



**CITY OF
PORT LAVACA**

202 N. Virginia, Port Lavaca, Texas 77979-0105, www.portlavaca.org
Ph: 361-552-9793 Facsimile: 361-552-6062

MINUTES OF 11/17/2020 REGULAR OF PORT COMMISSION MEETING

The Agenda having been properly posted, Chairman Alex Davila called the meeting to order at 10:04 A.M. on Tuesday, November 17, 2020. Members attending were Commissioner Mike McGuire, Commissioner David Roberts, Commissioner Sue Traylor, Commissioner Raymond Butler. City Staff that were attending were Interim City Manager, Richard Morton, City Engineer, Jody Weaver, Senior Accountant Blake Buller, and Rachel Garza. Attending by Zoom Harbor Master, Jim Rudellat. Visitors in attendance Matt Glaze, Urban Engineering.

1. CONSENT AGENDA:

a. MINUTES OF REGULAR MEETING OCTOBER 20, 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

No action necessary and none taken.

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

- a. SCR has extended their month-to-month lease till the end of December 2020; at an increase rate of 5%.
- b. Nautical Landings Building – Operating at a 100%.
Nautical Landings Marina – Discussed sending demand letters to past due lessee.
- c. Smith Harbor – Poor Boy's Bait Shop Lease has been signed and lease payment is current.
- d. Harbor of Refuge – Jody Weaver, City Engineer spoke with RLB, agreed to a payment of \$5, 000 and a payment of \$35,000 to bring account up to date.
TW LaQuay reached out to Jim Rudellat, Harbor Master to inform Port Commission past due rent will be paid in full at the end of the year.

Motion was made that a new policy be put in place as follows:

- a. After, ten (10) days in default send Notification Letter.
- b. After, sixty (60) days send a Demand Letter.
- c. After, ninety (90) days sand a Termination Letter, if no communication is made with Port Commission lease will be terminated.

Motion was made by Commissioner Raymond Butler and Seconded by Commissioner Sue Traylor.
Motion carries.

4. DISCUSS UPDATES ON GLO CDBG-MIT APPLICATIONS.
Comments from Jody Weaver, City Engineer, application for Corporation Ditch and Living Shore Lines has been submitted.
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, J&S to begin after the holidays.
No action necessary and none taken.
6. DISCUSS REPAIRS TO FINGER PIERS AND BULKHEAD AT SCULLY'S.
Motion was made to accept the Base Bid from Shirley & Son's for \$295,724.00. Plus, alternate #1 for \$35,670.00 with the recommendation for City Council to approve Option 2 or Option 3 for the improvements to Scully's Bulkhead and Finger Piers.
Motion was made by Commissioner David Roberts and Seconded by Commissioner Sue Traylor.
Motion carries.
7. RECEIVE REPORTS FROM STAFF REGARDING STATUS OF NAUTICAL LANDINGS BUILDING AND PARKING LOT.
Comments from Jim Rudellat, Harbor Master, Barefoot Construction to replace back door and frame to meet the windstorm codes.
No action necessary and none taken.
8. RECEIVE REPORTS FROM STAFF REGARDING STATUS OF NAUTICAL LANDINGS MARINA.
Comments from Jim Rudellat, Harbor Master, pump for B-Dock has been ordered.
No action necessary and none taken.
9. RECEIVE REPORTS FROM STAFF REGARDING STATUS ON SMITH HARBOR, ASSOCIATED PROPERTIES.
Comments from Jim Rudellat, Harbor Master, nothing to report.
No action necessary and none taken.
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 waiting on preliminary reports.
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.

Commissioners discussed this agenda item.

No action necessary and none taken.

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, from TCEQ there were (3) violations listed.

Two (2) violations were failure to notify the lessee, however a letter was sent to RLB, letter was also submitted to TCEQ with attached notification letters.

The third (3) violation was not getting permission before disturbing the landfill.

No action necessary and none taken.

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

Comments from Jody Weaver, City Engineer, considered having another workshop with Council to discuss this matter.

No action necessary and none taken.

16. RECEIVE UPDATES FROM STAFF ON STANDARDIZE LEASES.

Comments from Chairman Alex Davila, Commissioner's continuing to modify the leases.

No action necessary and none taken.

17. CONSIDER CHANGING THE REGULAR PORT COMMISSION MEETING TO THE TUESDAY PRIOR TO THE CITY COUNCIL MEETINGS.

Motion was made to move the regular scheduled Port Commission meetings to the first Tuesday of the month, beginning January 1, 2021.

Motion was made by Commissioner Mike McGuire and Seconded by Commissioner Sue Traylor.

Motion carries.

18. DISCUSS MONTHLY CHECKLIST FROM HARBOR MASTER.

Comments from Jim Rudellat, no reports at this time, will send by email.

Commissioners discussed this agenda item.

No action necessary and none taken.

19. GENERAL COMMENTS FROM COMMISSIONERS.

Commissioners discussed this agenda item.

No action necessary and none taken.

ADJOURN

A motion was made by Commissioner David Roberts to adjourn the meeting. It was seconded by Commissioner Mike McGuire. The meeting was adjourned at 11:33 A.M.