

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Special Board Meeting Minutes**  
**Thursday, July 11, 2013**

The Special Meeting of the Utility Board of Trustees was conducted on the 11th day of July, 2013 at 9:00 A.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  
Tudor Uhlhorn, District 2  
Victor Leal, District 5

Board Members Present: Rick De Los Santos, Chairman  
Richard Uribe, Vice Chairman  
Josh Fields, Trustee  
Carlos Yerena, Ex-Officio

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  
Jim Vallely, Wastewater Services Director

City Staff Present: Dan Serna, Assistant City Manager

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

Chairman De Los Santos called the meeting to order at 9:22 A.M. and asked if the Agenda was posted in accordance with the law, Nilda Sanchez responded yes.

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

Yolanda Shoffeit, a citizen, expressed her concerns on the information being collected for service applications. Ms. Shoffeit explain the Waterworks was not Homeland Security or the Immigration to be asking for such detailed information and that the Waterworks needed to treat people equally.

**AGENDA ITEM NO. 3: APPROVAL OF MINUTES:**

**a) From the Regular Board Meeting of May 31, 2013**

With no corrections made, a motion to approve the minutes from the Regular Board Meeting of May 31, 2013 was made.

Motion: Richard Uribe  
Second: Josh Fields

Motion to approve was carried by a vote of the Board (3-0).

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

**a) Discussion on the new Customer Service Pamphlet regarding service applications.**

Darrell Gunn explained this item was previously discussed at the last couple of meetings in search of how to communicate the application process to Waterworks' customers. Nilda Sanchez, Administrative Assistant, handed out 2 different, in house created draft pamphlets explaining the how's and why's of the Application for Service process for HWWS. Mr. Gunn explained the information asked for in the application was to follow the "Red Flag Rules" and to have the most current information on the customers for the protection of the both HWWS and the customer. Mr. Gunn explained how HWWS, being a governmental utility, entailed a higher standard for proper identification of its customers. Mr. Gunn asked the Board if anyone had any other suggestions regarding the informational pamphlet to submit them to the office so the revisions could be made before official circulation of the draft pamphlet. Discussion by the Board ensued.

**b) Discussion on the Loop 499 Tower.**

Darrell Gunn briefed the Board that Texas State Technical College (TSTC) had contacted him and was seeking information on putting their logo on the Loop 499 Tower. Historically, no business had ever asked to advertise their logo on a Waterworks tower. Discussion by the Board ensued.

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

Darrell Gunn explained this was a fairly routine monthly report. A debate about Camelot's delinquent account was discussed and Mr. Gunn was going to meet with Bruce Burgamy, manager of the assisted living facility, and discuss the options of catching up on the delinquent balance. Discussion by the Board ensued.

#### **AGENDA ITEM NO. 5: FINANCIALS**

**a) Monthly Financial Report for month ending May 31, 2013.**

Darrell Gunn gave a brief explanation on the updated Financial Reports, ending May 31, 2013. Discussion by the Board ensued.

**AGENDA ITEM NO. 6: APPROVAL OF RESOLUTIONS**

**Resolution No. R1213-32: A resolution for participation in the Cooperative Purchasing Program of the Texas Comptrollers of Public Accounts.**

Darrell Gunn explained to the Board how using these purchasing programs have been good sources to be able to find compatible prices and help make better buying decisions for the Waterworks. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1213-32– to approve participation in the Cooperative Purchasing Program of the Texas Comptrollers of Public Accounts.

Motion: Josh Fields  
Richard Uribe

Motion to approve was carried by a vote of the Board (3-0).

**b) Resolution No. R12 13-33: A resolution to approve the cost sharing agreement with Kent Dubea for Sewer System Improvements in the development of Woodland Oaks.**

Darrell Gunn gave a brief explanation that according to the Development Accordance agreement, this was a very normal procedure. Mr. Gunn added that the submitted bids were excellent and everything in this agreement was ready to proceed with. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1213-33– to approve the cost sharing agreement with Kemp Dubea for Sewer System Improvements in the development of Woodland Oaks.

Motion: Josh Fields  
Second: Richard Uribe

Motion to approve was carried by a vote of the Board (3-0).

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

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

In addition to the regularly scheduled reports, Mr. Gunn shared the news that East Rio Hondo Water Supply Corporation had lost their President, BJ Simpson, and had also lost their Attorney, JW Dyer. Mr. Gunn explained that Bill Hubbard had contacted TCEQ to inform them of the situation and that any correspondence regarding our expanded agreement on the authority were to be delivered to him.

Discussion by the Board ensued.

**AGENDA ITEM NO. 8: ADJOURN**

There being no further business to discuss, the meeting adjourned at 11:00 A.M.

Motion: Josh Fields  
Second: Richard Uribe

Motion to approve was carried by a vote of the Board (3-0)

Attest \_\_\_\_\_

  
Nilda Sanchez, Board Secretary