



## REGULAR PORT COMMISSION MEETING

Tuesday, July 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 July 2025, the Port Commission of the City of Port Lavaca, Texas, convened in a regular session at 10:00 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 / Chairman  |
| Jerry Smith    | Commissioner / Secretary |
| Sue Traylor    | Commissioner             |
| Jamie O'Neil   | Commissioner             |
| Larry Nichols  | Commissioner             |
| Jim Ward       | Commissioner             |

And with the following Commissioners absent:

None

#### CONSENT AGENDA

##### 1. APPROVAL OF MINUTES

##### A) MINUTES OF JUNE 17, 2025 - REGULAR PORT COMMISSION MEETING

Motion made by Commissioner Traylor

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

THAT, the June 17<sup>th</sup>, 2025, minutes of the Regular Port Commission meeting held on July 15<sup>th</sup>, 2025, are hereby approved.

Seconded by Commissioner Nichols

Motion passed by the following vote:

Voting Aye: Raymond Butler, Jerry Smith, Sue Traylor, Larry Nichols, Jamie O'Neil and Jim Ward

Voting Nay: None

Motion carries.

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

Motion made by Commissioner Smith

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

THAT, the Harbor Master's June 2025 Inspection Reports of the Port Commission Regular meeting held on July 15<sup>th</sup>, 2025, are hereby approved.

Seconded by Commissioner O'Neil

Motion passed by the following vote:

Voting Aye: Raymond Butler, Jerry Smith, Sue Traylor, Larry Nichols, Jamie O'Neil and Jim Ward

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 July 15<sup>th</sup>, 2025.

Agenda item discussed.

No action 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 the Nautical Landings Marina Breakwater**

Derrick Construction started work on July 9<sup>th</sup>.



##### 2.) **CDBG-MIT Coastal Resilience Living Shoreline Project**

I spoke with Kassandra Burnias, our newly assigned GLO grant manager, on Wednesday and she assured me that I would have the GLO letter by today that can then send to Congressman Cloud, and Senators Cornyn and Cruz for their assistance in putting a fire under USACE to wrap up the review of our permit application. As of this writing, I still have not received the letter.

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

We are STILL waiting on TCEQ to provide guidance on the response to a Request for Information (RFI) issued by the USACE regarding our application to construct.

##### 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**

The last we were told by GLO a month ago is that we should receive the GLO contract by the end of June. To date, we still have not received this contract and have reached out to Kassandra Burnias for an update. I've also reached out to Shannon Longoria, our GLO Regional Outreach Coordinator, to see if she can help facilitate a response.

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

No new activity.

**6.) Funding Project to Install Rip-Rap at Harbor of Refuge (Tract 11)**

Regarding the Boards' thoughts about possibly funding a project to install rip-rap along the eastern shoreline of the peninsula at the Harbor of Refuge (Tract 11) – I apologize there has been no movement on this still. I will put this on my list to revisit with Coast & Harbors Engineering soon.

**7.) MBMT Grant Downtown Waterfront Public Access Improvement**

The Bid Schedule is as follows:

Advertisement 1: July 16

Advertisement 2: July 23

Pre-Bid Conference: July 31

Bids Due: August 7

?? Special meeting of Port Commission on August 12 to recommend an award

Council can award at a Special Meeting on August 18 (otherwise the award won't be until September 8).

**8.) TxDOT Truck Route signs**

Wayne Shaffer has been able to locate an approved vendor and purchase the sign posts (\$10,000). We have not been told an ETA yet.

**9.) Parking area on SBA Steel property at the Harbor of Refuge Boat Ramp**

I have prepared a proposed easement document and have sent it to Anne Marie for comment before sending it to SBA Steel.

**10.) TxDOT Maritime Division**

Oralia has reached out to Emily Schmidbauer to the TxDOT Maritime Division. Oralia will be the TxDOT's contact as they start their 90<sup>th</sup> Legislative Session Mission Plan later this summer.

**5. RECEIVE HARBOR MASTER'S OPERATIONS, PROMOTION/DEVELOPMENT ACTIVITY REPORT****a) City Harbor**

1. 7 July 2025 awaiting Miller Seafood to sign new lease.

**b) Nautical Landings Building**

1. Working on a scope to replace six big windows south end front building, identify availability windstorm regulations. Report has been sent to G&W Engineering for review.

**c) Nautical Landings Marina**

1. Horizon Environmental has been onsite 11 times since the last PC meeting.
2. Water usage June 10 – July 10 **535 gallons** received minimum bill \$42.80.
3. 8 July 2025 Derrick Construction arrived on site for breakwater project.
4. 2 July 2025 Move derelict boat out of NLM.

**d) Smith Harbor**

1. 31 July 2025 Pre bid meeting harbor improvements.

**e) Harbor of Refuge**

1. 7 August 2024 LCI delivering material from Alamo Heights road project.

**f) To Do List – Raymond Butler****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 meeting packet dated July 15<sup>th</sup>, 2025.

Motion made by Commissioner Nichols

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

THAT, Chairman Butler makes a recommendation to accept the Tariff Circular No. 1-A as was discussed this morning as stated on July 15, 2025.

Seconded by Commissioner Traylor

Motion passed by the following vote:

Voting Aye: Raymond Butler, Jerry Smith, Sue Traylor, Larry Nichols, Jamie O'Neil and Jim Ward

Voting Nay: None

Motion carries.

**7. REVIEW AND DISCUSS CURRENT MEETING TIME AND DATE FOR  
REGULAR PORT COMMISSION MEETINGS**

Motion made by Commissioner Smith.

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

THAT, Chairman Butler makes a recommendation to leave the same day of the month  
for the Port Commission meetings but change the time to 3:30 p.m. on that day that is the 3<sup>rd</sup>  
Tuesday of the month.

Seconded by Commissioner O'Neil.

Motion passed by the following vote:

Voting Aye: Raymond Butler, Jerry Smith, Sue Traylor, Larry Nichols, Jamie O'Neil and Jim  
Ward

Voting Nay: None

**ACTION ITEMS: LEASES**

**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 Ward made a motion to adjourn the meeting.

Commissioner Nichols seconded the motion.

Motion passed by the following vote:

Voting Aye: Raymond Butler, Jerry Smith, Sue Traylor, Larry Nichols, Jamie O'Neil and Jim Ward

Voting Nay: None

The meeting was adjourned at 11:37 a.m.

These minutes were approved on August 19, 2025.

ATTEST:

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Raymon Butler, Chairman

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Oralia G. Munoz, Admin. Assist.