

STATE OF TEXAS }
COUNTY OF WILLACY }

THE BOARD OF NAVIGATION AND CANAL COMMISSIONERS OF THE WILLACY COUNTY NAVIGATION DISTRICT met in a Special Session, Tuesday, September 16, 2025 at 9:00 A.M., 400 W. Hidalgo, Ste 200, Raymondville, TX with the following members present:

COMMISSIONERS PRESENT:	ERIC KENNEDY	CHAIRMAN
	STACY REYES	SECRETARY
	STEVEN KENDRICK	MEMBER
	ALBERTO TREVINO	MEMBER
	ERNESTO CAVAZOS	MEMBER
ALSO PRESENT:	RON MILLS	PORT DIRECTOR
	ALLISON RODRIGUEZ	ATTORNEY
	LETTY MARTINEZ	EXECUTIVE ASSISTANT

Eric Kennedy, Chairman called the meeting to order at 9:00 a.m.; upon conclusion of roll call, it was ascertained that a quorum was present.

Item No. 1: DISCUSSION AND POSSIBLE ACTION, IF APPROPRIATE, REGARDING GENERAL REVIEW AND REVISION OF THE WCND PERSONNEL MANUAL:

The board discussed the general review and revision of the WCND personnel manual, the personnel manual was originally adopted in 2016 and last reviewed in 2022. The revisions will be clarified for legal purposes. However, there are concerns about the alignment of topics in the table of contents, issues that need to be addressed, such as drug testing, pay clarification and reporting harassment.

Grievance procedures need to be included in the manual. Each employee will review every word of the manual, upon finalization of the manual, everyone will need to resign it.

Item No. 2: OPTIONAL CLOSED SESSION, IF NECESSARY, PURSUANT TO SEC. 551.074, TEX. GOV'T CODE AND STEMMING FROM THE GENERAL REVIEW AND REVISION OF THE WCND PERSONNEL MANUAL, TO DISCUSS THE DUTIES/JOB DESCRIPTIONS OF THE FOLLOWING POSITIONS:

- A. EXECUTIVE PORT DIRECTOR/GENERAL MANAGER
- B. LEASE CLERK/ADMINISTRATIVE ASSISTANT/ACCOUNTS RECEIVABLE/
BILLING MANAGER
- C. HUMAN RESOURCES/ACCOUNTS PAYABLE MANAGER
- D. PORT SUPERINTENDENT
- E. HARBORMASTER
- F. CHIEF OF POLICE

CLOSED SESSION: At approximately 10:23 a.m, attorney consultation with Becky Hayward, Board Certified Attorney.

OPEN SESSION: At approximately 10:35 a.m., to discuss the duties/job descriptions.

CLOSED SESSION: At approximately 10:41 a.m., to review the duties/job descriptions.

OPEN SESSION: At approximately 11:40 a.m., completed the review and no action was taken.

Item No. 3: Adjourn: at 11:41 a.m.