

STATE OF TEXAS }
COUNTY OF WILLACY }

THE BOARD OF NAVIGATION AND CANAL COMMISSIONERS OF THE WILLACY COUNTY NAVIGATION DISTRICT met in Regular Session Wednesday, November 12, 2025 at 9:00 A.M., 400 W. Hidalgo, Ste 200, Raymondville, TX with the following members present:

COMMISSIONERS PRESENT:	ERIC KENNEDY	CHAIRMAN
	STACEY REYES	SECRETARY
	ALBERTO TREVINO	MEMBER
	STEVEN KENDRICK	MEMBER
	ERNESTO CAVAZOS	MEMBER

ALSO PRESENT:	ALLISON RODRIGUEZ	ATTORNEY
	LETTY MARTINEZ	ADMINISTRATIVE 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: REVIEW & CONSIDERATION OF PREVIOUS BOARD MEETING MINUTES: Upon review of the October 2, 2025 board meeting minutes and October 29, 2025 special meeting minutes, Commissioner Trevino made the motion to approve the 2 sets of the previous board meeting minutes with corrections to be made on the October 29, 2025 minutes, item number 2. The motion was seconded by Commissioner Cavazos and vote carried.

Item No. 2: PUBLIC COMMENT(S):

John King: a few suggestions to relocate the Charles R. Johnson airport monument sign to the new, more direct street with stop signs. Second to name the new road to the west side of RR and South RV parks the Ron Mills Road, as his idea, and to contour the new roadway for drainage and include a detention pond system, with fencing for safety.

Item No. 3: REVIEW AND DISCUSSION OF UPDATES TO WCND/PMPUD PERSONNEL POLICY HANDBOOK (WCND Attorney): the board discussed and deliberated the updates to the WCND/PMPUD Personnel Policy Handbook with potential revisions and further review in the future. The consensus to the birthday holiday will be "personal day." Employees are not allowed to work on their personal day, and it does not affect overtime calculations. Allison, Attorney will bring the handbook back in December with changes for board approval.

Item No. 4: CONSIDERATION AND ADOPTION OF BOARD MEETING AGENDA PREPARATION POLICY (WCND Attorney): The purpose of this policy is to establish a clear and consistent process for preparing agendas for meetings of the Willacy County Navigation District. The intent is to promote efficiency and ease of coordination in the development of meeting agendas.

- a. Establishment and preparation of agendas.
- b. Submission of agenda items.
- c. Submission of deadline
- d. Emergency items.
- e. Removal of item from the agenda.
- f. Conflict.

Commissioner Trevino made the motion to approve and adopt the preparation policy which is in compliance with the Texas Open Meetings Act. The motion was seconded by Secretary Reyes and vote carried.

Item No. 5: PLANNING DISCUSSION REGARDING THE SALE OF WATERFRONT LOTS 26 – 78 (Chairman Kennedy): After discussion regarding the sale of waterfront lots 26 – 28, Commissioner Trevino made the motion on approving the lots to get surveyed to mark the four corners on each end to determine how many lots are in between, as they are unsure of the exact number. The lots are 25 feet wide and 235 feet long. The motion was seconded by Commissioner Cavazos and vote carried.

Item No 6: CONSIDERATION AND DISCUSSION REGARDING THE SELECTION OF A REALTOR FOR THE NEW PORT SUBDIVISION (Chairman Kennedy/WCND Attorney): A letter and email was sent out to Willacy County Realtors whom have dealt with Port Mansfield property for the sell of the New Port Subdivision lots.

Megan Knight from Port Mansfield Real Estate spoke to the board. She is a 13-year permanent resident of Port Mansfield. She is active in MLS and belongs to both the Rio Grande Valley Multiple Listing Service and Central Texas MLS. Megan is currently ranked number one on both Google Maps and Apple Maps. She pays and subscribes to an IDX feed, which allows her to pull real time data from all the local MLS's listings. Every one of her listings gets a custom timber-framed sign and is always available. Megan understands that the district is preferring a single agent model but sees the value in allowing multiple local realtors to share and rotate the listings to maximize exposure for Willacy County. Signage is important to alert weekend traffic from fishing tournaments. MLS is a big thing and lots need to be online to get them sold.

Allyssa Canfield is a local real estate agent with Bravo Realty. Allyssa has been 4 years in the realty business and is a resident of Port Mansfield, she emphasizes her dedication and availability, citing her lack of family obligations as a benefit. Allysa supports the idea of multiple agents with exclusive agency for separate lots.

The board will take decision on the realtor selection to be made by the next board meeting.

Item No. 7: DISCUSSION AND ESTABLISHMENT OF WEBSITE POSTING PROTOCOL FOR THE PORT OF PORT MANSFIELD WEBSITE (Chairman Kennedy/WCND Attorney): The issue with summaries of meetings being posted, potentially is conflicting with official minutes, there was unauthorized and inaccurate information posted on the website regarding Ron's resignation. The decision to cease summaries of meetings and rethink the approach. Summaries were including information that is typically in the minutes, such as who voted for what. Any website postings need review and approval, especially sensitive information.

Item No. 8: PRESENTATION AND UPDATE BY BORDER AFFAIRS, LLC OF PERFORMANCE REPORT AND ACTION ITEMS (Chairman Kennedy): report by Border Affairs, social media accounts established on Facebook, Instagram, and X. The website traffic has increased by 265% since the campaign started. Over 100 publications have pushed the port's message. Constituents are excited to hear and read about Port Mansfield. Legislators who passed the resolution should receive it and be aware of the purpose. Information is spread over 800 publications, and 100 have taken notice. 100 publications have clicked on the information. The first step is to get the information out there. Port of Houston communicated thanks for the information and offered connections. There were also two hits from eastern Asia.

Item No. 9: CONSIDERATION TO APPROVE TASK ORDER 6 WITH CSRS ENGINEERING FOR BULKHEAD REPAIR PROJECT (Chairman Kennedy): Task Order 6 is for the bulkhead repair project. CSRS is engineering the tiebacks at a cost of \$60,000. Rymer and Ferris & Flinn are expected to contribute to the cost. If the engineering is not done, the project will be delayed and penalties from TxDot may occur. The concrete pouring process was not done properly. Ferris and Flinn offered to repair, but SCRS wants to do the repair themselves to warranty it. The goal is to get engineering going to continue the project and stay within the time frame. There is confidence that the reimbursement will be received for the cost. CSRS, Russell Marine and TxDot understand the situation and are being helpful. Commissioner Kendrick made the motion to approve the \$60,000 for the engineering tiebacks cost. The motion was seconded by Commissioner Trevino and vote carried.

Item No. 10: CONSIDERATION AND ADOPTION OF UPDATED WCND ADMINISTRATIVE JOB DESCRIPTIONS (WCND Attorney): Titles under consideration:

- a. Executive Port Director
- b. Lease Clerk//Administrative Assistant/Accounts Receivables/Billing Clerk
- c. Port Superintendent
- d. Human Resources/Accounts Payable

the WCND administrative job descriptions are being updated and considered. A new title was proposed for lease clerk/administrative assistant, "Administrative Leasing Specialist."

The board agrees on "Director of Finance and Human Resources position, it is clarified that a degree is not required. The Director of Finance and Human Resources reports to the Executive Port Director. In the event to a grievance against the Port Director, the report would go directly to the Chair.

After discussion of the updated WCND Administrative Job descriptions, Commissioner Trevino made the motion to adopt the updated job descriptions. The motion was seconded by Commissioner Cavazos and vote carried.

Item No. 11: REPORT ON NOVEMBER 7 – 9, 2025 WILLACY COUNTY YOUTH DEER HUNTS (Commissioner Kendrick): a report was given on the November 7th – 9th, 2025 Willacy County Youth First Hunt. Ten individuals participated, including 6 from Willacy County and 1 from Port Mansfield. Thirteen deer were harvested. The program teaches conservation and safety to first-time hunters. A decision was made to fund some of the kids, but it wasn't brought up in October as planned. One individual had to pay out of pocket and should be reimbursed. There is a discussion about using money from harvesting the nilgai to fund the program. It is suggested that every kid from Willacy County should have their way paid. The cost is \$135 plus \$35.00 for membership. A policy needs to be established regarding the amount to be paid. There are nine more hunts scheduled, with an expected 40 more hunters.

• Hunt days:

- November 21st – 23rd
- December 12th -14th
- January 2nd – 4th
- January 9th – 11th

There is a discussion about sponsoring all Willacy County kids for the hunts. It is mentioned that \$19,000 was allocated from the nilgai hunt. A motion was made in the past to use the money to fund the hunt, including corn, food and lodging. It is agreed to continue sponsoring the hunts and to call the office to let them know not to charge anyone.

No action will be taken on financial support. The item will be put on the agenda for next year

Item No. 12: REVIEW AND DISCUSSION OF BUILDING AUTHORIZATIONS ISSUED FOR THE MONTH OF OCTOBER, 2025: The building authorizations issued for the month of October, 2025 were reviewed and discussed. Commissioner Trevino made the motion to accept and approve the building authorizations for the month of October 2025. The motion was seconded by Commissioner Cavazos and vote carried.

Item No. 13: REVIEW & CONSIDERATION OF RESIDENTIAL, COMMERCIAL, CANCELLED LEASES AND COLLATERAL TRANSFER OF LEASE: Upon review and discussion of each described and itemized leases, Commissioner Trevino made the motion to accept and approve the leases as presented. The motion was seconded by Secretary Reyes.

There were very few issues this month. An easement was approved to take 5 feet off one side, and the navigation district will get ten feet on the other side. The floor plan needs to be revised for East Port Drive Subdivision No. 2. Commissioner Trevino made the motion to revise the floor plan for East Port Drive Subdivision No. 2. The motion was seconded by Commissioner Cavazos and vote carried.

Item No. 14: REVIEW & CONSIDERATION OF CHECKS AND VOUCHERS: After review of the checks and vouchers, Secretary Reyes made the motion to accept the issued checks and approve the transactions for payment of the Willacy County Navigation District and to accept the transactions October 23, 2025 through November 12, 2025. The motion was seconded by Commissioner Cavazos and vote carried.

Item No. 15: ADJOURN at approximately 11:46 a.m.