

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, March 25, 2026

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 25th day of March 2026 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 Commissioners Present: Norma Sepulveda, Mayor
Gabriel Gonzlaez, City Manager
Delia Cavazos-Gamez, District 1
Daniel N. Lopez, District 2
Frank Morales, District 4

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

Staff Present: Roy Rodriguez, Interim General Manager
Ron De La Garza, Director of Finances
Florita J. Rodriguez, Customer Service Director
Michael Chamberlain, Purchasing Manager
Jose L. Rodriguez, Director of Information Technology
Gabriel Trevino, Utility Engineer
Mario A. Gonzalez, Water Services Director
Cassandra Mata, HR Manager

AGENDA ITEM NO. 1: OPEN MEETING AND WELCOME

Chairman Michael Garza called the meeting to order at 5:00 P.M. and inquired if the agenda had been posted in compliance with the law, which Alexandra Torres confirmed it had.

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

Michael Garza commenced the meeting by welcoming everyone in attendance and honoring our country with the Pledge of Allegiance. Roy Rodriguez 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.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, March 25, 2026

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

None.

****Out of Sequence****

AGENDA ITEM NO. 10: EXECUTIVE SESSION

- a) Discussion to deliberate the appointment, employment, and evaluation of General Manager; pursuant to Tex. Gov't code §551.074 Personnel Matters.**

Roy Rodriguez requested an Executive Session to deliberate the appointment, employment, and evaluation of the General Manager position.

A motion to enter Executive Session was made.

Motion: Scott Alex Seconded: Steven Ritter.

Motion to Approve: 6 Yeas 0 Nays

Entered Executive Session at: 5:03 P.M.

Exited Executive Session at: 5:46 P.M.

Action Taken: Roy Rodriguez recommended to start the process of recruiting for the General Manager position.

Motion: Wayne Lowry Seconded: Jessica Gonzalez.

Motion to approve was carried by a vote of the Board (6-0).

****Out of Sequence****

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.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, March 25, 2026

AGENDA ITEM NO. 5 APPROVAL OF MINUTES

With no corrections requested, a motion to approve the Board Minutes for the Regular Board Meeting of February 18, 2026, was made.

Motion: Scott Allex
Second: Steven Ritter

Motion to approve was carried by a vote of the Board (6-0).

AGENDA ITEM NO. 6: REPORTS AND PRESENTATIONS

b) Presentation on FY 2024-2025 Annual Audit.

Burton, McCumber & Longoria, LLP (BML) presented the financial audit for the fiscal year ending September 30, 2025. Mr. Longoria informed the Board that the financial statements reflect Waterworks' current financial position. He noted that, while some internal control issues were identified, they provide an opportunity to improve processes and efficiency. Mr. Longoria referred to the annual Financial Reports. No questions or discussion followed.

A motion was made to accept 2024-2025 HWWS Annual Audit.

Motion: Jessica Gonzalez
Second: Michael Murphy

Motion to approve was carried by a vote of the Board (6-0).

AGENDA ITEM NO. 7: RESOLUTIONS

Consent Agenda

a) R2526-46: Approving expenses for Annual Financial Software Renewal.

A motion was made to approve Resolution No. R2526-46 by consent agenda.

Motion: Steven Ritter
Second: Wayne Lowry

Motion to approve was carried by a vote of the Board (6-0).

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, March 25, 2026

Regular Agenda

b) R2526-47: Awarding the purchase of backflow software from Novotx.

Jose L. Rodriguez reported that the current backflow permit software has reached end-of-service and is no longer supported, creating operational challenges. With the purchase of this software backflow testers will be able to view, enter, and request permit records through an online portal. Mr. Rodriguez added that HWWS has been using Elements, a Novotx software solution, for several years to manage work orders and has been very satisfied with both the system and the service. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-47 Awarding the purchase of backflow software from Novotx.

Motion: Wayne Lowry
Second: Steven Ritter

Motion to approve was carried by a vote of the Board (6-0).

c) R2526-48: Approving the purchase of water rights from Harlingen Irrigation District Cameron County No. 1

Joseph Lunn informed the Board that each year, the Harlingen Waterworks System submits a request to the irrigation districts to purchase water rights that become available due to land subdivision within both the district's and HWWS's service areas. The Engineering Department recommends purchasing 411.83 acre-feet of municipal water rights from Harlingen Irrigation District Cameron County No. 1, as outlined in the resolution, with the understanding that any budget overage will be covered by reallocating unused funds from previously identified projects.

A motion was made to approve Resolution No. R2526-48 Approving the purchase of water rights from Harlingen Irrigation District Cameron County No. 1

Motion: Wayne Lowry
Second: Steven Ritter

Motion to approve was carried by a vote of the Board (6-0).

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, March 25, 2026

d) R2526-49: Approving contract allowance expenditure #4 for the Main Admin. Building Rehab Project.

Joseph Lunn reported to the Board that the allowance expenditure includes three items: the replacement of plywood decking and support members for existing canopies, installation of a commemorative plaque near the main entrance, and replacement of the building lettering for Harlingen Waterworks and Adams & Graham, as the existing letters are not compatible with the new EFIS system. Additionally, the contractor is providing a \$4,000 credit in exchange for forgoing the repairing of potholes in the alleyway caused during construction.

The alley extending from the main administration building's drive-through lanes to S. 1st Street is currently in poor condition. Staff requested a quote from the City to reconstruct the alley once 5 Star completes its work and demobilizes. The City's Public Works Department provided an estimate of \$4,558.40, which, although slightly higher than the credit offered by 5 Star, would allow for full reconstruction of the entire alley rather than limited repairs to a few potholes. Discussion by the Board ensued.

A motion was made to approve Resolution No. 2526-49 Approving contract allowance expenditure #4 for the Main Admin. Building Rehab Project.

Motion: Scott Alex

Second: Jessica Gonzalez

Motion to approve was carried by a vote of the Board (6-0).

e) R2526-50: Approving change order #1 for Warehouse Yard Improvements Project (Contract 1).

Joseph Lunn briefed the Board on Change Order No. 1 for the Warehouse Yard Improvements Project (Contract 1). He explained that during construction, existing site conditions differed from those shown in the plans, requiring modifications to the proposed work.

The changes include the removal of seven concrete foundation pads, redesign of the fire line and water service, removal and replacement of PVC for fire hydrants and the water main, and installation of a sand grit trap for the wash bay area.

The combination of the work remaining and this proposed change order exceeds the amount budgeted for fiscal year 2026 on the Warehouse Yard Improvements project. Staff have reviewed and evaluated which existing projects on the current fiscal budget that have funding available to be reallocated due to changing priorities or slower than anticipated progress. The reallocation of these funds from the Pier Replacement & Flash & Flocculation Mixer Replacement projects allows the incorporation of this change order

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, March 25, 2026

without increasing the board's approved capital improvement program budget. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-50 Approving change order #1 for Warehouse Yard Improvements Project (Contract 1).

Motion: Scott Allex
Second: Michael Murphy

Motion to approve was carried by a vote of the Board (6-0).

f) R2526-51: Discussion and possible action to approve revising the employee vacation and sick leave accrual schedule to reinstate the accrual rates in effect prior to October 1, 2004.

A motion was made to approve Resolution No. R2526-51 – Discussion and possible action to approve revising the employee vacation and sick leave accrual schedule to reinstate the accrual rates in effect prior to October 1, 2004.

Motion: Scott Allex
Second: Wayne Lowry

Motion to approve was carried by a vote of the Board (6-0).

g) R2526-52: Awarding Contract for Multiple PSI Ready Mix Concrete

Michael Chamberlain informed the Board that HWWS requires 3,000, 3,500, and 4,000 PSI ready-mix concrete for its daily operations and is requesting bids for multiple PSI ready-mix concrete. Mr. Chamberlain recommended awarding contracts to both bidders, with 57 Concrete, LLC named as the primary vendor due to being the lowest bidder and having a convenient location in San Benito, Texas.

Mr. Chamberlian also noted that Central Ready- Mix Concrete is an established vendor with a San Benito location and has performed well on past projects. Therefore, he recommended designating Central Ready-Mix Concrete as the secondary vendor in the event the primary vendor is unable to fulfill orders. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-52 Awarding Contract for Multiple PSI Ready Mix Concrete

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, March 25, 2026

Motion: Wayne Lowry
Second: Steven Ritter

Motion to approve was carried by a vote of the Board (6-0).

h) R2526-53: Ratifying Manhole Rehabilitation Purchases.

Michael Chamberlain presented to the Board that the rehabilitation of deteriorating manholes remains a priority in renewing HWWS's wastewater collection system, which includes approximately 5,500 manholes. Mr. Chamberlain explained that the rehabilitation process allows existing manholes to be refurbished using internal mortar and corrosion-resistant coatings, offering several advantages over full replacement or other rehabilitation methods.

Mr. Chamberlain further noted that Southern Trenchless Solutions has a proven track record throughout the Rio Grande Valley and across Texas. Staff has been satisfied with the quality, durability, and timeliness of the company's previous work and recommend ratification of prior purchases, as well as approval of anticipated purchases for the remainder of the year. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-53 Ratifying Manhole Rehabilitation Purchases.

Motion: Michael Murphy
Second: Scott Allex

Motion to approve was carried by a vote of the Board (6-0).

i) R2526-54: Awarding Access Control Gates for the Warehouse Yard to Superior Alarms.

Jose Rodriguez informed the board that the need to improve access control at the warehouse gates will enhance the security of valuable equipment and materials while also providing greater visibility into facility access. Implementing an electronic access control system will allow authorized personnel to enter the facility using assigned credentials while maintaining a secure log of entry. The proposed improvement would include installing electronic gate access control hardware, credential management capability, and integration with the existing network infrastructure where applicable.

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, March 25, 2026

The combination of the remaining work and the proposed change order exceeds the amount budgeted for fiscal year 2026 for the Warehouse Yard Improvements project. However, staff have reviewed and evaluated which existing projects on the current fiscal budget that have funding available to be reallocated due to changing priorities or slower than anticipated progress. The reallocation of these funds from the Pier Replacement & Flash & Flocculation Mixer Replacement projects allows the incorporation of this water rights purchase into the current fiscal year without increasing the board's approved capital improvement program budget. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-54 Awarding Access Control Gates for the Warehouse Yard to Superior Alarms.

Motion: Wayne Lowry
Second: Scott Alex

Motion to approve was carried by a vote of the Board (6-0).

j) R2526-55: Approving change order#1 for Warehouse Yard Improvements Project (Contract2).

Joseph Lunn briefed the Board on changed order #1 Contracts for the Warehouse Yard Improvements Contract #2, entailing Landscape & Irrigation, Lighting & Security, Electrical, Stakeout, Bonds, Insurance, and Contingency. In working with the electrical engineer, the proposed conduit duct bank detail was modified to a more reasonable means of installation. The proposed changes, as seen in Work Change Directive WCD #1. As construction proceeds, additional site light poles, cameras, and conduit for future installations have been proposed. In review of the site light poles, the addition of reinforced concrete piers for each individual site light pole is required for installation. The additional installations require extra materials and time, as reflected in WCD #2. As outlined in the resolution, any budget overage will be addressed by reallocating unused funds from previously identified projects.

A motion was made to approve Resolution No. R2526-55 Approving change order#1 for Warehouse Yard Improvements Project (Contract2).

Motion: Wayne Lowry
Second: Jessica Gonzalez

Motion to approve was carried by a vote of the Board (6-0).

CITY OF HARLINGEN WATERWORKS SYSTEM
Regular Board Meeting Minutes
Tuesday, March 25, 2026

AGENDA ITEM NO. 9: MANAGER'S REPORT

a) Presentation on ongoing Construction Projects.

Joseph Lunn gave the Board Members a status update on the current projects.

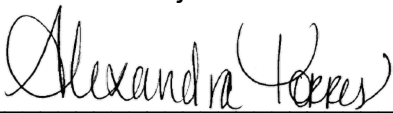
b) Plant Pumpage Report February 2026

c) Future Agenda Items.

None

AGENDA ITEM NO. 11: ADJOURN

There being no further business to discuss, Michael Garza adjourned the meeting at 6:49 P.M.

Attest: 

Alexandra Torres, Board Secretary