

**Minutes of the Port Isabel-San Benito Navigation District
October 16, 2024
Regular Meeting**

A regular meeting of the Port Isabel-San Benito Navigation and Canal Commission was held on Wednesday October 24, 2024, at 6:30 P.M., at the Port Isabel-San Benito Navigation District (PISBND) Office, located at 250 Industrial Drive, Port Isabel, Texas 78578.

Commissioners Present were:

Victor Barrera, Commissioner Chairman,
Joe Martinez, Commissioner Secretary,
Jose L Morales, Commissioner,

Others in Attendance were:

Steve Bearden, Port Director/General Manager,
Ana V. Lopez, Office Manager,
Deborah A Morales, City of San Benito Commissioner

The meeting was called to order by Chairman Victor Barrera at 6:37 P.M.

Item #3 on the Agenda Public Comments had no one from the public desiring to speak.

The Minutes for the Regular Meeting and Certified Agenda September 18, 2024, and Special Meeting and Certified Agenda(s) held September 23, 2024, were presented, and discussed with one change in the spelling of Commissioner Morales wife Deborah Morales the following motion was made:

A motion was made by Mr. Morales and seconded by Mr. Martinez to approve minutes as presented with the correction of Ms. Morale's first name. Motion carried unanimously.

Mr. Bearden then discussed the use of an outside Security Firm for Space X launch dates. After discussion the Commissioners decided that the best action is to continue to use Port personnel for the launches and not hire an outside Security firm. The Commissioners then took the following action:

A motion was made by Mr. Morales and seconded by Mr. Martinez to not hire an outside Security firm for Space X launches and continue to use Port personnel. Motion carried unanimously.

Mr. Bearden then discussed the tabled purchase of a larger backhoe for the Port. The purchase would be through Buy Board of a Case 580NEP backhoe (76 hp) through NPE company. After discussing the purchase and having received answers to the questions from the last meeting via the purchase order information on details of the backhoe, the Commissioners approved the purchase and requested that a maintenance agreement also be purchased. The Commissioners then took the following action:

A motion was made by Mr. Martinez and seconded by Mr. Morales to purchase the new 580 NEP Backhoe on Buy Board from NEP company for \$105,597.95 and to look into the purchase of a maintenance agreement with the purchase. Motion carried unanimously.

Next item was discussion and possible action on Request for Qualifications (RFQ) for Engineering Services for 2024 EDA Grant, only. The EDA grant requires PISBND to advertise for qualifications for engineering firms in a local newspaper for the engineering services for the project. After discussion on the issue the Commissioners took the following action.

A motion was made by Mr. Morales and seconded by Mr. Martinez to approve running the advertisement in the Port Isabel Press for the three week period and bring the submitted qualifications to the Commissioners at the November meeting. Motion carried unanimously.

Ana Lopez reviewed the 3rd Quarter Investment Report for 2024 (copy attached) the report was presented by Ana V. Lopez and reviewed by Mr. Juan Rivera, CPA. After discussion on the subject, the following action was taken:

A motion was made by Mr. Martinez and seconded by Mr. Morales to acknowledge the 3rd Quarter Investment Report for 2024, as reviewed by Juan Rivera, CPA. Motion carried unanimously.

The item dealing with the US Army Corps of Engineers and Placement Area 3# was requested by Mr. Bearden to be tabled at this as the final information form the US Army Corps has not yet been received.

A motion was made by Mr. Morales and seconded by Mr. Martinez to table action on Agenda Item #9 until the November meeting. Motion carried unanimously.

As set forth in greater detail in the Certified Agenda of the Executive Session of the Navigation and Canal Commission of the Port Isabel-San Benito Navigation District, the Commission entered into Executive Session at 6:53 P.M., in accordance with the following motion:

A motion was made by Mr. Morales and seconded by Mr. Martinez to discuss one item, “(in regard to Interviews of Applicants), pursuant to Tex. Gov’t Code Ann. § 551.074 (Vernon 2004) (Personnel Matters; Closed Meeting) Port Employee(s) Interviews”, in Executive Session. Motion carried unanimously.

The Commissioners returned to open session at 7:44 P.M., in accordance with the following motion:

A motion was made by Mr. Morales and seconded by Mr. Martinez to return to the open session, there being no action taken in Executive Session. Motion carried unanimously.

The Commissioners, after returning to open session at 7:44 PM, indicated that having discussed the “Interview Process of Applicants, specifically the “Administrative Assistant”, pursuant to Tex. Gov’t Code Ann. § 551.074 (Vernon 2004) (Personnel Matters; Closed Meeting),” no action was taken in Executive Session”.

In open session Mr. Morales made the following motion:

A motion was made by Mr. Morales and seconded by Mr. Martinez to have Ana call references of the 8 selected applicants and check past work experience. Motion carried unanimously.

Mr. Bearden then discussed the General Pipe Lease Agreement and that they had not come to the sale agreement with others and therefore will most likely remain on the property until the end of the lease in May of 2025. This is an issue that will need to be worked out with the Tx DPS and then the Harbor Pilots.

A motion was made by Mr. Martinez and seconded by Mr. Barrera to acknowledge the report on the General Pipe issues as it affects the Tx DPS and Harbor Pilots future leases. Motion carried unanimously.

In the Monthly Director's report Mr. Bearden reviewed the November meeting date and time, and it is tentatively scheduled for Thursday November 21, 2024, time to be set at a later date.

A motion was made by Mr. Morales and seconded by Mr. Martinez to acknowledge the Director's Report. Motion carried unanimously.

The previous month's bills were reviewed by the Commissioners. After questions and comments about some items, the following motion was made:

A motion was made by Mr. Martinez and seconded by Mr. Mr. Morales to approve the payment of the bills, as presented. Motion carried unanimously.

There being no further business to come before the Commissioners, the following motion was made:


A motion was made by Mr. Morales and seconded by Mr. Martinez to adjourn the meeting at 8:07 P.M. Motion carried unanimously.



Victor Barrera, Commissioner Chairman



Joe Martinez, Commissioner Secretary



Jose L Morales, Commissioner