

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, May 28, 2025

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 28th day of May at 5:00 P.M. in the Harlingen Waterworks System's Board Room located on the second floor at 121 East Harrison Avenue, in the City of Harlingen, Texas.

City Commission Present: Frank Morales, District 4

Board Members Present: Michael Garza, Chairman
Michael Murphy, Vice Chairman
Wayne Lowry, Trustee
Scott Alex, Trustee
Steven Ritter, Trustee

Staff Present: Roy Rodriguez, Interim General Manager
David Sanchez, Assistant General Manager
Gene McCullough, System Attorney
Ron De La Garza, Director of Finances
Florita Rodriguez, Customer Service Director
Michael Chamberlain, Purchasing Manager
Jon Hedegard, Director of Wastewater Services
Jose L. Rodriguez, Director of Information Technology
Gabriel Trevino, Utility Engineer
Cassandra Mata, Human Resource Manager
Joseph Lunn, Assistant Utility Engineer

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Chairman Michael Garza called the meeting to order at 5:02 P.M. and inquired if the agenda had been posted in compliance with the law, which Nilda Sanchez confirmed it had.

AGENDA ITEM NO. 2: PLEDGE OF ALLEGINANCE FOLLOWED BY INVOCATION

Michael Garza commenced the meeting by welcoming everyone in attendance and honoring our country with the Pledge of Allegiance. Wayne Lowry followed with a prayer.

AGENDA ITEM NO. 3: CONFLICT OF INTEREST

Michael Garza read the conflict-of-interest disclosure and asked the Board if anyone had any known conflicts of interest for this Board Meeting. None of the trustees reported a conflict of interest.

AGENDA ITEM NO. 4: COMMUNICATION / INPUT FROM CUSTOMERS AND RESIDENTS OF HARLINGEN

None.

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AGENDA ITEM NO. 5: APPROVAL OF MINUTES

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of April 30, 2025, was made.

Motion: Steven Ritter
Second: Scott Allex

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

AGENDA ITEM NO. 6: REPORTS AND PRESENTATIONS

a) Presentation of Delinquent Accounts in excess of \$500

Florita J. Rodriguez presented the delinquent accounts that were still pending. Discussion by the Board ensued.

b) Discussion about City of Primera's Extension Agreement.

Roy Rodriguez informed the Board that he would like to table this item and schedule an Executive Session at the end of the agenda for further discussion.

After Executive Session, an agreement to grant City of Primera a 60-day extension was approved.

c) Discussion on upcoming Lead Service Line Bond Closing.

Ron De La Garza provided an update on the upcoming final closing of the lead service line bond. The Board discussed their availability for June 18, 2025, noting that the scheduling of the City Commission was still pending.

AGENDA ITEM NO. 7: FINANCIALS

a) Monthly Financial Report for month ending April 30, 2025.

Florita Rodriguez gave an overview of the financial reports ending April 30, 2025.

AGENDA ITEM NO. 8: RESOLUTIONS

a) R2425-46: Awarding a Contract for the Warehouse Yard Site Improvements.

This item was to be discussed in Executive Session.

After Executive Session, a motion was made to approve Resolution No. R2425-46 - awarding a Contract for the Warehouse Yard Site Improvements.

Motion: Scott Allex
Second: Steven Ritter

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

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b) R2425-47: Approving Purchase of Fleet Vehicles.

Michael Chamberlain reported that a total of seven trucks were included in this bid. Five of the trucks had already been approved within the current budget. Of the remaining two, one was a replacement for a truck deemed a total loss due to a recent flood, with a portion of the cost to be covered by HWWS' insurance provider, TML. The final truck was a proactive purchase planned for next year's budget. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2425-47 - approving Purchase of Fleet Vehicles.

Motion: Michael Murphy
Second: Wayne Lowry

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

c) R2425-48: Approving Purchase of Advanced Metering System Infrastructure (AMI) and Software

Ron De La Garza informed the Board that funds had been allocated in the FY 2025 budget for the purchase and installation of an Advanced Metering Infrastructure (AMI) system as part of a broader meter replacement program. Although discussions and initial preparations for this transition began in 2022, no formal decisions were made at that time.

In recent years, wholesale meters have been upgraded to AMI meters, allowing for improved data collection, efficiency, and accuracy compared to traditional mechanical meters. As a result, there have been slight increases in billing, with those additional funds being allocated to support the full implementation of the meter replacement initiative.

The current phase of the program focuses on replacing mechanical meters that are 12 years or older. The new ultrasonic meter technology requires the installation of universal transmitters to ensure accurate and self-sufficient performance. This will be a gradual rollout, continuing until all meters have been replaced.

Once installed, customers will benefit from enhanced access to their accounts through an online portal. This portal will enable them to monitor water usage in real time, receive alerts for potential leaks, and take advantage of other useful features. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2425-48 - Approving Purchase of Advanced Metering System Infrastructure and Software

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Motion: Wayne Lowry
Second: Steven Ritter

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

d) R2425-49: Approving Change Order No. 2 – Final Reconciliation for Priority Sewer Renewal Package No. 2 Project.

Joseph Lunn reported that a contract with Southern Trenchless Solutions was awarded in April 2023. Due to various issues during construction, twelve Work Change Directives were issued and one Work Change Order, resulting in a contract increase in May 2024.

Mr. Lunn explained that Change Order No. 2 was submitted as a result of the completion of Priority Sewer Renewal Project Package No. 2 for a deduction of the contract amount by \$1,193,067.89. The reduction in the contract is due to the contractor's efficiency, elimination of non-qualifying manholes, lower sewer service installations, and some scope changes of the project. The contractor has since deemed the project complete and officially closed the contract. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2425-49 – approving Change Order No. 2 – Final Reconciliation for Priority Sewer Renewal Package No. 2 Project.

Motion: Scott Alex
Second: Michael Murphy

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

AGENDA ITEM NO. 9: MANAGER'S REPORTS

Roy Rodriguez did not have any reports to present.

EXECUTIVE SESSION:

A motion to enter Executive Session was made.

Motion: Murphy Seconded: Lowry

Motion to Approve: 5 Yeas 0 Nays

Entered Executive Session at: 5:41 P.M.

Exited Executive Session at: 6:04 P.M.

Action Taken:

Item 6 (b) – granting City of Primera a 60- day extension on their proposed agreement.


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Item 8 (a) – recommending the approval of R2425-46, awarding a Contract for the Warehouse Yard Site Improvements.

AGENDA ITEM NO. 10: ADJOURN

There being no further business to discuss, Michael Garza called for a motion to adjourn the meeting at 6:04 P.M.

Attest: _____


Nilda Sanchez, Board Secretary