

Minutes of the Port Isabel-San Benito Navigation District
July 29, 2026
Regular Meeting

A Regular Meeting of the Port Isabel-San Benito Navigation District was held on Wednesday, July 29, 2026, 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 PISBND Board of Commissioners was called to order by Chairman Joe Martinez at 5:30 P.M.

2. Roll Call

Chairman Martinez conducted the roll call; all Commissioners were present, and a quorum was established.

The following individuals were present at the meeting:

COMMISSIONERS:

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

STAFF & LEGAL COUNSEL:

- *Victor Barrera, Port Director*
- *Jose Caso, Caso Law Firm*
- *Hilda Zermeno, Administrative Assistant*
- *Estella Reyes, Administrative Assistant*

OTHERS IN ATTENDANCE:

- *Deborah A. Morales*
- *Jose Alberto Hernandez - Caso Law Firm*
- *Mark Nering - LMYC*
- *Pacifico Goette - LMYC*

3. Public Comments

Chairman Martinez announced that members of the public were allowed three (3) minutes to address the Pilot Board on any topic. There were no public comments.

4. Approval of Meeting Minutes

The minutes of the July 16 ,2026, Board Meeting were presented for approval.

Chairman Martinez called for the following motion:

A motion was made by Secretary Woods to approve the minutes of July 16, 2026, and seconded by Commissioner Morales. All voted in favor; motion carried unanimously.

Action Items

5. Discussion, Consideration, and Possible Action Regarding Approval of Bills

Administrative staff presented the accounts payable and payroll for the period. Commissioners requested that future bill packets include detailed itemized documentation for maintenance expenses and credit card charges in addition to the summary provided.

Questions were answered regarding payroll, maintenance and operations expenses, and QuickBooks annual software fees.

Following discussion, a motion was made by Secretary Woods to approve payment of the bills as presented subject to the instructions above. It was then seconded by Commissioner Morales. All voted in favor and the motion was carried unanimously.

6. Discussion, consideration, and possible action regarding possible attendance of the Port Director and Port Commissioners to Houston International Maritime Conference in Houston, Texas (November 2 - 5, 2026).

Commissioners discussed the educational value of the conference, networking opportunities, visiting other Texas ports, future cargo opportunities, and long-term development possibilities for the District.

Commissioner Morales recommended that District legal counsel, Jose Caso, also attend.

Chairman Martinez called for the following motion:

A motion was made by Commissioner Morales to approve attendance of the Port Director, Commissioners, and District legal counsel at the Houston International Maritime Conference. Seconded by Secretary Woods. All voted in favor; motion carried unanimously.

7. Discussion, consideration and possible action regarding attendance of the Port Director and staff to the 38th Annual Election Law Seminar for Cities, Schools, and Other Political Subdivisions in Round Rock, Texas (December 1- 3, 2026).

The Board considered attendance at the 38th Annual Election Law Seminar for Cities, Schools, and Other Political Subdivisions to be held in Round Rock, Texas, December 1–3, 2026.

Discussion centered on who should attend. Commissioners agreed that the District's administrative staff would benefit most from the training, particularly with an upcoming election.

Chairman Martinez called for the following motion:

A motion was made by Secretary Woods to authorize both administrative staff members to attend the Election Law Seminar. Seconded by Commissioner Morales. All voted in favor; motion carried unanimously.

Executive Session

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

- 8. Discussion, consideration, and possible action regarding economic development negotiations, including but not limited to grants*
- 9. Discussion, consideration, and possible action to review prior expenditures and approve upcoming Port expenses by Port Director Victor Barrera*
- 10. Discussion, consideration, and possible action regarding real property matters involving PISBND*

Chairman Martinez called for the following motion:

A motion was made by Commissioner Woods and seconded by Commissioner Morales to enter Executive Session. All voted in favor; motion carried unanimously. The Executive Session started at 5:51 P.M.

Return to Open Session

- 11. Discussion, consideration, and possible action regarding economic development negotiations, including but not limited to grants*
- 12. Discussion, consideration, and possible action to review prior expenditures and approve upcoming Port expenses by Port Director Victor Barrera*
- 13. Discussion, consideration, and possible action regarding real property matters involving PISBND*

Motion to return into Open Session was made by Secretary Woods and seconded by Commissioner Morales. All voted in favor, and the Board returned into Open Session at 6:43 P.M.

Legal Counsel requested a motion to proceed as directed in Executive Session regarding Items 11, 12, and 13.

A motion was made by Secretary Woods and seconded by Commissioner Morales to proceed as directed in Executive Session regarding Items 11, 12, and 13. All voted in favor and the motion was carried unanimously.

Report

14. Port Director's Report (Victor Barrera)

Port Director Victor Barrera reported on the following:

- *Dock piling replacement project is expected to begin within approximately ten days following completion of another project by the contractor.*
- *Warehouse lighting, electrical switches, and painting improvements have been completed using existing District materials where possible.*
- *District maintenance personnel completed cleaning services at the LAMEC Building after the previous cleaning contractor discontinued services.*
- *The District purchased backpacks for Port Isabel ISD and received a \$95 Walmart gift card, allowing the purchase of additional backpacks.*
- *San Benito CISD requested Kleenex as its school supply donation.*
- *The American Association of Port Authorities conference was reviewed but determined to be cost prohibitive.*
- *The HIMC conference was recommended as a more economical alternative.*
- *SpaceX activities concluded without incident.*
- *Appreciation was expressed for the assistance provided by the Cameron County Constables during SpaceX operations.*
- *Ongoing work continues regarding District property surveys and historical deed research.*
- *Progress continues toward obtaining control of the District's website domain and improving the District website.*

No action was taken on the Director's Report. The Port Director's Report was acknowledged.

Next Board Meeting

15. Discussion, consideration, and possible action to schedule the next Board Meeting on August 13, 2026, at 5:30 P.M. (subject to change)

A motion was made by Secretary Woods and seconded by Commissioner Morales to schedule the next Board Meeting on August 13, 2026, at 5:30 P.M. All voted in favor; motion carried unanimously.

16. Adjournment

There being no further business, Chairman Martinez called for a motion to adjourn:

A motion to adjourn was made by Commissioner Morales and seconded by Secretary Woods at 6:55 P.M. All voted in favor; motion carried unanimously.

APPROVED BY THE BOARD OF COMMISSIONERS
OF THE PORT ISABEL-SAN BENITO NAVIGATION DISTRICT
DURING ITS REGULAR BOARD MEETING
ON AUGUST 13, 2026



DUVIE A WOODS

SECRETARY OF THE BOARD OF COMMISSIONERS
PORT ISABEL-SAN BENITO NAVIGATION DISTRICT