

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Wednesday, October 28, 2020**

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 28th day of October, 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  
  Ron De La Garza, Finance & Revenue Director  
  Joyce Lamon, Customer Services Director  
  Sanjuana Garcia, Purchasing Manager  
  David Sanchez, Water 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 3:00 P.M. and asked if the agenda had been posted in accordance with the law; Gina Flores 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 October 28, 2020**

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of October 28, 2020 was made.

A motion to approve the Board Minutes for the Regular Board Meeting of October 28, 2020, was made.

Motion: Chris Bartnesky  
Second: Michael Murphy

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

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**AGENDA ITEM NO. 4: REPORTS AND PRESENTATIONS**

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

Mr. Skoglund informed the Board that the normal policy regarding assessment of late fees and disconnections of delinquent accounts had now been fully implemented.

Joyce Lamon, Customer Service Director gave an overview of the delinquent accounts that were pending. Ms. Lamon reported several accounts holders were contacted to discuss their accounts. Discussion by the Board ensued.

**b) Discussion on proposed agreement for emergency sewer interconnect with East Rio Hondo Water Supply**

Tim Skoglund gave a brief history regarding an agreement with East Rio Hondo Water Supply Corporation (ERHWSC) that had been initiated in 2012 to provide wastewater treatment for 232 sewer service accounts within ERHWSC's service area at Arroyo Colorado Estates subdivision. The agreement provided for charging active accounts for an assumed flow of 6,000 gallons per month based on inside city limit rates.

ERHWSC gave notice of termination of the agreement in December 2019 because they had completed construction of conveyance infrastructure and an upgrade to their wastewater treatment plant (WWTP) that enabled them to convey and treat the flow at their own facilities.

ERHWSC recently proposed an agreement to use the infrastructure formerly serving to convey flow to the Waterworks' as an emergency interconnect in the event they might experience a emergency condition affecting their ability to treat wastewater from the Arroyo Colorado Estates and Lantana subdivisions. Under the proposal, flow from accounts in these subdivisions received under emergency conditions would be billed for 6,000 gallons per month per account at inside city limit rates.

Mr. Skoglund stated that the overarching principle in the agreement was to accept ERHWSC's wastewater only if the Waterworks would have sufficient capacity in its collection system and WWTP. The proposed term of the agreement was for 20 years subject to capacity availability. Because billing for all accounts was being proposed at 6,000 gallons per month, Mr. Skoglund recommended that consideration be given to modifying the proposal to address the possible future addition of multi-family, commercial or industrial accounts potentially to be served by the emergency interconnect.

Mr. Skoglund informed the Board he would work out the details of the agreement with ERHWSC and present it for approval at a future Board meeting. Discussion by the Board ensued.

**c) Report on lobby security remodeling plan and schedule**

Tim Skoglund reported on the status of remodeling plans for the Main Office lobby and how the project would address security issues and improve utilization of existing space for customer and staff needs. He displayed the proposed floor plan on screen and discussed features of the plan with the Board. He raised the question of when the lobby

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should be re-opened to customers considering the remodeling schedule and the need to suspend cashiering operations inside the building during construction.

Curtis Bonner, Trustee, shared his opinion that the lobby had been functional for fifty years without a security incident and did not agree that remodeling of the lobby was needed. He commented that the Waterworks was just getting back to a normal billing practices, and remodeling did not seem appropriate at this time. A suggestion to table this item was requested by Mr. Bonner.

Mr. Skoglund reported on a few concerns about re-opening the lobby to receive customers in the building. The lobby had been closed to its customers starting March 26, 2020 because of the COVID-19 pandemic. Waterworks business had been functioning well during the closure. Although longer lines at the drive through had resulted from the lobby closure, no major issues had arisen.

Mr. Skoglund informed the Board that NAFT Federal Credit Union had hired a security guard during the lobby closure to help enforce social distancing of their customers who entered the building. He stated that the security guard could help the Waterworks manage the admittance of its own customers into the building. He proposed that the Waterworks share the cost of the security guard service with NAFT. The Board agreed.

Kevin Campbell, Chairman, asked Dan Serna, City Manager, how the City was handling citizens at city facilities. Mr. Serna responded their offices had been open to the public for some time. Precautions included limiting the number of people allowed in the buildings at any one time, monitoring temperatures of those entering the building, and collecting phone numbers of visitors to be called in as room became available. Discussion by the Board ensued, and a decision was reached to re-open the lobby once provisions for enforcing social distancing and admittance restrictions could be put into place.

**AGENDA ITEM NO. 5: FINANCIALS**

**a) Monthly Financial report for month ending September 30, 2020**

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

**b) Presentation of Quarterly Investment report, ending September 30, 2020**

Ronald De La Garza discussed information in the Quarterly Investment report, ending September 30, 2020.

**AGENDA ITEM NO. 6: RESOLUTIONS**

**a) R2021-01: Approving a contract renewal for GIS software license**

Mr. Skoglund reported the GIS license renewal was being offered at same annual price as the initial contract agreement entered into in 2017. The software had been fully implemented and was essential as a database of asset information, a mapping tool, an aid for master planning, and the foundation of the computerized maintenance management system (CMMS) recently implemented for managing the Waterworks work orders and inventory transactions. Some features of the software had been upgraded

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since the original license agreement, but it continued to be offered at the original price for the next three-year term. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-01 – approving a contract renewal for GIS software license

Motion: Michael Murphy  
Second: Curtis Bonner

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

**b) R2021-02: Approving a policy for discounting water commodity charges associated with customer side leaks**

Mr. Skoglund reported that a proposed policy for discounting commodity water charges for customer-side leaks had been discussed at a previous Board Meeting and had been requested to be brought back as a resolution for approval. He noted that the resolution contained all provisions of the policy, and he described the qualifying conditions and terms for applying a discount. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-02– approving a policy for discounting water commodity charges associated with customer-side leaks

Motion: Curtis Bonner  
Second: Michael Murphy

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

Kevin Campbell, Chairman, left the meeting at 4:23 P.M.  
Michael Murphy, Vice-Chairman took over the meeting at 4:24 P.M.

**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, Vice Chairman, Murphy, called for a motion to adjourn the meeting at 4:44 P.M.

Motion: Michael Murphy  
Second: Chris Bartnesky

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

Attest:   
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Gina Flores, for Nilda Sanchez, Board Secretary