

CITY OF HARLINGEN WATERWORKS SYSTEM

Regular Board Meeting Minutes

Wednesday, October 29, 2025

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 29th day of October 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.

City Commission Present: District 4 – Frank Morales

Board Members Present: Michael Garza, Chairman
Michael Murphy, Vice Chairman
Wayne Lowry, 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

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Chairman Michael Garza called the meeting to order at 5:01 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.

AGENDA ITEM NO. 5: APPROVAL OF MINUTES

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With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of September 17 and the Special Board Meeting of September 22, 2025, was made.

Motion: Steven Ritter
Second: Jessica Gonzalez

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 September 30, 2025.

Ron De La Garza presented a detailed report for the end of Fiscal Year 2024-2025. Roy Rodriguez reported that he would begin presenting a detailed report at future Board meetings outlining all pending projects. Discussion by the Board ensued.

b) Presentation of Quarterly Investment Report, Quarter ending September 30, 2025.

Ron De La Garza discussed information in the Quarterly Investment Report, Quarter ending September 30, 2025. These reports were preliminary figures for the end of fiscal year 2025. Discussion by the Board ensued.

AGENDA ITEM NO. 8: RESOLUTIONS

a) R2526-05: Approving Fiscal Year 2025-2026 List of Pre-approved Vendors.

Michael Chamberlain presented a list of vendors that qualified for purchases under the \$25,000 threshold. However, over time, some purchases can accumulate and exceed this limit. To maintain budget control, it was recommended that vendors across several categories—such as sole source vendors, co-ops, emergency purchases, and Amazon—be pre-approved. Following Board discussion, Mr. Rodriguez reported that cumulative purchases would now be formally approved, ensuring the Waterworks remains in purchasing compliance.

A motion was made to approve Resolution No. R2526-05 – approving Fiscal Year 2025-2026 list of Pre-approved Vendors.

Motion: Wayne Lowry
Second: Jessica Gonzalez

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

b) R2526-06: Approving Contract for Utility Billing Software Maintenance and Support – Continental Utility Solutions (CUSI).

Jose Rodriguez informed the Board this was an annual software renewal. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-06 - approving Contract for Utility Billing Software Maintenance and Support – Continental Utility Solutions (CUSI).

Motion: Michael Murphy

Second: Steven Ritter

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

AGENDA ITEM NO. 9: MANAGER'S REPORTS

Roy Rodriguez informed the Board that the exterior building remodel was expected to be completed in about 2 months. Discussion by the Board ensued.

AGENDA ITEM NO. 10: EXECUTIVE SESSION

a) Discussion and Consultation with Attorney concerning Wholesale Water Service Agreement (City of Palm Valley) and Wholesale Wastewater Service Agreement (City of Combes); pursuant to Tex.Gov't Code §551.071(2).

Roy Rodriguez advised the Board that the two wholesale contracts had been previously reviewed and presented, and subsequently moved for approval of the Water Service Agreement with the City of Palm Valley and the Wastewater Agreement with the City of Combes. There was no Executive Session for this action.

AGENDA ITEM NO. 11: ADJOURN

There being no further business to discuss, Michael Garza adjourned the meeting at 5:46 P.M.

Attest: 
Nilda Sanchez, Board Secretary