

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, April 09, 2019 at 9:00 a.m., with the following members present:

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

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 March 12, 2019 and would like more details on the minutes when there is a discussion. The motion was seconded by Supervisor Garst and the vote unanimously carried.

Item No. 2: PUBLIC COMMENT(S):

None.

Item No. 3: REVIEW, DISCUSSION AND POSSIBLE ACTION ON 2017 – 2018 AUDIT INTERNAL CONTROLS: Upon review and discussion of the 2017 – 2018 Audit Internal Controls, Supervisor Avara would like to discuss issues on the annual audit and they are as they follow:

-CD's: Invest committee to look into what to do with CD's that are earning very little interest. General Manager Ron Mills, asked Quinton to find a place in the valley to attend an investment of class/training.

-Year adjustments given by auditors: all journal entries have been posted for the FY 2017 – 2018.

-Auditors: Ron was unable to get auditors due to tax season.

-Fixed Assets: If assets have been updated and would like a list of all the current assets. Ron will make sure we have a list for next board meeting.

-Entries: would like to know if they are being signed off by two different people. Ron advised him that we actually have 3 people which are clerk/office manager/general manager. Mr. Avara would like a general journal entry report provided each month.

-Ron brought up that we have never had a financial plan and feels that we should have one in place for grant/loan purposes.

-Ron mentioned the IT, we do not have a written contract, however, Eddie, Tech, will draw up a contract between him and the district. Ron also advised the board that the staff does have all new computers/software updated.

-Supervisor Avara requested an outstanding balance/liability report on escrow account for the project.

Supervisor Avara made the motion to take approve the 2017 – 2018 Audit Internal Controls with the 6 listed items above and to get them implemented in the next 30 days with the exception of the financial plan. The motion was seconded by Supervisor Garst and vote unanimously carried.

Item No. 4: REVIEW & POSSIBLE ACTION ON DISPURSMENT OF TAX REVENUES: Upon review & possible action on disbursement of tax revenues, Supervisor Avara made the motion to table this item. Attorney McCormick will do research on the legality of this item. General Manager Mills stated that the audit noted over payment on the audit from a clerical error from the General Manager & the Tax Assessor causing an over payment disbursed to the district. Mills feels that the tax payers should be paid back. All board members agree that the tax monies collected should be paid back to the taxpayers by sending checks out. Supervisor Garst seconded the motion and vote unanimously carried.

Item No. 5: PORT SUPERINTENDENTS REPORT: Frank Vasquez, Port Superintendent reported on the following items:

Water, Sewer & Garbage updates:

-Water Dept: Quotes from different companies were received. 1 fire hydrant has been installed at South Shore and 2 fire hydrants need to be purchased for West Port Drive.

Ariel and Woods are working on the installation of the controls at the ground storage tank prior to filling with water and needing to inject with chlorine. After the tanks are filled they will be flushed out as per TCEQ Regulations.

-Sewer Dept: no problems at this time in the sewer department.

-Garbage Dept: took the garbage truck to Edinburg the fuel filter needed to be replaced.

-Fire Hydrant Report: None.

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

-Aging Report: 2 meters were pulled and 1 have been reinstalled. Ron, advised the board that the past due account is now getting ready to be transferred to a family member.

-Storage Tanks: by next board meeting the ground storage project should be completed.

*Secretary Hicks would like to review utility rates next month.

Item No. 7: REVIEW & CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Garst made the motion to approve the transactions dated March 13, 2019 through April 09, 2019 as presented. The motion was seconded by Supervisor Avara and the vote unanimously carried.

Item No. 10: Adjourn: meeting adjourned at 10:11 a.m..