

## POHA April 3, 2025

The Commissioners of the Port of Harlingen Authority (POH) met in a regularly scheduled session on Thursday April 3, 2025 at 12:00 PM at the Port's Administration Office located at 24633 Port Road, Harlingen, Texas, 78550.

**COMMISSIONERS PRESENT:** Rose Snell – Commissioner, Place 1  
Neil Haman – Commissioner, Place 2  
Alan Johnson – Chairman, Place 3  
Chris Villarreal – Commissioner, Place 4  
Ryan Newman – Commissioner, Place 5

**PORT STAFF PRESENT:** Walker Smith – Port Director  
Robert McDonald – Chief Financial Officer (remote)  
Amy Lynch – Director of Marketing & Public Relations  
Anne Jimenez - Receptionist

**OTHERS PRESENT:** Chris Boswell – Port Attorney

A. Meeting called to order at 12:18 pm.

Declaration of conflicts of interest: Commissioners Newman and Villarreal submitted affidavits of conflicts of interest for item I.

B. 1. **Item:** PUBLIC COMMENTS

2. **Issue:** To hear public comments, if any.

3. **Discussion:** There were no public comments.

4. **Action Taken:** None.

C. 1. **Item:** APPROVAL OF VOUCHERS

2. **Issue:** To review the vouchers for approval.

3. **Discussion:** There was no discussion regarding the vouchers.

4. **Action Taken:** On a motion by Mrs. Snell and seconded by Mr. Newman, the Commissioners voted unanimously to approve the vouchers.

D. 1. **Item:** APPROVAL OF MINUTES & CERTIFIED AGENDA FOR THE MEETING ON MARCH 6, 2025

2. **Issue:** To review the corresponding minutes.

3. **Discussion:** Mr. Haman noted that there needs to be a correction on Item I. He said that it needs to read Port Director rather than employee bonus criteria.

4. **Action Taken:** On a motion by Mr. Villarreal and seconded by Mr. Snell, the Commission voted unanimously to approve the minutes & certified agenda for the

meeting on March 6, 2025 subject to the requested change.

E. 1. **Item:** PORT DIRECTOR REPORT AND DISCUSSION

2. **Issue:** To hear updates regarding various projects.

3. **Discussion:** Mr. Smith reported on the legislative affairs update. Regarding the Port's overweight corridor bill, Mr. Smith said that it is still facing roadblocks in this legislative session. Mr. Smith said that Rep. Lopez asked for someone to testify to the bridge closings to hydrocarbon products.

4. **Action Taken:** This was for discussion only.

F. 1. **Item:** CFO REPORT AND DISCUSSION

2. **Issue:** To hear updates regarding various projects.

3. **Discussion:** Mr. McDonald advised the Board about a real estate note for which the interest rate will increase. Mr. McDonald recommended that the Port pay off the note completely to avoid the increase in interest.

4. **Action Taken:** This was for discussion only.

G. 1. **Item:** DIRECTOR OF PR AND MARKETING REPORT AND DISCUSSION

2. **Issue:** To hear updates regarding various projects.

3. **Discussion:** Mrs. Lynch reported that she is beginning work on the Port's annual report. She also said that she has finished the flyer for the Port's vacant warehouse for lease.

4. **Action Taken:** This was for discussion only.

H. 1. **Item:** CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE PORT'S PROCUREMENT POLICY

2. **Issue:** To review and approve the Procurement Policy.

3. **Discussion:** Mr. Smith that TxDOT requested a change to the Port's Procurement Policy. The change reflects that the Port shall select the lowest qualified bidder in projects using mobility funds.

4. **Action Taken:** On a motion by Mr. Villarreal and seconded by Mr. Newman the Commissioners voted unanimously to approve the Port's Procurement Policy with the new change.

*(Commissioners Newman and Villarreal exited the meeting chamber.)*

- I. 1. **Item:** CONSIDERATION AND POSSIBLE SELECTION OF AN INSURANCE BROKER BASED ON QUALIFICATIONS SUBMITTED
2. **Issue:** To select an insurance broker for windstorm insurance.
  3. **Discussion:** Mr. McDonald explained that the Port currently has windstorm insurance with Gallagher. However, Mr. McDonald learned that Gallagher will soon close its Harlingen office and only be available through their call center. Mr. McDonald stated that it would benefit the Port to have a local insurance broker. Mr. McDonald posted an RFQ for an insurance broker and the only response was from TRB Insurance. TRB Insurance meets all the Port's criteria for an insurance provider. Mr. McDonald recommended the Port select TRB Insurance for its windstorm insurance.
  4. **Action Taken:** On a motion by Mr. Haman and seconded by Mrs. Snell the Commission voted to select TRB Insurance as insurance broker for its windstorm insurance coverage with Commissioners Haman, Snell and Chairman Johnson voting in favor (Commissioners Newman and Villarreal did not participate).

*(Commissioners Newman and Villarreal re-entered the meeting chamber.)*

- J. 1. **Item:** UPDATE ON RECENT FLOODING AND HARLINGEN CHANNEL
2. **Issue:** To review flood damage and conditions.
  3. **Discussion:** Mr. Smith reviewed pictures and USACE water surveys with the Commission. He is waiting for obstruction surveys from USCG and USACE.
  4. **Action Taken:** This was not an action item.

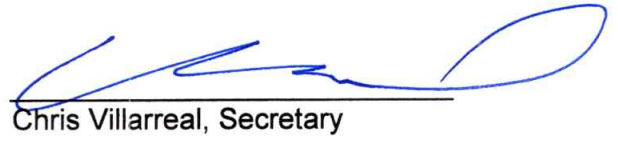
The Commission entered the executive session authorized by Chapters 551.071, 551.072 and 551.074 at 1:20 PM. They came out of the executive session at 1:35 PM. A Certified Agenda for the executive session is on file.

- K. 1. **Item:** DISCUSSION REGARDING THE PERSONNEL PERFORMANCE AS IT RELATES TO BONUS CRITERIA PURSUANT TO TEX GOV'T CODE 551.074
2. **Issue:** To review the criteria for employee performance bonuses.
  3. **Discussion:** Discussion took place during the executive session.
  4. **Action Taken:** On a motion by Mr. Villarreal and seconded by Mr. Newman, the Commission voted unanimously to **a.)** approve the master plan performance bonus formula and **b.)** to amend the performance standards to include a performance bonus formula.

There being no further business, the meeting was adjourned at 1:38 PM.

ATTEST:

  
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Alan Johnson, Chairman

  
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Chris Villarreal, Secretary