



BROWNSVILLE
PUBLIC UTILITIES BOARD

PUBCAP Meeting

• • • Wednesday, April 15, 2026



BROWNSVILLE
PUBLIC UTILITIES BOARD

Call Open Meeting To Order



BROWNSVILLE
PUBLIC UTILITIES BOARD

Approval of February Minutes



BROWNSVILLE
PUBLIC UTILITIES BOARD

Old Business



BROWNSVILLE
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New Business



BROWNSVILLE
PUBLIC UTILITIES BOARD

NEW DEVELOPMENTS PROCESS

END-TO-END OVERVIEW

● ● ● P U B C A P M E E T I N G | 04/15/2026
P U B C A P M E E T I N G

Luis Guillermo Martinez
Electrical Engineering Manager
Electric Engineering Department

Outline

- Why Does this Process Matter?
- New Developments Projects Life Cycle
- New Developments Projects Time Estimates
- Key Takeaways
- Questions

Why Does This Process Matter?

- Consistent handling of new development projects
- Clear accountability from intake through closeout
- Predictable handoffs between internal departments, customers, developers and/or contractors
- Ensure records accuracy is maintained

New Developments Projects Life Cycle (High-Level Process Flow)



1. Customer Intake & Document Collection

■ Key Activities

- Receive project notification (Accela, phone call, email, walk-in)
- Request all required documentation:
 - Site Plans
 - Electrical Plans
 - CAD File
 - Electric Checklist

■ Engineering Responsibility

- Determine if location is certified for BPUB electric service
- Ensure documentation is complete and usable before starting design
- Clarify missing or conflicting information early

■ Common Risks

- Incomplete documentation is received
- Customer halts conversations
- Scope changes after design starts
- Project queue

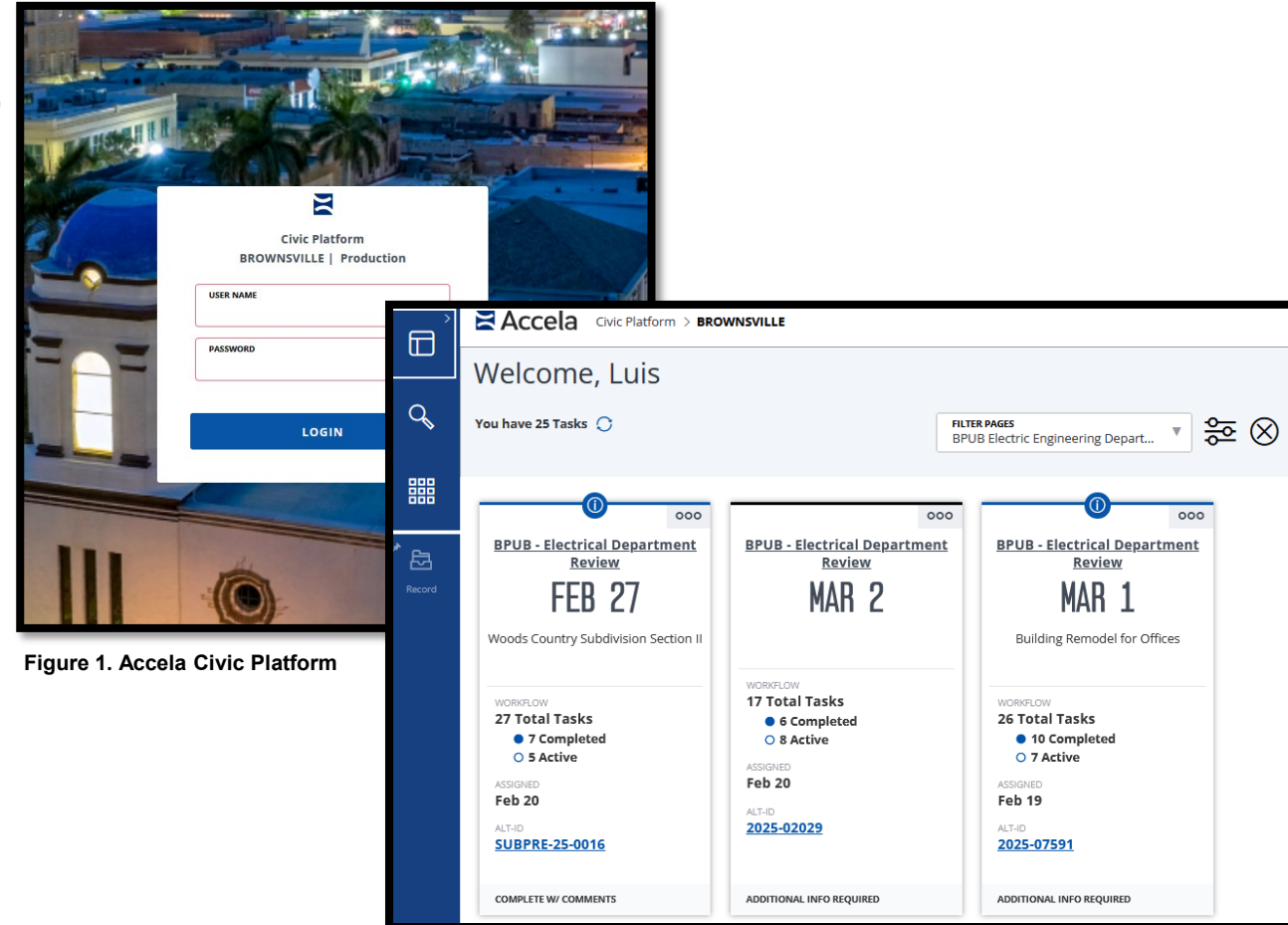


Figure 1. Accela Civic Platform

2. Engineering Design & Analysis

Key Activities

- Load analysis review
- Equipment selection (transformers, conductors, protective devices)
- Pole loading and clearance analysis (if applicable)
- Compliance with BPUB standards and applicable codes (e.g. NESC)

Engineering Responsibility

- Balance system reliability, safety, and constructability
- Coordinate internally when design affects multiple groups

Deliverables

- Engineering design package
- Design ready for cost estimating

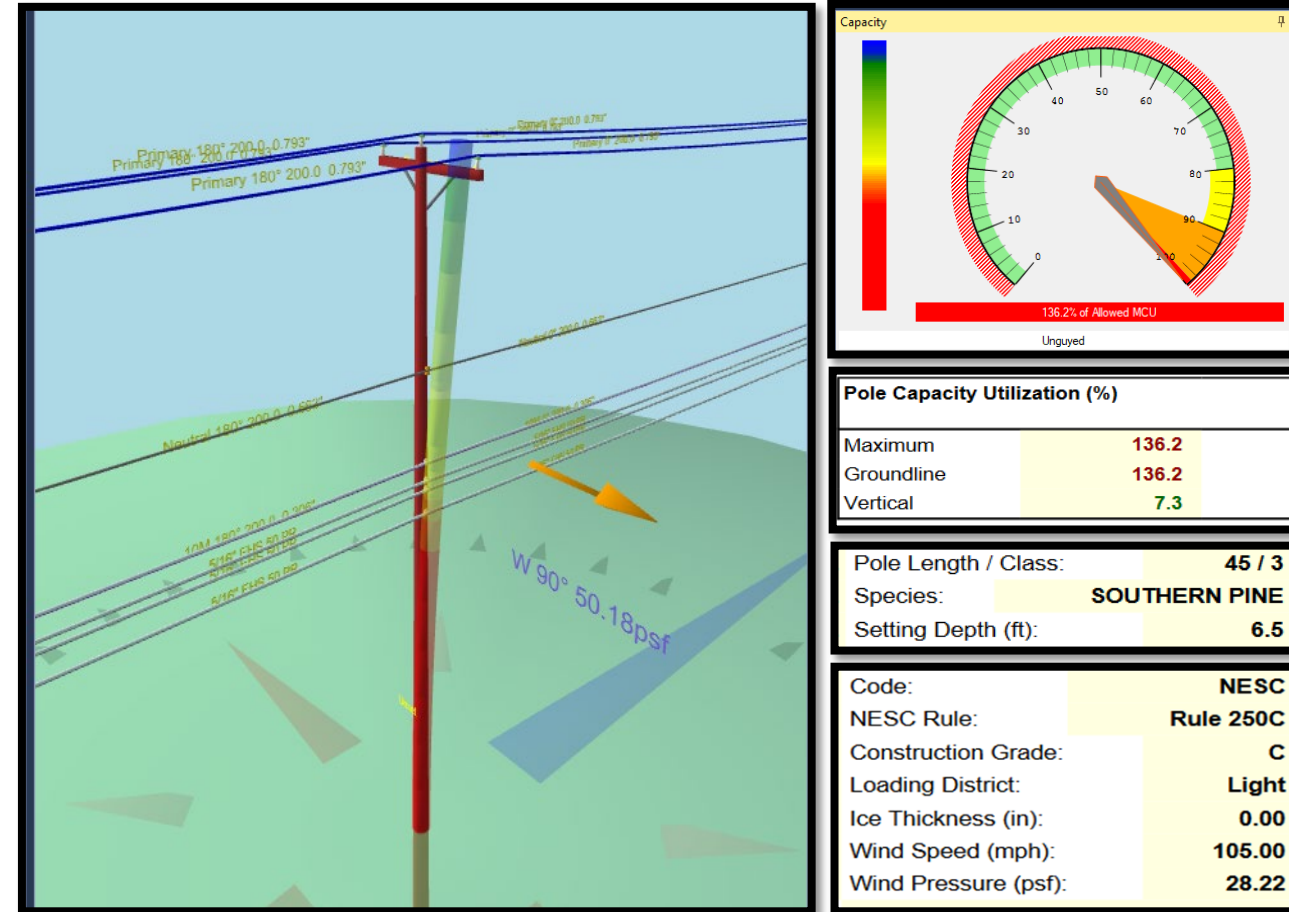


Figure 2. O-Calc Pro (Osmose) Pole Loading Analysis

3. Cost Estimating & Work Order

Key Activities

- Create work order in Cityworks
- Develop material and labor cost estimates
- Identify Contribution-In-Aid-of-Construction requirements

Engineering Responsibility

- Accuracy of cost estimate and scope
- Maintain clear documentation

Output

- Draft work order ready for review and approval

The screenshot displays the Cityworks software interface for a work order. The main form includes fields for Description, Number, Entity Type, Category, and various dates and times. A comment from Angela M. Campirano is visible, mentioning a CIAC amount of \$313,905.45. The overall cost summary table is as follows:

	Actual	Est. (Single)	Est. (Group)	Difference	Perce
Labor	\$0.00	\$92,168.23	\$92,168.23	(\$92,168.23)	0%
Equipment	\$0.00	\$1,820.00	\$1,820.00	(\$1,820.00)	0%
Material	\$0.00	\$219,917.22	\$219,917.22	(\$219,917.22)	0%
Line Items	\$0.00	\$0.00	\$0.00	\$0.00	0%
Permits	\$0.00				
Total	\$0.00	\$313,905.45	\$313,905.45	(\$313,905.45)	0%

Figure 3. Cityworks Interface

4. Revisions & Approvals

Key Activities

- Peer review
- Revisions based on feedback
- Administrator / Manager / Director approval based on estimated cost
- Finance budget allocation
- Contribution-In-Aid-of-Construction processing (if required)

Brownsville Public Utilities Board
Electrical Engineering Work Order

EE Log #: _____
Project: New Connections
Work Order: 263360
Feeder ID: S5130
Dt Printed: 10/17/2025

Work Order Information

Type of Project: Install OH 3-PH Transformer

Location: 864 HORTENCIA BLVD

Description of Work: CINDY'S TORTILLERIA
INSTALL ON POLE #80376:
- (1) D-38 ASSEMBLY WITH 3-PH 75KVA 120/240V.
- (3) 25 KVA 120/240V.
- (3) 5.2A FUSELINKS.
- (1) D-2 SECONDARY BRACKET.
- (1) D-8 GROUND ROD ASSEMBLY.

INSTALL:
- (1) METER, 3-PH 120-480V 4W DELTA CL #200 #15S (E1305-00)

EXTEND:
- 70 FT. AL. #1/0 STR 4/C SECONDARY CABLE FROM POLE #80376 TO METER.

CUSTOMER RESPONSIBILITIES:
- PROVIDE AND INSTALL OVERHEAD CONNECTORS, AND BPUB APPROVED METER SOCKET.
- REMOVE ANY OBSTRUCTION/VEGETATION AROUND THE WORK AREA.

NOTE:
WO263552 WILL BE UTILIZED TO RELOCATE EXISTING EQUIPMENT AND SERVICES FROM POLE #80376 TO POLE #80374. THIS INCLUDES THE REPLACEMENT OF POLE #80376.

Work Order Costs

	Material	Equipment	Labor	Tra.O.H	T.Eq.	O.H.	Total
INSTALL	4,498.20	70.00	1,851.98	123.00	84.00	91.11	6,718.27
REMOVAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							6,718.27

Work Order Clearance Information

Clearance Required With	Other Considerations	Permits Required
Utility Locate 811	Clearance Flagged	Excavation (COB)
Port of Bvillie 956-831-8298	R/W Clearing	Dept. of Trans
El Jardin Wtr 956-831-9981	Not Accessible	County
Military Water 956-565-2491	Map Change Required	Railroad
Olmico Water 956-350-4099	Billing Order Issued	Utilities Easement
	Customer Outage Required	Other

Work Order Contributor

Contributor: JOSE BECERRA Contribution in Aid of Construction Amount: \$5,718.27

Work Order Details

Origination: FERNANDEZ, ANGEL SAMUEL Date: 10/17/25 Date: 09/18/2025
Approved By: MARTINEZ, LUIS GU Date: 10/20/25

Comments: _____

Brownsville Public Utilities Board Page 1 of 5

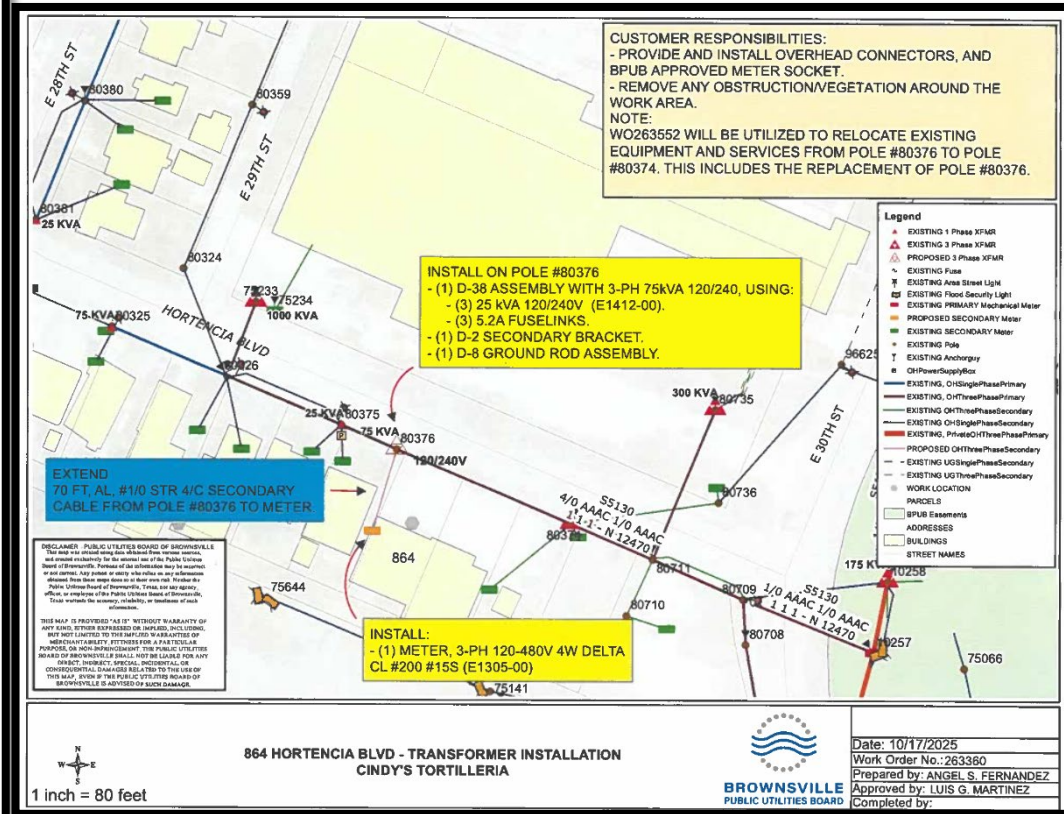


Figure 4. Work Order and Design

5. Construction Field Crew Coordination & Project Management

■ Key Activities

- Release approved work order to Electric T&D Construction
- Preconstruction Meeting
- Respond to field questions and design changes
- Track progress and resolve issues

■ Engineering Responsibility

- Coordinate design adjustments as needed with involved parties
- Serves as point of contact for project questions



Figure 5. Transformer Install



Figure 6. Conduit Install



Figure 7. Transformer Concrete Pad Frame

6. Field Staking & Verification

- **Key Activities**

- Field staking and site verification
- Request Texas 811 locate tickets
- Identify construction constraints
- Adjust design only when necessary and document it

- **Engineering Responsibility**

- Review and approve any required field-driven changes



Figure 8. Wood Pole Field Staking



Figure 9. Street Light on Concrete Pole Install

7. Final Documentation & Project Closeout

Key Activities

- Receive and review as-builts
- Conduct inspections
- Prepare closing packet and share with GIS and Finance

Engineering Responsibility

- Ensure records are accurate and complete
- Support long-term data collection

Brownsville Public Utilities Board
Electrical Engineering Work Order

EE Log #: 041725-01
Project: New Subdivisions
Work Order: 244491
Feeder ID: 15220
Dt Printed: 10/6/2025

Work Order Information

Type of Project: Install UG 3-PH Transformer
Location: 5260 QUEENS WOODS
Description of Work: THE WOODS SUBDIVISION SECTION 3 - PHASE 1 53 LOTS

Accounting

FUND	ACCOUNT	ACTIVITY	Account #
400	2410 & 2130	ED5508	400 and 405

INSTALL

(1)-1PH 78KVA 120/240V XFMR W/UD-S
(2)-1PH 100KVA 120/240V XFMR W/UD-S
(3)-3PH 200A 4WAY SECTIONALIZERS W/UD-1P
(3)-1PH 200A 4WAY SECTIONALIZERS W/UD-11A
(1)-1/2" N.W (3)-3/8" FUSE AND D-S ONTO POLE# 89929
(2)-ABOVE GROUND PEDESTALS
(11)-UD-43L ASSEMBLY & LIGHTS W/235W EQV. LED AREA LIGHT AND CONCRETE POLES.

EXTEND

2.875' OF UG 1" PH 150 STR 15KV CABLE THROUGH CUSTOMER INSTALLED PVC PIPE 2.5" SCH40
2.875' OF UG 3/8" MCM 3/C SECONDARY CABLE THROUGH CUSTOMER INSTALLED PVC PIPE 2.5" SCH40
97' OF UG #2 2/C AL XLP CABLE THROUGH CUSTOMER INSTALLED PIPE DUCT 1" SCH40 HDPE
99' OF UG 3-PH 1/2" STR 15KV CABLE INSIDE CUSTOMER INSTALLED PVC PIPE 4" SCH40 (1-SPARE)

BPUB RESPONSIBILITIES

- PROVIDE AND INSTALL PRIMARY, SECONDARY AND LIGHTING CABLES, ABOVE GROUND PEDESTALS, TRANSFORMERS, SECTIONALIZERS AND STREET LIGHTS.

CUSTOMER RESPONSIBILITIES

- TRENCH AND BACKFILL FOR PRIMARY, SECONDARY AND LIGHTING CABLES.
- PROVIDE AND INSTALL 2-RUN (1-SPARE) FOR 3-PH PRIMARY CONDUIT 4 FT. DEEP.
- PROVIDE AND INSTALL 1-RUN FOR 1-PH CONDUIT 4 FT. DEEP.
- PROVIDE AND INSTALL 1-RUN FOR SECONDARY & LIGHTING CONDUIT 3 FT. DEEP.
- PROVIDE AND INSTALL CONCRETE PADS FOR TRANSFORMERS & SECTIONALIZERS AS PER BPUB SPECIFICATIONS.
- INSTALL STREET CROSSINGS AS INDICATED.
- STAKE UTILITY EASEMENTS AND PROPERTY PINS AS REQUESTED BY BPUB.

NOTE: THE REQUEST FOR THIS WORK ORDER WAS INITIALLY RECEIVED ON 04/20/24 AND IS SUBJECT TO THE NEW ELECTRIC SERVICE POLICIES.

Work Order Costs

	Material	Equipment	Labor	Trk.O.H	T.Eq.	O.M.	Total
INSTALL	132,759.79	568.00	39,660.68	248.00	188.00	356.88	173,754.35
REMOVAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
							173,754.35

Work Order Clearance Information

Clearance Required With	Other Considerations	Permits Required
Utility Locate 811	Clearance Flagged	Excavation (COB)
Port of Bvile 956-831-8258	RW Clearing	Dept. of Trans
El Jardin Wv. 956-831-9981	Not Accessible	County
Military Water 956-565-2491	Map Change Required	Railroad
Dimto Water 956-350-4099	Billing Order Issued	Utilities Easement
	Customer Outage Required	Other

ENGINEERING CLOSED
INITIALS: *MM* DATE: *10-6-25*

TRANSFORMER UNIT	
PADTAG # OR POLE TAG #	96433
PHASE	ABC
HIGHSIDEVOLTAGE	12470/7200
LOWSIDEVOLTAGE	120/208
RATEDKVASIZE	225
IMPEDANCE	3.08%
SERIAL NUMBER	D-03-909
MANUFACTURER	DELTA ELECTRIC
MANUFACTURER DATE	02/01/2024
INSTALLDATE	9/24/2025
STOCKNUMBER	E1524-00
TRANSFORMER DECAL #	25063
GALLONS	206
CONFIGURATION (WYE OR DELTA)	WYE
FUSE SIZE	RISER
WEIGHT	3928

Martin M... 9/25/25

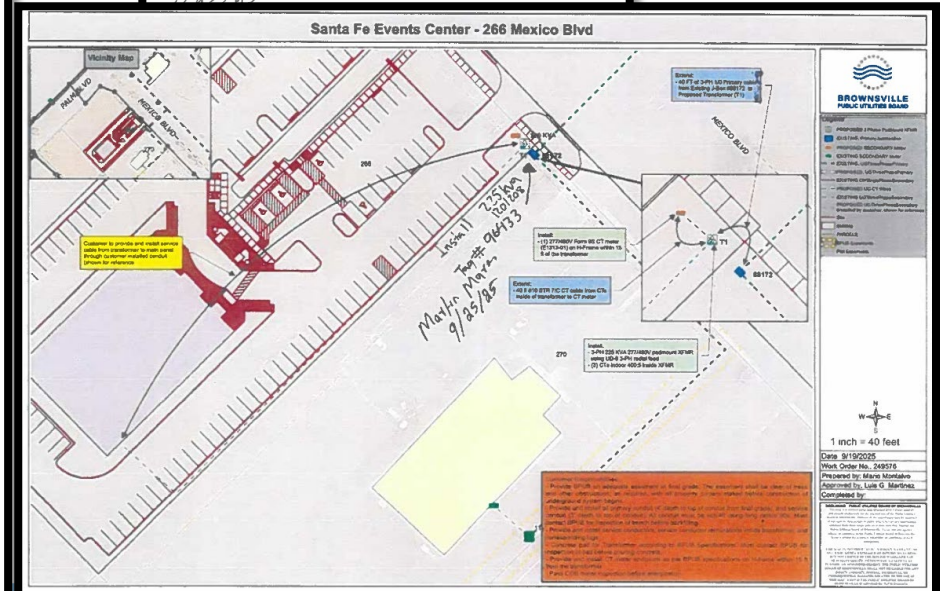


Figure 10. Closed Work Order and As-Built

New Developments Projects Time Estimates

Project Stage	Hours / Project
Customer Intake & Document Collection	3.0
Engineering Design & Analysis	4.0
Cost Estimating & Work Order	3.0
Revisions & Approvals	1.0
Construction Field Crew Coordination & Project Management	4.0
Field Staking & Verification	2.0
Final Documentation & Project Closeout	1.0
Total Per Project	18.0 hours

Key Takeaways

- **Design phase starts after all documentation has been received and reviewed**
- **Work order status and tasks completion support clear handoffs**
- **Closeout is just as important as design**
- **Actively finding opportunities for systems integration**

QUESTIONS?



Figure 11. Overhead Transformers Install on H-Frame Structure (Samano Building – Downtown)



BROWNSVILLE
PUBLIC UTILITIES BOARD

Customer Engagement Portal

SILVERBLAZE

● ● ● P U B C A P M E E T I N G | APRIL 15, 2026

Linda Rubio

CIS Administrator

CIS Support





BROWNSVILLE
PUBLIC UTILITIES BOARD

Your Account. Your Control. Anytime.

**IT IS DESIGNED TO BE EASIER, FASTER AND
MORE ACCESSIBLE.**

Everything that you need. All in One Place



Available 24/7 — on your phone, tablet, or computer



Easy sign-up and login



Works across devices

Available when you need it



Go to our main website



Click on “My Account”



No need to wait



Access your account anytime



Sign-up in minutes



You only need your account number and your personal ID

The screenshot shows the BPUB website interface. At the top center is the BPUB logo, which consists of a circular arrangement of dots above three wavy lines representing water, followed by the text "BPUB". Below the logo are two main sections: "My Account Login" and "Sign Up".

My Account Login

E-mail Address
[Input field]

Password
[Input field with "Password" placeholder and an eye icon for visibility toggle]

This field is required.

Remember me

[Forgot your password?](#)

[Forgot your User Name?](#)

[Login](#) (blue button with right arrow)

[Quick Pay](#) (green button with card icon)

Sign Up

Creating an account provides access to details about your utility services, including useful tools such as:

- Viewing and paying your bills online
- Reviewing your payment history
- Analyzing your water and electricity usage
- Adding multiple accounts

Before you begin, have your most recent bill ready. You'll need it to complete the registration.

[Sign Up Now](#) (blue button with checkmark icon)

A white mouse cursor is pointing at the "Sign Up Now" button.

All Account Information in One Place



View account details at a glance



See balance and due dates clearly



Clean, easy-to-read dashboard

The screenshot displays a utility account dashboard for '111111: 123 MAIN ST'. The dashboard is organized into several sections:

- Account Details:** Address: 123 MAIN ST, Name: JOHN DOE, Current Bill: \$251.23, Current Balance: \$251.23.
- Location Service:** Includes buttons for Electric, Water, Wastewater, City Garbage, and City Services.
- My Bill:** Current Balance: \$251.23 due Apr 13, 2025. Includes buttons for 'View My Current Bill' and 'Pay Bill'.
- My Usage:** Features an 'Electricity Usage Chart' for Meter ID 227792, showing kWh usage from 2025-10-20 to 2026-07-24. The chart shows a peak in November 2025 and a low in July 2026.
- My Recent Usage:** Compares current usage (43 kWh less) to previous bills. Usage on last bill (Mar 24, 2026) was 1,440 kWh, and usage on previous bill (Feb 23, 2026) was 1,483 kWh. A note explains that usage is lower due to a higher average temperature (74.1F vs 70.6F).
- My Recent Account Activity:** A table listing recent transactions:

Date	Description	Amount	Balance
Mar 24, 2026	REGLR Bill Charges	\$251.23	\$251.23
Mar 16, 2026	Online Payment	(\$247.53)	\$0.00
Feb 23, 2026	REGLR Bill Charges	\$247.53	\$247.53
Feb 12, 2026	Online Payment	(\$292.79)	\$0.00
Jan 26, 2026	Online Payment	(\$3.00)	\$292.79

At the bottom right, there is an image of a person's hands typing on a laptop keyboard while holding a credit card.

Manage Your Account



View current and past bills



Make secure online payments

111111: 123 MAIN ST

Change Account

Spanish Refresh Logout

Home

Bills & Payment

Transactions

Billed Usage

Compare

Profile

Forms

Log Out

Bills & Payment

Make One Time Payment

Auto Pay

Paperless Bills

Pay Methods

Pay By Text

Scheduled Payments Listing

Payment Options

View My Current Bill

10 entries per page

Search:

View Bill	Date	Bill Amount	Due Date
View Bill	Mar 24, 2026	\$251.23	Apr 13, 2026
View Bill	Feb 23, 2026	\$247.53	Mar 16, 2026
View Bill	Jan 23, 2026	\$295.79	Feb 12, 2026
View Bill	Dec 22, 2025	\$256.09	Jan 12, 2026
View Bill	Nov 21, 2025	\$317.63	Dec 11, 2025

Track Your Account Activity



View payment history



Monitor transactions

111111: 123 MAIN ST

Change Account

Español Refresh Logout

Home

Bills & Payment

Transactions

Billed Usage

Compare

Profile

Forms

Log Out

Transaction Details:

10 entries per page

Search:

Date	Description	Amount	Balance
Mar 24, 2026	REGLR Bill Charges	\$251.23	\$251.23
Mar 16, 2026	Online Payment	(\$247.53)	\$0.00
Feb 23, 2026	REGLR Bill Charges	\$247.53	\$247.53
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Jan 26, 2026	Online Payment	(\$3.00)	\$292.79
Jan 23, 2026	REGLR Bill Charges	\$295.79	\$295.79
Jan 12, 2026	Online Payment	(\$256.09)	\$0.00
Dec 22, 2025	REGLR Bill Charges	\$256.09	\$256.09
Dec 11, 2025	Online Payment	(\$317.63)	\$0.00
Nov 21, 2025	REGLR Bill Charges	\$317.63	\$317.63

Understand Your Consumption



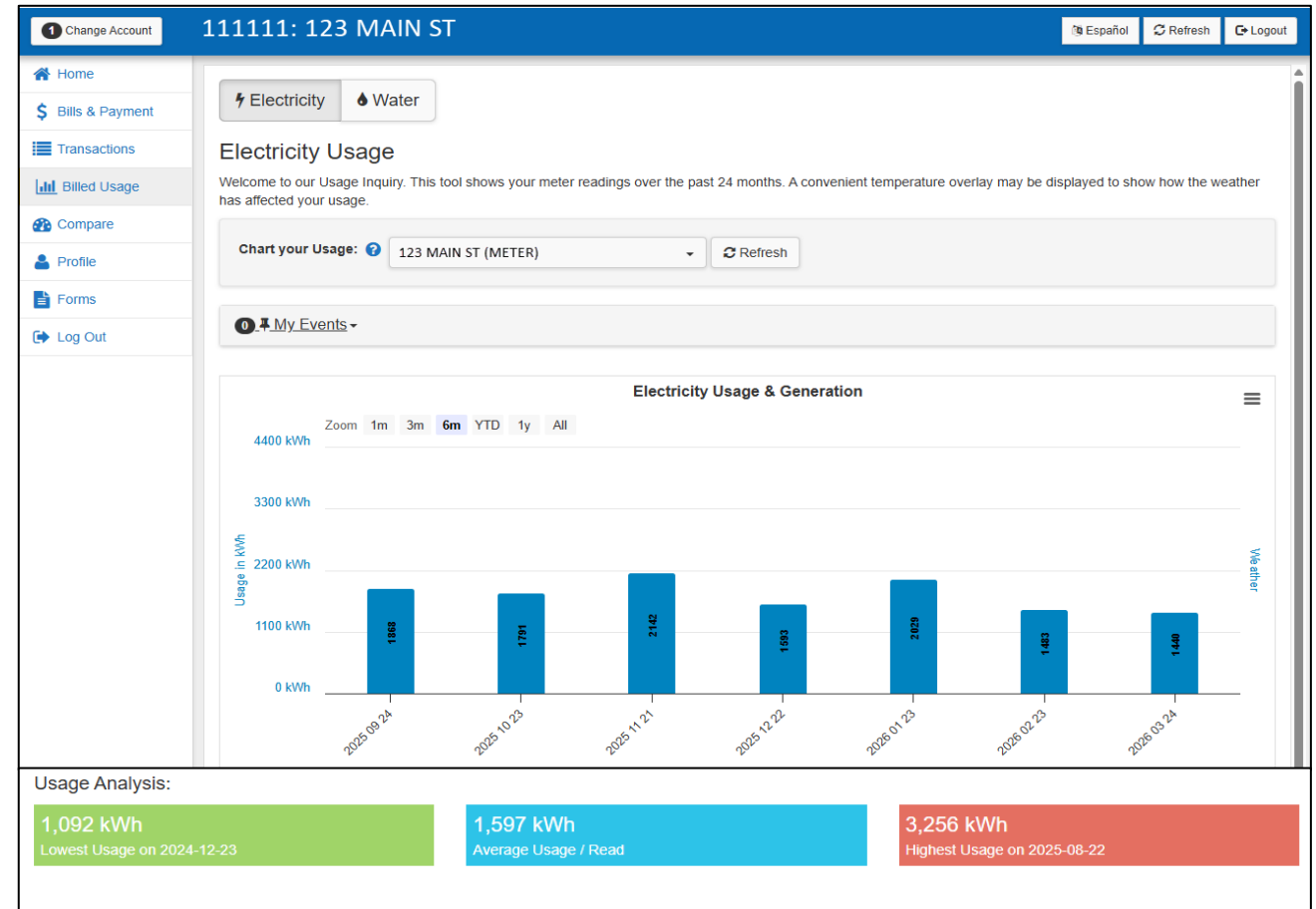
View your monthly usage



Identify patterns



Next update: Daily readings for AMI meters



Compare Your Usage Over Time

- Home
- Bills & Payment
- Transactions
- Billed Usage
- Compare**
- Profile
- Forms
- Log Out

Compare Usage to Last Bill.


This tool shows you how your usage compares from your current bill to the previous one.

Comparing by for read date

You used **2 kGal** more water compared to your previous bill

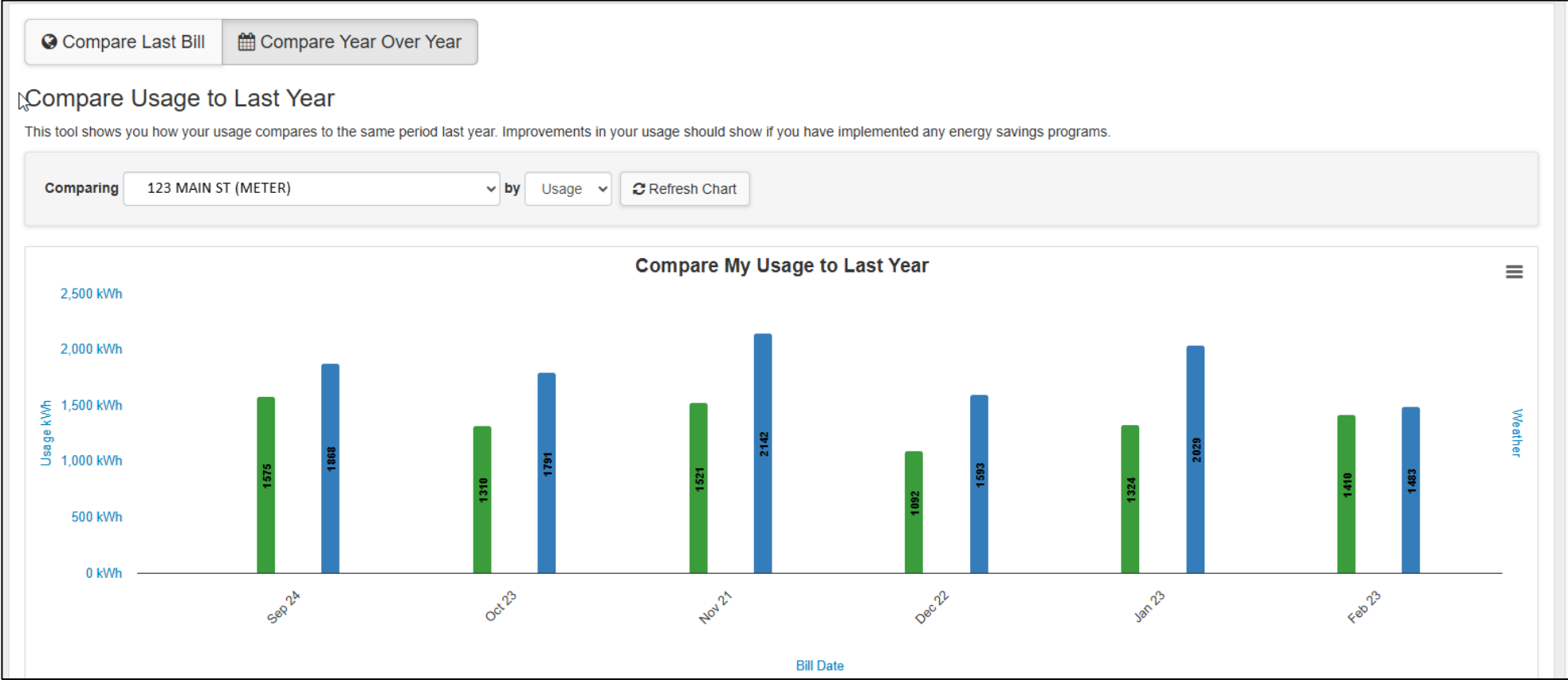
Usage on your last bill dated Mar 24, 2026	<div style="width: 100%;"><div style="width: 60%;"></div></div>	6 kGal
Usage on your previous bill dated Feb 23, 2026	<div style="width: 100%;"><div style="width: 40%;"></div></div>	4 kGal

Why was your usage more?



The average temperature in your current billing period was **74.1F** compared with **70.6F** in your previous billing period.

Compare Your Usage Over Time



Take Action Without the Wait



Request service changes anytime



Submit disconnect or transfers online



Send common requests online

The screenshot shows a utility company website interface. At the top, there is a blue header bar with the text "1 Change Account" and "111111: 123 MAIN ST". On the right side of the header, there are three buttons: "Español", "Refresh", and "Logout". Below the header, there is a left sidebar menu with the following items: "Home", "Bills & Payment", "Transactions", "Billed Usage", "Compare", "Profile", "Forms" (highlighted with a yellow bar), and "Log Out". The main content area is titled "Forms" and contains a list of service request options, each in a white box with a blue icon: "Disconnect Service" (with a plug icon), "Transfer Utility Service" (with a double-headed arrow icon), "Phone/Email Update" (with a telephone handset icon), "Mailing Address Update" (with an envelope icon), "Billing or Account Issue" (with a document icon), and "Pay Arrangement" (with a bank building icon).

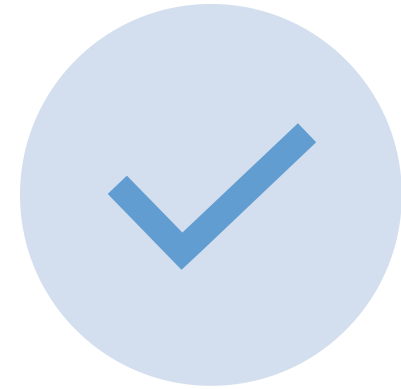
Putting control in the hands of our customers



IMPROVED TOOLS



SAME COMMITMENT TO
SERVICE



MORE OPTIONS FOR
MANAGING YOUR
ACCOUNT

Designed for everyone



EASY TO USE, EVEN FOR
FIRST TIME USERS



CUSTOMER SERVICE
SUPPORT REMAINS
AVAILABLE



IN-PERSON AND PHONE
OPTIONS ARE AVAILABLE



BROWNSVILLE
PUBLIC UTILITIES BOARD

Questions?

LINDA RUBIO, CIS ADMINISTRATOR



BROWNSVILLE
PUBLIC UTILITIES BOARD

Public Comments



BROWNSVILLE
PUBLIC UTILITIES BOARD

Next Meeting Date

MAY 20, 2026



BROWNSVILLE
PUBLIC UTILITIES BOARD

Adjournment
