



BROWNSVILLE
PUBLIC UTILITIES BOARD

REGULATORY/POLICY COMMITTEE MEETING

● ● ● W E D N E S D A Y , F E B R U A R Y 4 , 2 0 2 6



BROWNSVILLE
PUBLIC UTILITIES BOARD

Call Open Meeting To Order



BROWNSVILLE
PUBLIC UTILITIES BOARD

Public Comments

Items For Presentation and Discussion

1. Presentation and Discussion of Revisions to the Brownsville Public Utilities Board Personnel Policies, Policy No. 16 – Jury Duty – Claudia Lujan
2. Presentation and Discussion of Proposed Brownsville Public Utilities Board Personnel Policies, Policy No. 46 Social Media - Claudia Lujan
3. Recommendations regarding the Board Policies and Procedures Policy – Paul Gonzalez
4. Discussion on Date, Time of Next Committee Meeting-
5. Discussion and/or Requests for Future Agenda Items -



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Policy 16 – Jury Duty

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE
PUBLIC UTILITIES BOARD PERSONNEL POLICIES & PROCEDURES

● ● ● REGULATORY/POLICY COMMITTEE | Wednesday February 4, 2026

Claudia Lujan

Director of Human Resources

Division of Human Resources



Current Policy

- Last revised and approved by the Board on December 8, 2003.
- Ensures that employees can fulfill their civic responsibilities when summoned for jury service or other work-related legal processes, and it establishes BPUB's expectations regarding documentation, compensation, and returning to work.

Policy Updates

- The policy was reviewed and updated to ensure it is current and in compliance with federal, state and local regulations.
 - Policy formatting was updated, reorganized and revised to align with new policy structure.
- 

Policy changes

CURRENT

- Jury Duty
- Witness on behalf of BPUB

PROPOSED

- Jury Duty & Work-Related Legal Proceedings
- Work-related subpoenas



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Questions?



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Policy 46 – Social Media

PRESENTATION AND DISCUSSION OF REVISIONS TO THE BROWNSVILLE
PUBLIC UTILITIES BOARD PERSONNEL POLICIES & PROCEDURES

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Claudia Lujan

Director of Human Resources

Division of Human Resources

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Proposed Policy

- The Social Media policy outlines expectations for the responsible and professional use of social media by employees.
 - It affirms employees' rights to free speech while emphasizing the need to exercise good judgment in personal social media activity to ensure it does not interfere with operations, undermine public trust, or violate the law or BPUB policies.
- 

Policy Highlights

The use of social media should:

Always

- Use sound judgement and professionalism
- Comply with BPUB policy when identifying as a BPUB employee
- Have proper approval to author and post content on BPUB-owned social media

Never

- Disclose confidential information
- Disrupt workplace harmony
- Present BPUB in false light
- Hinder job performance.



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Questions?



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Policies and Procedures Policy

PRESENTATION AND DISCUSSION ON THE POTENTIAL
REVISION TO THE BROWNSVILLE PUBLIC UTILITIES BOARD'S
APPROACH TO POLICIES & PROCEDURES

● ● ● REGULATORY/POLICY COMMITTEE |

Paul M. Gonzalez

General Counsel & Chief Legal Officer

Records Management Officer

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Current Policy

- Policies and Procedures Policy, RCM-1000 (effective August 10, 2015).
- Rigid framework based upon requirements imposed upon school districts under the Texas Education Code and associated regulations.
- Results include more lengthy and legalistic policies and procedures that may be difficult to follow and implement. Delays in the generation and review may result in audit findings.
- Other types of entities, including cities, do not typically follow this framework.

Possible Policy Updates

- Adopt a more uniform process that clearly and concisely outlines the Board's purpose in establishing a policy, easing implementation and allowing flexibility in management's development of procedures and work instructions that effectuate the policies.
- One example is provided in the packet.
- Other examples are reflected in the policies presented today, amending the Personnel Policies & Procedures.
- Revisions to the RMO / Records Management Role.
- Next steps may include a work session by the committee, with or without staff development of a strawman policy.



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Questions?



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4. Discussion on Date, Time of Next Committee Meeting-



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5. Discussion and/or Requests for Future Agenda Items



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Adjournment
