

STATE OF TEXAS }
COUNTY OF WILLACY }

THE BOARD OF SUPERVISORS OF THE PORT MANSFIELD PUBLIC UTILITY DISTRICT met in Regular Session at the Community Baptist Fellowship Hall, Texas, on Tuesday, October 17, 2018 at 9:00 a.m., with the following members present:

SUPERVISORS PRESENT:	DOUG TRAPP	PRESIDENT
	DALE HICKS	SECRETARY
	JOHN AVARA	MEMBER
	ARLAND LEWIS	MEMBER
	BUBBA GARST	MEMBER

ALSO PRESENT:	RON MILLS	GENERAL MANAGER
	FRANK VASQUEZ	PORT SUPERINTENDENT
	VIRGINIA LOMAS	HUMAN RESOURCES
	McCORMICK	ATTORNEY

President Trapp, called the meeting to order at 9:00 a.m., upon conclusion of roll call it was ascertained that a quorum was present.

Item No. 1: REVIEW & CONSIDERATION OF PREVIOUS BOARD MEETING MINUTES: After review of the previous board meeting minutes, Supervisor Avara made the motion to approve the previous board meeting minutes for September 11, 2018 with changes to Item 3 and an addition to Item 5. The motion was seconded by Supervisor Lewis and unanimously carried.

Item No. 2: PUBLIC COMMENT(S):

None...

Item No. 3: DISCUSSION AND ACTION ON INFRASTRUCTURE IMPROVEMENTS ON BLOCK 16, LOTS 63 – 82: After review on infrastructure improvements on Block 16, Lots 63 – 82, General Manager Ron Mills provided the board with a plat showing the subdivision that was modified from commercial to residential (approved by WCND board). Ralph Rubalcaba, Engineer informed the board he designed and approved the re-plat of the subdivision and the proposed lift station is on the plat. Richard Lefevre, Engineer stated he installed a grinder instead of a lift station and that he would take care of all necessary maintenance, he also stated that the grinder would be used for the 4 homes on the new subdivision.

General Manager Ron Mills, advised Mr. Lefevre that if he installs the lift station it would be the quickest way to move into his home and the grinder was not an option on the original specs, and once the lift station is installed the utility district will maintain it.

Supervisor Trapp advised Mr. Lefevre there will be no action at this time and this item will be in next months agenda for action.

Item No. 4: DISCUSSION ON STATE PUBLIC UTILITY COMMISSION ALLOWABLE FEES FOR SERVICES: After discussion on state public utility commission allowable fees for services, General Manager Ron Mills, advised the board of the fees that are allowable to be billed on the monthly utilities as follow:

- The max amount is: \$5.00 or 10% of the late bill, our current late fee is \$5.00 on every monthly bill.
- Disconnect/Reconnect fees: \$50.00, the max amount can only be a reconnection fee of \$25.00 for non payment.

If a lessee is 18 consecutive months without being delinquent on their utility bill we will refund the deposit. The max amount for the deposit is \$50.00, our current fee is \$75.00 and it's not refundable unless the property is transferred to a different lessee.

The fire department fee is an .80 cent voluntary contribution, we address our lessees annually by letter or on their utility bill.

This item will be tabled for action on next months agenda.

Item No. 5: DISCUSSION ON WINDSTORM COVERAGES CURRENTLY IN PLACE: We previously had eight properties on windstorm in 2016, when FEMA came in to check for damages we were advised that there was no damage, at that time six properties were removed. The only properties that are covered are the warehouse, water tower and water tanks. The new water tanks are not covered at this time. General Manager Ron Mills, will get information from the state to see if they would need to be covered due to the bond.

Item No. 6: PORT SUPERINTENDENTS REPORT: Frank Vasquez, Port Superintendent reported on the following items:

Water, Sewer & Garbage updates:

-Water Dept: issues with NAWSC with the clay valve that interchanges would not close and the tanks were over filled. An electrician was contacted to shut down the valve, NAWSC personnel came in and were not too happy that our electrician shut down the water due to the valve being on their side.

-Sewer Dept: 2 -7 ½ pumps were ordered, it will take 6 – 8 weeks before they come in due to having them build, as soon as they arrive one will be installed and the other will be a spare.

-Garbage Dept: No report.

-Fire Hydrant Report: No report.

Item No. 7: GENERAL MANAGERS REPORT: Ron Mills, General Manager, reported on the following:

- Ground Storage Tank Update: progress has been done, waiting for water to get put in to check for water leaks. Pumps have not been installed at this time, once they complete the current tank they will go back to the first tank and find a solution for completion.

- Update on the status of the current tax rate: a letter with the rate was submitted to the tax-assessor, we increased to 4%. When the letter was submitted, we submitted the same rate as the WCND. The new tax rate for this year has been corrected with the tax-assessor, she will contact us with more information at a later date if we need to pay back.

- *action item on next month's agenda.

- Aging Report: all but 2 of the aging accounts have been settled, we have a current account that is disputing their bill which is our largest bill.

Item No. 8: REVIEW & CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Garst made the motion to approve the transactions dated September 12, 2018 through October 09, 2018 as presented. The motion was seconded by Supervisor Lewis and unanimously carried.

Item No. 9: Adjourn: meeting adjourned at 10:30 a.m..