



REGULAR PORT COMMISSION MEETING

Tuesday, November 18, 2025 at 3:30 PM
City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

MINUTES

Port Commission will consider/discuss the following items and take any action deemed necessary.

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

On this the 18th day of November 2025, the Port Commission of the City of Port Lavaca, Texas, convened in a regular session at 3:30 p.m. in the regular meeting place in City Council Chambers at City Hall, 202 N. Virginia Street, Port Lavaca, Texas, with the following Commissioners in attendance:

ROLL CALL:

Raymond Butler	Commissioner/Chairman
Jerry Smith	Commissioner/Secretary
Jamie O'Neil	Commissioner
Jim Ward	Commissioner
Louis Rubio	Commissioner

And the following Commissioners absent:

Sue Traylor
Larry Nichols

CONSENT AGENDA –

1. APPROVAL OF MINUTES

A) MINUTES OF OCTOBER 21, 2025 - REGULAR PORT COMMISSION MEETING

Motion made by Commissioner Ward

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

THAT, the October 21st, 2025, minutes of the Regular Port Commission meeting held on November 18th, 2025, are hereby approved.

Seconded by Commissioner Rubio

Motion passed by the following votes:

Voting Aye: Raymond Butler, Jerry Smith, Jamie O'Neil, Jim Ward, and Louis Rubio

Voting Nay: None

Motion carries.

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

Motion made by Commissioner Ward

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

THAT, the Harbor Master's October 2025 Inspection Reports of the Port Commission Regular meeting held on November 18, 2025, are hereby approved.

Seconded by Commissioner Rubio

Motion passed by the following vote:

Voting Aye: Raymond Butler, Jerry Smith, Jamie O'Neil, Jim Ward, and Louis Rubio

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 November 18th, 2025.

Agenda item discussed.

No action taken.

4. CITY MANAGER'S REPORT

In Jody Weaver's absence, Port Commission Chairman, Raymond Butler read the 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:**

TPWL conducted a final inspection on October 24th and has approved the project, and the final reimbursement has been received.

2) **CDBG-MIT Coastal Resilience Living Shoreline Project:**

We received the 95% plans for review on November 7th. I forwarded them to KSBR as well as Raymond Butler for review. The tentative bid schedule is:

Advertisement 1: November 19

Advertisement 2: November 26

Pre-Bid: December 4 or December 7

Bid Due Date: December 18

Special Port Commission Meeting on January 6 to review bids and make recommendation to Council Contract award by Council: January 12, 2026.

3) **Restore (cleanup of old barge(s) in Smith Harbor):**

We did in fact, receive a verification letter from USACE on October 29, stating that the proposed project does fall under Nationwide Permit 22. We are waiting for final clearance to bid from TCEQ.

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:**

We are waiting for the approval of the Authority to use Grant Funds (AUGF) document.

5) **GLO CEPRA Grant (Harbor of Refuge Shoreline Protection):**

Mott McDonald submitted the full USACE permit application on November 5. The file number is SWG-2025-00420, and the project manager assigned is Kory Barone, who was the manager on the Living Shoreline and the Smith Harbor projects.

6) **MBMT Grant Downtown Waterfront Public Access Improvement:**

Matt is still working on the plans for the parking lot and green infrastructure portion of the project.

7) **TxDOT Truck Route signs:**

The posts for the large signs are still in fabrication.

8) **Parking area on SBA Steel property at the HOR Boat ramp:**

I have not heard back from SBA legal team yet regarding a lease or purchase of the property in question at the HOR boat ramp.

9) **TxDOT Maritime Division:**

Jim, Oralia, and I will be meeting with the TxDOT Maritime team at 8:30 a.m. on November 21st to provide them a tour of our facilities and begin work on drafting a port profile for The City of Port Lavaca Ports & Harbors.

10) **GLO CMP Cycle 31 Project of Special Merit:**

We have been approved to move forward to the development stage of our submitted project, "Public Access Boardwalk at Smith Harbor". Matt prepared a Workplan for us, and I did the budget – both of which will be uploaded by the deadline on November 12. I've already uploaded the Attorney's Title Opinion and Certificate of Consistence signed by the mayor. I must also submit a USGS map, which I am working on today. GLO staff will then perform an environmental review and work with us to finalize the workplan and other documents required by March 31, 2026.

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

a) **City Harbor**

27 October 2025, spoke with Terence Courtney with The Federation about their Lease at City Harbor (old Evelyn's building). They have been on a month-to-month about a year, awaiting the completion of the purchase of Miller Seafood. They do want to sign a new lease, but are trying to decide whose name it will be under, The Federation or Coop and asked if I could give him a couple of weeks.

b) **Nautical Landings Building**

1. Working on a scope to replace six big windows south end front of the building, Identify the availability of windstorm regulations. The report has been sent to G&W Engineering for review. Awaiting bids. We have two bids: Barefoot Construction and Wade Wilson.
2. 3 November 2025 Barefoot Construction started inspecting a soft spot in the Floor in the men's bathroom in the dayroom. The floor decking & joist were Rotted from an internal wall water leak.
3. Starting bid process for roof & coating repair.

c) Nautical Landings Marina

Horizon Environmental has been on-site 10 times since the last Port Commission Meeting.

d) Smith Harbor**e) Harbor of Refuge**

1. 7 August 2024 LCI delivering material from Alamo Heights road project.
2. 10 November 2025 – Encore has been cleaning up Tract 3. Photos taken November 10, 2025.

f) To Do List – Raymond Butler**ACTION ITEMS: NEW BUSINESS****6. CONSIDER APPROVAL CERTIFICATE OF CONSTRUCTION COMPLETION AND AUTHORIZE RETAINAGE AND FINAL PAYMENT FOR DOWNTOWN WATERFRONT PUBLIC ACCESS IMPROVEMENT - BULKHEAD AND DOCKS - PRESENTER JODY WEAVER**

In Jody Weaver's absence, Port Commission Chairman, Raymond Butler read Agenda Item #6.

Motion made by Commissioner Smith

THAT, the Port Commission approve the payment of the final amount of \$14,968.75 on the access at Smith Harbor.

Seconded by Jim Ward

Motion passed by the following votes:

Voting Aye: Raymond Butler, Jerry Smith, Jamie O'Neil, Jim Ward, and Louis Rubio

Voting Nay: None

Motion carries.

ACTION ITEMS: LEASES**7. CONSIDER LEASE WITH EQUALIZER FOR HARBOR OF REFUGE TRACT 3 PRESENTER JODY WEAVER**

In Jody Weaver's absence, Port Commission Chairman, Raymond Butler read Agenda Item #7.

Motion made by Commissioner Ward

THAT, the Port Commission accepts the lease agreement as presented in this packet, starting December 1, 2025.

Seconded by Commissioner O'Neil

Motion passed by the following votes:

Voting Aye: Raymond Butler, Jerry Smith, Jamie O'Neil, Jim Ward, and Louis Rubio

Voting Nay: None

Motion carries.

8. 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

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

COMMENTS

10. COMMENTS FROM COMMISSIONERS

Agenda item discussed.

No action taken.

ADJOURNMENT

Commissioner Smith made a motion to adjourn the meeting.

Commissioner Ward seconded the motion.

Motion passed by the following votes:

Voting Aye: Raymond Butler, Jerry Smith, Jamie O'Neil, Jim Ward and Louis Rubio

Voting Nay: None

Motion carries.

The meeting was adjourned at 4:13 p.m.

These minutes were approved on December 16, 2025.

ATTEST:

Raymond Butler, Chairman

Oralia G. Munoz, Administrative Assistant