

STATE OF TEXAS }
COUNTY OF WILLACY }

THE BOARD OF NAVIGATION AND CANAL COMMISSIONERS OF THE WILLACY COUNTY NAVIGATION DISTRICT met in Regular Session Wednesday, December 10, 2025 at 9:00 A.M., 400 W. Hidalgo, Ste 200, Raymondville, TX with the following members present:

COMMISSIONERS PRESENT:	ERIC KENNEDY STACEY REYES ALBERTO TREVINO STEVEN KENDRICK ERNESTO CAVAZOS	CHAIRMAN SECRETARY MEMBER MEMBER MEMBER
ALSO PRESENT:	ALLISON RODRIGUEZ VIRGINIA LOMAS LETTY MARTINEZ	ATTORNEY DIRECTOR OF FINANCE AND HUMAN RESOURCES ADMINISTRATIVE & LEASE SPECIALIST

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 November 12, 2025 board meeting minutes, Commissioner Trevino made the motion to approve the previous board meeting minutes. The motion was seconded by Secretary Reyes and vote carried.

Item No. 2: *PUBLIC COMMENT(S):*

Melissa Murphy: Fire Department | The recent fire prompted a discussion about the fire department's budget. The fire department sent out letters asking for donations. The last time the fire department received money was in 2023 for a pumper truck. The fire department has a grant reimbursement to get another fire truck, but they have to have the money to buy the fire truck before they can get the money reimbursed. The grant is for \$262,000.00, they need \$80,000.00 by January, 2026.

Ms Murphy also stated that in 2014, when Mills was hired, it was a requirement for him to move into the district, and he never did. It is a concern that the port director should live within the boundaries of the navigation district.

Item No. 3: REVIEW AND APPROVAL OF UPDATED WCND/PMPUD PERSONNEL POLICY HANDBOOK (WCND Attorney): The WCND/PMPUD Personnel Policy Handbook has been reviewed updated based on the last meeting. A labor and employment specialist

attorney reviewed it. Commissioner Cavazos made the motion to accept with the following changes: pension plan was renamed to retirement. If the employee is not willing to contribute to his own retirement fund, the navigation district should not arbitrarily add the 3%. Birthdays day off was changed to personal day (employee is not allowed to work). Timekeeping: employees must accurately record the time they begin and end work. The motion was seconded by Secretary Reyes and motion carried.

Item No. 4: REVIEW AND APPROVAL OF UPDATED WCND/PMPUD PURCHASING POLICY (Director of Finance and Human Resources Lomas): after review of the updated WCND/PMPUD purchasing policy, Secretary Reyes made the motion to approve and accept the updated purchasing policy. The purchasing policy will be incorporated into the financial policy. The amount for formal competitive bidding is \$30,000 and above, which was previously \$50,000. A Bid goes through the procurement processes in Texas Water Code 60. After discussion the bidding amount from \$30,000 will be reduced to \$20,000. There needs to be a clear policy on spending limits. Formal competitive bidding procedures may require advertising, which costs money. The port director is responsible for items under \$15,000, notifying the board. Changes to emergency policy will be made and reviewed at the next board meeting. The motion was seconded by Commissioner Cavazos and vote carried.

Item No. 5: REVIEW AND APPROVAL OF UPDATED WCND/PMPUD CASH RECEIPT POLICY (Director of Finance and Human Resources Lomas): The cash receipt policy governs the internal record keeping and administration when cash or credit card payments, or other negotiable instruments, are received and how they move through the departments and how they get accounted for. The current financial policy actually contains a purchasing policy. Commissioner Cavazos made the motion to accept and approve the updated WCND/PMPUD cash receipt policy with revisions. The motion was seconded by Secretary Reyes and vote carried.

Item No. 6: DISCUSSION REGARDING SIGNATORY AUTHORITY AND PROTOCOL FOR WCND CHECKING ACCOUNT (Chairman Kennedy): All checks should require two signatures. A limit should be placed on single-signature checks, suggested at \$1,500.00. After discussion regarding the signatory authority and protocol for WCND checking account. Commissioner Trevino made the motion to require two signatures on checks of \$1,500.00 and above. The motion was seconded by Secretary Reyes and motion carried.

Item No. 7: CONSIDERATION AND ADOPTION OF UPDATED WCND ADMINISTRATION JOB DESCRIPTION FOR PORT SUPERINTENDENT (WCND Attorney): All positions are at will and exempt, subject to state law. Certificates and licenses, such as wastewater and operations and water distribution, should be listed in the job description. Classifications and pay grades for the PUD and Navigation District are not included in the job description. Secretary Reyes made the motion to adopt the updated WCND administration job description for Port Superintendent with the changes to exempt the position. The motion was seconded by Commissioner Trevino and vote carried.

Item No. 8: REVIEW AND DISCUSSION ON APPLICANT POOL, APPLICATION STATUS, AND NEXT STEPS IN THE HIRING OF A PORT DIRECTOR (Commissioner Reyes): After discussion on applicant pool, application status and next steps in the hiring of a port director, applicants are rated based on qualifications. There are currently 3 applications through the website and 12 through Indeed. The deadline for applications is set for December 31st. A closed session is planned to discuss the applications. Secretary Reyes made the motion to consider a special meeting/closed session for January 7th, 2026 at 9:00 am to discuss and review applications. The motion was seconded by Commissioner Trevino and vote carried.

Item No. 9: REVIEW AND CONSIDERATION REGARDING THE SALE OF WATERFRON LOTS BLOCK 5, LOTS 32-65 (Chairman Kennedy): The lots being discussed are 17,000 square feet. A realtor estimates the value of the 75 ft by 230 ft lots to be around \$350,000 - \$400,000, even without utilities. Commissioner Cavazos made the motion to list the 75 by 230 waterfront lots for \$500.000. The motion was seconded by Secretary Reyes and motion carried.

Item No 10: REVIEW AND CONSIDERATION REGARDING THE SELECTION OF A REALTOR FOR THE NEW PORT SUBDIVISION (Commissioner Kendrick): Commissioner Cavazos made the motion to select Port Mansfield Realty and Brava Realty for the New Port Subdivision and the water front properties. The realtors agreed to tag team and share leads. The realtors will develop a plan for how to evenly split the lots. The motion was seconded by Secretary Reyes and vote carried.

Item No. 11: DISCUSSION REGARDING PROTOCOL AND AUTHORITY IN WEBSITE AND OTHER SOCIAL MEDIA POSTING MATTERS AMONG BORDER AFFAIRS AND MPC STUDIOS (Commissioner Kendrick): after discussion regarding the protocol and authority a board member believes that the board should make decisions on what goes on the website and local internet about Port Mansfield. Border Affairs is supposed to attend every meeting and provide a written example of their accomplishments for the month, but his has not happened.

Item No. 12: REVIEW AND CONSIDERATION REGARDING SUBMISSION OF NOTICE OF TERMINATION RIGHTS TO WCND LEASEHOLDERS (Commissioner Kendrick): After discussion regarding submission of notice of termination rights to WCND Leaseholders, Commissioner Kendrick made the motion to send a letter to all leaseholders acknowledging them that they have the option to cancel their lease at any time, and any new leases should incorporate that same phrasing. The motion was seconded by Commissioner Trevino and vote carried.

Item No. 13: CHAIRMAN'S REPORT:

- GLO Project: the board received a notice from GLO about a grant they were part of, but they had no prior knowledge of it. Mr. Mills signed the contracts without the board's knowledge or approval. The grant is for engineering and dredging.

- Update on Seawall Project: the scope of work for the tieback repairs has changed the repairs are expected to have a savings of about \$400,000 on the west seawall. Ferris & Flinn, the engineering company that engineered the seawalls, is on the hook for part of the cost and has agreed to pay the \$60,000 for the re-engineering.
- Update on Dredging Project: the contractor for the dredging project was looking for a place to park their boats and load employees. They worked out an arrangement with Marshal Hardin to use some of his property. The dredging project is expected to start the second week of January. TxDOT approved a change order to move material from the west seawall to the east seawall, which is expected to save money. The contractors stated to be a month ahead of schedule.

Item No. 14: REVIEW AND DISCUSSION ON BUILDING AUTHORIZATIONS ISSUED FOR THE MONTH OF NOVEMBER 2025 (Administrative and Leasing Specialist Martinez):

There were not very many building authorizations issued for November. The building authorizations are to be removed from the agenda because it is not an action item.

Item No. 15: REVIEW & CONSIDERATION OF RESIDENTIAL, COMMERCIAL, CANCELLED LEASES AND COLLATERAL TRANSFER OF LEASE (Administrative and Leasing Specialist Martinez): Upon review and discussion of each described and itemized leases, Commissioner Cavazos made the motion to accept and approve the leases as presented. The motion was seconded by Secretary Reyes.

Item No. 16: REVIEW & CONSIDERATION OF CHECKS AND VOUCHERS AND ANY DISCUSSION AND COMMENTS ON MONTHLY BUDGET REPORT (Administrative and Leasing Specialist Martinez and Director of Finance and Human Resources Lomas): After review of the checks and vouchers, Commissioner Trevino 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 November 13, 2025 through December 10, 2025. The motion was seconded by Secretary Reyes and vote carried.

Item No. 17: ADJOURN at approximately 10:51 a.m.