

**Minutes of the Port Isabel-San Benito Navigation District  
October 10, 2025  
Workshop/Regular Meeting**

**A workshop/regular meeting of the Port Isabel-San Benito Navigation District was held on Friday, October 10, 2025, at 5:30 P.M., at the Port Isabel-San Benito Navigation District (PISBND) Office, located at 250 Industrial Drive, Port Isabel, Texas 78578.**

**Commissioners Present were:**

Joe Martinez, Commissioner  
Duvie Woods, Commissioner Secretary,

**Commissioner Not Present:**

Jose Morales, Commissioner

**Staff & Legal Counsel:**

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

**Others in Attendance were:**

Mayra Woods,

The workshop/meeting was called to order by Chairman Joe Martinez at 5:30 P.M.

Mr. Morales requested to attend the meeting via telephone conference since he was unable to be present in person. With two Commissioners in attendance, a quorum was established, allowing Mr. Morales to participate by phone in accordance with Texas Government Code §551.125. The Administrative Assistant, Julia Barrera, attempted to contact Mr. Morales twice; however, there was no answer.

Item #2. Pledge of Allegiance led by Commissioner Martinez. No Invocation was given.

Item #3. Public Comments, No Public Comments.

Item #4. Approval of Meeting Minutes for September 25, 2025, Board Meeting.

Commissioner Martinez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by Commissioner Martinez to approve September 25, 2025, board meeting minutes and The Pilot board meeting minutes. All voted in favor.  
Motion carried unanimously.**

Item #5. Discussion, workshop, and possible action to review TxDot requirements prepared by Salomon Torres.

Salomon Torres reviewed the TXDOT requirements. The Port Attorney, Jose Caso advised the Commissioners to allow him to revise the Title VI Policy to establish reasonable rules that the PISBND can comply with.

Commissioner Martinez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by Commissioner Martinez to table the item until next Board meeting. All voted in favor. Motion carried unanimously.**

Item #6. Discussion and possible action on Tabled item from September 25, 2025, Board meeting to attend Port Conventions.

Commissioner Martinez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by Commissioner Martinez to take no action for Item 6. All voted in favor. Motion carried unanimously.**

Item #7. Discussion and possible action to consider the options provided regarding the Cintas contract.

The Administrative Assistant presented the items and provided the information to the Board.

Commissioner Martinez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by Commissioner Martinez to terminate Cintas without any additional payment. All voted in favor. Motion carried unanimously.**

Item #8. Discussion and possible action on Tabled item from September 25, 2025, Board meeting regarding to schedule a Strategic Planning Workshop.

Commissioner Martinez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by to take no action. All voted in favor. Motin carried unanimously.**

Item #9. Discussion and possible action to obtain information and cost about a 200-300-Ton Mobile Travel Lift.

Port Director, Mr. Barrera will discuss this item in his Port Director report.

Commissioner Martinez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by Commissioner Martinez to take no action. All voted in favor. Motion carried unanimously.**

Item #10. Discussion and possible action to authorize the Port Director's travel, including lodging and related expenses, to the Port of Palacios, Port of Bay City/Matagorda County, Port of Victoria, and Port of Port Lavaca-Point Comfort, in connection with the Ton Mobile Travel lift.

Commissioner Martinez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by Commissioner Martinez to approve the Port Director to travel. All voted in favor. Motion carried unanimously.**

Item #11. Discussion and possible action regarding approval of bills paid from September 26, 2025, to present.

The largest expenses were the Port Director's vehicle and the TML insurance, both of which were approved for purchase.

Commissioner Martinez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by Commissioner Martinez to approve the bills. All voted in favor. Motion carried unanimously.**

Item #12. Presentation of Quarterly and Monthly Reports by Juan Rivera, CPA.

Commissioner Martinez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by Commissioner Martinez to table for next board meeting. All voted in favor. Motion carried unanimously.**

Item #13. Port Directors, Report, Mr. Barrera.

Mr. Barrera reported on building repairs in the Main Office and LAMEC building and ongoing cleanup efforts around the port.

Item #14. Discussion and possible action on scheduling future Board of Commissioners meetings, including consideration of holding meetings twice per month to allow for shorter, more manageable agendas.

Commissioner Martiez asked for the following motion:

**A motion was made by Commissioner Woods and seconded by Commissioner Martinez to have the next board meeting on October 30, 2025, at 5:30 PM and to have two meetings a month. All voted in favor. Motion carried unanimously.**

Item #20. Adjourn.

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

**A motion was made by Commissioner Woods and seconded by Commissioner Morales to adjourn at 6:43 pm. All voted in favor. Motion carried unanimously.**

Approved on October 30, 2025

  
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Joe Martinez, Commissioner Chairman

  
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Duvie Woods, Commissioner Secretary

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Jose L. Morales, Commissioner