

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Thursday, July 25, 2013**

The Regular Meeting of the Utility Board of Trustees was conducted on the 25th day of July, 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.

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

Staff Present:                      Darrell Gunn, General Manager  
   Kathern Davidson, Finance and Revenues Director  
   Joyce Lamon, Customer Service Director  
   Elizabeth G. Soto, HR Director  
   Jim Vallely, Wastewater Services Director  
   David R. Sanchez, Water Services Director

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

Chairman De Los Santos 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**

There we no public comments.

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

**a) From the Special Board Meeting of July 11, 2013**

With no corrections made, a motion to approve the minutes from the Special Board Meeting of July 11, 2013 was made.

Motion:    Josh Fields  
Second:    Richard Uribe

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

**CRIS VILLARREAL, TRUSTEE, WALKED IN AT 5:36 P.M.**

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

- a) Report and presentation regarding the history and evolution on HWWS' water meters and recent industry changes.**

Darrell Gunn explained some staff were involved in an in depth research project involving several meter companies and extensively evaluated their water meters on structure, performance and quality to find the top meter that would best suit the needs for HWWS. Discussion by the Board ensued.

- b) Report and presentation regarding Service Area modifications and goals.**

Darrell Gunn briefed the Board that he would continue to discuss any developments or updates on the service exchange agreement with East Rio Hondo Water Supply Corporation at every meeting. 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 June 30, 2013. Discussion by the Board ensued.

- b) Presentation and approval of Quarterly Investment report for the quarter ending June 30, 2013.**

Darrell Gunn gave a brief discussion concerning the Quarterly Investment Report ending June 30, 2013. Discussion by the Board ensued and a motion to approve the Quarterly Investment Report was motioned.

Motion: Richard Uribe

Second: Josh Fields

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

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

### **Resolution No. R1213-34: A resolution to designate Authorized Signatures for all bank and Investment Accounts.**

Darrell Gunn explained to the Board that a long time Finance employee, Israel Bustillos was retiring and the previous signed forms needed to be updated for his replacement, Pedro Sanchez. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1213-34– to approve Authorize Signatures for all bank and investment accounts.

Motion: Michael Garza  
Richard Uribe

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

### **b) Resolution No. R1213-35: A resolution to amend Authorized Representatives of the HWWS for the Investment of Local Funds in Tex-Pool.**

Darrell Gunn reiterated the retiring of Israel Bustillos, long time Finance employee was being replaced by Pedro Sanchez and the signature of these forms had to be changed. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1213-35– to amend Authorized Representatives of the HWWS for the Investment of Local Funds in Tex-Pool.

Motion: Michael Garza  
Richard Uribe

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

### **c) Resolution No. R1213-36: A resolution approving the renewal of the Agreement for Investment Advisory Services.**

A motion was made to approve Resolution No. R1213-36– to approve the renewal of the Agreement for Investment Advisory Services.

Darrell Gunn advised the Board that Valley View Consultants had been doing an excellent job in their financial advice to the HWWS. Mr. Gunn added it was a great decision in hiring them for advisory services. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1213-36– to approve the renewal of the Agreement for Investment Advisory Services.

Motion: Cris Villarreal  
Richard Uribe

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

**d) Resolution No. R1213-37: A resolution to approve or reject the proposal for a twelve (12) month supply of Residential Water Meters.**

Darrell Gunn gave a brief discussion on the research that staff had evaluated regarding the purchase of residential meters. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1213-37– to approve the twelve (12) month supply of residential water meters.

Motion: Cris Villarreal  
Michael Garza

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

**AGENDA ITEM NO.7: 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. 8: ADJOURN**

There being no further business to discuss, the meeting adjourned at 6:43 P.M.

Motion: Richard Uribe  
Second: Michael Garza

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

Attest

  
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Nilda Sanchez, Board Secretary