

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, October 05, 2021 at 9:00 a.m., with the following members present:

SUPERVISORS PRESENT:	JOHN AVARA ERIC KENNEDY DOUG TRAPP BUBBA GARST	PRESIDENT MEMBER MEMBER MEMBER
ALSO PRESENT:	RON MILLS WILLIAM McCORMICK VIRGINIA LOMAS FRANK VASQUEZ	GENERAL MANAGER ATTORNEY HUMAN RESOURCES PORT SUPERINTENDENT
ABSENT:	MICHAEL BOURNE	SECRETARY

President Avara, 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: Supervisor Trapp made the motion to table the previous board meeting minutes for the next months' board meeting. The motion was seconded by Supervisor Garst and the vote unanimously carried.

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

Item No. 3: DISCUSSION AND POSSIBLE ACTION ON DISPOSITION OF FUNDS TO REDUCE LOAN AMOUNT FROM STORAGE TANKS PROJECT: After discussion on the disposition of funds to reduce the loan amount from the storage tanks project, Supervisor Trapp made the motion to authorize Ron Mills, General Manager to take action on the principal reduction for the amount of \$80K towards the debt. The motion was seconded by Supervisor Kennedy and the vote unanimously carried.

Item No. 4: REVIEW AND POSSIBLE ACTION ON REVIEW OF PERSONNEL MANUAL REVIEW AND UPDATES: After review of the personnel manual and updates, Supervisor Kennedy made the motion to increase the max hourly rates to 10% across the categories on page 13 of the manual and leaving the entry level at the same rate, as for medical leave to remain the same and allow employees to transfer sick leave to other employees that no longer have sick leave.

Policy Book states that sick leave benefits will not be paid to employees upon termination of employment, the max amount is 240 hours. The board agreed to change policy to read as follow:

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if WCND/PMPUD, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result. The motion was seconded by Supervisor Trapp and the vote unanimously carried.

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

- Water Dept.: a valve will be installed at around 10:00 a.m. this morning across the water tower.
- Sewer Dept.: none.
- Garbage Dept.: the garbage truck is back in the shop having issues with canisters.

Item No. 6: GENERAL MANAGERS REPORT: Ron also reported on the following:

- Aging Report: 0 accounts on the 30 and 90+ days past due list. 0 meters pulled and 0 have been reinstalled.
- Sewer line installation status at TXDOT build site: the lift station is located in the Mansfield Subdivision, Engineers are unable to get to the main line so they have to plan to go around any improvements in their way.

Item No. 7: REVIEW AND CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Trapp made the motion to approve the transactions dated September 08, 2021 through October 05, 2021 as presented. The motion was seconded by Supervisor Garst and the vote unanimously carried.

Item No. 8: ADJOURN: meeting adjourned at 9:40 a.m..