

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Thursday, September 24, 2015**

The Regular Meeting of the Utility Board of Trustees was conducted on the 24th day of September, 2015 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.

Board Members Present:        Josh Fields, Chairman  
   Michael Garza, Vice Chair  
   Curtis Bonner, Trustee  
   Richard Uribe, Trustee

Staff Present:                     Darrell Gunn, General Manager  
   Bill Hubbard, System Attorney  
   Kathern Davidson, Finance & Revenue Director  
   Jim Vallely, Wastewater Services Director  
   David Sanchez, Water Operations Director  
   Joyce Lamon, Customer Service Director

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

Chairman Fields called the meeting to order at 9:01 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 regular Board Meeting attendee commented she had been requesting consumption reports for certain customers and found out some of the requested accounts were tagged as confidential. Ms. Shoffeit said she was looking for a detailed report to include the customer name, address, meter number, usage, readings and how much the customer paid. Ms. Shoffeit concluded by saying she couldn't believe how hard it was to get the information because it was only the push of one button to get the information on one sheet for one year's history.

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

**a) From the Regular Board Meeting of August 27, 2015**

With no corrections made, a motion to approve the minutes from the Regular Board Meeting of August 27, 2015 was made.

Motion:    Richard Uribe  
Second:   Michael Garza

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

**b) From the Special Board Meeting of September 1, 2015**

With no corrections made, a motion to approve the minutes from the Special Board Meeting of September 1, 2015 was made.

Motion: Richard Uribe  
Second: Michael Garza

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

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

**a) Report and Presentation on Capital Projects**

Darrell Gunn presented a power point presentation showing the completion and progress of Capital Projects. Discussion by the Board ensued.

**b) Report on Delinquent Accounts in excess of \$500 per account.**

Darrell Gunn briefed the Board on current delinquent accounts. Bill Hubbard, System Attorney reported some new law suits had been filed. Discussion by the Board ensued.

**AGENDA ITEM NO. 5: FINANCIALS**

**a) Monthly financial report for month ending August 31, 2015.**

Darrell Gunn gave a brief explanation this was a routine report. Revenue was down due to recent rain fall. Discussion by the Board ensued.

**AGENDA ITEM NO.6: RESOLUTIONS**

**a) Resolution No. R1415-34: Remove from TABLE – in consideration of bid for Concrete and Asphalt.**

Darrell Gunn reported this item was tabled at a previous Board Meeting pending the City of Harlingen's consent to repair concrete and asphalt for the Waterworks. Mr. Gunn reported this item needed to be taken off the table as the City of Harlingen was already awaiting bid evaluations. Discussion by the Board ensued.

A motion was made to **reject** Resolution No. R1415-34 – the bid for Concrete and Asphalt.

Motion: Curtis Bonner  
Second Richard Uribe

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

- b) Resolution No. R1415-43:      A resolution to approve or reject a Water Purchase Agreement with the City of Primera.**

Darrell Gunn explained the recent updating of current wholesale customer contracts. Mr. Gunn reported these new Water Purchase Agreements were a shorter term life with a take or pay requirement. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1415-43– to approve a Water Purchase Agreement with the City of Primera with a modification in the contract in Section 6b; the insertion of the word “in” after the words City Commission and before effect.

Motion:    Curtis Bonner  
              Michael Garza

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

- c) Resolution No. R1415-44:      A resolution to approve or reject a Water Purchase Agreement with the City of Palm Valley.**

Darrell Gunn explained the recent updating of current wholesale customer contracts. Mr. Gunn reported these new Water Purchase Agreements were a shorter term life with a take or pay requirement. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1415-44– to approve a Water Purchase Agreement with the City of Palm Valley.

Motion:    Richard Uribe  
              Curtis Bonner

- d) Resolution No. R1415-45:      A resolution to approve or reject upgrade Residential Security Deposit.**

Darrell Gunn reported that in last month’s meeting, a presentation regarding the residential security deposits was discussed and explained the last increase for residential security deposits was in 1987. Mr. Gunn explained the current \$50 deposit

was insufficient for covering the cost of a final bill, leaving the Waterworks with an extremely high write off at the end of the year. Discussion by the Board ensued and a motion to approve the resolution, with an amendment to include commercial accounts in this increase.

A motion was made to approve Resolution No. R1415-45– to approve an upgrade in residential and commercial security deposits.

Motion: Curtis Bonner  
Richard Uribe

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

#### **AGENDA ITEM NO.7: MANAGERS REPORT**

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

#### **AGENDA ITEM 8: ADJOURN**

There being no further business to discuss, the meeting adjourned at 10:09 A.M.

Motion: Richard Uribe  
Second: Kevin Campbell

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

Attest: \_\_\_\_\_

  
Nilda Sanchez, Board Secretary