

**Minutes of the Port Isabel-San Benito Navigation District
January 8, 2026
Regular Meeting**

A workshop/regular meeting of the Port Isabel-San Benito Navigation District was held on Thursday, January 8, 2026, at 5:35 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 5:36 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:

Jacqi Hill, Port Isabel-South Padre Press, Scott Brown, Pilot, Sherri Brown, Pilot, Salmon Torres, Soluciones, Deborah A. Morales, San Benito Commissioner, Juan E. Rivera, District

3. Public Comments.

No Public Comments.

4. Approval of Meeting Minutes. December 15, 2025, Board Meeting minutes were presented.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Woods and Seconded by Commissioner Morales , to approve the minutes of December 15, 2025, Board Meeting. All other Commissioners voted in favor. Motion carried unanimously.

Action Items

5. Discussion and possible action on a Tabled item from November 20, 2025, Board Meeting regarding the approval of the Monthly Financial Report presented by Juan Rivera, CPA.

Mr. Rivera presented the Tabled item from November 20, 2025, Monthly Financial Report. Commissioner Morales questioned new monthly expenses; Mr. Rivera stated the report will be revised next month to show monthly and year-to-date expenses.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to approve November 20, 2025, Monthly Financial Report. All voted in favor. Motion carried unanimously.

6. Discussion and possible action on a Tabled item from November 20, 2025, Board Meeting pertaining to approval of the 2025, 3rd Quarter Investment Report by Juan Rivera, CPA.

Mr. Rivera presented the Tabled item of November 20, 2025, 3rd Quarter Investment Report. The Board presented the quarterly investment report as required by state law.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to approve the 3rd Quarter Investment Report. All voted in favor. Motion carried unanimously.

7. Discussion and possible action on approval of bills.

Port Director Mr. Barrera reported that the two highest expenses were for Boat Barn garage repairs, while all other bills reflected regular monthly bills.

Chairman Martinez called for the following motion:

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

8. Discussion and possible action regarding amendment of PISBND's lease with Pilot to authorize PILOT's ability to undertake new activities at the port.

Scott Brown from Pilot addressed the Board regarding the matter and requested consideration of his proposal.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to move item #8 to Executive Session under 17b. Real Property to discuss.

9. Discussion and possible action to approve PISBND's memberships in organizations for 2026.

Administrative Assistant Julia Barrera presented the memberships and reported an increase in two memberships.

Chairman Martinez called for the following motion:

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

10. Discussion and possible action to approve the Port Director's travel to Houston for the 2026 Port of the Future Conference.

Port Director, Mr. Barrera, presented information about the conference.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Woods and Seconded by Commissioner Morales to approve the Port Director's travel to Houston for the 2026 Port of the Future Conference. All voted in favor. Motion carried unanimously.

11. Discussion and possible action to approve purchase of office printer(s).

Administrative Assistant Julia Barrera stated that the office printer is no longer functioning properly and is in need of replacement.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to approve the purchase a printer for the Port's office. All voted in favor. Motion carried unanimously.

12. Discussion and possible action to schedule a strategic planning session and identify topics for discussion.

Commissioner Morales advocates long-term strategic planning, suggesting a workshop to explore ideas like attracting cruise liners, creating a safe harbor, and boosting year-round economic activity by revitalizing the port as a destination.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to schedule a workshop. All voted in favor. Motion carried unanimously.

13. Discussion and possible action to rank the surveying firms who submitted response under RFQ process and authorize the Port Director to negotiate a contract for surveying services with the highest rank firm, in accordance with Texas Government Code Chapter 2254; and if negotiations are unsuccessful, to proceed to the next rank firm(s).

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to Table this item so the Commissioners can look it over and rank the surveying firms. All voted in favor. Motion carried unanimously.

14. Discussion and possible action to modify Port attorney's contract.

Commissioner Morales explained that, since the attorney's contract was established when the board held only one meeting per month but now the board has two meetings—and the attorney attends both—the board should consider increasing the attorney's compensation.

Commissioner Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to increase the Port attorney's contract by \$1,000 per month. All voted in favor. Motion carried unanimously.

15. Discussion and possible action regarding next steps for implementation of a Mobile Travel Lift, including but not limited to planning, studies, engineering, procurement procedures, funding, and operational planning.

Mr. Barrera stressed the importance of inspection, engineering assessment, and site planning for the mobile travel lift project, including feasibility, job creation, and business attraction—while Salomon Torres noted upcoming grant opportunities for both planning and purchase phases.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to allow Salomon Torres to move forward with the Grant to pay for this particular unit. All voted in favor. Motion carried unanimously.

16. Discussion and possible action regarding the development of a strategic plan for a Port Infrastructure Development Program Grant.

Mr. Barrera emphasized the importance of setting goals, collecting data on port needs, and following a step-by-step planning approach to develop a strategic plan that supports future port expansion and positions the port for grant opportunities.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Woods and Seconded by Commissioner Morales to go ahead for the development of the strategic plan for the portable infrastructure development program. All voted in favor. 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:

- 17a. Personnel matters regarding Victor Barrera, Port Director (Tex. Gov't Code 551.074)
- 17b. Real Property (Tex. Gov't Code Sections 551.072)
- 17c. Personnel Matters (Tex. Gov't Code 551.074)
- 17d. Consultation with Attorney Regarding potential and or contemplated legal matters, subject to the attorney-client privilege under the authority of the Open Meeting Act Section 551.071, Government Code (Tex. Gov't Code 551.071)
- 17e. Claim filed by CINTAS (Tex. Gov't Code 551.071)

The Commissioners entered Executive Session at 6:51 P.M, In accordance with the following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to enter Executive Session at 6:51 P.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):

- 18a. Personnel matters regarding Victor Barrera, Port Director (Tex. Gov't Code 551.074)
- 18b. Real Property (Tex. Gov't Code Sections 551.072)
- 18c. Personnel Matters (Tex. Gov't Code 551.074)
- 18d. Consultation with Attorney Regarding potential and or contemplated legal matters, subject to the attorney-client privilege under the authority of the Open Meeting Act Section 551.071, Government Code (Tex. Gov't Code 551.071)
- 18e. Claim filed by CINTAS (Tex. Gov't Code 551.071)

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 8:01 P.M.

Following the conclusion of executive session and at the request of legal counsel, Mr. Caso, Chairman Martinez called for motions on the following items:

- 18a. A motion was made by Commissioner Woods and Seconded by Commissioner Morales to proceed as directed in executive session. All voted in favor. The motion carried unanimously.
- 18b. A motion was made by Commissioner Woods and Seconded by Commissioner Morales, regards to the Pilot and Yacht Club, to proceed as directed in executive session. All voted in favor. The motion carried unanimously.

18c. No motion was made.

18d. No motion was made.

18e. A motion was made by Commissioner Woods and Seconded by Commissioner Morales to proceed as directed in executive session. All voted in favor. The motion carried unanimously.

Report

19. Port Director's Report (Victor Barrera)

Port Director Mr. Barrera reported on maintenance, tenant payments, and property updates; discussed ongoing strategic planning and grant efforts; and noted that, although he spoke with Chris from the Laguna Madre Yacht Club about visiting, Chris did not attend as expected.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Woods and Seconded by Commissioner Morales to acknowledge the Port Directors report. All voted in favor. Motion carried unanimously.

Next Board Meeting

20. Discussion and possible action to confirm the next Board Meeting on January 22, 2026, at 5:30 p.m.

Chairman Martinez asked for the following motion:

A motion was made by Commissioner Woods and Seconded by Commissioner Morales to confirm the next Board meeting on January 22, 2026, at 5:30 p.m. All voted in favor. Motion carried unanimously.

21. Adjourn.

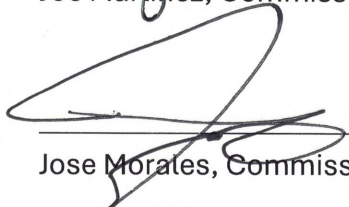
There being no further business to come before the Commissioners, Chairman Martinez called for following motion:

A motion was made by Commissioner Morales and Seconded by Commissioner Woods to adjourn at 8:19 P.M. All voted in favor. Motion carried unanimously.

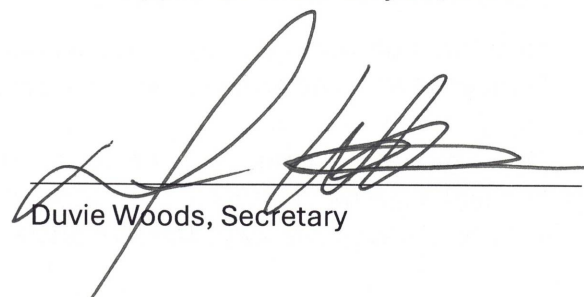


Joe Martinez, Commissioner Chairman

Approved on January 23, 2026



Jose Morales, Commissioner



Duvie Woods, Secretary