



**CITY OF  
PORT LAVACA**

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**MINUTES OF 10/20/2020 REGULAR OF PORT COMMISSION MEETING**

The Agenda having been properly posted, Chairman Alex Davila called the meeting to order at 10:10 A.M. on Tuesday, October 20, 2020. Members attending were Commissioner Mike McGuire, Commissioner Raymond Butler and Commissioner David Roberts by Zoom. City Staff that were attending were Interim City Manager, Richard Morton, City Engineer, Jody Weaver, Senior Accountant Blake Buller, Harbor Master Jim Rudellat, and Rachel Garza. Visitors in attendance Matt Glaze, Urban Engineering.

**1. CONSENT AGENDA:**

**a. MINUTES OF REGULAR MEETING SEPTEMBER 15, 2020**

A motion was made to approve the minutes by Commissioner Mike McGuire, Seconded by Commissioner David Roberts.  
Motion Carries.

**2. REPORTS**

- a. TARIFF REPORT
- b. ACCOUNT AGING REPORT
- c. REVENUE AND EXPENSE REPORT
- d. BALANCE SHEET
- e. PAYMENT REPORT
- f. PROFIT AND LOSS CASH FLOW REPORT

Discussion was made for Blake Buller, Senior Accountant to follow up with Equalizer, Helena Chemical, and Miller's seafood to expedite their tariff payment and to please keep current moving forward.

Discussion was made for Richard Morton, Interim City Manager to review and audit the Aging Report.

No action necessary and none taken.

**3. RECEIVE REPORTS FROM STAFF AND DISCUSS EXPIRED AND CURRENTLY DUE LEASES.**

- a. SCR expected to vacate Tract 9 & 10, October 27, 2020. Prestige will lease the property at a current rate of \$3,800.00 a month.
- b. Motion was made to accept a two (2) year lease for Port Lavaca Plumbing. Effective dates November 1, 2020 thru October 31, 2022 at a rate of \$450.00 per month, electricity included. Rent to be adjusted annually by 5%.  
Motion was made by Commissioner David Roberts and Seconded by Commissioner Mike McGuire.  
Motion carries.

Motion was made to accept a one (1) year lease for Spiretek to move into Nautical Landings Building Suite-2 at a rate of \$1600.00 per month plus \$250.00 electricity. Effective dates November 1, 2020 thru October 31, 2021.

Motion was made by Commissioner Raymond Butler and Seconded by Commissioner Mike McGuire.  
Motion carries.

Motion was made to accept a one (1) year lease for Bay Limited to lease Nautical Landings Building Suite-5 at a rate of \$1200.00 per month plus \$210.00 electricity. Effective dates November 1, 2020 thru October 31, 2021.

Motion was made by Commissioner Raymond Butler and Seconded by Commissioner Mike McGuire.  
Motion carries.

c. Poor Boy's Bait Shop lease has been executed and signed.

d. RLB – remains on a month to month.

Jody Weaver, City Engineer will file an official notification to RLB, per TCEQ's requirements that the lease property is on the landfill.

Comments from Commissioner Raymond Butler give RLB a date to get property cleaned up so his footprint can be reduced.

No action necessary and none taken.

4. DISCUSS UPDATES ON GLO CDBG-MIT APPLICATIONS.

Comments from Jody Weaver, City Engineer, applications are due on October 27, 2020.

No action necessary and none taken.

5. RECEIVE REPORTS FROM URBAN ENGINEERING AND STAFF ON LOW DOCK REPAIRS AND STATUS.

Comments from Matt Glaze, Urban Engineering and Jody Weaver, City Engineer, preconstruction meeting scheduled. J&S ready to begin.

No action necessary and none taken.

6. DISCUSS REPAIRS TO FINGER PIERS AND BULKHEAD AT SCULLY'S.

Motion was made to move forward with Matt Glaze, Urban Engineering's presentation for the finger piers and bulkhead repairs.

Motion was made by Commissioner David Roberts and Seconded by Commissioner Mike McGuire.

Commissioner Raymond Butler - Nay

Motion carries by majority.

7. RECEIVE REPORTS FROM STAFF REGARDING STATUS OF NAUTICAL LANDINGS BUILDING AND PARKING LOT.

Comments from Commissioners, Port Commission will provide electricity and will designated an amount for each suite.

No action necessary and none taken.

8. RECEIVE REPORTS FROM STAFF REGARDING STATUS OF NAUTICAL LANDINGS MARINA.

Comments from Jim Rudellat, Harbor Master, in the process of getting three (3) bids quotes for the pump out station.

No action necessary and none taken.

9. RECEIVE REPORTS FROM STAFF REGARDING STATUS ON SMITH HARBOR, ASSOCIATED PROPERTIES.

Commissioners discussed this agenda item.

No action necessary and none taken.

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10. RECEIVE REPORTS FROM URBAN ENGINEERING ON DREDGING OF SMITH HARBOR, ASSOCIATED PROPERTIES.

Comments from Matt Glaze, Urban Engineering, working with Eddie Fisher, Gulf Hydrographic & Coastal Consulting begun drawing up plans.

No action necessary and none taken.

11. RECEIVE REPORTS FROM STAFF ON HARBOR OF REFUGE, BULKHEAD, REPAIRS AND LAND IMPROVEMENTS.

Commissioners discussed this agenda item.

No action necessary and none taken.

12. CONSIDER APPROVAL OF TPW GRANT TASK ORDER NO. 20 FOR ENGINEERING OF THE NAUTICAL LANDINGS MARINA BOAT RAMP BREAKWATER REPAIR.

Motion was made to recommend to City Council and authorized Task Order No 20 for the engineering of Nautical Landings Marina Boat Ramp Breakwater repair.

Motion was made by Commissioner David Roberts and Seconded by Commissioner Mike McGuire.

Motion carries.

13. RECEIVE REPORT FROM COMMISSIONER RAYMOND BUTLER AND STAFF REGARDING PROGRESS ON BURN PERMIT FROM THE STATE FOR THE HARBOR OF REFUGE.

Commissioners discussed this agenda item.

No action necessary and none taken.

14. DISCUSS UPDATES FROM STAFF ON COMMUNICATIONS WITH TCEQ AND ARMY CORP OF ENGINEERS REGARDING HARBOR OF REFUGE.

Comments from Jody Weaver, City Engineer, TCEQ is satisfied with the plan to backfill the area.

No action necessary and none taken.

15. DISCUSS UPDATES ON BRUSH OPERATIONS AND CLEANUP AT THE HARBOR OF REFUGE.

Commissioners discussed placing this agenda on hold.

No action necessary and none taken.

16. RECEIVE UPDATES FROM STAFF ON STANDARDIZE LEASES.

Comments from Chairman Alex Davila, request for Commissioner's to continue to modify the leases for Nautical Landings Building.

No action necessary and none taken.

17. RECEIVE REPORTS FROM CIVIL CORP, LLC OF AERIAL PHOTOGRAPHS AND SURVEYS.

Civil Corp still needs to follow-up on photographing the north side of the Harbor of Refuge, survey and indicate the right-of-way on the Smith Harbor purchase. Easement needs to be designated.

No action necessary and none taken.

18. DISCUSS MONTHLY CHECKLIST FROM HARBOR MASTER.

Checklist submitted by Jim Rudellat, Harbor Master.

Commissioners discussed this agenda item.

No action necessary and none taken.

19. GENERAL COMMENTS FROM COMMISSIONERS.

Comments from Commissioner Mike McGuire discussed changing the monthly date for the Regular Port Commission Meeting for the new year 2021.

No action necessary and none taken.

ADJOURN

A motion was made by Commissioner Raymond Butler to adjourn the meeting. It was seconded by Commissioner David Roberts. The meeting was adjourned at 12:52 P.M.