

**Minutes of the Port Isabel-San Benito Navigation District
November 6, 2025
Regular Meeting**

A workshop/regular meeting of the Port Isabel-San Benito Navigation District was held on Thursday, November 6, 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 5:30 P.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:

Deborah A. Morales, San Benito Commissioner
Jacqi Hill, Port Isabel-South Padre Press
Jr Hill

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 were received.

5. Approval of Meeting Minutes. October 10, 2025, Board Meeting minutes were reviewed.

Chairman Martinez asked for the following motion:

A motion was made by Commissioner Woods, seconded by Commissioner Martinez, to approve the minutes of October 10, 2025, Board Meeting. Commissioner Morales abstained from voting, as he was not present at that meeting. All other Commissioners voted in favor. Motion carried unanimously.

Financial Matters

6. Discussion and approval of bills. The Board reviewed the QuickBooks Check Listing Report by bank account. Questions were raised regarding certain expenses, and Administrative Assistant Julia Barrera provided clarification.

Chairman Martinez asked for the following motion:

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

Before proceeding, Chairman Martinez asked if Items 7 and 8 could be discussed together. Legal Counsel Jose Caso was disconnected from the call. Commissioner Morales stated he believed it is Chairman decision. Chairman Martinez proceeded to discuss both items together.

7. Presentation and approval for the Quarterly Reports by Juan Rivera, CPA. Mr. Juan Rivera, CPA, was unable to attend and requested Administrative Assistant Julia Barrera to present the Quarterly Report. Ms. Barrera presented the report provided by Mr. Rivera. Commissioners reviewed the report and asked questions that could not be answered at the time.

8. Presentation and approval for the Monthly Reports by Juan Rivera, CPA. Mr. Juan Rivera, CPA, was unable to attend and requested Administrative Assistant Julia Barrera to present the Monthly Report. Ms. Barrera presented the report provided by Mr. Rivera. Commissioners reviewed the report and asked questions that could not be answered at the time.

Chairman Martinez asked for the following motion:

A motion was made by Commissioner Woods, seconded by Commissioner Morles to table items 7 and 8 for the next meeting. All voted in favor. Motion carried unanimously.

Travel

9. Discussion and approval for Port Director, Victor Barrera, to attend the 37th Annual Election Law Seminar for Cities, Schools, and Other Political Subdivision December 1-3, 2025. The Commissioners were provided with a Travel Expense report which they reviewed and had some questions, which were clarified by Administrative Assistant Julia Barrera.

Following discussion, Chairman Martinez asked for the following motion:

A motion was made by Commissioner Morales, seconded by Commissioner Woods to approve the Travel Expense Report. All voted in favor. Motion carried unanimously.

Policy

10. Discussion and possible action on adopting Title VI Plan and Policy to meet TXDOT previously tabled on October 10, 2025, Board meeting. Legal Counsel, Mr. Caso, discussed the plan and policy.

Chairman Martinez asked for the following motion:

A motion was made by Commissioner Morales, seconded by Commissioner Woods to adopt the Title VI Plan and Policy to meet TXDOT requirements. All voted in favor. Motion carried unanimously.

Planning and Development

11. Information Only- Update on the PISBND maps and total acreage. Port Director, Mr. Barrera, provided an update on the maps and total acreage. Mr. Barrera will be requesting bids for a Survey.

12. Update and Possible action- Discussion regarding the 200-300 Ton Mobile Lift. Port Director, Mr. Barrera, provided an update. – No Action was taken.

Sales of Equipment

13. Discussion and approval to sell the Forklift. Port Director, Mr. Barrera, stated that the current forklift is no longer needed and recommended selling it to purchase a Skytrak forklift.

Chairman Martinez asked for the following motion:

A motion was made by Commissioner Morales, seconded by Commissioner Woods to table item 13; approval to sell the Forklift. All voted in favor. Motion carried unanimously.

Other

14. Discussion and approval to Donate to the San Benito 2nd Annual Shop with a Cop. Commissioner Morales spoke in support of donating to children in need, noting the positive impact the Commissioners can make.

Chairman Martinez asked for the following motion:

A motion was made by Commissioner Morales, seconded by Commissioner Woods to donate \$2,500 per Commissioner to their choice of Charity. All voted in favor. Motion passed unanimously.

The Commissioners will choose their Charity at the next board meeting.

15. Discussion and possible action regarding the MPO meeting attended by Mr. Morales. Commissioner Morales stated he is willing to continue attending the meetings but offered other Commissioners the opportunity to take his place if interested. The meetings are in person at Weslaco.

Legal Counsel, Mr. Caso requested that the Board consider a motion to amend the designation of representatives, Commissioner Morales as lead, Chairman Martinez to be first proxy, Commissioner Woods to be second proxy, and for Port Director, Mr. Barrera to be third proxy. Commissioner Morales' motion, seconded by Commissioner Woods. All voted in favor. Motion carried unanimously.

Commissioner Morales stated that whoever attends will be compensated as if it were a meeting here, he asked Counsel, Mr. Caso, if that was correct, Counsel replied, yes except for Port Director, Mr. Barrera since he is salary.

16. Executive Session- The Board may enter Executive session in accordance with Subchapter D of Chapter 551 of the Texas Government Code, Sections 551.071, 551.072, and 551.074 for the purpose of discussing and deliberating on the following matters permitted under the Open Meeting Act:

16a. Consultation with Attorney (Texas Government Code 551.071)- Regarding potential and/or contemplated legal matters subject to attorney-client privilege.

16b. Real Property (Texas Government Code 551.072)- To deliberate the renewal of leases and fees for real property owned or leased by the district.

16b.1. Discussion on potential lease agreement(s).

16b.2. Discussion to adopt new rules to be added to the lease agreements.

The Commissioners entered Executive Session at 6:34 PM, In accordance with the following motion:

A motion was made by Commissioner Morales, seconded by Commissioner Woods to enter Executive Session at 6:34 pm. All voted in favor. Motion carried unanimously.

The Commissioners returned from Executive Session at 6:53 P.M., In accordance with the following motion:

A motion was made by Commissioner Morales, seconded by Commissioner Woods to return from Executive Session at 6:53 pm. All voted in favor. Motion carried unanimously.

17. Open Session- The Board will convene in open session to take action on items discussed in Executive Session.

17a. Consultation with Attorney (Texas Government Code 551.071)- Regarding potential and/or contemplated legal matters subject to attorney-client privilege.

Legal Counsel, Mr. Caso requested that the Board consider taking the following motion:

17b. Real Property (Texas Government Code 551.072)- To deliberate the renewal of leases and fees for real property owned or leases by the district.

17b.1. Possible action on potential lease agreement.

17b.1. To accept General Pipe's lease.

17b.1. Authorize the General Manager/Port Director to have authority to enter 30-90 days' leases. As well as ratify Sr Trident Inc and Next Generation's leases.

17b.2. Possible action to adopt the new rules to be added to the lease agreement.

17b.2. To adopt the new rules for the future lease agreements as discussed in Executive Session.

Commissioner Morales motioned to approve the motions discussed in executive session, Commissioner Martinez asked for a second, Commissioner Woods seconded, all voted in favor. Motion carried unanimously.

Reports- Information Only- No Action.

18. Port Director, Report, Mr. Barrera.

Port Director, Mr. Barrera, provided his report, stating all leak issues have been resolved. We are continuing efforts to improve the Port's appearance. I contacted the TxDOT engineer and Cameron County regarding the speed bumps, and neither expressed any concerns. South Point would like to begin repairing 4,350 square feet of roadway at their front entrance.

Next Board Meeting

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

Mr. Martinez asked for the following motion:

A motion was made by Commissioner Morales, seconded by Commissioner Woods to schedule the next board meeting on November 20, 2025 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:

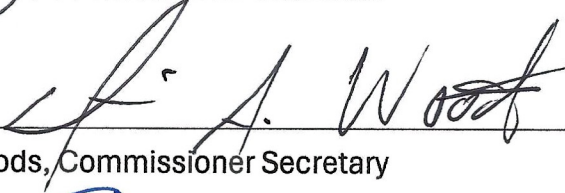
A motion was made by Commissioner Morales and seconded by Commissioner Woods to adjourn at 7:05 pm. All voted in favor. Motion carried unanimously.

Approved on November 20, 2025

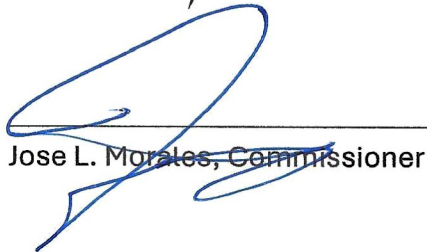
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Joe Martinez, Commissioner Chairman



Duvie Woods, Commissioner Secretary



Jose L. Morales, Commissioner