

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Thursday, May 30, 2013**

The Regular Meeting of the Utility Board of Trustees was conducted on the 30th day of May, 2013 at 5:30 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.

City Commissioners Present: Basilio Sanchez, District 4

Board Members Present: Cris Villarreal, Chairman  
Rick De Los Santos, Vice Chairman  
Richard Uribe, Trustee  
Mike Garza, Trustee  
Josh Fields, Trustee

Staff Present: Darrell Gunn, General Manager  
Bill Hubbard, System Attorney  
Kathern Davidson, Finance and Revenues Director  
Joyce Lamon, Customer Service Director  
Elizabeth G. Soto, HR Director  
David Sanchez, Water Services Director  
Jim Vallely, Wastewater Services Director  
Roy Clayton, Water Treatment Plant Superintendent  
Juan Morales, Water Services Assistant

City Staff Present: Dan Serna, Assistant City Manager

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

Chairman Villarreal called the meeting to order at 5:34 P.M. and asked if the Agenda was posted in accordance with the law, Nilda Sanchez responded yes.

**AGENDA ITEM NO. 2: PUBLIC COMMENTS**

No Public Comments.

**\* Chairman Villarreal moved up Agenda Item No. 6: Resolutions, Resolution No. R1213-30, a resolution to recommend to the City Commission of the City of Harlingen that the salary for the Waterworks' General Manager be increased.**

Chairman Villarreal explained there had been several Executive Session meetings, and some included the City Manager; regarding the General

Manager's salary increase and that is was to time to take action on this item. Discussion by the Board ensued.

A motion was made to approve resolution No. R1213-30 - a resolution to recommend to the City Commission of the City of Harlingen that the salary for the Waterworks' General Manager be increased.

Motion: Josh Fields  
Second: Richard Uribe

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

### **AGENDA ITEM NO. 3: ELECTION OF OFFICERS:**

#### **a) Election of Chair and Vice Chair.**

**A motion was made to appoint Rick De Los Santos as Chair.**

Motion: Rick De Los Santos  
Second: Michael Garza

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

**A motion was made to appoint Richard Uribe as Vice Chair.**

Motion: Richard Uribe  
Second: Josh Fields

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

**\* Cris Villarreal asked the new Chairman, Rick De Los Santos to take his newly appointed seat, and left the meeting at 5:37 p.m. as he had a personal matter to tend to.**

### **AGENDA ITEM NO. 4: APPROVAL OF MINUTES:**

#### **b) From the Regular Board Meeting of April 25, 2013**

With no corrections made, a motion to approve the minutes from the Regular Board Meeting of April 25, 2013 was made.

Motion: Josh Fields  
Second: Richard Uribe

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

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

### **a) Report and Presentation on current Water Availability and Consumption.**

Darrell Gunn presented a Power Point presentation regarding the current water availability and consumption for the Harlingen Waterworks System. Mr. Gunn explained that several valley cities had contacted him to buy or lease water from the Waterworks. Mr. Gunn explained that there was usually a surplus of unused water rights at the end of the year, so it may be something the Waterworks could consider in the future. Discussion by the Board ensued.

### **b) Report and Pre sentation on status of Service Area Limits and Options.**

Darrell Gunn updated the Board on the Service Area Exchange with East Rio Hondo Water Supply Corporation and that the Waterworks had recently received a letter of deficiency from TCEQ. The area needed to be surveyed and Mr. Gunn reported Waterworks had hired a surveyor for the job and the paperwork had already been submitted to TCEQ. Bill Hubbard, System Attorney, explained it could take about 30 days for TCEQ to respond to the corrections sent in for the letter of deficiency. Mr. Gunn advised the Board that the target date for the official exchange of service areas was set for January 1, 2014. Waterworks was going to proceed in notifying the customer's of the exchange area, Arroyo Colorado Estates, that they would now be sewer customers of East Rio Hondo Water Supply Corporation. Discussion by the Board ensued.

### **c) Discussion on the current forms of identification requested when applying for services.**

Darrell Gunn reported that the pending subject of retrieving information for application services with the Waterworks was moving forward. Nilda Sanchez, Administrative Assistant, handed out some in house created pamphlets, in English and in Spanish, with simplistic information on the "why's and how's" the application process was fulfilled when applying for services. Commissioner Basilio Sanchez, District 4, recommended the Waterworks not ask for too much information for an application for service. Mr. Gunn explained the Waterworks

was following guidelines regarding Senate Bill 3987, the "Red Flag Rule," After some discussion by the Board, it was decided that more informative information regarding all the types of approved identification be added to the existing draft pamphlet and be brought to the next meeting for approval.

**d) Report and Presentation on "Drinking Water Week" Community Outreach Project.**

Darrell Gunn showed a brief Power Point presentation demonstrating the Jackson Street Market Days booth for the Waterworks' second annual Drinking Water Week event. The event was held on May 4, 2013 and was a success as Waterworks volunteers gave back to community and handed out sports bottles, 2 activity books, coloring books, colors, pinwheels, a plastic bag full of information and finally giving out free Waterworks water on a hot steamy day. Discussion by the Board ensued.

**e) Report and Presentation of the WWTP 2 Plant Expansion and relocation of the Wastewater Services Division.**

Darrell Gunn told the Board that this item would be discussed after Executive Session because it would bring better clarity after the discussion.

**f) Report on Delinquent Accounts in excess of \$500.**

Darrell Gunn explained this was a fairly routine monthly report. Bill Hubbard, System Attorney discussed he was still working on law suits on most of the delinquent accounts on the list. Discussion by the Board ensued.

**AGENDA ITEM NO. 6: FINANCIALS**

**a) Monthly Financial Report for month ending April 30, 2013.**

Darrell Gunn gave a brief explanation on the updated Financial Reports, ending April 30, 2013. Discussion by the Board ensued.

**AGENDA ITEM NO. 7: APPROVAL OF RESOLUTIONS**

**Resolution No. R1213-28: A resolution to approve or reject the award bid for MFR Liquid Chemical Feed Pump and Dosing Systems.**

Darrell Gunn reported to the Board how these pumps were critical in taking chemicals and mixing them water in order to produce clean water. The bids were evaluated and it was found that the lowest bidder had made an error in calculations. The bidder was contacted and corrected the error and was still considered the lowest bidder for this

project. Discussion by the Board ensued and it was decided to accept the lowest bidder, Treatment Equipment Company.

A motion was made to approve Resolution No. R1213-28-- to approve the award bid for the MFR Liquid Chemical Feed Pump and Dosing Systems.

Motion: Josh Fields  
Second: Michael Garza

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

**b) Resolution No. R1213-29: A resolution to approve or reject the award bid for Loop 499 - 20 inch water line relocation project.**

Darrell Gunn gave a brief report that this item was discussed in last month's meeting and how the City was installing a drainage box and tapping into the System's 20" main. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1213-29-- to approve the award bid for the construction of the Loop 499 - 20 inch water line relocation project.

Motion: Michael Garza  
Second: Josh Fields

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

**c) Resolution No. R1213-31: A resolution to declare Surplus Property and to authorize the disposition of Surplus Property.**

Darrell Gunn explained this was an annual event with the City and the items for auction were appropriate for the City Auction. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1213-31-- to declare Surplus Property and to authorize the disposition of Surplus Property.

Motion: Richard Uribe  
Second: Michael Garza

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

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

Darrel Gunn gave a brief explanation of the information included in the Manager's Report. Discussion by the Board ensued.

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

A motion was made to enter into Executive Session.

Motion: Josh Fields  
Second: Michael Garza

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

The Board entered into Executive Session at 6:57 p.m.

The Board convened in Executive Session pursuant to § 551.072, Texas Government Code, the Board will convene in Executive Session to deliberate the sale, exchange, lease, or value of real property related to the proposed construction of a power plant including consultation with the System Attorney about the legal issues raised in connection with such deliberations.

The Board exited Executive Session at 7:16 p.m.

**NO ACTION WAS TAKEN**

**AGENDA ITEM NO. 10: ADJOURN**

There being no further business to discuss, the meeting adjourned at 7:17 P.M.

Motion: Michael Garza  
Second: Josh Fields

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

Attest \_\_\_\_\_

  
Nilda Sanchez, Board Secretary