

DATE: April 30, 2009

TO: City Clerk

FROM: City Representative Melina Castro

ADDRESS #2 Civic Center Plaza, 10<sup>th</sup> Floor TELEPHONE 915-541-4400

Please place the following item on the (Check one): CONSENT XXX REGULAR \_\_\_\_\_

Agenda for the Council Meeting of 05/05/2009

Item should read as follows: Appointment of James Ratcliff to the Public Utility Regulation Board, filling an unexpired term, by City Rep. Melina Castro, District #4. {Contact: Rep. Castro – 915-541-4400}

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM**

NAME OF BOARD/COMMITTEE/COMMISSION: Public Utility Regulation Board

NOMINATED BY: City Representative Melina Castro DISTRICT: #4

NAME OF APPOINTEE James Ratcliff  
(Please verify correct spelling of name)

BUSINESS ADDRESS: 200 E. Sunset Road, Suite E

CITY: El Paso ST: TX ZIP: 79922 PHONE: 915-585-3443

HOME ADDRESS: \_\_\_\_\_

CITY: El Paso ST: TX ZIP: 79904 PHONE: \_\_\_\_\_

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Ricardo Diaz

EXPIRATION DATE OF INCUMBENT: 06/30/2010

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: \_\_\_\_\_  
RESIGNED \_\_\_\_\_  
REMOVED XX

DATE OF APPOINTMENT: 05/05/2009

EXPIRATION DATE OF NEW APPOINTEE: 06/30/2010

PLEASE CHECK ONE OF THE FOLLOWING: 1<sup>st</sup> TERM: \_\_\_\_\_  
2<sup>nd</sup> TERM: \_\_\_\_\_  
UNEXPIRED TERM: XX

APPLICATION  
FOR  
BOARDS AND COMMISSIONS  
CITY OF EL PASO

Name James Ratcliff District 4

Home Address \_\_\_\_\_

EL PASO, TX 79904 Home Phone (915)

Business Address 200E Sunset Rd, Suite E

EL PASO, TX 79922 Business Phone (915) 585-3943

Length of Residency in the City of El Paso 8 Date of Birth \_\_\_\_\_

Educational Background Received M.S. in Food Science,

B.S. in Scientific Nutrition at Texas A+M

University, College Station, TX

Employment Background Trace Analysis, Inc (Lab Manager),

~ 4.5 years.

Volunteerism, Organizations, Community Service, Special Qualifications \_\_\_\_\_

Neighborhood Watch Association Membership Chairman

Northeast Civic Association

References (Name and Phone Number): Jetta Roberts,

Ray Gilbert, Bill Linderman

(915)

Commissions and Boards in which you are particularly interested \_\_\_\_\_

Cable Communications Commission

Received

Signature James Ratcliff

Date 3-20-2007

City Rep. Mellina Castro

District #4

# James R. Ratcliff

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## SUMMARY

Lab Manager/Product and Research Scientist with over 8 years of experience in process design, product development, quality assurance, and chemical/food research. Lab manager for over 4 years. Areas of expertise process troubleshooting, analytical product evaluation, training, teaching, method development and enhancement. Skills include IC, GC, and HPLC wet lab analyses, rheometry, coulometry, and computer support. Effective communicator, leader, and teacher. Areas of special interest include the fields of chemistry, computer science and nutrition.

## PROFESSIONAL EXPERIENCE

TraceAnalysis, Inc., El Paso, Texas 79932. TraceAnalysis, Inc. (Corporate) 2002—Present  
Lubbock, Texas 79424-1515  
*Chemist/Supervisor/Lab Manager*

- Lab manager and supervisor for 2 part-time employees.
- Trained employees on shipping and receiving of samples procedures, client relations, and GLP for sample analyses.
- Performed all wet chemistry analyses, as per EPA and Standard Methods for the following methods: TDS, TSS, oil and grease (Freon and hexane extraction methods), hexavalent chromium, COD, alkalinity, pH, and BOD.
- Performed anion (Cl, FL, Br, NO<sub>2</sub>, NO<sub>3</sub>, PO<sub>4</sub>, SO<sub>4</sub>) analyses on samples via ion chromatography.
- Provided guidance to customers requesting analytical methods, cost estimates, and sample preparation.
- Performed lab maintenance for analytical equipment, including the ion chromatograph.
- Updated, upgraded, and maintained computer software, data and hardware for computers and devices.

YMCA—Westside Branch, El Paso, Texas 79912 1999—2002  
*Gymnastics Instructor*

- Taught children, ages 3 to 14, basic to intermediate gymnastics skills.
- Demonstrated and taught progressive skill training techniques for gymnasts learning beam, floor, and vault routines.

Burnett Personnel Services, Information Technology Group, Houston, Texas 77042 1998—1999  
*Technical Support Analyst*

- Collected computer hardware and software inventory and prepared computers for Windows NT 4.0 rollout.
- Provided phone support for customers with technical problems concerning DirecPC hardware and software.

ViroTex Corporation, Research and Development, The Woodlands, Texas 77381 1997—1997  
*Consultant*

- Developed, modified, and characterized experimental medicinal polymers, solutions and bioerodable pharmaceutical adhesives.
- Determined pharmaceutical drug release profiles for bioerodable adhesives.
- Trained and tested by ViroTex in the following areas: HPLC analysis, GMP, GLP, and FDA procedures for the development of new drug products.

Riviana Foods, Inc., Technical Services, Houston, Texas 77007  
*Process Development Professional*

1993 - 1997

- Developed new product manufacturing processes and utilized new technologies to enhance rice process efficiency and product quality.
- Optimized all process lines to achieve maximum yield and the highest quality of product.
- Supervised contract workers and hourly employees in an experimental plant environment.
- Created a variety of experimental quick-cooking, value-added rice products.
- Provided guidance for experimental instant rice process line innovations and developments to technical services, marketing, sales, and manufacturing departments.
- Created and updated rice product specifications.
- Consulted marketing, sales and manufacturing departments about specification updates.

*Quality Assurance Technologist*

1990 - 1993

- Inspected all Riviana rice products (i.e. Success, Mahatma, Carolina, Success Water Maid rice blends) and all manufacturing and storage facilities for quality and product protection.
- Monitored product condition of brown and white rice in barges for ship loading.
- Performed physical and chemical quality assessments on rice, vegetable, and seasoning products.
- Evaluated vitamin and pesticide profiles for rice, flour, and enrichment products using Hewlett Packard GC and Varian HPLC.
- Conducted taste panels for rice cakes and new instantized rice products evaluation.

## **ANALYTICAL EQUIPMENT**

GC and HPLC (isocratic and gradient), Dionex IC, K.F. Coulometer, Brookfield Rheometer, Orion pH Meter, TMI Micrometer, Hanson Research Disintegration Test System, Rapid Viscosity Analyzer (RVA), Texture Profile Analyzer (TPA), Hach Spectrophotometer, YSI Conductivity Instrument.

## **EDUCATION**

Texas A&M University. College Station, Texas  
Master of Science degree in **Food Science and Technology**  
Thesis topic: "Color and Fatty Acid Profiles of Texas Pecans"  
Major Subjects: Food Science, Nutrition, and Biochemistry

Texas A&M University. College Station, Texas  
Bachelor of Science degree in **Scientific Nutrition**  
Major Subjects: Food Science, Nutrition, Biochemistry, Chemistry, and Physiology

## **CONTINUING PROFESSIONAL TRAINING**

- Received training on basic Cisco routing configuration and networking at El Paso Community College
- Trained for certification in administering and supporting Windows NT 4.0 at C-Trec, Inc.
- Trained by New Horizons, Inc. in internetworking with TCP/IP on Windows NT 4.0.
- "The Dale Carnegie Course"
- "Fundamentals of Liquid Chromatography" course conducted by Varian Instrument Group.
- Fred Pryor seminar: "How to Solve Communication Problems"
- O.S.S. International course on "P.C. Support and Maintenance for DP and MIS Professionals".
- Environmental Sanitation seminar conducted by the Okumura Biological Institute, Inc.
- PittCon short course on the P.C. in the laboratory.