

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Thursday, September 26, 2013**

The Regular Meeting of the Utility Board of Trustees was conducted on the 26th day of September, 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: Victor Leal, District 5

Board Members Present: Rick De Los Santos, Chairman  
Richard Uribe, Vice Chairman  
Josh Fields, Trustee  
Kevin Campbell, 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  
Jim Vallely, Wastewater Services Director  
David R. Sanchez, Water Services Director  
Mark Jasper, Engineering Department  
Chris Wilmot, Purchasing Agent

City Staff: Gabriel Gonzalez, Assistant City Manager

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

Chairman De Los Santos called the meeting to order at 5:33 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 were no public comments.

**AGENDA ITEM NO. 3: OATH OF OFFICE:**

Rick De Los Santos, Board Chairman administered the of office to newly appointed Board Trustee, Kevin Campbell. Mr. Campbell took his seat and the meeting resumed.

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

##### **a) From the Regular Board Meeting of August 29, 2013**

With no corrections made, a motion to approve the minutes from the Regular Board Meeting of August 29, 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 about the City's Comprehensive Master Plan.**

Darrell Gunn notified the Board that the City Planning Department had launched off their kick off for the City's Comprehensive Master Plan and had asked each City Board of Directors to prepare a 10 minute power point detailing the high lights and observations of the Board's accomplishments and future goals. Mr. Gunn showed a preliminary power point and asked the Board for any suggestions or ideas to present to the City. Discussion by the Board ensued.

##### **b) Report on Study of un-served residents and properties within City Limits and Service Area.**

Darrell Gunn presented a map displaying the amount of customers that did not have water or sewer services from Harlingen Waterworks System. Mr. Gunn reported the research prepared by Mark Jasper; Engineering Outside Operations Assistant was fascinating by viewing the statistics. The study resulted in 3,371 septic tanks being used instead of having city sewer services and 1,186 were within city limits. The second half of the study consisted of customers that did not have city water services. The totals were 31 customers without water services within the city limits and a total of 303 customers having no water or sewer services within our service area. Mr. Gunn explained it was important to have prepared this study particularly because the City was working on the Comprehensive Master Plan. Mr. Gunn informed the Board the Waterworks would have to work on a plan to somehow get all customers set up with city sewer services. Discussion by the Board ensued.

##### **c) Report on Impact of Tropical Storm Ingrid.**

Darrell Gunn briefed the Board about the impact the storm had on the system. The one mishap, throughout the whole system was only one sewer overflow and for a city this size, the isolated incident deemed

relevant. Mr. Gunn discussed the area on 1<sup>st</sup> and Coolidge was a very low line area and with all the rain water building up in the system, the production was too much too soon to pull it through the system; thus creating the back up. Mr. Gunn reported to the Board that in order to prevent another back up, HWWS was in the process of installing a lift station in the area to ensure normal flow in case of another rain storm in the future and that HWWS did file and SSO report with TCEQ. Discussion by the Board ensued.

**d) Report on the status of Ordinance # 02-36 (Cross Connections) and state requirements for an irrigation ordinance.**

Darrell Gunn reported that this ordinance was established in 2002. It is an ordinance to establish standards for cross connections and back flow prevention devices. Mr. Gunn explained how the ordinance enforced the back flows and cross connections to be inspected annually and reported, mandated by TCEQ. If the devices failed, Section 9 states a termination of services, in which historically has never been implemented by HWWS. Mr. Gunn explained that the Water Services Department does in fact leave notification letters to the customers out of compliance but no customer has ever taken care of the situation. Mr. Gunn reported that TCEQ has sent out another regulation for adoption called the Landscape Ordinance and recommended a penalty of \$2000 for non-compliant customers. Mr. Gunn proposed the HWWS do a study to determine a cost to administer the inspection ourselves, whether in house or by contract services. Discussion by the Board ensued.

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

Darrell Gunn explained this was a fairly routine monthly report. Discussion by the Board ensued.

**AGENDA ITEM NO. 6: FINANCIALS**

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

Darrell Gunn gave a brief explanation on the updated Financial Reports, ending September 30, 2013. Bill Hubbard, System Attorney reported he had already placed some judgments on the inactive delinquent accounts. Discussion by the Board ensued.

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

**a) Resolution No. R1213-46: A resolution to approve or reject the service contract for Inspection Services for the construction of 1.75 million gallon elevated composite water storage tank.**

Darrell Gunn reported that last month the Board authorized negotiations with Dunham and believed this was a fairly good contract and were extremely qualified for the job. Discussion by the Board ensued.

A motion was made to approve Resolution No. R1213-46– to approve service contract for Inspection Services for the construction of a 1.75 million gallon elevated composite water storage tank.

Motion: Richard Uribe  
Kevin Campbell

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

**b) Resolution No. R1213-47: A resolution to approve or reject the award bid for a twelve (12) month supply contract of pipes, fittings, and valves.**

Darrell Gunn reported that the purchasing department had done an amazing job in calculating the purchases for this contract, as it was a labor intensive operation. This process was done by taking all the materials and then the bids are not limited to the awarding of only one vendor, getting the best price for the product. Mr. Gunn commended Chris Wilmot, Purchasing director for his hard work.

A motion was made to approve Resolution No. R1213-47– the award bid for the twelve (12) month supply contract of pipes, fittings, and valves.

Motion: Richard Uribe  
Kevin Campbell

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

**c) Resolution No. R1213-48: A resolution to schedule Board of Trustees Regular Meetings for the rest of 2013 and 2014.**

Darrell Gunn advised the Board the City had approved Ordinance # 13-19, *allowing the City Boards to have flexibility in setting meeting times which allowed for not only increased public participation but broader participation by the Board Members are volunteers appointed by the City Commission to assist the City of Harlingen in the*

*decision making process and whose voluntary assistance is instrumental to the functioning of the City.* Discussion by the Board ensued and a decision was made to change the Board Meeting times to 9:00 A.M., still keeping the meeting day to the last Thursday of every month. A couple of changes were made for the months for November and December. November's meeting was changed to the 21<sup>st</sup> and December's meeting was changed to the 19<sup>th</sup>, thus; not conflicting with the holidays.

A motion was made to approve Resolution No. R1213-48– to approve the schedule of Board of Trustees Regular Meetings for the rest of 2013 and 2014.

Motion: Kevin Campbell  
Josh Fields

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: Richard Uribe  
Second: Josh Fields

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

The Board entered into Executive Session at 6:40 p.m.

The Board will convene in Executive Session pursuant to § 551.071, Texas Government Code, to seek legal advice from the System Attorney regarding a proposal from Beatty Bangle Strama, P.C. to provide representation with regard to new legislation and regulations related to the operation of the Texas Water Development Board.

The Board exited Executive Session at 6:52 p.m.

#### **NO ACTION WAS TAKEN**

**AGENDA ITEM NO. 10: ADJOURN**

There being no further business to discuss, the meeting adjourned at 6:52 P.M.

Motion: Kevin Campbell  
Second: Josh Fields

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

Attest   
Nilda Sanchez, Board Secretary