

STATE OF TEXAS }
COUNTY OF WILLACY }

THE BOARD OF SUPERVISORS OF THE PORT MANSFIELD PUBLIC UTILITY DISTRICT met in Regular Session at the Harbor Office, 630 Laguna Drive, Port Mansfield, Texas, on Tuesday, December 09, 2020 at 9:00 a.m., with the following members present:

SUPERVISORS PRESENT:	DOUG TRAPP	PRESIDENT
	BUBBA GARST	SECRETARY
	JOHN AVARA	MEMBER
	RICHARD LEFEVRE	MEMBER
ALSO PRESENT:	RON MILLS	GENERAL MANAGER
	VIRGINIA LOMAS	HUMAN RESOURCES
	FRANK VASQUEZ	PORT SUPERINTENDENT
	McCORMICK	ATTORNEY
ABSENT:	MICHAEL BOURNE	MEMBER
GUEST:	QUENTIN ANDERSON	CRI

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, Secretary Garst made the motion to accept and approve the board meeting minutes for November 03, 2020. The motion was seconded by Supervisor Lefevre and the vote unanimously carried.

Item No. 2: PUBLIC COMMENT(S): None.

Item No. 3: ANNUAL AUDIT REPORT FOR 2019-2020 BY CRI: Quentin Anderson, CRI summarized and discussed information of the annual audit report. After discussion of the annual audit report for 2019 – 2020, Supervisor Avara made the motion to approve the audit report for 2019 – 2020 as presented. The motion was seconded by Supervisor Lefevre and the vote unanimously carried.

Item No. 4: PORT SUPERINTENDENTS REPORT: Frank Vasquez, Port Superintendent reported on the following:

- Water Dept.: the water line was completed on the west side of San Perlita.
- Garbage Dept.: None.
- Sewer: None.

Item No. 5: GENERAL MANAGERS REPORT: Ron Mills, General Manager reported on the following:

- Aging Report: accounts on the 30 – 90 + days past due list.
- 2 letters went out for cancellation of lease due to being delinquent on utility.
- Replacement of water line at 5 mile bridge: will be completed after San Perlita replacement.

-Sewer line Survey Status: the sewer line has been stroked but no report has been submitted. We got a notification advising us that there were no cracks on the line. There is a line that is full of sand. The report will be detailed on all the findings.

-Mapping and recording of utility system upgrades: Ron provided a diagram to the board showing the fire hydrants that have been replaced along with valves. Ron asked the board for their thoughts on the color coded mapping and recording diagram that we currently have to show the upgrades. We will have a diagram created showing any upgrades that are done on the water lines as well.

Ron also advised Mr. Trapp, Mr. Avara and Mr. Lefevre that if they plan to resume on the board to go online and fill out the application and bring it to the main office before January WCND board meeting.

Item No. 6: REVIEW & CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Lefevre made the motion to approve the transactions dated November 18, 2020 through December 08, 2020 as presented. The motion was seconded by Supervisor Avara and the vote unanimously carried.

Adjourn: meeting adjourned at 10:02 a.m..