

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, November 01, 2022 at 9:00 a.m., with the following members present:

SUPERVISORS PRESENT:	JOHN AVARA	PRESIDENT
	MICHAEL BOURNE	SECRETARY
	BUBBA GARST	MEMBER
	ERIC KENNEDY	MEMBER
	DOUG TRAPP	MEMBER

ALSO PRESENT:	RON MILLS	GENERAL MANAGER
	WILLIAM McCORMICK	ATTORNEY
	VIRGINIA LOMAS	HUMAN RESOURCES
	FRANK VASQUEZ	PORT SUPERINTENDENT

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: After reviewing October 04, 2022 board meeting minutes. Supervisor Trapp made the motion to approve the board meeting minutes. The motion was seconded by Secretary Bourne and the vote unanimously carried.

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

Item No. 3. DISCUSSION, AND POSSIBLE ACTION ON UTILITY DEPOSIT PROCESS: Ron Mills, General Manager advised the board that we would like to add a deposit to any work order that is adding new water & sewer connection fees. We currently collect a deposit of \$75.00 for lease holders and \$125.00 for renters. These fees are collected when transfers or new lessees are created. We currently do not collect deposit fees when new connections are done. After discussion on utility deposit process, Secretary Bourne made the motion to accept to collect \$75.00 deposit fee for any new connections/leases, and a no renters deposit will be collected for any rental property utility usage, it will be lease holders' responsibility. Policy will be left as is. The motion was seconded by Supervisor Garst and vote unanimously carried.

Item No. 4: DISCUSSION AND POSSIBLE ACTION ON POSSIBLE UTILITY HOOK UP RATE INCREASE FOR NON-CUSTOMERS: After discussion on possible utility hook up rate increase for non-customers, Supervisor Kennedy made the motion to table this item for December meeting for discussion. The motion was seconded by Supervisor Trapp and vote unanimously carried.

Item No. 5: DISCUSSION AND ACTION ON ASSESSMENT OF FEE ON UTILITY PAYMENTS PROCESSING: After discussing the assessment of the processing fee on the utility payments, Supervisor Kennedy made the motion to continue to assess the credit card processing fee. The motion was seconded by Supervisor Trapp and vote unanimously carried.

Item No. 6: PORT SUPERINTENDENTS REPORT: Frank Vasquez, Port Superintendent reported on the following:

- Water Department: None.
- Garbage Department: old garbage truck is having issues with the injector pump, it has been towed to Doggett Freightliner.
- Sewer Department: None.

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

- Aging Report: 0 accounts on the 30 – 90+ days past due list, 0 meters will be pulled and 0 have been reinstalled.

Item No. 8: REVIEW AND CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Trapp made the motion to approve the transactions dated October 05, 2022 through November 01, 2022 as presented. The motion was seconded by Secretary Bourne and the vote unanimously carried.

Item No. 9: ADJOURN: meeting adjourned at 9:42 a.m..