

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, August 03, 2021 at 9:00 a.m., with the following members present:

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

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 review of the previous board meeting minutes, Supervisor Kennedy made the motion to accept and approve the board meeting minutes for July 06, 2021. The motion was seconded by Supervisor Trapp and the vote unanimously carried.

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

Item No. 3: *DISCUSSION AND ACTION ON PROCUREMENT OF NEW UTILITY SOFTWARE PROGRAM*: Ron Mills, discussed the benefits of changing the utility software program. After discussion President Avara suggested to check with references and current customers that have used CUSI and with other cities regarding the software they are using, would also like to get quotes from other utility companies. Ron also advised the board that the sewer rates discussed the previous month are accurate. Supervisor Trapp made the motion to Table this item for September meeting. The motion was seconded by Supervisor Bourne and the vote unanimously carried.

Item No. 4: *DISCUSSION ON EMPLOYEE RECALL REQUIREMENTS*: Ron Mills addressed to the board that we currently have a policy that when an employee is called into work it is a minimum of 3 hours at time and a half (1.5). After discussion on employee recall requirements, President Avara recommends for this item to be tabled for the next month meeting.

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

- Water Dept.: hydrant was replaced in front of Sweet Gregory P's Restaurant due to a broken valve caused by the sewer cleaning machine.
- Sewer Dept.: waiting on the cleaning/vacuum report
- Garbage Dept.: None.

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

- Aging Report: 4 accounts on the 30 – 90+ days past due list.  
2 meters have been pulled and 0 have been reinstalled.

Personal Manual will be reviewed in the next few weeks, it is scheduled to be reviewed every 5 years.

Item No. 7: REVIEW & CONSIDERATION OF CHECKS & VOUCHERS: After review of checks and vouchers Supervisor Trapp made the motion to approve the transactions dated July 07, 2021 through August 03, 2021 as presented. The motion was seconded by Supervisor Kennedy and the vote unanimously carried.

Item No. 8: Adjourn: meeting adjourned at 10:12 a.m..