

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Wednesday, September 17, 2025

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 17th day of September 2025 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.

Board Members' Present: Michael Garza, Chairman
 Michael Murphy, Vice Chairman
 Scott Alex, Trustee
 Steven Ritter, Trustee
 Jessica Gonzalez, 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 J. Rodriguez, Customer Service Manager
 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

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Vice Chairman Michael Murphy called the meeting to order at 5:09 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 Murphy commenced the meeting by welcoming everyone in attendance and honoring our country with the Pledge of Allegiance. David Sanchez followed with a prayer.

AGENDA ITEM NO. 3: CONFLICT OF INTEREST

Michael Murphy 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.

AGENDA ITEM NO. 5: APPROVAL OF MINUTES

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of August 27, 2025, was made.

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Motion: Steven Ritter
Second: Scott Alex

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

AGENDA ITEM NO. 7: FINANCIALS

a) Monthly Financial Report for Month ending August 31, 2025.

Roy Rodriguez recommended the Financial Reports be Tabled and be brought at next month's Board Meeting.

A motion was made to Table the Financial Reports ending August 31, 2025.

Motion: Scott Alex
Second: Jessica Gonzalez

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

AGENDA ITEM NO. 8: RESOLUTIONS

Consent Agenda

a) R2425-89: Approving a Budget Amendment 2526-01 for the TMRS USC and Buy Back Provision Plan Change.

b) R2425-46: Amending and Ratifying R2425-46 for Warehouse Site Improvements.

A motion was made to approve Resolution No. R2425-89 and R2425-46 under consent agenda

Motion: Steven Ritter
Second: Jessica Gonzalez

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

Regular Agenda

c) R2425-90: Approving Change Order No. 1 for District 4 Fire Hydrant Improvements Project.

Gabriel Treviño informed the Board that it is customary to close out projects with a final resolution change order in order to complete the contract and ensure all outstanding items

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are addressed. He reminded the Board that this was a CDBG grant project, with funds first paid out by HWWS and subsequently reimbursed by CDBG.

He explained that some of the changes at Sites No. 3 and No. 8 involved constructing a more efficient alignment than originally designed. The final change order totaled \$22,037.91 and included a 59-day contract extension due to delays in material delivery. Mr. Treviño concluded by noting that the contractor performed very well and that staff appreciated the collaboration.

A motion was made to approve Resolution No. R2425-90 – approving Change Order No. 1 for District 4 Fire Hydrant Improvement Project.

Motion: Scott Alex
Second: Steven Ritter

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

d) R2425-91: Approving a Contract Amendment for the Jefferson Raw Water Line Upgrade Project.

Gabriel Treviño reported that this project was selected for Texas Water Development Board funding, which required additional environmental work not included in the original design. Although funds had been allocated, the review revealed that an old gas station had once been located along the alignment path.

Because of this finding, a Phase II environmental study had to be conducted to ensure compliance and safety. The added cost of this study was \$9,000, bringing the amended contract total to \$751,089. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2425-91 – approving a contract amendment for the Jefferson Raw Water Line Upgrade Project.

Motion: Jessica Gonzalez
Second: Scott Alex

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

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e) R2425-92: Approving Two Contract Allowance Expenditures for the Main Admin.

Building Rehab Project.

Gabriel Treviño reported there was a contingency line-item included in the project in the event any field discoveries for the rehab project were made and needed to be addressed. Thus far, two proposed changes had been requested for the drive thru area, temporary roofing on the north and south of the building, and the repair of damaged foundation discovered during construction. Other items included old partitioning framing of the balconies/columns and other nonstructural framing that needed to be replaced. The requested draw from the contingency line item for allowance expenditures in the total amount of \$64, 420

A motion was made to approve Resolution No. R2425-92 – approving 2 contract allowance expenditures for the Main Admin. Building Rehab Project.

Motion: Steven Ritter

Second: Scott Alex

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

***** Michael Garza joined at 5:26 P.M.**

f) R2425-93: Approving a Cost Sharing Agreement for Horseshoe Pointe Subdivision.

Gabriel Treviño informed the Board that the proposed subdivision included more than 400 lots. With construction forthcoming, Waterworks has an opportunity to improve Lift Station No. 78 through a cost-sharing agreement with the developer.

Mr. Treviño noted that the agreement was somewhat atypical. Usually these agreements are discussed at the end of the review process when construction values have been determined, however in this case the agreement was needing to be brought prior to the completion of the design. One of the primary drivers behind this change in protocol was that the developer still needed to secure property and finalize certain requests. For the time being, the agreement outlined general line items in place of fixed dollar amounts. As a result, the cost-sharing agreement would need to be revisited once actual costs were known.

Although the subdivision was required to add a lift station under its own needs, Waterworks requested that the developer design a larger lift station and force main to strengthen the wastewater system and alleviate regional constraints. The developer's engineer, Melden & Hunt, had agreed to assist Waterworks in designing the expanded

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facility. Mr. Treviño emphasized that Item No. 11 of the agreement allowed amendments, giving both parties flexibility as the project progressed.

The request before the Board was to approve the general cost-sharing agreement, with the understanding that final pricing and any modifications would be brought back for Board approval.

Roy Rodriguez clarified that the agreement specified which parties were responsible for their portions of the project, rather than leaving pricing open-ended. He also highlighted two key points:

1. Developers would receive credit for costs related to the lift station, since their wastewater would ultimately flow into it. In this case, the developer was willing to design and build the lift station, with Waterworks reimbursing them—a practice that could become standard for upgrading facilities in partnership with developers.
2. This arrangement would relieve Waterworks of having to fully construct new lift stations on its own.

Steven Ritter expressed support for the cost-sharing concept but voiced concern over approving an agreement without defined monetary values. Mr. Treviño assured the Board that the developer could not receive more reimbursement than their actual costs; in fact, there was a possibility they could owe Waterworks if credits came in under their share.

Mr. Treviño further explained that the new lift station would not only serve future development but would also support existing infrastructure near Ed Carey Drive. By redirecting a surcharged manifold force main, it would help reduce downstream issues and system backups—improvements that had already been projected to be needed within the next five years.

He concluded by noting that any modifications, design changes, or cost updates would be presented to the Board for approval. While the plat had been approved, execution remained pending due to a mylar fee. Importantly, if Waterworks determined the project was not in its best interest, it retained the right to withdraw from the agreement at any time. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2425-93 – approving a cost sharing agreement for Horseshoe Pointe Subdivision.

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Motion: Michael Garza
Second: Jessica Gonzalez

Motion to approve was carried by a vote of the Board (4-0). Disapprove (1) Steven Ritter

AGENDA ITEM NO. 9: MANAGER'S REPORTS

There were no Manager's Reports to report.

AGENDA ITEM NO. 10: ADJOURN

There being no further business to discuss, Michael Garza adjourned the meeting at 5:37 P.M.

Attest: 
Nilda Sanchez, Board Secretary