




NOTICE OF A PUBLIC MEETING  
TOWN OF RANCHO VIEJO  
BOARD OF ALDERMEN  
REGULAR MEETING  
NOVEMBER 17, 2020  
6:00 P.M.

NOTICE is hereby given of a REGULAR MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, to be held on NOVEMBER 17, 2020 at 6:00 P.M., in the TOWN MUNICIPAL OFFICE, 3301 CARMEN AVENUE, RANCHO VIEJO, TEXAS to consider the following items:


1. Call to Order
2. Roll Call
3. Invocation and Pledge
4. Canvass Results of November 3, 2020 Election of Town Officials and Special Election and Adopt Resolutions Declaring Results of Election
5. Action on Issuance of Certificates of Election
6. Administer Oath of Office and Installation of Elected Officials
7. Public Comment
8. Approval of Minutes –Regular Meeting October 12, 2020
9. Discussion/Action on Approval of MOU between the City Commission of City of Brownsville and the Board of Aldermen of Town of Rancho Viejo to participate in the TWDB funding USGS HUC-10 Brownsville Ship Channel Watershed Study
10. Discussion/Action on the Extension of the Disaster Declaration filed with the Office of the Governor
11. Municipal Judge Position Update/Discussion/Action on Extension of Application Deadline Submission for the Municipal Court Judge Position
12. Reindeer Run Announcement– Canceled
13. 6<sup>th</sup> Annual Christmas Golf Cart & Bike Parade Announcement – Sunday, December 13<sup>th</sup> at 5:00 P.M.
14. Street Committee Report
15. September 2020 Financial Report - Town Administrator
16. Consideration/Action on Employment of Regular Police Officer and Setting of Salary
17. October 2020 Police Report - Police Chief
18. Public Comment
19. Adjourn

  
Fred Blanco, Town Administrator



State of Texas  
County of Cameron  
Town of Rancho Viejo

I, the undersigned authority, do hereby certify that the above NOTICE OF REGULAR MEETING of the Board of Aldermen of the Town of Rancho Viejo, Texas is a true and correct copy of said NOTICE, which has been posted on the Window of the Town of Rancho Viejo Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas, a place convenient and readily accessible to the General Public, on November 13, 2020 at 5:00 P.M. and which will be continuously posted for a period of seventy-two (72) hours prior to the date and time said meeting was convened.

ATTEST:   
Fred Blanco, Town Administrator

# 1. Call to Order

By Mayor Rathbun

## 2. Roll Call

By Eunice Salinas

Alderman Grove

Aldерwoman Guerrero

Aldерwoman Salinas

Alderman Tumlinson

Alderman Vera

Legal Counsel, Daniel Rentfro, Jr.

Town Administrator, Fred Blanco.

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### 3. Invocation and Pledge

The pledge of allegiance to the United States Flag:

*“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”*

**And** the pledge of allegiance to the Texas State Flag is,

*“Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*

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# 4. Canvass Results of November 3, 2020 Election of Town Officials and Special Election and Adopt Resolutions Declaring Results of Election

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Resolution No.

RESOLUTION AND ORDER CANVASSING RETURNS AND  
DECLARING RESULTS OF THE GENERAL ELECTION HELD IN  
THE TOWN OF RANCHO VIEJO, TEXAS ON NOVEMBER 3, 2020  
FOR THREE ALDERMEN

WHEREAS, there came on to be considered the returns of a general election held on the 3<sup>rd</sup> day of November, 2020 for the purpose of electing the hereinafter named officials; and it appearing from the said returns, duly and legally made, that there were cast at said election 932 valid and legal votes; that each of the candidates in said election received the following number of votes:

NAME OF CANDIDATE	TOTAL NUMBER OF VOTES RECEIVED		
	Early Voting	Election Day	Total
ALDERMAN			
Laura Garcia Kaechele	305	21	326
David L. Tumlinson, IV	344	23	367
Maribel Guerrero	462	24	486
Grace Salinas	169	10	179

As shown in the official election returns heretofore lawfully submitted to the Board of Aldermen of the Town of Rancho Viejo, Texas, and filed with the Town Secretary of said Town by Mrs. Sylvia Leyendecker, Presiding Election Judge and Mr. Esiquio Luna, Early Voting Ballot Board Presiding Judge.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO, TEXAS:

Section 1. That said election was duly called and that notice of the said election was given in accordance with law.

Section 2. That at said election, Laura Garcia Kaechele, David L. Tumlinson, IV and Maribel Guerrero were elected Aldermen, and said above named parties are hereby declared duly elected to said office, subject to the taking of their oaths and complying with all requirements as provided by the laws of the State of Texas.

Section 3. It is further found and determined that in accordance with the order of this government body, the Town Secretary posted written notice of the date, place and subject of this meeting on the window of the Town Municipal Office, 3301 Carmen Avenue, a place convenient to the public, and said notice having been posted for at least 72 hours preceding the date of this meeting.

PASSED, ADOPTED AND APPROVED this the 17th day of November, 2020.

Town of Rancho Viejo

Cyndie Rathbun, Mayor

ATTEST:

Fred Blanco, Town Secretary

Resolution No.

RESOLUTION AND ORDER CANVASSING RETURNS AND  
DECLARING RESULTS OF THE SPECIAL ELECTION HELD IN THE  
TOWN OF RANCHO VIEJO, TEXAS ON NOVEMBER 3, 2020

WHEREAS, there came on to be considered the returns of a special election held on the 3<sup>rd</sup> day of November, 2020 for the purpose submitting Proposition A to the qualified voters of the Town of Rancho Viejo, Texas, in accordance with law; and it appearing from the said returns, duly and legally made, that there were cast at said election 932 valid and legal votes; that the proposition in said election received the following number of votes:

TOTAL NUMBER OF VOTES RECEIVED			
	Early Voting	Election Day	Total
PROPOSITION A			
FOR	313	15	328
AGAINST	533	45	578
NO VOTE			26

As shown in the official election returns heretofore lawfully submitted to the Board of Aldermen of the Town of Rancho Viejo, Texas, and filed with the Town Secretary of said Town by Mrs. Sylvia Leyendecker, Presiding Election Judge and Mr. Esiquio Luna, Early Voting Ballot Board Presiding Judge.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO, TEXAS:

Section 1. That said election was duly called and that notice of the said election was given in accordance with law.

Section 2. That at said election, Proposition A was not approved by the voters voting at the November 3, 2020 Special election.

Section 3. It is further found and determined that in accordance with the order of this government body, the Town Secretary posted written notice of the date, place and subject of this meeting on the window of the Town Municipal Office, 3301 Carmen Avenue, a place convenient



to the public, and said notice having been posted for at least 72 hours preceding the date of this meeting.

PASSED, ADOPTED AND APPROVED this the 17th day of November, 2020.

Town of Rancho Viejo

Cyndie Rathbun, Mayor

ATTEST:

Fred Blanco, Town Secretary

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## 5. Action on Issuance of Certificates of Election

## 6. Administer Oath of Office and Installation of Elected Officials

# 7. Public Comment

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## 8. Approval of Minutes – Regular Meeting October 12, 2020

MINUTES OF A SPECIAL MEETING  
TOWN OF RANCHO VIEJO  
OCTOBER 12, 2020

A Regular Meeting of the Board of Aldermen of the Town of Rancho Viejo, Texas, held on OCTOBER 12, 2020 at 6:00 P.M via Zoom Teleconference Meeting ONLY by logging on at <https://us02web.zoom.us/j/86777434105> Meeting ID: 867 7743 4105

1. CALL TO ORDER

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Meeting called to order by Mayor Rathbun 6:01 p.m.

2. ROLL CALL

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Roll Call was made by Eunice Salinas, Assistant Town Secretary. Members present at the meeting were:

Mr. Craig Grove (joined after roll call)  
Mrs. Maribel Guerrero  
Ms. Grace Salinas  
Mr. Javier Vera  
Mr. David Tumlinson

A quorum was present at the meeting.

Legal Counsel Daniel Rentfro, Jr. and Town Administrator Fred Blanco were also present.

Those present in the audience were:

Scott Lee	Chief Tyler	Laura Kaechele	Carmen Nordyke
Vicente Mendez	Maria Hinojosa	Judge Ricardo Adobbati	
Daniel Lucio	Zeke Luna	Ulrich Weisse	

3. INVOCATION AND PLEDGE

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Alderwoman Salinas led the group in the invocation and the pledge of allegiance to the American and Texas flag.

4. Public Comment

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Motion to open public was made by Alderman Vera, seconded by Alderman Tumlinson and carried unanimously.

Laura Kaechele inquired on the procedure to receive a local Town absentee ballot. Discussion ensued regarding voting.

Zeke Luna expressed his concern regarding speeding in Rancho Viejo namely on Alvarado Ave and Carmen Ave. and noted that he has not seen much police presence.

Motion to close public comment was made by Alderwoman Guerrero, seconded by Alderman Tumlinson and carried unanimously.

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5. Approval of Minutes- Special Meeting August 20, 2020, Special Meeting September 14, 2020, Regular Meeting September 8, 2020

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Alderman Vera pointed out corrections needed on items 16 and 17 of the September 8, 2020 minutes.

Motion to approve the special meeting minutes of August 20, 2020, September 14, 2020 and regular meeting minutes of September 8, 2020 with corrections mentioned was made by Alderman Tumlinson, seconded by Alderwoman Guerrero and carried unanimously.

6. AEP Presentation on New Electrical Feed – Daniel Lucio, AEP Representative

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Scott Lee of AEP presented the Board with proposed underground lines for new electrical feed.

7. Consideration/Action to Accept Bid for Street Repair of North and South Entrances at the Bend Subdivision in Rancho Viejo, Texas and Award Contract

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Town Engineer Vicente Mendez advised the Board that the only bid submitted was by Pederson Construction in the amount of \$ 66,860 and explained the scope of work included in said bid.

Motion to accept the bid submitted by Pederson Construction contingent upon legal review was made by Alderwoman Guerrero, seconded by Alderman Grove and carried unanimously.

8. September 2020 Police Report - Police Chief

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Rancho Viejo Police Chief Robert Tyler presented the Rancho Viejo Police report for September 2020 and updated the Board on other matters of the Town.

*Alderwoman Guerrero stepped out of the meeting at 7:50 P.M.*

9. Consideration/Discussion/Action of Addition of Street Bumps Prototypes

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Chief Tyler noted that the Safety Committee discussed placing road humps strategically in the Town to slow vehicles down to the appropriate speed. Chief Tyler also spoke of Rancho Viejo Police Department possibly sponsoring a Civil Patrol Unit to help with speeding in Rancho Viejo.

No action taken.

10. Discussion/Update on Emergency Medical Services located in the Fire Department Building

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Chief Tyler updated the Board advising that bids have been submitted to Valley Regional by contractors to refurbish the Fire Department Building and further informed that Valley Regional will absorb the cost. Alderman Vera advised Chief Tyler to inform Valley Municipal Utility District No.2 regarding updates on the Fire station as the land upon which the Fire Station is on is owned by them.

11. Announcement – Fall Sweep Cleanup - Saturday, October 24, 2020 from 9:00 A.M. to 12:00 P.M.

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Mayor Rathbun made the announcement for Fall Sweep for October 24, 2020 at 9:00 A.M.

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**12. Discussion/Action on the Extension of the Disaster Declaration filed with the Office of the Governor**

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Motion to approve extension of the disaster declaration was made by Alderman Vera, seconded by Alderwoman Salinas and carried unanimously.

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**13. Consideration/Action to Accept Bid for Common Area Maintenance and Award Contract**

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Motion to accept the common area maintenance bid submitted by Complete Landscaping and to award a contract was made by Alderman Vera, seconded by Alderman Tumlinson and carried unanimously.

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**14. Consideration/Action to Accept Proposal for Energy Usage Price Rate**

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Town Administrator Fred Blanco advised the Board of the expired contract with Direct Energy and the new proposal submitted by the same. Mr. Blanco also noted comparative prices from other companies. It is Mr. Blanco's recommendation to proceed with a sixty month contract with Direct Energy at a rate of 3.942 cents KW/H.

Motion was made by Alderman Vera to proceed with the sixty month contract with Direct Energy at a rate of 3.942 cents KW/H as recommended by Town Administrator Fred Blanco, seconded by Alderman Grove and carried unanimously.

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**15. Consideration/Appointment of Members to the Building Committee**

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Motion to appoint Carlos Eduardo Richa to the Building Committee was made by Alderman Grove, seconded by Alderman Vera and carried unanimously.

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**16. Consideration/Appointment of Members to the Strategic Planning Committee**

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Motion to table the item as no applications were submitted was made by Alderman Vera, seconded by Alderman Grove and carried unanimously.

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**17. Consideration/Action to Designate an Auditor for Fiscal Year Ending September 30, 2020**

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Town Administrator Fred Blanco advised the Board that an engagement letter that was submitted by auditing firm Cascos and Associates reflecting the amount of \$8,700 for auditing services.

Motion was made by Alderman Vera to designate Cascos and Associates as auditor for fiscal year ending September 30, 2020 and added that bids be acquired for the next year, the motion was seconded by Alderman Tumlinson and carried unanimously.

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**18. Consideration/Action to Establish a Municipal Judge Search Committee and Appoint Members**

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Motion to move item out of sequence to discuss after item 5, was made by Alderman Tumlinson, seconded by Alderwoman Guerrero and carried unanimously.

Motion to create/revise the job description for Municipal Judge submitted by the Board of Aldermen, to share said revisions with Chief Tyler and Legal Counsel Daniel Rentfro, to share notes compiled by Chief Tyler and Legal Counsel with Rancho Viejo Municipal Judge Ricardo Adobbati for finalization and submission to the County Bar newsletter to be placed on their newsletter and disseminated by email, to determine the necessity of a selection committee based on the amount of applicants, to post on the Rancho Viejo website, and to make Judge Adobbati, Chief Tyler, and Legal Counsel Daniel Rentfro the committee or part of the committee to advise on a selection for Judge was made by Alderman Tumlinson, seconded by Alderman Vera and carried unanimously.

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19. Street Committee Report

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Alderman Vera advised the Board that he met with Las Jacarandas Home Owner Association president Ulrich Weisse regarding issues on Avenida de Estrellas and potential resolutions. Discussion ensued about other streets in the Town as well.

20. Public Comment

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Motion to open public comment was made by Alderman Vera, seconded by Alderwoman Salinas and carried unanimously.

Laura Kaechele thanked the Board for the meeting and added that she is looking forward to see plans come to fruition in the Town.

Alderman Salinas added to the update given by Chief Tyler regarding Operation Stone Garden.

Legal Counsel Daniel Rentfro reminded the Board that public comment is meant for the public and not for updates by the Board or Town Officials.

Alderman Vera noted the item on the Ballot regarding sales tax of the Town and how to possibly convey that to the public.

Ulrich Weisse went over the sales tax of the Town and the importance of voting for the proposition.

Alderman Grove also noted that he would be willing to help disperse the message on the sales tax via social media.

Motion to close public comment was made by Alderman Grove, seconded by Aldermen Vera and carried unanimously.

21. Adjourn

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Motion to adjourn the meeting at 8:35 p.m. was made by Alderman Grove, seconded by Alderman Vera and carried unanimously.

BY: \_\_\_\_\_  
Fred Blanco, Town Administrator

APPROVED: \_\_\_\_\_  
Cyndie Rathbun, Mayor

DATE: \_\_\_\_\_

9. Discussion/Action on  
Approval of MOU between the  
City Commission of City of  
Brownsville and the Board of  
Aldermen of Town of Rancho  
Viejo to participate in the  
TWDB funding USGS HUC-10  
Brownsville Ship Channel  
Watershed Study

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MEMORANDUM OF UNDERSTANDING

TEXAS WATER CODE SECTION 15.005 MEMORANDUM OF UNDERSTANDING

This is a Memorandum of Understanding (MOU) between the CITY COMMISSION of CITY OF BROWNSVILLE (the “COB”) and the Board of Aldermen of Town of Rancho Viejo (the “TRV”).

WHEREAS, pursuant to Texas Water Code § 15.005 and 31 Texas Administrative Code § 363.408, if the Executive Administrator determines that an application has flood control as one of its purposes and that the watershed in which the project is located is partially located outside the political subdivision making the application, the applicant must submit a written memorandum of understanding relating to the management of the watershed in which the project is to be located, signed by all governing bodies of eligible political subdivisions located in the project watershed; and

WHEREAS, COB has filed an application with the Texas Water Development Board for funding a project that has flood control as one of its purposes; and

WHEREAS, COB has determined that the watershed in which the project is located is partially located within the jurisdiction of TRV; and

NOW THEREFORE, in consideration of the benefits to the USGS HUC-10 Brownsville Ship Channel Watershed and the State of Texas, COB and TRV agree to the following:

- 1. COB will provide quarterly progress updates to TRV as the project develops and changes.
- 2. COB will notify TRV of any potential change in impacts to TRV within the quarter of the identified change.
- 3. TRV will provide constructive input to COB as the project develops and changes.
- 4. COB and TRV will work cooperatively for the management of the USGS HUC-10 Brownsville Ship Channel Watershed.

\_\_\_\_\_  
Name, Signature, Title  
City of Brownsville, Texas

\_\_\_\_\_  
Name, Signature, Title  
Town of Rancho Viejo, Texas

During recent years, the City of Brownsville and Southern Cameron County has been affected by several severe storms and flooding events where major Disaster Declarations have been declared by FEMA such as DR-4245 in November 2015, DR-4377 in July 2018, and DR-4454 in July 2019.

The City of Brownsville most recent Flood H&H Study are the 2006 and 2011 Flood Protection Plan completed by Ambiotec Civil Engineering Group and funded by the TWDB. The plans H&H model, flood analysis and corresponding capital improvement plans only covered the four southern watersheds serving the City of Brownsville. The existing planning studies and H&H model are outdated and require expansion to cover the entire USGS Hydrologic Unit Code (HUC) of 10 and is called the Brownsville Ship Channel Watershed.

The HUC-10 Brownsville Ship Channel Watershed includes the City of Brownsville, Los Fresnos, Port Isabel, the Town of Rancho Viejo and Los Indios and the communities of La Paloma, Olmito and Laguna Heights.

**Project Description:** Description of Project, including a bulleted list of project elements/components, flood risk evaluation and alternatives considered (including existing facilities):

The proposed study encompasses the USGS Hydrologic Unit Code (HUC-10) watershed named Brownsville Ship Channel and will include the areas within the City of Brownsville, Cameron County Drainage District 1 and remote areas of Cameron County drainage systems. The proposed study will identify, define and develop baseline drainage models with ArcGIS using HEC-HMS/RAS hydraulic modeling programs to assess existing flooding risks within the Brownsville Ship Channel Watershed. The 2D H&H model will be used to analyzed flood conditions for various storm events and develop a 5 and 10-year capital improvement plan for each drainage systems.

In coordination with a SCADA improvement project, also seeking funding from this year's TWDB FIF Program, the City of Brownsville will partner with the USGS to create a working model using real time rainfall and flow data from future rain events to assist local entities during flood situations. Real time stream and rain gauge data can be integrated into the model to provide the entities with the ability to improve responses to future rain events, control raw water resources within the Resaca system, anticipate flood related emergencies, and assist with decision making for emergency services.

# 10. Discussion/Action on the Extension of the Disaster Declaration filed with the Office of the Governor



3301 Carmen Avenue  
Rancho Viejo, Texas 78575  
Phone (956) 350-4093 Fax (956) 350-4156

## DECLARATION OF LOCAL DISASTER FOR PUBLIC HEALTH EMERGENCY

**WHEREAS,** BEGINNING IN DECEMBER 2019, A NOVEL CORONAVIRUS, NOW DESIGNATED COVID-19, WAS DETECTED IN WUHAN CITY, HUBEI PROVINCE, CHINA, AND HAS SINCE SPREAD THROUGHOUT THE WORLD; AND

**WHEREAS,** SYMPTOMS OF COVID-19 INCLUDE FEVER, COUGHING, AND SHORTNESS OF BREATH, IN SOME CASES THE VIRUS HAS CAUSED DEATH; AND

**WHEREAS,** EXTRAORDINARY MEASURES MUST BE TAKEN TO CONTAIN COVID-19 AND PREVENT ITS SPREAD THROUGHOUT THE TOWN OF RANCHO VIEJO, INCLUDING THE QUARANTINE OF INDIVIDUALS, GROUPS OF INDIVIDUALS, AND PROPERTY AND, ADDITIONALLY, INCLUDING COMPELLING INDIVIDUALS, GROUPS OF INDIVIDUALS, OR PROPERTY TO UNDERGO ADDITIONAL HEALTH MEASURES THAT PREVENT OR CONTROL THE SPREAD OF DISEASE; AND

**WHEREAS,** ON MARCH 20, 2020, THE MAYOR OF THE TOWN OF RANCHO VIEJO DECLARED A LOCAL STATE OF DISASTER, WHICH HAS BEEN RENEWED BY THE BOARD OF ALDERMEN BY RESOLUTION ADOPTED ON APRIL 14, 2020, MAY 12, 2020, JUNE 9, 2020, JULY 14, 2020, AUGUST 11, 2020, SEPTEMBER 8, 2020 AND OCTOBER 12, 2020.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO:**

1. THAT A LOCAL STATE OF DISASTER FOR PUBLIC HEALTH EMERGENCY IS HEREBY DECLARED FOR THE TOWN OF RANCHO VIEJO, TEXAS PURSUANT TO SECTION §418.108(A) OF THE TEXAS GOVERNMENT CODE.
2. PURSUANT TO §418.108(B) OF THE GOVERNMENT CODE, THE STATE OF DISASTER FOR PUBLIC HEALTH EMERGENCY SHALL CONTINUE FOR A PERIOD OF NOT MORE THAN THIRTY DAYS STARTING NOVEMBER 20, 2020 TO DECEMBER 19, 2020 UNLESS CONTINUED OR

RENEWED BY THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO.

3. PURSUANT TO §418.108(C) OF THE GOVERNMENT CODE, THIS DECLARATION OF A LOCAL STATE OF DISASTER FOR PUBLIC HEALTH EMERGENCY SHALL BE GIVEN PROMPT AND GENERAL PUBLICITY AND SHALL BE FILED PROMPTLY WITH THE TOWN ADMINISTRATOR.
4. PURSUANT TO §418.108(D) OF THE GOVERNMENT CODE, THIS DECLARATION OF A LOCAL STATE OF DISASTER ACTIVATES THE TOWN'S EMERGENCY MANAGEMENT PLAN.
5. THAT THIS PROCLAMATION SHALL TAKE EFFECT STARTING NOVEMBER 20, 2020 UNTIL DECEMBER 19, 2020, UNLESS TERMINATED EARLIER BY OPERATION OF LAW OR FURTHER ACTION OF THE BOARD OF ALDERMEN.

ORDERED THIS 17<sup>TH</sup> DAY OF NOVEMBER 2020, PURSUANT TO THE ACTION OF THE BOARD OF ALDERMAN ON SAID DATE.

CYNDIE RATHBUN,

TOWN OF RANCHO VIEJO MAYOR  
RANCHO VIEJO, TEXAS

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# 11. Municipal Judge Position Update/Discussion/Action on Extension of Application Deadline Submission for the Municipal Court Judge Position

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# 12. Reindeer Run Announcement– Canceled

13. 6th Annual Christmas Golf  
Cart & Bike Parade  
Announcement – Sunday,  
December 13th at 5:00 P.M.

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# 14. Street Committee Report

# 15.September 2020 Financial Report - Town Administrator

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# 16.Consideration/Action on Employment of Regular Police Officer and Setting of Salary

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# 17.October 2020 Police Report - Police Chief

# 18.Public Comment

# 19.Adjourn