

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, February 02, 2021 at 9:00 a.m., with the following members present:

SUPERVISORS PRESENT:	DOUG TRAPP	PRESIDENT
	BUBBA GARST	SECRETARY
	JOHN AVARA	MEMBER
	MICHAEL BOURNE	MEMBER
	ERIC KENNEDY	MEMBER
ALSO PRESENT:	RON MILLS	GENERAL MANAGER
	VIRGINIA LOMAS	HUMAN RESOURCES
ABSENT:	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 Bourne made the motion to accept and approve the board meeting minutes for January 05, 2021. The motion was seconded by Secretary Garst and the vote unanimously carried.

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

Item No. 3: ADMINISTER OATHS TO JOHN AVARA, DOUG TRAPP AND ERIC KENNEDY: Ron Mills, General Manager presented the Oaths of Office to be signed to John Avara, Doug Trapp and Eric Kennedy to be appointed as Public Utility District Supervisors through February 2023. The motion was moved by Supervisor Kennedy. The motion was seconded by Secretary Garst and the vote unanimously carried.

Item No. 4: DISCUSSION AND ACTION ON DUTY ASSIGNMENTS OF MEMBERS: After discussion of assignments of members Supervisor Trapp made the motion to assign John Avara as President and Michael Bourne as Secretary. The motion was seconded by Supervisor Garst and the vote unanimously carried.

Item No. 5: DISCUSSION ON NEW METER INSTALLATION LOCATIONS: The new meters were installed at the boat stalls on October, 2020 and there have been difficulties with the meter readings. The past month the WCND paid \$7k water bill. The feasibility of installing water meters on all stalls and for boat stall lessees to be responsible for water usage. It would be approximately \$13k to install meters.

After discussion the Supervisors feel that the Willacy County Navigation District should include an increase to the lease to offset the expense of water instead of installing individual meters. Ron will take this discussion to the WCND board.

Item No. 6: PORT SUPERINTENDENTS REPORT:

- Water Dept.: None.
- Sewer Dept.: the catwalk collapsed into the race track it had to be pulled out using the backhoe, it now has been fixed and reinstalled.
- Garbage Dept.: None.

Item No. 7: GENERAL MANAGERS REPORT: Ron also reported on the following:

- Aging Report: 6 accounts on the 30 – 90 + days past due list.  
3 meters were pulled and 0 have been reinstalled.  
6 letters went out for pending cancellation of lease due to being delinquent on utility,  
3 lessees have paid and 3 are still pending.

Means is currently up for disconnection we are currently waiting for the lease to expire to revert it to Willacy County Navigation District.

Item No. 8: REVIEW & CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Bourne made the motion to approve the transactions dated January 06, 2021 through February 02, 2021 as presented. The motion was seconded by Secretary Garst and the vote unanimously carried.

Adjourn: meeting adjourned at 9:39 a.m..