

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, February 12, 2019 at 9:00 a.m., with the following members present:

SUPERVISORS PRESENT:	DOUG TRAPP	PRESIDENT
	DALE HICKS	SECRETARY
	BUBBA GARST	MEMBER
	JOHN AVARA	MEMBER
	RICHARD LEFEVRE	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 January 08, 2019 with a correction on Item 3 regarding Mr. Hicks statement. The motion was seconded by Supervisor Garst and the vote unanimously carried.

Item No. 2: PUBLIC COMMENT(S):

-Ken Nolte: advised the board that fire hydrants should be repaired instead of being replaced. Mr. Nolte offered to rebuild one and if the outcome is good he recommends the district to consider having them rebuilt.

Item No. 3: DISCUSSION AND POSSIBLE ACTION ON THE OUTCOME OF JANUARY 2019 WCND APPOINTMENT OF PMPUD BOARD: General Manager Ron Mills presented the board with a sample of the policy and procedures that will be presented to the Willacy County Navigation District Board. Supervisor Avara is in agreement with the sample, Supervisor Garst has no comment due to him not being present at the board meeting.

President Trapp feels that the proper procedures were not followed and would like to see if the board would like to draw up a letter of concern. Secretary Hicks stated there was a presidency by a board member that as long as they were a member and would like to continue, they would not be replaced and continue to serve.

Supervisor Avara made the motion to have Ron Mills write a letter regarding the PUD board members comments and concerns. The motion was seconded by Supervisor Garst and the vote unanimously carried.

Item No. 4: DISCUSSION & POSSIBLE ACTION ON GROUND STORAGE TANK: After discussion on the ground storage tank, a scheduled inspection is set for Friday afternoon for final details on the project, Brad with Dunham Engineering stated the project was complete, however a letter was presented from Travis that there has been discrepancies that have not been installed regarding tank 1as follow: the back-flow preventor, control panel, floats and ammonium lines have not been connected. Port Superintendent Vasquez also pointed out all of the same discrepancies. Supervisor Lefevre made the motion for no payment to be submitted until all discrepancies are taken care of. The motion was seconded by Supervisor Garst and the vote unanimously carried.

Item No. 5: DISCUSSION & POSSIBLE ACTION ON BLOCK 16, LOTS 63 – 82, INFRASTRUCTURE STATUS: Mr. Lefevre abstained himself as a board member at the time of discussion for this item. General Manager Ron Mills provided a letter to the board with a letter from Ferris & Flynn, the letter states minor issues with the lift station, and also states that Mr. Lefevre will have to get a TCEQ certification for his lift station. A major issue was that the sewer line is too far too deep for the lift station. Both, Ralph Rubalcaba, Engineer and Richard Lefevre advised that the sewer line is to be removed and raised to 2 feet and Frank Ferris agrees.

The time frame to complete the project is hopefully less than 30 days. Once the project is completed Ferris & Flynn will conduct a follow-up inspection.

No action was taken.

Item No. 6: DISCUSSION & POSSIBLE ACTION ON AUDITORS AND THEIR PERFORMANCE: Supervisor Avara is concerned that the district has not received the annual audit. Supervisor Avara stated we are in the month of February and the audit should have been in since October, 2018. He feels that if the district does not receive a report from the auditors by the next board meeting the board would need to consider looking for a different audit firm. An audit should not take more than 120 days to be completed.

Secretary Hicks recommends for Ron to look for a new firm and provide the board with 2 or 3 different options. Supervisor Lefevre agrees and would like for a representative from the firm to meet with the board as well.

If the audit is not available the current firm should be considered for termination. Supervisor Avara made the motion for Ron Mills, General Manager to start looking for 2 or 3 audit firms to consider for hire for next years audit. The motion was seconded by Secretary Hicks and the vote unanimously carried.

Item No. 7: PORT SUPERINTENDENTS REPORT: Frank Vasquez, Port Superintendent reported on the following items:

Water, Sewer & Garbage updates:

-Water Dept: we currently have employees at the San Perlita tap site. NAWSC has replaced the meter but the clay valve has not been replaced. The crew is installing a valve in front of the meter. It has been leaking for a little over a year now. General Manager Mills will submit a letter to NAWSC regarding the valve that needs to be replaced.

-Sewer Dept: None.

-Garbage Dept: None.

-Fire Hydrant Report: a total of 4 fire hydrants have been installed on North Shore, we currently have another fire hydrant that needs to get assembled and installed at South Shore. We will try to install 2 meters a month. Frank authorized Mr. Nolte to take one of the hydrants and valve to his home to rebuild it.

Item No. 8: GENERAL MANAGERS REPORT: Ron Mills, General Manager, addressed the board on the following:

-Aging Report: 4 meters were pulled and 3 have been reinstalled.

There is a lessee on the aging report for over 90 days: Ron has advised the board that there is one lessee on the aging report over 90 days and he feels that he shouldn't send them a letter due to their hardship/health circumstances. Supervisor Avara agrees with Ron. President Trapp would like to know how we can keep it from causing a presidence and feels we should document his account with their specified circumstances.

-TCEQ Violation Notices TTHM and Confidence Report: Annual Water Quality Report was not done in time and the report was due in July. We have completed the report, however it has not been submitted due to our supplier (NAWSC) having 50 violations. Ron has scheduled a meeting with TCEQ to discuss the TTHM Violations. We will submit our report as soon as we are clear on whether we need to list our suppliers' violations.

Item No. 9: REVIEW & CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Garst made the motion to approve the transactions dated January 09, 2019 through February 12, 2019 as presented. The motion was seconded by Supervisor Avara and the vote unanimously carried.

Item No. 10: Adjourn: meeting adjourned at 10:53 a.m..