

**Minutes of the Port Isabel-San Benito Navigation District  
November 20, 2025  
Regular Meeting**

**A workshop/regular meeting of the Port Isabel-San Benito Navigation District was held on Thursday, November 20, 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.**

**1. Call to Order**

The regular meeting of the Port Isabel-San Benito Navigation District Board of Commissioners was called to order by Chairman Joe Martinez at 5:32 P.M.

**2. Roll Call**

Commissioners Present were:  
Joe Martinez, Chairman  
Duvie Woods, Secretary  
Jose Morales, Commissioner

Staff & Legal Counsel:  
Victor Barrera, Port Director  
Jose Caso, Caso Law Firm

Others in Attendance were:  
Deborah A. Morales, San Benito Commissioner  
Jacqi Hill, Port Isabel-South Padre Press  
Mayra Woods

**3. Invocation, Pledge of Allegiance to the United States Flag, and Pledge to the Texas Flag.**

The Pledge of Allegiance led by Chairman Martinez and the Invocation was given by Commissioner Mr. Morales.

**4. Public Comments.**

None

**5. Approval of Meeting Minutes. November 6, 2025, Board Meeting minutes were reviewed.**

A motion to approve the minutes was made by Commissioner Morales, and it was seconded by Commissioner Woods. All voted in favor and the motion carried unanimously.

## **Action Items**

### **6. Discussion and possible action on tabled item from November 6, 2025, Board Meeting regarding the Monthly Financials Report presented by Juan Rivera, CPA.**

No discussion; no action.

### **7. Discussion and possible action on a tabled item from November 6, 2025, Board Meeting pertaining to the 2025 Quarterly Investment Report by Juan Rivera, CPA.**

No discussion; no action.

### **8. Discussion and possible action to engage Roberto Lopez, Certified Public Accountants, to perform the 2025 Annual Audit.**

Commissioner Morales and Port Director Barrera provided a brief overview of the procurement process used to select Roberto Lopez, Certified Public Accountants. Port Director Barrera explained that the Port is exercising a one-year renewal due to timeline constraints, and additional discussion was held regarding the strategy and process for selecting an auditor in the subsequent year.

A motion was made by Commissioner Woods, and seconded by Commissioner Morales to approve Roberto Lopez, Certified Public Accountants, to perform the 2025 Annual Audit. All voted in favor. Motion carried unanimously.

### **9. Discussion and possible action on approval of bills.**

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

### **10. Discussion and possible action to review, modify, and/or adopt the 2026 PISBND Investment Policy, including designation of Port Director Victor Barrera and Administrative Assistant Julia Barrera as District Investment Officers, in accordance with Chapter 2256 of the Texas Government Code (Public Funds Investment Act).**

Legal counsel Jose Caso reviewed the requirements of Chapter 2256 of the Texas Government Code, explaining that the statute requires the adoption of an investment policy and the designation of employees, rather than members of the governing board (Commissioners), as investment officers. It was further discussed and agreed that all investment decisions would be presented to the Commissioners for approval prior to execution, while the actual implementation of the investment strategy would be carried out in accordance with the adopted policy.

Commissioner Morales made a motion, which was seconded by Commissioner Woods, to adopt the investment policy and designate Port Director Victor Barrera and Administrative Assistant Julia Barrera as the District's Investment Officers. All voted in favor, and the motion passed unanimously.

#### **11. Discussion and possible action to adopt policies for the district vehicles and equipment.**

The Commissioners directed Port Director Barrera and Legal counsel Jose Caso to develop a policy and present it to the Commissioners in the future for consideration.

#### **12. Discussion and possible action regarding selection of charitable donations.**

Commissioners discussed and selected charitable donations for the year. Commissioner Woods selected donations of \$1,000 to the Salvation Army of Port Isabel, \$500 to the Laguna Madre Youth Center, and \$1,000 to the City of Laguna Vista Police Department's "Shop with a Cop" program. Commissioner Morales selected donations of \$2,000 to the San Benito CISD "Shop with a Cop" program and \$500 to the San Benito Food Pantry. Commissioner Martinez selected a donation of \$2,500 to Our Lady Star of the Sea Catholic Church CCE Classes.

Legal counsel Jose Caso explained that the donations are made for marketing and name-recognition of PISBN, purposes rather than as traditional charitable contributions. Counsel clarified that the expenditure of funds is permissible because the donations serve to promote awareness of and market the organization within the community. There was a further recognition that all of the organizations that receive the funding would publicly recognize the donation by PISBND, thereby promoting the organization.

Chairman Martinez called for a motion. A motion was made by Commissioner Morales and seconded by Commissioner Woods to approve the selected charitable donations. All voted in favor, and the motion carried unanimously.

#### **13. Discussion and possible action to purchase the Sky Trak Forklift.**

Several options and models for a Sky Trak forklift were reviewed, with prices ranging from approximately \$35,000 to \$75,000, for higher-end models. There was consensus among the Board that the equipment is needed. The possibility of trading in the existing forklift to apply equity toward the purchase was discussed; however, there was additional discussion that the existing forklift should instead be kept or sold at a later date as a separate transaction. Commissioner Morales stated that any decision regarding the purchase should be brought back to the Board for approval. Although Commissioner Woods suggested authorizing Port Director Barrera to purchase a Sky Trak forklift within a price range of \$35,000 to \$40,000.

No action was taken on this item.

**14. Discussion and possible action to authorize the issuance of a Request for Qualifications to select a qualified surveyor to conduct a Boundary Survey of the Port Isabel-San Benito Navigation District.**

Legal counsel Jose Caso explained that, pursuant to the Texas Professional Services Act, surveying services must be procured through a Request for Qualifications process and may not be directly selected. Counsel further explained that the selection must be based on qualifications rather than pricing. Port Director Barrera stated that staff would proceed with the Request for Qualifications process and return to the Board with a recommended selection for approval.

No action was taken on this item.

**15. Discussion and possible action regarding grants.**

The Board held a general discussion regarding the need to develop a proactive strategy for identifying and pursuing grant opportunities, including the potential use of a grant writer and broader advocacy efforts. Port Director Barrera stated that staff would develop an action plan and present it to the Board at a future meeting for consideration.

No action was taken on this item

**16. Executive Session**

**Closed session pursuant to Texas Gov't Code Sections 551.071 (Consultation with Attorney); 551.072 (Property Deliberation); 551.087 (Economic Development Negotiations); and 551.074 (Personnel Matters) related to:**

**16a. *Cameron County, Texas v PISBND, et al.*; Cause No. 2025-DCL-05934-H**

**16b. *PISBND v Port Isabel Logistical Offshore Terminal, Inc.*; Cause No. 2025-DCL-01767**

**16c. PISBND leases**

**16d. Matters involving real estate**

**16e. Employee procedures**

A motion to enter into Executive Session was made by Commissioners Morales and seconded by Commissioner Woods. All voted in favor, and the Commissioners entered into Executive Session at 6:16 p.m.

**17. Return to Open Session**

**Consideration and ACTION, if any, including but not limited to the adoption of board resolutions related to items discussed in executive session(s):**

**17a. *Cameron County, Texas v PISBND, et al.*; Cause No. 2025-DCL-05934-H**

**17b. PISBND v Port Isabel Logistical Offshore Terminal, Inc.; Cause No. 2025-DCL-01767**

**17c. PISBND leases**

**17d. Matters involving real estate**

**17e. Employee procedures**

Motion to return into Open Session made by Commissioner Morales and Seconded by Commissioner Woods. All voted in favor and the Board returned into open session at 7:02 p.m.

Motion by Commissioner Morales and seconded by Commissioner Woods to proceed as directed in Executive for items 17a., 17b., and 17d. All voted in favor and motion carried.

No action taken on items 17c. And 17e.

### **Report**

#### **18. Port Director's Report (Victor Barrera)**

The Port Director reported on repair plans at South Point Marina. He further shared a presentation on a tour of ports in Texas and shared insights of what he learned by visiting other ports. Director Barrera discussed future maintenance projects for the port.

No action taken.

### **Next Board Meeting**

#### **19. Discussion and possible action on scheduling the next board meeting.**

Chairman Martinez asked for the following motion:

A motion was made by Commissioner Woods, and seconded by Commissioner Morales to schedule the next board meeting on December 2, 2025 at 5:30 pm. All voted in favor. Motion carried unanimously.

#### **20. Adjourn.**

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

A motion was made by Commissioner Morales and seconded by Commissioner Woods to adjourn at 7:38 pm. All voted in favor. Motion carried unanimously.

Approved on December 15, 2025



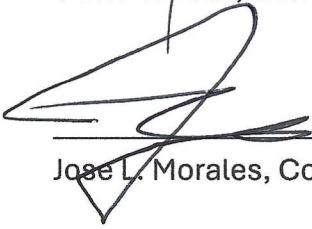
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Joe Martinez, Commissioner Chairman



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Duvie Woods, Commissioner Secretary



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Jose L. Morales, Commissioner