

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Thursday, February 1, 2024**

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 1<sup>st</sup> day of February 2024 at 5:00 P.M. at 118 E Tyler, City Hall, Harlingen, Texas 2<sup>nd</sup> Floor.

Board Members Present: Chris Bartnesky, Chairman  
Michael Garza, Trustee  
Maru De La Paz, Trustee  
Michael Murphy, Trustee  
Steve Brewer, Trustee

Staff Present: Tim Skoglund, General Manager  
Gene McCullough, System Attorney  
David Sanchez, Director of Water Services  
Jon Hedegard, Director of Wastewater Services  
Ron De La Garza, Director of Finances  
Florita Rodriguez, Customer Service Director  
Michael Chamberlain, Purchasing Manager  
Jose L. Rodriguez, Director of Information Technology  
Elizabeth Soto, Director of Human Resources  
Gabriel Trevino, Utility Engineer  
Joseph Lunn, Assistant Utility Engineer

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

Chris Bartnesky, Chairman, called the meeting to order at 5:02P.M. and asked whether the agenda had been posted in accordance with the law; Nilda Sanchez responded affirmatively.

**AGENDA ITEM NO. 2: CONFLICT OF INTEREST**

Mr. Bartnesky read the conflict-of-interest disclosure and asked the Board if anyone had any known conflicts of interest for this Board Meeting. None of the trustees reported a conflict of interest.

**AGENDA ITEM NO. 3: COMMUNICATION / INPUT FROM CUSTOMERS AND RESIDENTS OF HARLINGEN**

None.

**AGENDA ITEM NO. 4: APPROVAL OF MINUTES – Special Board Meeting of January 8, 2024.**

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Thursday, February 1, 2024**

With no corrections requested, a motion to approve the Board Minutes for the Special Board Meeting of January 8, 2024, was made.

Motion: Steve Brewer  
Second: Michael Murphy

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

**OUT OF SEQUENCE:**

**AGENDA ITEM NO. 7: RESOLUTIONS**

**a) R2324-20: Approving purchase of Manhole and Trench Boxes.**

Mr. Skoglund reported bigger manhole boxes were needed for the safety and protection of personnel when constructing sewer projects. This item was offered through United Rentals under Sourcewell cooperative purchasing contract.

A motion was made to approve Resolution No. R2324-20 – approving purchase of Manhole and Trench Boxes.

Motion: Michael Murphy  
Second: Steve Brewer

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

**Maru De La Paz, Trustee – walked in at 5:12 PM.**

**b) R2324-21: Ratifying and approving a contract for licensing, implementation, and on-going support and maintenance of a Human Resource Management and Payroll Software Service.**

Mr. Skoglund reported that a contract with Paycor for Human Resource Management and Payroll Software Services had been approved by the Board on May 16, 2023. At the time, Paycor had been deemed the best vendor for the task. Once implementation began, the company's implementation team was not adequately staffed and some capabilities that had been promised were not available. After consultation with the System Attorney, a letter was sent notifying Paycor of contract termination.

Staff re-examined vendors previously considered and researched others who would be able to provide the required software service. Ms. Soto gave a presentation highlighting the need for a human capital management system, and she described the proposal by Automatic Data Processing (ADP) that staff had evaluated as the best alternative. She explained the rigorous hiring process and repetition of manual data entry into multiple

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Thursday, February 1, 2024**

systems that the Human Resources department must perform for every new hire. The proposed software service would greatly improve human resources and payroll operations under a single system of truth, would eliminate the potential for conflicting employee information, and offer employees self-service access through an employee portal. Ms. Soto explained there was also a phone app that could be downloaded by the employee. Michael Murphy, Trustee, asked if the services included geofencing options for employee clock-in.

Mr. Skoglund stated that he had signed the contract with ADP on January 18, 2024, because of a promotional lifetime price lock that would expire that day. Since there are no penalties for termination of contract before implementation would begin, the contract could simply be cancelled if would decide not to ratify the contract. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2324:21 – Ratifying and approving a contract for licensing, implementation, and on-going support and maintenance of a Human Resource Management and Payroll Software Service.

Motion: Michael Garza  
Second: Mary De La Paz

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

**c) R2324-22: Awarding an engineering contract for process evaluation and development of options to improve rapid mix and flocculation basin hydraulics at the Dixieland WTP.**

Tim Skoglund explained a brief history of the MFR Water Treatment Plant dating back to 1968 and explained that the coagulation process that removes particles from the river water had hydraulic limitations that had caused failure of rapid mix and flocculation mixers.

Staff solicited a proposal by Garcia Infrastructure Consultants (GIC) to evaluate the existing coagulant process, conduct computational fluid dynamics modeling, and evaluate several options to correct or improve on the process's hydraulics. The existing mixing equipment was nearing the end of its useful life, and the study would identify improvements to prevent premature failure of replacement mixers and eliminate short circuiting of flow in the coagulation process basins.

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Thursday, February 1, 2024**

Mr. Skoglund described the scope of work included in the proposed engineering contract and the proposed fee. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2324-22 – Awarding an engineering contract for process evaluation and development of options to improve rapid mix and flocculation basin hydraulics at the Dixieland WTP.

Motion: Michael Garza  
Second: Maru De La Paz

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

**OUT OF SEQUENCE**

**AGENDA ITEM NO. 5: REPORTS AND PRESENTATIONS**

**a) Report on delinquent accounts exceeding \$500.**

Florita J. Rodriguez gave an overview of the delinquent accounts that were currently pending. Discussion by the Board ensued.

**AGENDA ITEM NO. 6: FINANCIALS**

**a) Monthly Financial report for month ending December 31, 2023.**

Ron De La Garza gave an overview of the financial reports for December 31, 2023. Discussion by the Board ensued.

**b) Presentation of Quarterly Investment Report for Quarter ending December 31, 2023.**

Ron De La Garza discussed information in the Quarterly Investment Report, ending December 31, 2023.

**AGENDA ITEM NO. 8: MANAGER'S REPORTS**

Mr. Skoglund asked whether the Board had any questions about the manager's reports, and no questions were asked.

**AGENDA ITEM NO. 9: EXECUTIVE SESSION**

**(1) Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; pursuant to Tex. Gov't Code §551.074.**

Chairman Bartnesky recommended that the Executive Session item be rescheduled to the next month's Board Meeting in consideration of time constraints.

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Thursday, February 1, 2024**

**AGENDA ITEM NO. 10: ADJOURN**

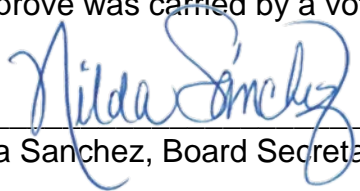
There being no further business to discuss, Chairman, Bartnesky, called for a motion to adjourn the meeting at 5:31 P.M.

Motion: Michael Murphy

Second: Steve Brewer

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

Attest:

  
\_\_\_\_\_  
Nilda Sanchez, Board Secretary