

**THE STATE OF TEXAS     §  
BROWNSVILLE NAVIGATION DISTRICT §  
COUNTY OF CAMERON     §**

Esteban Guerra, Chairman  
John Reed, Secretary  
Ernesto Gutierrez, Commissioner

Sergio Tito Lopez, Vice Chairman  
John Wood, Commissioner

William Dietrich, Port Director and CEO

**NOTICE OF A REGULAR BOARD MEETING OF THE  
BROWNSVILLE NAVIGATION DISTRICT**

Notice is hereby given that the Board of Commissioners of the Brownsville Navigation District will meet on **December 18, 2024** in the Board Room located at 1000 Foust Road, Brownsville, Cameron County, Texas. The Board of Commissioners will convene in a **Regular Board Meeting at 5:30p.m.**

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**REGULAR MEETING:**

1. Call to Order.

***INVOCATION***

***PLEDGE OF ALLEGIANCE***

2. Public Audience.

If you wish to address the Board of Commissioners during the Public Audience portion of today's meeting about either an **item on this agenda or other issue**, please print your name and the agenda item or topic of discussion you wish to address on the Sign-In-Sheet located at the Reception Desk.

In accordance with BND Policy, only those persons who have signed up on the list shall be heard. The speaker must limit remarks to three minutes. The Board shall allot no more than 30 minutes for the Public Audience portion of the meeting. Complaints and concerns for which other channels of resolution are provided shall be directed through those channels. If the Chairman of the Board determines that a person has not attempted to resolve a matter administratively, the person shall be directed to the appropriate individual for attempted resolution before bringing the matter to the Board. A complaint against specific employees or officers of the BND shall be heard in a Closed Meeting, as authorized by the *Texas Government Code Title 5 – Sections 551.074(1) and (2)*. If your topic concerns a complaint against a specific employee or officer, please note this on the sign-in sheet. You must make your points on issues in a constructive and courteous fashion pursuant to *Robert's Rules of Order*.

3. Port Monthly Operations Summary Report

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**CONSENT AGENDA ITEMS**

All Consent Agenda Items listed are considered to be routine by the BND Commission and will be approved in one motion. There will be no separate discussion of these items unless at least one BND Commissioner so requests, in which event the item will be removed from the Consent Agenda and considered separately in the Regular Agenda.

4. Consideration and ACTION on the following Consent Agenda Items:

a) Approval of the Minutes of the Regular Board Meeting of December 04, 2024. 08

b) Approval to authorize payments over \$25,000.00. 15

	<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>	
1	DebtBook	Annual subscription for lease accounting and reporting software	\$28,500.00	17
2	HDR Engineering Inc.	Cargo Dock 3 - Phase 1 project; Channel Deepening Project – Construction Phase support	\$28,010.48	18
3	R.R.P. Consulting Engineers, LLC	Fishing Harbor Wastewater Treatment Plant	\$32,529.00	29
4	Tyler Technologies	2025 Annual user/subscription fees	\$47,089.72	33
5	Tidalis Americas Ltd.	Annual Klein Software Support/Maintenance License	\$114,511.34	35

5. Consideration and ACTION on applications received for renewal of Line Handling Permits to: (MR) 36  
 - Brownsville Mooring  
 - M&M Mooring & Marine Services, Inc.

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**ACTION ITEMS**

6. Consideration and ACTION on Leases, Assignments, Negotiations, Easements, Subleases, and Contracts in General:

1.	U.S. Forwarding & Logistics Agency LLC (Authority to Negotiate)	43
2.	Arnulfo Rodriguez III (Consent to Assignment)	46
3.	Bay Island Trawlers, Inc. (New Lease)	49
4.	Snodgrass Inc. (New Lease)	52

7. Consideration and ACTION to authorize the reclassification of three current staff positions Sales Manager, Manager of Engineering Services and Administration Manager. (WD) 55

8. Consideration and Possible ACTION regarding proposed Fiscal Year 2025 Operating Budget. (ZY) 56

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## BIDS/AGREEMENTS/PURCHASES

9. Consideration and ACTION on Service Agreement with Cornerstone Governmental Affairs, Inc. for governmental affairs services in the State of Texas. (WD) 61
10. Consideration and ACTION on Amendment to EarthCo. L.L.C.'s Purchase Order for Construction Materials Engineering Testing for the Docks 15 & 16 Concrete Pavement project, adding testing for the Foust Road and Bill Reed Road intersection. (AC) 62
11. Consideration and ACTION on Change Order No. 4 to the 2022 DMPAs 5B, 7 & 8 Improvements project adjusting contract quantities to actual and, to Accept Work performed by RLB Contracting, L.L.C. and to authorize Final Payment of \$1,278,384.80, including all completed work and the retained amount. (AC) 73

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## EXECUTIVE SESSION:

12. 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).
13. Possible ACTION on matters or items discussed in Executive Session.
14. Adjournment.

**NOTE:** The Board of Commissioners reserves the right to discuss any items in Executive Session whenever authorized under the Texas Open Meetings Act, Chapter 551, Title 5 of the *Texas Government Code*.

**NOTE:** The Brownsville Navigation District does not discriminate on the basis of disability in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact the Director of Human Resources by Monday, no later than 5:00 P.M., to make proper arrangements.

I certify that a copy of the December 18, 2024 Agenda of items to be considered by the Brownsville Navigation District Commission was posted on the Bulletin Area at the BND Building on December 13, 2024. I further certify that the Agenda was posted on the BND's website and can be downloaded by accessing: [www.portofbrownsville.com](http://www.portofbrownsville.com).



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**William Dietrich, Port Director & CEO  
Brownsville Navigation District**