

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Wednesday, December 16, 2020**

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 16th day of December 2020 at 3:00 P.M. by videoconference.

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

Staff Present: Tim Skoglund, General Manager  
Robert Canterbury, System Engineer  
Gene McCullough, System Attorney  
Darrell Gunn, System Contractor  
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 A. Sanchez, Assistant City Manger

**AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME**

Kevin Campbell, Chairman, called the meeting to order at 3:03 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 November 18, 2020**

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of November 18, 2020 was made.

A motion to approve the Board Minutes for the Regular Board Meeting of November 18, 2020, was made.

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Motion: Michael Murphy  
Second: Chris Bartnesky

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

**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 were still currently pending. Ms. Lamon reported one customer had paid his bill in full and all other accounts were still delinquent.

**AGENDA ITEM NO. 5: FINANCIALS**

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

Ronald De La Garza, Director of Finance, began an overview of the financial reports for November 2020.

Curtis Bonner entered the meeting at 3:15 P.M.

Due to technical difficulties with Mr. De La Garza's videoconference equipment, further presentation and discussion of Financial Reports was postponed and resumed later in the meeting at which time Discussion by the Board ensued.

**AGENDA ITEM NO. 6: RESOLUTIONS**

**Out of Sequence**

**b) R2021-07: Awarding a contract for purchase of a sewer jet truck**

Tim Skoglund reported that three sewer cleaning trucks were used by the wastewater collections department. Two were combination trucks featuring both vacuum and water jet cleaning functions, and the other was a smaller truck with water jet function only. The existing jet truck in operation was purchased in 2002 and had reached the end of its service life. Maintenance and repair costs had become excessive.

Mr. Skoglund noted that the bid specifications used in obtaining the quotation used to establish the FY 2021 budget for a jet truck were subsequently narrowed to meet only the specific needs of the department. Consequently, all bids received were below budget. Only one vendor responded to staff's request for a demonstration unit to allow through evaluation of features and quality. The other bidders were unable to provide a demonstration unit that staff believed to be essential to determine product quality and bid value. Mr. Skoglund recommended award of a purchase contract to the vendor who had provided a demonstration unit, Doggett Freightliner of South Texas. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-07 – awarding a contract for purchase of sewer jet truck.

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Motion: Curtis Bonner  
Second: Michael Murphy

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

**c) R2021-08: Awarding a contract for purchase of a front-end loader**

Tim Skoglund reported that five bidders responded to the request for bids. The existing front end loader was twelve years old and the cost to repair a failed axle drive would exceed the value of the unit. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-08 – awarding a contract for purchase of a front-end loader.

Motion: Curtis Bonner  
Second: Michael Murphy

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

**d) R2021-09: Awarding a contract for purchase of a backhoe loader**

Tim Skoglund reported that one of the backhoe loaders in Wastewater Collections' fleet had reached the end of its useful life. The unit was a 2002 model that had registered over eight thousand hours. Over concerns of a much longer distance to the service center of the low bidder, and the superior track record for the make of backhoe loader proposed by the second low bidder, staff recommended award to the second low bidder as best value. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-09 – awarding a contract for purchase of a backhoe loader.

Motion: Curtis Bonner  
Second: Chris Bartnesky

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

**Out of Sequence**

**a) R2021-06: Adopting the Harlingen Waterworks Investment Policy**

Ron De La Garza reported the Waterworks' investment advisor, Valley View Consulting, LLC, recommended a few minor revisions to the existing Policy. Discussion by the Board ensued

A motion was made to approve Resolution No. R2021-06 – adopting the Harlingen Waterworks Investment Policy

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Motion: Michael Murphy  
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.

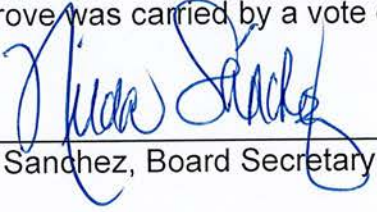
**AGENDA ITEM NO. 8: ADJOURN**

There being no further business to discuss, Chairman, Campbell, called for a motion to adjourn the meeting at 3:50 P.M.

Motion: Curtis Bonner  
Second: Chris Bartnesky

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

Attest:

  
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Nilda Sanchez, Board Secretary