

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, November 18, 2020

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 18th day of November, 2020 at 3:00 P.M. by videoconference.

Board Members Present: Kevin Campbell, Chairman
Michael Murphy, Vice Chairman
Chris Bartnesky, 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
Jon Hedegard, Wastewater Services Director
John McKenna, IT Director
Elizabeth Soto, Human Resources Director

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

Chris Bartnesky, Trustee, reported an error, misspelling his name in Agenda Item No. 8. The error was noted and the approved minutes would reflect the correction. A motion to approve the Board Minutes, as amended, 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

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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 Service Director, gave an overview of the delinquent accounts that currently pending. Ms. Lamon reported several account holders were contacted to discuss payment. Discussion by the Board ensued concerning account holders with high delinquent balances who were not able to be contacted. Included in that list were several customers that had opened a second account at a different location, again leaving high unpaid balances. A suggestion to implement a utility lien was discussed. Gene McCullough, System Attorney, informed the Board he would look into this possibility and reported implementation would require a city ordinance approved by the City Commission.

AGENDA ITEM NO. 5: FINANCIALS

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

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

AGENDA ITEM NO. 6: RESOLUTIONS

a) R2021-03: Awarding contract for purchase of a dump truck

Tim Skoglund reported there were three respondents to the bid solicitation. The low bidder offered a larger truck model than required. Mr. Skoglund recommended award to the low bidder as the best value for the Waterworks. A revision of the bid amount indicated in the resolution for Rush Truck Center was required to correct a clerical error. However, such correction had no impact on low bid status or staff's recommendation for award.

A motion was made to approve Resolution No. R2021-03 – awarding a contract for purchase of a dump truck

Motion: Michael Murphy
Second: Chris Bartnesky

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

b) R2021-04: Awarding a contract for purchase of pick-up trucks

Tim Skoglund reported there were six respondents to the bid solicitation, a much higher vendor response than last year's bid. The recommendation was to award to the lowest bidder. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-04 – awarding a contract for purchase of pickup trucks

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Motion: Chris Bartnesky
Second: Michael Murphy

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

c) R2021-05: Awarding a contract for manhole rehabilitation

Tim Skoglund reported the continuous need for manhole rehabilitation within the wastewater collection system. Southern Trenchless had performed well on recent contracts with the Waterworks including contracts for manhole rehabilitation. Mr. Skoglund recommended entering into another contract with Southern Trenchless at the same BuyBoard unit pricing as on previous contracts. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-05 – awarding a contract for manhole rehabilitation

Motion: Michael Murphy
Second: Chris Bartnesky

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

AGENDA ITEM NO. 7: MANAGER'S REPORTS

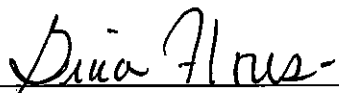
Tim Skoglund highlighted portions of the Manager's Reports. The Board asked questions and discussed the information as it was presented.

AGENDA ITEM NO. 8: ADJOURN

There being no further business to discuss, Chairman, Campbell, called for a motion to adjourn the meeting at 3:33 P.M.

Motion: Michael Murphy
Second: Chris Bartnesky

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

Attest: 
Gina Flores, for
Nilda Sanchez, Board Secretary