

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, November 13, 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 October 17, 2018. The motion was seconded by Supervisor Lewis and unanimously carried.

Item No. 2: PUBLIC COMMENT(S):

-Sandy Madsen: stated she is a volunteer at the post office and she noticed that the light to the flag was out and would like for it to be replaced. She also requested if it was possible to have Christmas lights installed in our town hopefully by the beginning of December.

Item No. 3: DISCUSSION AND ACTION ON DISCONNECTION/RECONNECTION FEES: After discussing the disconnection/reconnection fees, Supervisor Avara made the motion that the \$50.00 fee should remain the same. The motion was seconded by Supervisor Lewis and unanimously carried.

Item No. 4: DISCUSSION AND ACTION ON CHARGES TO DISCONNECTION ACCOUNTS: After discussion on charges to disconnect accounts, General Manager Ron Mills, asked the board if a meter is disconnected if services should be cut off completely, including garbage services and if there should be a minimum fee. President Trapp, would like for the charges to remain the same and not make any changes.

Ron, advised the board that as soon as there is a 90 day non-payment on utilities we will submit a letter to the lessee addressing them that they are in default of their lease and their properties will revert to the Willacy County Navigation District.

Secretary Hicks, addressed the board that if there's a large bill and lessees need assistance with an installment plan, the board should discuss making the payment plan with Ron.

Supervisor Avara, advised the board there should be a fee for disconnected fees, not for the minimum, however a fee of \$45.00 - \$50.00 a month. Secretary Hicks does not want to set any provisions for disconnection. Supervisor Avara asked Attorney McCormick for advice on the charges to disconnect accounts, Mr. McCormick replied he has to research and feels it's a harsh resolution to get lease canceled, however if that's how they would like to handle the situation, then they can do so.

Supervisor Garst does not agree that the lessees should come to the board for previous adjustments to be made, he feels it should stay as is.

After discussing the charges to disconnect accounts, Supervisor Avara made the motion to leave charges as they currently are and to collect a minimum fee after the meter is pulled. The motion was seconded by Secretary Hicks and unanimously carried.

Item No. 5: DISCUSSION ON COLLECTION OF FEES FOR FIRE SERVICES: After discussion on collecting fees for fire services, Supervisor Garst made the motion to table this item for January meeting after discussing this item with the Willacy County Navigation District board for collecting a donation of \$.80 cents to the lease invoice. The motion was seconded by Secretary Hicks and unanimously carried.

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

Water, Sewer & Garbage updates:

-Water Dept: water leak on Friday night at R & R RV Park, the cause was the back flow preventor. It was not a public utility problem, however Port Superintendent Vasquez did assist with the situation. Frank also stated there have been issues with North Alamo, there has been a loss of water due to the clay valve that has not been replaced by NAWSC. NAWSC is only wanting to provide water to us at night which caused an overflow of \$400,000 gal of water which we are currently disputing. Frank was notified they recently purchased new equipment for repairs.

-Sewer Dept: None.

-Garbage Dept: the garbage truck is at the shop, having issues with the power steering for the past 4 days.

-Fire Hydrant Report: None.

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

-Aging Report: 4 meters were pulled and 2 were put back in after payment.

-Update on Ground Storage Tank: providing the board with new engineer drawings. The tank has been assembled they should be receiving the pipes and connecting valves next week by the end of the month they should be up by the end of the month.

-Update installation of utilities on Block 16, development: the development has completed the sewer and water installation they have ordered tanks and lift station as a unit and should be completed in 3 weeks. General Manager Ron provided the final drawings with the modifications. Ron also advised them that we will not assume responsibilities for the lift station after a year.

Item No. 8: REVIEW & CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Avara made the motion to approve the transactions dated October 10, 2018 through November 13, 2018 as presented. The motion was seconded by Secretary Hicks and unanimously carried.

Item No. 9: Adjourn: meeting adjourned at 10:29 a.m..