



# REGULAR PORT COMMISSION MEETING

Tuesday, April 15, 2025 at 10:00 AM

City Council Chambers | 202 N. Virginia Street, Port Lavaca, TX 77979

## MINUTES

STATE OF TEXAS                   §  
COUNTY OF CALHOUN           §  
CITY OF PORT LAVACA           §

On this the 15<sup>th</sup> day of April 2025, the Port Commission of the City of Port Lavaca, Texas, convened in a regular session at 10:03 a.m. in the regular meeting place in City Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas, with the following Commissioners in attendance:

### ROLL CALL:

Raymond Butler	Commissioner / Secretary
Mike McGuire	Commissioner
Sue Traylor	Commissioner
Larry Nichols	Commissioner

And with the following Commissioners absent:

Alex Davila	Commissioner/Chairman
Robert Knox	Commissioner
Jamie O'Neil	Commissioner

## CONSENT AGENDA

### 1. APPROVAL OF MINUTES

A) MINUTES OF MARCH 18, 2025 - REGULAR MEETING

Motion made by Commissioner McGuire

NOW THEREFORE, LET IT BE RESOLVED BY THE PORT COMMISSION OF THE CITY OF PORT LAVACA, TEXAS:

THAT, the March 18<sup>th</sup>, 2025, minutes of the Regular Port Commission meeting held on April 15<sup>th</sup>, 2025, are hereby approved.

Seconded by Commissioner Nichols.

Motion passed by the following vote:

Voting Aye: Raymond Butler, Mike McGuire, Larry Nichols, and Sue Traylor.

Voting Nay: None

Motion carries.

**2. RECEIVE HARBOR MASTER'S INSPECTION / MAINTENANCE REPORT FOR MARCH 2025.**

Motion made by Commissioner McGuire

NOW THEREFORE, LET IT BE RESOLVED BY THE PORT COMMISSION OF THE CITY OF PORT LAVACA, TEXAS:

THAT, the Harbor Master's March 2025 Inspection Reports of the Port Commission Regular meeting held on April 15, 2025, are hereby approved.

Seconded by Commissioner Nichols.

Motion passed by the following vote:

Voting Aye: Raymond Butler, Mike McGuire, Larry Nichols, and Sue Traylor.

Voting Nay: None

Motion carries.

**REPORTS**

**3. RECEIVE FINANCIAL REPORTS OF PORT REVENUE FUND**

- a) Tariff Report
- b) Account Aging Report
- c) Payment Report

- d) Revenue and Expenditure Report
- e) Balance Sheet / Property Tax Distribution
- f) Profit and Loss Cash Flow Report
  - A copy of these reports, in their entirety, can be found in the Port Commission meeting packet dated April 15<sup>th</sup>, 2025.

Agenda item discussed.

No action was taken.

#### 4. CITY MANAGER'S REPORT

- The following is a memo, in its entirety, from Jody Weaver Interim City Manager:

1.) TPWL Grant – Renovations to Nautical Landings Marina Breakwater

The Contract documents have been executed, and Matt Glaze is working on scheduling a pre-construction conference for the week after Easter. If there are Port Commission members that would like to attend the pre-construction conference, let me know and I will include you in the invitation once the date is set.

2.) CDBG-MIT Coastal Resiliency Living Shoreline Project

I am working on collecting the front-end documents to provide to Mott McDonald to use in the bid documents. We have no word on the status of the permit application. It is thought that the NMFS is the hold up (this was the same agency that took so long with the Nautical Landings Breakwater application). NMFS is highly understaffed right now.

3.) ReStore (cleanup of old barge(s) in Smith Harbor

We have a meeting scheduled with TCEQ and our consultant Kim Griffith to discuss comments on the COE Permit and Deed information. To answer the questions regarding the deed to Smith Harbor, I'm having Gulf-Coast Title prepare a Title Opinion.

4.) CDBG- MIT Round 2 Application for use of funds for Replacement of culverts under rail at Corporation Ditch and Voluntary Restoration of Refuge Shoreline.

As you recall, the \$9.1M CDBG-MIT Round 2 finding was finally approved by GLO several weeks ago. The mayor has not yet received the contract from GLO to sign. KSBR has made a formal inquiry to see when we can expect this contract so it's not accidentally overlooked in the mayor's emails.

5.) GLO CEPRA Grant (Harbor of Refuge Shoreline Protection): Mott McDonald continues to work on the 30% design drawings and the COE permit application.

At last month's meeting, the Board expressed interest in funding a project to install rip-rap along the eastern shoreline of the peninsula at the Harbor of Refuge (Tract 11). I did speak with Josh Carter with Coast & Harbors Engineering and placing rip rap along the shoreline in the short-term, knowing that that shoreline restoration project is a few years down the road. He suggested that the first step would be to determine the USACE jurisdictional boundary. Much of the work to do this has already been done by Triton Environmental for the CEPRA grant project. Josh Carter said that with the jurisdictional determination, they could develop a design with modest effort as they already have a survey of the site and a good understanding of the coastal conditions. He said their deliverables would be plans with detailed notes and simple specifications. So, I am working towards getting a jurisdictional determination for as little cost as possible and then with that, work with Coast & Harbors on an effective design and estimated cost.

6.) MBMT Grant Downtown Waterfront Public Access Improvement:

We received the COE Letter of Permission on March 28. We are meeting with the GLO Clean Coast Texas team to see how they may be able to help with technical and financial resources for the Green Infrastructure component of the project. Matt has submitted an invoice to reflect completion of the permitting phase. Once I get the canceled check back, I will submit it to MBMT for reimbursement along with a written project status report.

7.) TxDOT Truck Route signs:

The pre-construction conference has not yet been scheduled, but I received word today that TXDOT has finally received the contract which was held up for 6 months by UPRR. So we should have a pre-con date soon.

8.) Parking area on SBA Steel property at the HOR:

I have been in contact with Mr. Richard Keane of SBA Steel who owns the and where there is a parking area near the HOR boat ramp. They did not locate any documents in their files to show any sort of agreement had been executed in the past regarding this parking area. They are not interested in selling, but will entertain a long term lease and asked me to send them a proposal. The area in question is approximately 22,000 sf (0.5 ac). According to CAD, the property is valued at \$0.21 per sf, so the parking area = \$4,686. Based upon the 10% rate of return rule of thumb, this would result in an annual rate of \$469.00. Perhaps since the use is for public benefit, they may consider something less.

Motion made by Commissioner Nichols.

NOW THEREFORE, LET IT BE RESOLVED BY THE PORT COMMISSION OF THE CITY OF PORT LAVACA, TEXAS:

THAT, Port Commission Secretary Butler, in accordance with the staff's recommendation that City Manager, Jody Weaver make SBA Steel an offer to lease this parking property for a long term at a fee not to exceed \$250.00 per year.

Seconded by Commissioner Traylor

Voting Aye: Raymond Butler, Mike McGuire, Sue Traylor and Larry Nichols.

Voting Nay: None.

Motion Carries.

## **5. RECEIVE HARBOR MASTER'S OPERATIONS, PROMOTION/DEVELOPMENT ACTIVITY REPORT**

### **a) City Harbor**

- 1) 27 March 2025, City Council ratified Sunland Construction lease, commenced 1 April 2025.

### **b) Nautical Landings Building**

- 1) Barefoot Construction is working on the storm window & door covers.
- 2) Working on a scope to replace six big windows south end front of the building, identify availability windstorm regulations.

### **c) Nautical Landings Marina**

- 1) Horizon Environmental has been onsite 15 times since the last PC meeting.
- 2) 11 April 2025 Port Lavaca Plumbing installed mechanical water meter – continue monitoring.

### **d) Smith Harbor**

- 1) Move six power poles off the bulkhead.
- 2) 28 March 2025 received USACE permit.

### **e) Harbor of Refuge**

- 1) 7 August 2024 LCI delivering material from Alamo Heights road project.
- 2) Weed control spraying – No Updates.
- 3) Monitoring Harbor of Refuge vessels – Look into ways to monitor the usage.

**ACTION ITEMS: NEW BUSINESS**

**6. DISCUSS DRAFT TARIFF CIRCULAR NO. 1**

- A copy of the Tariff Circular was given to the Port Commission members, and the Circular can be found in the packet dated April 15<sup>th</sup>, 2025.

**ACTION ITEMS: LEASES**

**7. ANNOUNCEMENT BY CHAIRMAN THAT PORT COMMISSION WILL RETIRE INTO CLOSED SESSION:**

- TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY (DELIBERATION IN AN OPEN MEETING WOULD HAVE A DETRIMENTAL EFFECT ON THE POSITION OF THE GOVERNMENTAL BODY IN NEGOTIATIONS WITH A THIRD PARTY), IN ACCORDANCE WITH CHAPTER 551, TITLE 5, SECTION 551.072 OF THE TEXAS GOVERNMENT CODE
- Secretary Butler announced that Port Commission will not retire into closed session.

No Action was taken.

**8. RETURN TO OPEN SESSION AND TAKE ANY ACTION DEEMED NECESSARY WITH REGARD TO MATTERS IN CLOSED SESSION.**

**COMMENTS**

**9. COMMENTS FROM COMMISSIONERS**

Agenda item discussed.

No Action taken.

**ADJOURNMENT**

Commissioner Traylor made a motion to adjourn the meeting.

Commissioner McGuire seconded the motion.

Motion passed by the following vote:

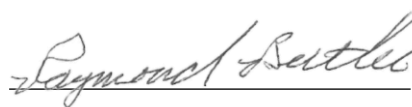
Voting Aye: Raymond Butler, Mike McGuire, Larry Nichols and Sue Traylor.

Voting Nay: None

The meeting was adjourned at 11:03 a.m.

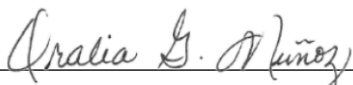
These minutes were approved on May 20<sup>th</sup>, 2025.

ATTEST:

A handwritten signature in cursive script, appearing to read "Alex Davila", written over a horizontal line.

Alex Davila, Chairman

Raymond Butler, Commissioner

A handwritten signature in cursive script, appearing to read "Oralia G. Munoz", written over a horizontal line.

Oralia G. Munoz, Admin. Assist.