

**Minutes of the Port Isabel-San Benito Navigation District
December 15, 2025
Regular Meeting**

A workshop/regular meeting of the Port Isabel-San Benito Navigation District was held on Monday, December 15, 2025, at 9:00 A.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 9:00 A.M.

2. Roll Call

Commissioners Present were:

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

Staff & Legal Counsel:

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

Others in Attendance were:

Jacqi Hill, Port Isabel-South Padre Press,
Carlos Jasso, Caso Law,
Deborah A. Morales, San Benito Commissioner,
Martin Cantu, Commissioner Place 3, City of Port Isabel,
Daniel Bryant, BIS
Orlando Ochoa,
Jesse Delgado

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.

No Public Comments.

5. Approval of Meeting Minutes. November 20, 2025, Board Meeting minutes were reviewed.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods , to approve the minutes of November 20, 2025, Board Meeting. All other Commissioners voted in favor. Motion carried unanimously.

Action Items

6. Discussion and possible action on the proposed 2026 Budget.

Mr. Barrera, Port Director, reviewed the budget with the Board. No election is planned this year, resulting in no allocated election funds. Engineering costs increased for planned surveying, salaries were adjusted to include all Port Director and staff's pay, and minor fee changes were noted. Travel for training and conferences is planned, charity expense was added, and routine operations and insurance remain stable. Overall, the budget aligns with expectations.

Chairman Martinez raised a concern about the telephone budget; it was explained that costs include AT&T services for Internet and phone lines, Commissioners' cell phones, and three employees' cell phones.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to approve the proposed 2026 budget. All voted in favor. Motion carried unanimously.

7. Discussion and possible action authorizing the purchase of uniforms and district attire for District employees and directors.

Administrative Assistant Julia Barrera presented a PowerPoint on the jacket selection.

Commissioner Woods pointed out that the maintenance jacket would need to be a safety jacket.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Woods and Seconded by Commissioner Morales to approve the purchase of the jackets in black. All voted in favor. Motion carried unanimously.

8. Discussion and possible action on approval of bills.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to approve the bills. Motion carried unanimously.

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:

- 9a. Leases
- 9b. Matters involving real estate
- 9c. Employment matters (compensation)

The Commissioners entered Executive Session at 9:21 A.M. In accordance with the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to enter Executive Session at 9:21 A.M. All voted in favor. Motion carried unanimously.

Return to Open Session

Consideration and ACTION, if any, including and limited to the adoption of board resolutions related to items discussed in executive session(s):

- 10a. Leases
- 10b. Matters involving real estate
- 10c. Employment matters (compensation)

Motion to return into Open Session made by Commissioner Woods and Seconded by Commissioner Morales. All voted in favor and the Board returned into open session at 10:43 A.M.

Legal counsel Pepe Caso addressed tenants regarding lease renewals and port expectations. Leases will be renewed for a one-year term, January 1 through December 31, 2026, at current rates. Tenants are required to maintain clean, orderly, and professional working areas; all debris, old equipment, and abandoned materials must be removed by April 1, 2026. The district will provide dumpsters for 90 days and coordinate cleanup efforts, but removal of heavy equipment or large materials is the tenant's responsibility.

Mr. Caso also outlined upcoming changes effective January 1, 2027, requiring all vessels to be operational, seaworthy, properly licensed, and free from hazards. Tenants will have input on defining seaworthiness and enforcement procedures. The district emphasized collaboration, safety, environmental responsibility, and ongoing support to improve port appearance and operations. Workshops on vessel seaworthiness will be offered, and failure to comply may result in notices of violation or lease termination.

Mr. Caso requested a motion to renew the leases for a one-year term at the current lease subject to the changes that are being proposed to the land, the land component, with the enforcement actions starting on April 1, 2026.

Chairman Martinez filed the required conflict of interest affidavit prior to the meeting and abstained from voting or deliberating on the following matter(s) in accordance with Chapter 171 of the Texas Local Government Code. He did not leave the room.

Chairman Martinez called for the following motion(s):

10a. A motion was made by Commissioner Morales and Seconded by Commissioner Woods to renew the leases. All other Commissioners voted in favor. Motion carried unanimously.

10b. No action taken.

10c. A motion was made by Commissioner Morales and Seconded by Commissioner Woods to proceed as directed in executive session. All voted in favor. Motion carried unanimously.

Report

11. Port Director's Report (Victor Barrera)

The Port Director, Mr. Barrera, reported on routine maintenance and repairs were completed throughout the Port, including equipment repairs, dock improvements, grounds maintenance, and office building repairs. Several short-term dock and property lease agreements were executed or discussed with prospective tenants. Ongoing dock repairs and future facility projects were reviewed. Staff attended required elections training, completed employee evaluations, coordinated holiday staffing schedules, and installed holiday decorations at the Port Office. A reported fuel concern was investigated with no issues found.

Next Board Meeting

12. Discussion and possible action to approve activities and the 2026 Board Meeting Calendar or, if not approved, to set the next meeting date.

Administrative Assistant Julia Barrera reviewed the 2026 calendar with the Board. Board meetings are highlighted in blue and are scheduled for the 2nd and 4th Thursday of each month at 5:30 P.M., based on the usual meeting times. At each meeting, she will confirm whether the next scheduled date works for all commissioners and make adjustments if necessary.

Chairman Martinez called for the following motion:

A motion was by Commissioner Morales and Seconded by Commissioner Woods to approve the calendar with adjustments if needed, all voted in favor. Motion carried unanimously.

Commissioner Morales suggested that the Commission consider an employee appreciation Christmas dinner.

After some discussion, Chairman Martinez called for the following motion:

A motion made by Commissioner Morales and Seconded by Commissioner Woods to have an appreciation employee Christmas dinner at the Sea Ranch restaurant at 7:00 PM with a plus 1. All voted in favor. Motion carried unanimously.

20. Adjourn.

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

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to adjourn at 11:16 AM. All voted in favor. Motion carried unanimously.

Approved on January 8, 2026



Joe Martinez, Commissioner Chairman



Duwie Woods, Commissioner Secretary



Jose L. Morales, Commissioner