



NOTICE OF REGULAR MEETING  
BOARD OF NAVIGATION AND CANAL COMMISSIONERS  
WILLACY COUNTY NAVIGATION DISTRICT

**DATE:** WEDNESDAY, NOVEMBER 12, 2025      9:00 A.M.

**PLACE:** 400 W. HIDALGO, SUITE 200, RAYMONDVILLE, TX 78580

Live Streaming at: [www.portofportmansfield.com/newsroom/livestream](http://www.portofportmansfield.com/newsroom/livestream)

***PUBLIC NOTICE is given that the Commission may go into executive session at any time during the meeting to discuss matters listed on the agenda when authorized to do so by the provisions of Section 418.183 or Chapter 551 of the Texas Government Code. In the event the Commission elects to go into executive session regarding any other agenda item, the presiding officer will publicly announce the section or sections of the Texas Government Code authorizing the executive session.***

**AGENDA:**

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|---|--------|
| 1. REVIEW AND CONSIDERATION OF PREVIOUS MEETING MINUTES   | ACTION |
| 2. PUBLIC COMMENT   |        |
| 3. REVIEW AND DISCUSSION OF UPDATES TO WCND/PMPUD PERSONNEL POLICY HANDBOOK (WCND ATTORNEY)   | ACTION |
| 4. CONSIDERATION AND ADOPTION OF BOARD MEETING AGENDA PREPARATION POLICY (WCND ATTORNEY)  | ACTION |
| 5. PLANNING DISCUSSION REGARDING THE SALE OF WATERFRONT LOTS 26 – 78 (CHAIRMAN KENNEDY)   | ACTION |
| 6. CONSIDERATIONS AND DISCUSSION REGARDING THE SELECTION OF A REALTOR FOR THE NEW PORT SUBDIVISION (CHAIRMAN KENNEDY/COMMISSIONER KENDRICK)       |        |
| 7. DISCUSSION AND ESTABLISHMENT OF WEBSITE POSTING PROTOCOL FOR THE PORT OF PORT MANSFIELD WEBSITE (CHAIRMAN KENNEDY/WCND ATTORNEY)               | ACTION |
| 8. PRESENTATION AND UPDATE BY BORDER AFFAIRS, LLC OF PERFORMANCE REPORT AND ACTION ITEMS (CHAIRMAN KENNEDY)                                       |        |
| 9. CONSIDERATION TO APPROVE TASK ORDER 6 WITH CSRS ENGINEERING FOR BULKHEAD REPAIR PROJECT (CHAIRMAN KENNEDY/COMMISSIONER KENDRICK/WCND ATTORNEY) | ACTION |
| 10. CONSIDERATION AND ADOPTION OF UPDATED WCND ADMINISTRATION JOB DESCRIPTIONS (WCND ATTORNEY):   | ACTION |
| a. EXECUTIVE PORT DIRECTOR  |        |
| b. LEASE CLERK/ADMINISTRATIVE ASSISTANT/ACCOUNTS RECEIVABLE/BILLING CLERK   |        |
| c. PORT SUPERINTENDENT  |        |

d. HUMAN RESOURCES/ACCOUNTS PAYABLE

11. REPORT ON NOVEMBER 7-9, 2025 WILLACY COUNTY YOUTH DEER HUNTS  
(COMMISSIONER KENDRICK)
12. DISCUSSION AND POSSIBLE ACTION REGARDING TRANSFER  
OF LEASES (LEASE CLERK MARTINEZ) ACTION
12. REVIEW AND DISCUSSION ON BUILDING AUTORIZATIONS  
ISSUED FOR THE MONTH OF OCTOBER 2025 ACTION  
(LEASE CLERK MARTINEZ)
13. REVIEW AND CONSIDERATION OF RESIDENTIAL,  
COMMERCIAL TRANSFER OF LEASES, BOAT STALL LEASE  
TRANSFERS AND COLLATERAL TRANSFER OF LEASES ACTION  
(LEASE CLERK MARTINEZ)
14. REVIEW AND CONSIDERATION OF CHECKS AND VOUCHERS  
AND ANY DISCUSSION AND COMMENTS ON MONTHLY  
BUDGET REPORT (ACCOUNTS RECEIVABLE CLERK MARTINEZ/  
ACCOUNTS PAYABLE CLERK LOMAS) ACTION
15. ADJOURN

  
LETTY MARTINEZ, EXECUTIVE ASSISTANT

I, SUSANA GARZA, COUNTY CLERK OF WILLACY COUNTY, TEXAS, DO HEREBY CERTIFY THAT I HAVE POSTED  
A COPY OF THE ABOVE NOTICE AT THE WILLACY COUNTY COURTHOUSE ON THE 06<sup>TH</sup> DAY OF NOVEMBER  
2025.

  
SUSANA GARZA, COUNTY CLERK  
WILLACY COUNTY, TEXAS

1:48pm  
**FILED** +pasted  
**COUNTY COURT**  
NOV 06 2025

SUSANA R. GARZA, CLERK  
WILLACY COUNTY, TEXAS  
BY:  DEPUTY