agenda item was for discussion only, a

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recommendation was made to bring the item back for action at a subsequent Board Meeting. Mr. Skoglund noted that several customer service policy updates had been planned for the near future, and he stated that Staff would include a policy proposal on commodity billing for leakage water as part of a broader update of customer service policies.

AGENDA ITEM NO. 5: FINANCIALS

a) Monthly Financial report for month ending July 31, 2020

Ronald De La Garza, Director of Finance, gave an overview of the financial reports for July 2020. Discussion by the Board ensued.

AGENDA ITEM NO. 6: RESOLUTIONS

a) R1920-46: Awarding a contract for supply of chlorine

Mr. Skoglund reported on the sole bid received noting a significant increase in price over the current contract. He noted proposed contract included provisions for two (2) one-year extensions if agreed by the parties. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1920-46 – awarding a contract for supply of chlorine

Motion: Michael Murphy
Second: Curtis Bonner

Motion to approve was carried by a vote of the Board (5-0).

b) R1920-47: Awarding a contract for supply of caliche

Mr. Skoglund reported on bids received for caliche and stated the proposed contract included provisions for two (2) one-year extensions. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1920-47– awarding a contract for supply of caliche

Motion: Curtis Bonner
Second: Michael Murphy

Motion to approve was carried by a vote of the Board (5-0).

c) R1920-48: Awarding a contract for supply of reagents and water analysis supplies

Mr. Skoglund explained there were three bidders for supplies needed by the lab and that while some requested items were omitted from each of the bids, the small quantity of items not included on the low bidder's submittal could be easily procured as needed through solicitation of quotes. Discussion by the Board ensued.

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A motion was made to approve Resolution No. R1920-48– awarding a contract for supply of reagents and water analysis supplies

Motion: Curtis Bonner
Second: Chris Bartnesky

Motion to approve was carried by a vote of the Board (5-0).

d) R1920-49: Awarding a contract for purchase of underdrains, media and on-site services for Filters No. 2-6 at the MFR Water Treatment Plant

David Sanchez, Director of Water Services, reported the filter underdrains at the MFR Water Treatment Plant were about fifty years old and near the end of their useful life. He presented slides showing the condition and failure mode of the underdrain currently being replaced in Filter No. 1 and described the improved type of underdrains specified for the replacement that would resolve the elevated risk of failure of the existing underdrains and improve capacity and plant performance. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1920-49 – awarding a contract for purchase of underdrains, media and on-site services for Filters No. 2-6 at the MFR Water Treatment Plant

Motion: Curtis Bonner
Second: Chris Bartnesky

Motion to approve was carried by a vote of the Board (5-0).

AGENDA ITEM NO. 7: MANAGER’S REPORTS

Tim Skoglund highlighted portions of the Manager’s Reports. The Board asked questions and discussed the information as it was presented.

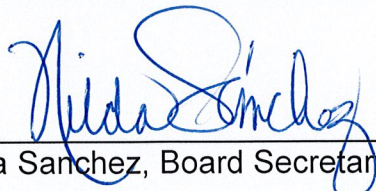
AGENDA ITEM NO. 8: ADJOURN

There being no further business to discuss, Chairman, Campbell called for a motion to adjourn the meeting at 4:30 P.M.

Motion: Curtis Bonner
Second: Michael Murphy

Motion to approve was carried by a vote of the Board (5-0).

Attest:



Nilda Sanchez, Board Secretary