

**Minutes of the Port Isabel-San Benito Navigation District
November 25, 2024
Regular Meeting**

A regular meeting of the Port Isabel-San Benito Navigation and Canal Commission was held on Monday November 25, 2024, at 1:00 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,
Julia Barrera, Administrative Assistant
Deborah A Morales, City of San Benito Commissioner

The meeting was called to order by Chairman Victor Barrera at 1:00 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 held on October 16, 2024, Special Meeting October 24, 2024, and October 28, 2024, were presented, and discussed the following motion was made.

A motion was made by Mr. Martinez and seconded by Mr. Morales to approve minutes as presented. Motion carried unanimously.

Salomon Torres then discussed possible Action on Tx Department of Public Safety Proposed Building. Salomon presented the cost, and the breakdown based on the specs of what the DPS is asking for. Salomon recommended revisiting this since the cost is high. After discussion on the issue the following motion was made.

A motion was made by Mr. Morales and seconded by Mr. Martinez to table and revisit in January of 2025, Motion carried unanimously.

Mr. Bearden then discussed the Bank Signatory Requirements for check Signing “Removal of Steven B. Bearden as of December 31, 2024.” The Commissioners then took the following action:

A motion was made by Mr. Morales and seconded by Mr. Martinez to remove Steve B Bearden. Motion carried unanimously.

Mr. Bearden then discussed the Bank Signatory Requirements for Check Signing “Adding of Joe Martinez as of January 1, 2025, and requiring Two (2) signatures on all Checks beginning January 1, 2025. The following action was taken.

A motion was made by Mr. Morales and seconded by Mr. Martinez to Add Joe Martinez and Require Two (2) Signatures. Motion carried unanimously.

Mr. Bearden then discussed Tex Pool “Resolution Removing Steven Bearden as Primary Signatory as of December 31, 2024, and Adding Chairman Victor Barrera as New Primary Signatory as of January 1, 2025”. The following action was taken.

A motion was made by Mr. Martinez and seconded by Mr. Morales to remove Steve Bearden as Primary Signatory for Tex Pool and Add Victor Barrera as the New Primary Signatory. Motion carried unanimously.

Mr. Bearden discussed Nationwide Retirement Plan “Resolution Removing Steven Bearden as Primary Signatory as of December 31, 2024, and Adding Chairman Victor Barrera as New primary Signatory as of January 1, 2025”. The following action was taken.

A motion was made by Mr. Morales and seconded by Mr. Martinez to remove Steve Bearden as Primary Signatory for Nationwide Retirement Plan and Add Chairman Victor Barrera as the New Primary Signatory. Motion carried unanimously.

Mr. Bearden discussed Resolution to Authorize Victor Barrera, Chairman, and Remove Steve B. Bearden, Port Director/General Manager as Authorized representative for Blue Cross Blue Shield Health Insurance Group of PISBND. The following action was taken.

A motion was made by Mr. Martinez and seconded by Mr. Morales to Authorize Victor Barrera, Chairman, and Remove Steve B. Bearden, Port Director/General Manager as Authorized representative for Blue Cross Blue Shield Health Insurance Group of PISBND. Motion carried unanimously.

Mr. Bearden discussed the Request for Proposals (RFP) for the Bank Depository. The Law requires PISBND to advertise for the Request for Proposals in a local newspaper for Bank services for the Bank Depository on January 23, 2025, January 30, 2025, and February 6, 2025. The RFP would be opened on February 20, 2025. The following action was taken.

A motion was made by Mr. Morales and seconded by Mr. Martinez approves running the advertisement in the local newspaper for a three-week period and brings the qualifications to the commissioners at the regular February 2025 meeting. Motion carried unanimously.

Mr. Bearden then discussed applying for a new IBC Credit Card for Administrative Assistant, Julia Barrera. The following action was taken.

A motion was made by Mr. Morales and seconded by Mr. Martinez to Approve Applying for a New IBC Credit Card for Administrative Assistant Julia Barrera. Motion carried unanimously.

Mr. Bearden reviewed with the Commissioners the 2024 Draft Budget Amendments(s). The budget line for Plant Maintenance was high due to the backhoe that was approved in the October 16th meeting for purchase. After some discussion, the following action was taken.

A motion was made by Mr. Martinez and seconded by Mr. Morales to approve the 2024 Draft Budget. Motion carried unanimously.

Mr. Bearden reviewed with the Commissioners the 2025 Draft Budget. After some discussion, the following action was taken.

A motion was made by Mr. Martinez and seconded by Mr. Morales to approve the 2025 Draft Budget. Motion carried unanimously.

Mr. Bearden discussed the 2025 PISBND Investment policy and Removing Steven B Bearden and Ana V Lopez from the Investment policy and Adding Julia Barrera (Certified as Investment Officer on November 8, 2024), Administrative Assistant Effective December 31, 2024. The following action was taken.

A motion was made by Mr. Morales and seconded by Mr. Martinez to adopt the 2025 PISBND Investment Policy and Removing Steven B Bearden and Ana V Lopez effective December 31, 2024 and adding Julia Barrera, effective January 1, 2025. Motion carried unanimously.

Mr. Bearden discussed engaging the Roberto Lopez CPA Firm, to perform the 2024 Annual Audit. The following action was taken.

A motion was made by Mr. Morales and seconded by Mr. Martinez to approve engaging the Roberto Lopez CPA Firm, to perform the 2024 Annual Audit. Motion carried unanimously.

Mr. Martinez abstained from voting on or deliberating about the following matter(s), in accordance with Chapter 171 of the Texas Local Government Code (as to Conflicts of Interest). Mr. Martinez did not leave the room.

Mr. Bearden discussed and possible Action on the Renewal of the Shrimp Dock Lease Agreement(s) for 2025, Delgado, Martinez, Ochoa, Ramirez, and Barrera and Bryant Industry Proposal to lease 200 feet of Shrimp Dock Space. Delgado requested to reduce his lease to 100 feet instead of the present 150 feet. Mr. Morales and Mr. Barrera decided not to renew Delgado's lease unless he leases the full 150 feet. While the Commissioners were in the Executive Session, Mr. Bearden reached out to Delgado. Delgado agreed to the 150 feet instead of the 100 feet. After some discussion the Commissioners acted on changing the leases to No Subleasing. Subleasing will end on December 31, 2024. All other leases were renewed and Mr. Bryant request for 200 feet was denied.

A motion was made by Mr. Morales and seconded by Mr. Barrera to approve the Lease renewals by ending all subleasing and to adding No Subleasing to the leases for Delgado, Martinez, Ochoa, Ramirez, and Barrera. Motion carried unanimously.

Mr. Martinez rejoined the meeting at this time.

MerLion has exercised its 3rd option of five (5) options to renew for one (1) year in accordance with the Lease Agreement. The item was acknowledged as follows.

A motion was made by Mr. Morales and seconded by Mr. Martinez to acknowledge the renewal. Motion carried unanimously.

Adrian Ramos has exercised his final option of two (2) options to renew for one (1) year in accordance with the Lease Agreement ending January 31, 2026. The item was acknowledged as follows.

A motion was made by Mr. Morales and seconded by Mr. Martinez to acknowledge the renewal. Motion carried unanimously.