

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, April 24, 2024

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 24th day of April 2024 at 5:00 P.M. at 134 E Van Buren, Harlingen, Texas 2nd Floor.

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

Staff Present: Tim Skoglund, General Manager
Gene McCullough, System Attorney
Ron De La Garza, Director of Finances
David Sanchez, Director of Water Services
Florita Rodriguez, Customer Service Director
Michael Chamberlain, Purchasing Manager
Jon Hedegard, Director of Wastewater Services
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 5:06 P.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 – Regular Board Meeting of March 27, 2024.

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of March 27, 2024, was made.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, April 24, 2024

Motion: Michael Murphy
Second: Michael Garza

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

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 March 31, 2024.

Ron De La Garza gave an overview of the financial reports for March 31, 2024. Discussion by the Board ensued.

***** MARU DE LA PAZ, Trustee, joined in at 5:14 PM.**

b) Presentation on Quarterly Investment Report, quarter ending March 31, 2024.

Ron De La Garza discussed information in the Quarterly Investment Report, ending March 31, 2024.

AGENDA ITEM NO. 7: RESOLUTIONS

a) R2324-29: Approving a contract extension for Banking Services.

Ron De La Garza reported PlainsCapital was doing a great job for the Waterworks. This was the first of three possible contract extensions. Mr. De La Garza noted their team always provided excellent customer service when contacted. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2324-29 – approving a contract extension for Banking Services.

Motion: Michael Garza
Second: Maru De La Paz

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

b) R2324-30: Awarding contracts for purchase of Materials and Supplies for the Replacement of Lift Station 59.

Mr. Skoglund informed the Board this was a budgeted item. Four vendors submitted bids for the contract.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, April 24, 2024

Lift Station No. 59 was undersized for the current flow capacity and needed re-construction. This project was budgeted for in-house construction.

The award was granted to all the vendors who submitted the lowest bids for the project, supporting the best value for the Waterworks. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2324-30 – awarding contracts for purchase of Materials and Supplies for the Replacement of Lift Station 59.

Motion: Michael Garza
Second: Maru De La Paz

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

c) R2324-31: Preauthorizing purchase of Service Vehicles.

Mr. Skoglund reported a buying issue when much-needed vehicles were sought out for purchase. With a scarcity of trucks on the market, waiting for a monthly Board Meeting for approval did not guarantee the truck would still be available, and this was the case, more than none.

A recommendation to pre-authorize the issuance of purchase orders on budgeted vehicles be implemented, to secure the purchase of vehicles . Having the authorization to do so would allow Waterworks to purchase without delay as proposals and bids met bidding requirements. Purchases would stay within the budgeted guidelines. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2324-31 – preauthorizing purchase of Service Vehicles.

Motion: Maru De La Paz
Second: Michael Murphy

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

d) R2324-32: Approving a Utility Cost Sharing Agreement with Choice Land Development, LLC for off-site improvements for the development of Allison Subdivision.

Mr. Skoglund reported this utility cost sharing agreement was approved, February 28, 2024. The proposal included a 16-inch water main for the development of Allison

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, April 24, 2024

Subdivision along Morris Rd. In March of 2024, the developer's engineer notified staff that negotiations with the contractor fell through and that the project would need to be re-bid. The updated bid was returned to the board for re-approval of the cost sharing agreement with the developer. A cost increase of over 22.5% now reflected the total price of the agreement. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2324:32 – Approving a Utility Cost Sharing Agreement with Choice Land Development, LLC for off-site improvements for the development of Allison Subdivision.

Motion: Michael Garza
Second: Maru De La Paz

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

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. 09: 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.

A motion to enter Executive Session was made.

Motion: De La Paz Second: Brewer

Motion to Approve: 5 Yeas 0 Nays

Entered Executive Session at: 6:02 PM.

Exited Executive Session at: 6:50 PM.

No Action was taken.

AGENDA ITEM NO. 11: ADJOURN

There being no further business to discuss, Chairman, Bartnesky, called for a motion to adjourn the meeting at 6:51 P.M.

Motion: Michael Garza
Second: Steve Brewer

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

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, April 24, 2024

Attest:



Nilda Sanchez, Board Secretary