

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, October 1, 2019

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 1st day of October, 2019 at 3:00 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: Victor Leal, District 5

Board Members Present: Michael Garza, Chairman
Kevin Campbell, Vice Chairman
Josh Fields, Trustee

Staff Present: Tim Skoglund, General Manager
Robert Canterbury, System Engineer
Darrell Gunn, HWWS Consultant
Gene McCullough, System Attorney
Jon Hedegard, Wastewater Services Director
George Torres, Wastewater Services Assistant Director
Kathern Davidson, Finance & Revenue Director
Sanjuana Garcia, Purchasing Manager
Elizabeth Soto, Human Resource Director
Joyce Lamon, Customer Service Director

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Michael Garza, Chairman, called the meeting to order at 3:00 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 September 4, 2019

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of September 4, 2019 was made.

Motion: Kevin Campbell
Second: Josh Fields

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

AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS

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

Joyce Lamon, Customer Services Director reported a new entry for the inactive

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delinquent account list. A lessee submitted appropriate paper work to transfer services from the property owner and the account is now under the lessee's name. The owner did not agree with the transfer of account ownership, and has refused to pay the outstanding balance on service prior to the transfer to the lessee. Discussion by the Board ensued regarding billing of outstanding balance associated with the owner. Gene McCullough, System Attorney, informed the Board he would research and follow up on this situation.

AGENDA ITEM NO. 5: FINANCIALS

a) Monthly Financial report for month ending August 31, 2019

Kathern Davidson, Finance & Revenue Director, gave an overview of the finance reports for August, 2019. Discussion from the Board ensued.

AGENDA ITEM NO. 6: RESOLUTIONS

a) R1920-01: Awarding contracts for supply of pipe, valves and fittings

Mr. Skoglund reported that the bid items for bid had been divided into multiple sections or groupings. Bid prices reflected increases from last year's bids, especially those parts containing metal and brass. Staff recommended awarding contracts to all bidders for each section for which they submitted the low bid. All four respondents were awarded contracts for the various bid sections.

A motion was made to approve Resolution No. R1920-01 – awarding contracts for supply of pipe, valves and fittings

Motion: Josh Fields
Second: Kevin Campbell

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

b) R1920-02: Awarding a contract for supply of fire hydrants and parts

Mr. Skoglund reported on bids received for fire hydrants and parts and recommended award to the lowest bidder. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1920-02 – awarding a contract for supply of fire hydrants and parts

Motion: Kevin Campbell
Second: Josh Fields

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

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.

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AGENDA ITEM NO. 8: ADJOURN

There being no further business to discuss, Chairman Garza, called for a motion to adjourn the meeting at 3:52 P.M.

Motion: Kevin Campbell
Second: Josh Fields

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

Attest:



Nilda Sanchez, Board Secretary