

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, June 11, 2019 at 9:00 a.m., with the following members present:

SUPERVISORS PRESENT:	DOUG TRAPP DALE HICKS BUBBA GARST JOHN AVARA RICHARD LEFEVRE	PRESIDENT SECRETARY MEMBER MEMBER MEMBER
ALSO PRESENT:	RON MILLS VIRGINIA LOMAS McCORMICK	GENERAL MANAGER HUMAN RESOURCES ATTORNEY
ABSENT:	FRANK VASQUEZ	PORT SUPERINTENDENT

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 Lefevre abstained from vote. Supervisor Avara made the motion to approve the previous board meeting minutes for May 07, 2019. The motion was seconded by Supervisor Garst and the vote unanimously carried.

Item No. 2: PUBLIC COMMENT(S):

None.

Item No. 3: REVIEW AND DISCUSSION OF DOCUMENTATION COMPLETION EFFORTS FOR GROUND STORAGE TANK PROJECT: After review and discussion of completion efforts for the ground storage tank project, a change order has been issued to change from demolition to do a concrete instead. Extended warranty has been requested for an additional 2 years. The inspector should be coming in on Thursday to do a final walk through, Ron Mills will only accept final work done if we receive the change order and extended warranty.

Item No. 4: REVIEW AND DISCUSSION OF UTILITY DISTRICT JOB FOR DESCRIPTIONS AND DUTIES: After review and discussion of the utility district position, Ron Mills evaluated all positions, after 4 years he figured the utility clerk position should be a part-time position, due to the previous account receivable clerk duties were split between 2 clerks. A/R for leases was given to Letty since she is responsible for all leases. The WCND board had decided not to fund their percentage to the utility clerk since no work is being done for WCND purposes. The utility clerk should have a part-time block schedule.

Supervisor Avara made the motion to relocate the utility clerk to the main office in Raymondville and for the utility clerk to work a maximum of 70 hours a month with continued benefits for the current utility clerk, due to the elimination of funding by the Willacy County Navigation District for the utility clerk position. The motion was seconded by Supervisor Garst and vote unanimously

carried. He further recommended a check scanner to be considered to make deposits of incoming checks at the Port easier.

Secretary Hicks would like to review the General Managers Contract for renewal next board meeting.

Item No. 5: PORT SUPERINTENDENTS REPORT: Frank Vasquez, Port Superintendent did not attend the meeting. Ron Mills commented that one cat walk at the sewer plant had been replaced and the second was pending.

Item No. 6: GENERAL MANAGERS REPORT: Ron Mills, General Manager, addressed the board on the following:

-Aging Report: 2 meters were pulled and 1 has been reinstalled. The largest past due balance is currently being taken care of by a family member that is in the process of working on transferring account.

-Final walk through with TWDB and Engineers scheduled for Friday June 14, 2019 at 11:00 a.m.

-County Treasurer letter signed for tax refunds: A letter from the County Treasurer was received stating we are allowed to refund tax payers that were over charged. Supervisor Avara would like to know if the taxes that are going to be refunded can be credited to existing tax balances owed and would like to have a list of owed taxes.

Secretary Hicks commented on needing to review General Managers contract.

Item No. 7: REVIEW & CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Garst made the motion to approve the transactions dated May 08, 2019 through June 11, 2019 as presented. The motion was seconded by Supervisor Lefevre and the vote unanimously carried.

Item No. 8: Adjourn: meeting adjourned at 10:16 a.m..