



REGULAR PORT COMMISSION MEETING

Tuesday, December 16, 2025, at 3:30 PM
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 16th day of December 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
Jim Ward	Commissioner
Larry Nichols	Commissioner
Louis Rubio	Commissioner

And the following Commissioners absent:

Jamie O'Neil

CONSENT AGENDA - *The Port Commission will consider/discuss the following items and take any action deemed necessary.*

CALL TO ORDER

Chairman Butler called the meeting to order at 3:31 p.m.

INVOCATION

Commissioner Ward gave the invocation.

PLEDGE OF ALLEGIANCE

Chairman Butler led the Pledge of Allegiance.

1. APPROVAL OF MINUTES

A) MINUTES OF THE NOVEMBER 18, 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 November 18th, 2025, minutes of the Regular Port Commission meeting held on December 16th, 2025, are hereby approved.

Seconded by Commissioner Nichols.

Motion passed by the following votes:

Voting Aye: Raymond Butler, Jerry Smith, Larry Nichols, Jim Ward, and Louis Rubio

Voting Nay: None

Motion carries.

2. RECEIVE HARBOR MASTER'S INSPECTION / MAINTENANCE REPORT FOR NOVEMBER 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 November 2025 Inspection Reports of the Port Commission Regular meeting held on December 16, 2025, are hereby approved.

Seconded by Commissioner Smith

Motion passed by the following vote:

Voting Aye: Raymond Butler, Jerry Smith, Larry Nichols, Jim Ward, and Louis Rubio.

Voting Nay: None

Motion carried.

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 December 16th, 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) CDBG-MIT Coastal Resilience Living Shoreline Project:

We have begun advertising for bids and held a preconstruction conference on Tuesday, December 9th, with 4 potential bidders in attendance in person and a few online with Teams. Bids are due on January 6. We will bring the bids to the Port Commission on January 20 for a recommendation to Council at a special meeting on January 26. The general consensus from the contractors in attendance was that this was a pretty straightforward project.

2) ReStore (cleanup of old barge(s) in Smith Harbor):

We will begin advertising for bids for this project today, December 10, and will open bids on January 13th. This bid award will also be brought to the Port Commission in January and Council on January 26.

3) CDBG- MIT Round 2 Application for use of funds for Replacement of culverts under rail at Corporation Ditch at the Harbor of Refuge and Voluntary Restoration of Harbor of Refuge Shoreline:

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

4) GLO CEPRA Grant (Harbor of Refuge Shoreline Protection):

No update. 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.

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

Matt has sent me draft bid drawings to review. He is showing several rain garden-type drainage basins, but there is no permeable pavement shown. I've told Matt that we want to include at least some permeable pavement as well... at least show it as an alternate in the bid. I sent the plans to Clean Coast Texas for their input and comments as well.

6) **TxDOT Truck Route signs:**

The posts for the large signs are still in fabrication.

7) **Parking Area on SBA Steel property at the HOR Boat Ramp:**

No update. I have not heard back from the SBA legal team yet regarding a lease or purchase of the property in question at the HOR boat ramp.

8) **TxDOT Maritime Division:**

Jim, Oralia, and I met with several members of the TxDOT Maritime Division team and their consultant, Burns & McDonnell, on November 21 to provide them with a tour of our facilities and begin work on drafting a port profile for The City of Port Lavaca Ports & Harbors. They have provided a list of documents/information that we need to gather and submit to them for the preparation of our Port Profile.

- Kmz file outlining port boundaries
- High-quality photos
- City Comprehensive Plan and Downtown Waterfront Master Plan

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 for 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 The Co-op. He asked if I could give him a couple of weeks. I spoke with him on 10 December 2025, are still working on it.

b) **Nautical Landings Building**

- 1) Working on a scope to replace six big windows south end front of the building, and identify the availability of windstorm regulations. The report has been sent to G&W Engineering for review.

We have two bids: Barefoot Construction for \$44,898.00, Louger Companies for \$46,456.00, and two no-bids from Wade Wilson & BLS.

2) 3 November 2025 Barefoot Construction started inspecting the soft spot in the dayroom, men's bathroom floor. The floor decking & joists were rotted from an internal wall water leak.

3) Staring bid process for roof & coating repair.

c) **Nautical Landings Marina**

1) 9 December 2025 Pre-bid meeting with Living Shoreline Project

2) Horizon Environmental has been on-site 12 times since the last Port Commission meeting.

d) **Smith Harbor**

e) **Harbor of Refuge**

1) 21 November 2025 meeting with TxDOT and their consultant team. They are going to help us with a Port Profile and Port Mission Plan, so we can hopefully receive federal funding.

2) 7 August 2024 LCI delivering material from the Alamo Heights road project.

f) **To Do List – Raymond Butler**

ACTION ITEMS: NEW BUSINESS - *The Port Commission will consider/discuss the following items and take any action deemed necessary.*

ACTION ITEMS: LEASES

6. CONSIDER AND DISCUSS LEASE WITH LONNIE CARRILES FOR CITY HARBOR BOAT SLIP 2 - PRESENTER JODY WEAVER

Motion made by Commissioner Nichols

THAT, the Port Commission accepts the lease proposal from Lonnie Carriles for \$290.00 a month, contingent upon his providing insurance.

Seconded by Commissioner Smith.

Motion passed by the following votes:

Voting Aye: Raymond Butler, Jerry Smith, Larry Nichols, Jim Ward, and Louis Rubio

Voting Nay: None

Motion carries.

7. CONSIDER LEASE WITH EQUALIZER FOR HARBOR OF REFUGE TRACT 3 - PRESENTER JODY WEAVER

Motion made by Commissioner Ward

THAT, the Port Commission accepts what was presented this afternoon with the lease, with the exception that Anne Marie, the attorney, be consulted on specific items.

Seconded by Commissioner Nichols

Motion passed by the following votes:

Voting Aye: Raymond Butler, Jerry Smith, Larry Nichols, 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 Ward made a motion to adjourn the meeting.

Commissioner Nichols seconded the motion.

Motion passed by the following votes:

Voting Aye: Raymond Butle, Jerry Smith, Larry Nichols, Jim Ward and Louis Rubio

Voting Nay: None

Motion carries.

The meeting adjourned at 4:23 p.m.

These minutes were approved on January 20th, 2026.

ATTEST:

Raymond Butler, Chairman

Oralia G. Munoz, Administrative Assistant