

**MINUTES OF A REGULAR MEETING OF THE BOARD OF NAVIGATION AND  
CANAL COMMISSIONERS OF THE BROWNSVILLE NAVIGATION DISTRICT OF  
CAMERON COUNTY, TEXAS HELD SEPTEMBER 20, 2023 AT 5:30 P.M.**

The Board of Navigation and Canal Commissioners of the Brownsville Navigation District of Cameron County, Texas, held a regular meeting on **Wednesday, September 20, 2023 at 5:30 p.m.** The following individuals were present and absent:

**PRESENT:** Esteban Guerra, Chairman  
Ralph Cowen  
Sergio Tito Lopez  
John Reed  
John Wood

**ABSENT:** None

**ALSO PRESENT:** Eduardo A. Campirano, Port Director and CEO  
Daniel Rentfro Jr., District Counsel  
William J. Irwin, Associate District Counsel

**STAFF MEMBERS:** Miguel Barajas  
Ariel Chavez  
Michael Davis  
Karina Franco  
Chief William Dietrich  
Arturo Gomez  
Jose Herrera  
Blanca Melguizo  
Jorge Montero  
Margie Recio  
Tony Rodriguez  
Janie Velasquez  
Zeus Yanez

**OTHERS PRESENT:** Rev. Andreas Lewis  
Jorge De La Colina  
Humberto Torres  
Rick Stephanow

**1. Meeting Called To Order**

The Chairman called the meeting to order at 5:32 p.m. Reverend Lewis offered a prayer. The Chairman then led those present in the Pledge of Allegiance to the United States and Texas flags.

**2. Public Audience**

No person registered to address the Board.

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### **3. Receive Report**

#### **a. Port Monthly Operations Summary Report**

Mr. Yanez made the report to the Board. Discussion followed.

Commissioners Reed and Lopez asked the staff about measures being taken to verify the pipeline throughput charges.

Commissioner Wood asked about the use of TRZ funds. Mr. Yanez addressed the Board.

### **CONSENT AGENDA**

#### **4. Consideration and Action on the Following Consent Agenda Items:**

- a. Approval of the Minutes of the Regular Board Meeting of September 20, 2023.
- b. Approval to authorize payments over \$25,000.00:
  1. R.M. Walsdorf, Inc., the amount of \$384,222.27, for Dock 11 Concrete Pad Project;
  2. HDR Engineering Inc., the amount of \$26,680.81, for Modifications to Dredged Material Placement Area No. 8;
  3. United States Geological Survey, the amount of \$48,500.00, for Science Support Service Agreement.

Commissioner Cowen moved to approve all consent agenda items, Commissioner Wood seconded, and the motion passed unanimously.

#### **5. Consideration and ACTION to authorize BND Staff to purchase one (1) set of Hoist Rope & Electrical Cable for GMHK 6507 Model 6 cranes.**

Mr. Davis addressed the Board requesting authorization for BND Staff to purchase one (1) set of Hoist Rope & Electrical Cable for GMHK 6507 Model 6 cranes. The harbor master office is requesting permission to purchase and payment of one (1) set of HOIST ROPE CABLES (Right-Lay & Left-Lay) & ELECTRICAL CABLE to prevent any crane delays due to damaged cables. This item qualifies as a Sole Source under section 60.412: it is for captive replacement parts of components for equipment. Commissioner Lopez moved authorize BND Staff to purchase one (1) set of Hoist Rope Cable in the amount for \$57,255.87 & Electrical Cable for \$30,314.28 for GHMK 6507 Model 6 Cranes from Konecranes, Inc. for the total amount of \$87,570.15, plus freight and shipping charges are determined at the time of shipping and to authorize payment once the invoice is received. Commissioner Wood seconded, and the motion passed unanimously.

#### **6. Consideration and ACTION to authorize staff to request proposals for medical, dental, vision, short-term and long-term disability insurance benefits for all BND employees.**

Mr. Yanez addressed the Board requesting authorization for BND Staff to request proposals for medical, dental, vision, short-term and long-term disability insurance benefits for all BND employees. The Port of Brownsville provides medical, dental, vision, short-term and long-term disability insurance to District employees. The three-year agreements with current medical, dental, vision, short-term, and long-term disability insurance carriers are set to expire December 31, 2023. The District is assisted by Mr. Landon Overby from Bowen, Milette, and Britt, the District's independent insurance consultant, to procure these services. This proposal would be for insurance

benefits for the period beginning January 1, 2024. Commissioner Reed moved to authorize BND Staff to request proposals for medical, dental, vision, short-term, and long-term disability insurances for District employees. Commissioner Lopez seconded, and the motion passed unanimously.

**7. Discussion with Directors regarding port projects & policies.**

The Board engaged in discussion regarding current projects at the Port and the Port’s policies.

Commissioner Reed asked Mr. Chavez to give a report regarding the evaluation performed on the Port’s sheds and staff’s plans moving forward. Mr. Chavez and Mr. Campirano addressed the Board and discussion followed.

Chairman Guerra asked Mr. Gomez for an update on economic development projects at the Port. Mr. Gomez delivered a report to the Board and discussion followed.

Commissioner Reed asked Mr. Chavez for a report on the grant applications. Mr. Chavez and Mr. Campirano addressed the Board. Discussion followed regarding the Dock 3 grant application and other pending grants for Port infrastructure.

Discussion followed regarding the Port’s records management policy. Commissioner Reed asked Chief Dietrich and Mr. Yanez to review the Port’s policy and to make a recommendation on any revisions that may be in the Port’s best interests.

**8. Adjourn into Executive Session, as authorized by Subchapter D of Chapter 551 of the Government Code to discuss with attorneys pending or contemplated litigation, and matters in which the duty of the attorneys under the Rules of Professional Conduct clearly conflict with Chapter 551; to deliberate the purchase, exchange, lease, or value of real property; to deliberate the deployment of security personnel or devices (§551.076); to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee (§551.074); and to conduct deliberations regarding economic development negotiations (§551.087).**

Commissioner Lopez moved to adjourn into executive session, Commissioner Cowen seconded and the motion passed unanimously. The Chairman then announced that the time was 6:36 p.m., and that the Board would adjourn into executive session.

The Chairman then announced that the time was 7:10 p.m., and that the Board had reconvened in open session.

**9. Possible action on matters or items discussed in Executive Session.**


There was none.

**10. Adjournment.**

Commissioner Wood moved to adjourn the meeting, Commissioner Cowen seconded, and the meeting was adjourned by unanimous consent at 7:10 p.m.

ATTEST

  
John Wood, Secretary

  
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Esteban Guerra  
Chairman of the Board