

**CITY OF HARLINGEN WATERWORKS SYSTEM**  
**Regular Board Meeting Minutes**  
**Tuesday, December 16, 2025**

The Regular Board Meeting of the Utility Board of Trustees was conducted on the 16th day of December 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

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

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

Chairman Michael Garza called the meeting to order at 5:04 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. Nilda Sanchez 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: EXECUTIVE SESSION**

- a) Discussion and Consultation with Attorney concerning a Potable Water Agreement with EOLIC, pursuant to Tex.Gov't code §551.071(2).

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- b) Discussion and Consultation with Attorney concerning Emergency Water Service and Wastewater Service Agreement with the City of Primera, pursuant to Tex Gov't Code §551.071(2).
- c) Discussion and Consultation with Attorney to deliberate the purchase, exchange, lease or value of real property pursuant to Texas Gov't Code Section 551.041: 21155 Montezuma, Harlingen, Texas 0.36 acres of land out of Block 19, Briggs & Coleman Subdivision, of Section 49, Cameron County, Texas.
- d) Discussion and Consultation with Attorney concerning Kingswood Subdivision.

Roy Rodriguez called an Executive Session concerning a proposed Wastewater Contract: A motion to enter Executive Session was made.

Motion: Allex    Seconded: Ritter .

Motion to Approve: 4 Yeas    0 Nays

Entered Executive Session at: 5:07 P.M.

Exited Executive Session at: 6:16 P.M.

Action Taken: Item 5b was motioned by Ritter to direct our attorney to write a letter giving the City of Primera, 10 days to execute an agreement with HWWS, as proposed by a previous proposed agreement, Which would then allow the Waterworks to retroactively apply the new proposed rates to their outstanding bill.

Motion: Steven Ritter

Second: Michael Murphy

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

**AGNEDA ITEM NO. 6 APPROVAL OF MINUTES**

Trustee Scott Allex informed the Board of an oversight in the October 29, 2025, meeting minutes. The minutes incorrectly reflected that Mr. Allex made a motion to table the September 2025 minutes, despite not being present at that meeting. The minutes have since been corrected to reflect this change and were approved as corrected for the Regular Board Meeting of October 29, 2025.

Motion: Scott Allex

Second: Steven Ritter

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

**AGENDA ITEM NO. 7: REPORTS AND PRESENTATIONS**

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

Ron De La Garza reported the delinquent accounts ending November 30, 2025.

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**AGENDA ITEM NO. 8: FINANCIALS**

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

Ron De La Garza reported there were no financial reports to be presented since the end of the fiscal year was still unsettled.

**AGENDA ITEM NO. 9: RESOLUTIONS**

Consent Agenda

- a) R2526-16: Approving Purchase of 4 Post Lift.**
- b) R2526-17: Approving Purchase of Basket Assembly for Boom Truck.**
- c) R2526-18: Approving Purchase of Closed Cab Sweeper.**
- d) R2526-19: Approving Purchase of 2 Bypass pumps.**

A motion was made to approve Resolution No's R2526-16 through R2526-19 by consent agenda.

Motion: Michael Murphy

Second: Steven Ritter

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

Regular Agenda

**e) R2526-07: Adopting the Harlingen Waterworks System Investment Policy.**

Ron De La Garza outlined a few minor language revisions to the current policy, as recommended by Waterworks' investment advisor, Valley View Consulting, LLC. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-07 – adopting the Harlingen Waterworks System Investment Policy.

Motion: Scott Alex

Second: Michael Murphy

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

**f) R2526-08: Approving Purchase of AMI Equipment.**

Jose Rodriguez presented information on the previously approved AMI transmitter equipment, explaining that an overstock of equipment resulted in reduced pricing for the Waterworks. Discussion by the Board ensued.

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A motion was made to approve Resolution No. R2526-08 – approving Purchase of AMI Equipment.

Motion: Steven Ritter  
Second: Michael Murphy

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

**g) R2526-09: Awarding a Buyboard Contract for the FY 26 Annual Sewer Line Rehab Program (CIPP).**

Michael Chamberlain informed the Board that the generators were awarded funding through the Hazard Mitigation Grant Program and are designated for the Wastewater Department. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-09 – awarding a Buyboard Contract for the FY 26 Annual Sewer Line Rehab Program (CIPP).

Motion: Scott Alex  
Second: Michael Murphy

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

**h) R2526-10: Authorizing Staff to Negotiate a Proposal for Engineering Services on FEMA Generator Project.**

Gabriel Trevino informed the Board that this was for the FEMA Generator Project that included the evaluation of generator capacities and design services for seven generator sites. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2425-10 - authorizing Staff to Negotiate a Proposal for Engineering Services on FEMA Generator Project.

Motion: Steven Ritter  
Second: Scott Alex

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

**i) R2526-11: Approving Contract Allowance Expenditure No. 3 for the Main Admin. Building Rehab Project.**

Gabriel Trevino presented an update for Expenditure No. 3 of the Main Admin Building Rehab Project:

1. 3rd floor partition/wall adjustments of the south and north side of the building.

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2. 1st floor security door replacement.
  3. Partition reframing wall between second floor balconies on the south side.
- Discussion by the Board ensued.

A motion was made to approve Resolution No. R2425-11 – approving Contract Allowance Expenditure No. 3 for the Main Admin. Building Rehab Project.

Motion: Michael Murphy  
Second: Steven Ritter

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

**j) R2526-12: Awarding a Wastewater Service Agreement with the City of Primera.**

Roy Rodriguez reported the Wastewater Service Agreement with the City of Primera had already been executed. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-12 – awarding a Wastewater Service Agreement with the City of Primera

Motion: Michael Murphy  
Second: Scott Alex

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

**k) R2526-13: Approving Change Order No. 1 for the Lead Service Line Survey.**

Gabriel Trevino reported Phase I of the survey included approximately 12,000 services requiring review. Following that approval, the EPA updated its mandate, requiring HWWS to survey all residential water line services. This change exceeded the previously allowed 25% maximum increase on a single contract. The proposed change order would add 2,400 services, for a total contract increase of \$108,000. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-13 – approving Change Order No. 1 for the Lead Service Line Survey.

Motion: Steven Ritter  
Second: Michael Murphy

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

**l) R2526-14: Approving a Cost Sharing Agreement for Tuscany Hills Subdivision.**

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Gabriel Trevino reported that a proposed 8-inch water line being built within Tuscan Hills Subdivision must be upgraded to 12-inch diameter water line to satisfy current system capacity needs in that area. The contractor agreed to perform the upgrade contingent upon HWWS sharing in the additional cost associated with the larger line size.

Upon completion of the project, the Waterworks will have added 1,371 linear feet of 12-inch water line, inclusive of 12-inch valves, at a cost determined to be reasonable and in the best interest of the Waterworks. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-14 – approving a Cost Sharing Agreement for Tuscan Hills Subdivision.

Motion: Scott Alex  
Second: Steven Ritter

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

**m) R2526-15: Awarding a Buyboard Contract for the FY 26 Annual Sewer Line Rehab Program (CIPP).**

Gabriel Trevino reported that the company, Fuquay, and provided a quote for construction services for the annual sewer line rehab project. The quote consisted of multiple sites being rehabbed using cured in place piping method, which provides a cost-effective process for the Waterworks. Discussion by the Board ensued.

A motion was made to approve Resolution No. R2526-15 – awarding a Buyboard Contract for the FY 26 Annual Sewer Line Rehab Program (CIPP).

Motion: Steven Ritter  
Second: Scott Alex

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

**AGENDA ITEM NO. 9: MANAGER'S REPORT**

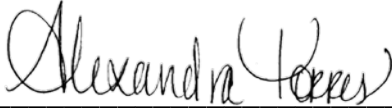
Mario Gonzalez reported on the findings and response related to a recent isolated turbulence event at one of the clear wells at the Downtown Water Plant. The plant was not operational at the time, as it is shut down during the colder months.

As a precautionary measure, TCEQ was notified, and the Waterworks was directed to issue a Boil Water Notice to the community via the website, social media, and local news outlets.

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**AGENDA ITEM NO. 10: ADJOURN**

There being no further business to discuss, Michael Garza adjourned the meeting at 6:47 P.M.

Attest:   
Alexandra Torres for Nilda Sanchez,  
Board Secretary