

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Wednesday, July 28, 2021**

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 28th day of July 2021 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.

Board Members Present: Michael Murphy, Chairman  
Chris Bartnesky, Vice Chairman  
Curtis Bonner, Trustee  
Enrique Del Angel, Trustee  
Juan V. Garcia, Trustee  
Dan Serna, Ex-Officio

Staff Present: Tim Skoglund, General Manager  
Gene McCullough, System Attorney  
Darrell Gunn, System Consultant (via videoconference)  
Robert Canterbury, System Engineer (via videoconference)  
Joyce Lamon, Director of Customer Service  
David Sanchez, Director of Water Services  
Jon Hedegard, Director of Wastewater Services  
Elizabeth Soto, Director of Human Resources  
Ron De La Garza, Director of Finance & Revenue  
Gabriel Trevino, Jr., Assistant Utility Engineer  
Emiliano Rosel, Assistant Utility Engineer

City Staff: Carlos A. Sanchez, Assistant City Manager

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

Michael Murphy, Chairman, called the meeting to order at 3:02 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: Regular Board Meeting of June 30, 2021**

Curtis Bonner, Trustee, noted an error on page 1, removing the word "of" from City Staff entry. Tim Skoglund acknowledged the error and stated that a correction would be made. A motion to approve the Board Minutes for the Regular Board Meeting of June 30, 2021, was made.

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A motion to approve the Board Minutes, as amended, for the Regular Board Meeting of June 30, 2021

Motion: Chris Bartnesky  
Second: Curtis Bonner

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

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

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

Joyce Lamon gave an overview of the delinquent accounts that were currently pending. Discussion by the Board ensued.

**b) Presentation on Main Building envelope and needed repairs**

Tim Skoglund reported the Main Building was in need of repairs. The building dated back before the 1980s, and many attempts to remedy leaking windows had been made with only temporary success. He also reported on the deterioration of architectural banding that had begun to fall off the building. Staff had contacted Green, Rubiano & Associates who assessed the building envelope including windows, architectural banding, stucco and roofing. That evaluation was subsequently handed off to Gignac Architects who was under contract with the Waterworks as a prime consultant for architectural services and structural evaluations.

Juan Mujica, Senior Project Manager for Gignac gave a presentation discussing the building's various problems, recommended repairs, and construction cost estimates.

Juan V. Garcia, Trustee, shared his ideas about replacement windows that could reduce cost and make the building be more energy efficient. Alternatives for reducing the size of replacement windows were suggested and building's aesthetics and historical context were discussed. Mr. Skoglund reported that the scope and cost of repairs had significantly exceeded Staff's initial understanding. He stated that a copy of the presentation file and cost estimate would be forwarded to the Trustees.

**\*\*\*OUT OF SEQUENCE**

**AGENDA ITEM NO. 5: FINANCIALS**

**a) Monthly Financial report for month ending June 30, 2021**

Ron De La Garza gave an overview of the financial reports for June 2021. Discussion by the Board ensued.

**b) Presentation of Quarterly Investment Report, ending June 30, 2021**

Ron De La Garza, Finance & Revenue Director, discussed information in the quarterly investment report, ending June 30, 2021.

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**c) Presentation of proposed Capital Improvement Projects for FY 2022**

Tim Skoglund, Robert Canterbury, Gabriel Trevino and Emiliano Rosel gave a detailed presentation on the status of current year CIP projects and the proposed CIP projects for FY 2022. Cost estimates were presented for each project. Mr. Skoglund noted that the proposed projects would be supplemented in future years and that a net present value analysis of two wastewater master plan concepts would be presented later in the year to further refine and finalize the CIP Master Plan. Discussion by the Board ensued.

**AGENDA ITEM NO. 6: RESOLUTIONS**

**a) R2021-31 Ratifying purchase of submersible wastewater pumps.**

Noting that the meeting had run long, Mr. Skoglund reported the resolution was not urgent could be brought back at next month's Board meeting.

**b) R2021-32: Ratifying an amendment to contract with credit card processing vendor related to service fee determination.**

Noting that the meeting had run long, Mr. Skoglund reported the resolution was not urgent could be brought back at next month's Board meeting.

**\*\*\* Juan V. Garcia left the meeting at 5:29 PM.**

**c) R2021-33: Approving a utility cost sharing agreement for East Treasure Haven Subdivision for oversizing of an on-site water line**

Gabriel Trevino informed the Board of an opportunity to upsize a proposed 8-inch water line planned for East Treasure Haven Subdivision. Upsizing to a 12-inch size would improve water system capacity and circulation, was consistent with master plan objectives, and could be accomplished through Waterworks' participation in the development project. The Discussion by the Board ensued.

A motion was made to approve Resolution No. R2021-33– Approving a utility cost sharing agreement for East Treasure Haven Subdivision for oversizing of an on-site water line

Motion: Curtis Bonner  
Second: Chris Bartnesky

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

Noting that the meeting had run long, Mr. Skoglund reported the following resolutions were not urgent could be brought back at next month's Board meeting:

**d) R2021-34: Awarding contracts for supply of Pipes, Valves and Fittings.**

**e) R2021-35: Awarding a contract for supply of Bagged Cement.**

**f) R2021-36: Awarding contracts for supply of Fire Hydrants and Parts.**

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- g) R2021-37: Awarding a contract for supply of Chlorine
- h) R2021-38: Awarding contracts for supply of Liquid Aluminum Sulfate and Liquid Ammonium Sulfate.
- i) R2021-39: Awarding a contract for supply of Hydrogen Peroxide.
- j) R2021-40: Awarding a contract for supply of Liquid Sodium Hydroxide.

**AGENDA ITEM NO. 7: MANAGER'S REPORTS**

Tim Skoglund gave brief update on a recent follow up test on a wholesale meter serving the City of Primera. The test indicated that the meter was functioning properly was unlikely the cause of declining water use registration for Primera.

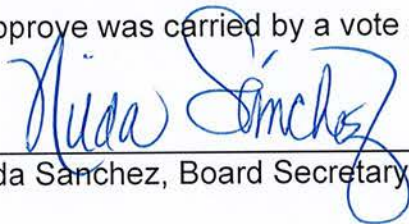
**AGENDA ITEM NO. 8: ADJOURN**

There being no further business to discuss, Chairman, Murphy, called for a motion to adjourn the meeting at 5:36 P.M.

Motion: Chris Bartnesky  
Second: Curtis Bonner

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

Attest:

  
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Nilda Sanchez, Board Secretary