

Minutes of the Port Isabel-San Benito Navigation District

August 14, 2025

Regular Meeting

A regular meeting of the Port Isabel-San Benito Navigation and Canal Commission was held on Thursday, August 14, 2025, at 5:00 P.M., at the Port Isabel-San Benito Navigation District (PISBND) Office, located at 250 Industrial Drive, Port Isabel, Texas 78578.

Commissioners Present were:

Joe Martinez, Commissioner Chairman,
Duvie Woods, Commissioner Secretary,
Jose L Morales, Commissioner

Staff and Legal Counsel:

Victor Barrera, Port Director
Julia Barrera, Administrative Assistant,
Jose Caso, Caso Law Firm

Others in Attendance were:

Deborah A. Morales, San Benito Commissioner
Caso Law Firm

The meeting was called to order by Chairman Joe Martinez at 5:00 P.M.

Item #3. Public Comments, No Public Comments.

Item #2. Invocation, Pledge of Allegiance to the United States Flag, and Pledge to the Texas Flag.

Item #4. Approval of Meeting Minutes for July 23, 2025, board meeting. The following motion was made:

A motion was made by Mr. Morales and seconded by Mrs. Woods to approve the meeting minutes of July 23, 2025. All voted in favor. Motion carried unanimously.

Item # 5. Discussion and possible action regarding Commissioners wearing Port Isabel-San Benito Navigation District attire when not acting in an official capacity. Mr. Martinez asked for the following motion:

A motion was made by Mr. Martinez and seconded by Mr. Morales to table item #5 until Mr. Barrera obtains additional information and presents it at the next meeting. All voted in favor. Motion carried unanimously.

Item #6. Discussion and possible action in regards selecting a bid for the Roof Repairs in the LAMEC building. Mr. Martinez asked for the following motion:

A motion was made by Mrs. Woods and seconded by Mr. Morales to approve the Roof bid submitted by Gomez Roofing. All voted in favor. Motion carried unanimously.

Item #7. Discussion and possible action to adopt a policy regarding authorization to contact legal counsel on behalf of the district.

Mr. Morales suggested to table the matter until legal counsel can review it and the board can become better informed about the proposed policy.

Mr. Martinez asked for the following motion:

A motion was made by Mr. Morales and seconded by Mr. Martinez to table item#7. All voted in favor. Motion carried unanimously.

Item #8. Executive Session- The Board of Directors may convene into Executive Session pursuant to the Texas Government Code, Chapter 551. Subchapter D, for the following:

- a. Personnel Matters (Tex. Govt Code § 551.074): To discuss Julia Barrera's compensation and job title requested by Mrs. Woods.
- b. Deliberation Regarding Real Property Texas (Gov't Code § 551.072): To discuss Brazos Harbor Pilot lease requested by Mrs. Woods.

Mr. Caso stated that, since the executive session on Personnel Matters concerns Julia Barrera, she has the option to decide whether it will be an open or closed session. Julia Barrera indicated that she prefers a closed session.

The Commissioners entered into Executive Session at 5:35 PM., in accordance with the following motion:

A motion was made by Mr. Morales and seconded by Mrs. Woods to enter Executive Session at 5:35 PM. All voted in favor. Motion carried unanimously.

The Commissioners returned from Executive Session at 6:02 PM., in accordance with the following motion:

A motion was made by Mr. Morales and seconded by Mrs. Woods to enter Open Session at 6:02 PM. All voted in favor. Motion carried unanimously.

The attorney, Mr. Caso, announced that Mrs. Woods stepped out for an important phone call at 6:02 PM. There is still a quorum present.

Item #9. Open Session- The Board will reconvene in open session to take action on items discuss in Executive Session.

The attorney announced that the Board would be voting on action items (a) and (b) as follows:

- a. An increase in salary of \$2.00 per hour.
- b. To proceed as directed in Executive Session.

Mr. Caso requested a motion.

A motion was made by Mr. Morales and seconded by Mr. Martinez to approve items (a) an increase in salary of \$2.00 per hour and (b) to proceed as directed in Executive Session. All Commissioners voted in favor. Motion carried unanimously.

Item #10 was skipped meanwhile Mrs. Woods returns from her important phone call.

Item #11. Discussion and possible action pertaining to the 2025, 2nd Quarter Investment Report, by Juan E. Rivera, CPA.

Mr. Rivera presented his report and recommended transferring funds from the M&O account to the TexPool account. Mr. Morales also recommended transferring the funds. Mr. Barrera will meet with Mr. Rivera and Chairman Mr. Martinez to further discuss the recommendation and present it to the Board at a future meeting.

Mr. Martinez asked for the following motion:

A motion was made by Mr. Morales and seconded by Mrs. Woods to approve the 2nd Quarter Investment Report provided by Mr. Rivera, CPA. All voted in favor. Motion carried unanimously.

Item #12. Ratification on Bills from July 10, 2025, to current.

Administrative Assistant Julia Barrera noted that the main expense was window repairs in the Port Director's office due to leaks. Mr. Barrera noted there is an expense for tinting windows in the Port Director's office to reduce heat and enhance safety, noting that the building's windows are not hurricane-rated.

Mr. Martinez asked for the following motion:

A motion was made by Mr. Morales and seconded by Mrs. Woods to approve the bills from July 10, 2025, to current. All voted in favor. Motion carried unanimously.

Item #10. Port Interim Director's Report, Mrs. Woods.

Mrs. Woods presented her report and noted that the main issue was the office window leaks, which have been repaired, and the roof leaks in LAMEC Building.

Mr. Martinez asked for the following motion:

A motion was made by Mrs. Woods and seconded by Mr. Morales to acknowledge the Port Interim Director's report provided by Mrs. Woods. All voted in favor. Motion carried unanimously.

Item #13. Discussion and possible action regarding the scheduling of the next Board meeting. Mr. Martinez asked for the following motion:

A motion was made by Mr. Morales and seconded by Mrs. Woods to schedule the next Board meeting for Thursday, August 28th at 5:30 PM. All voted in favor. Motion carried unanimously.

There being no further business to come before the Commissioners, Mr. Martinez asked for the following motion:

A motion was made by Mr. Morales and seconded by Mrs. Woods to adjourn the meeting at 6:28 PM. Motion was carried out unanimously.

Approved August 28, 2025



Joe Martinez, Commissioner Chairman



Duvie Woods, Commissioner Secretary



Jose L. Morales, Commissioner