

MINUTES

**Board of Directors of the
Houston Ship Channel Security District**

**Houston, Texas
March 3, 2014**

A special meeting of the Board of Directors (“Board”) of the Houston Ship Channel Security District (“District”) was convened on March 3, 2014, at 8:06 a.m. The meeting was held, open to the public, at the Greater Houston Port Bureau conference room, 111 East Loop North, Houston, Texas, in accordance with the duly posted Notice of Public Meeting. The roll was called of the officers and members of the Board, as follows:

Todd Adamec, Assistant Secretary
Didier Auber
Randy Black
Lewis A. Brown
Jimmy Burke
Clayton Curtis, Treasurer
Richard Henderson
Chuck King
Gary Scheibe, Chair
Tom Schroeter, Secretary
Steve Stewart, Vice Chair

all of said persons were present, except Directors Adamec, Curtis, Henderson, and Stewart, thus establishing a quorum. Also present were CAPT. Bill Diehl, Patrick Seeba and Al Cusick of the Greater Houston Port Bureau (“GHPB”).

1. Call to Order

Chairman Scheibe called the special meeting to order at 8:06 AM.

Chair Scheibe recognized Jan Park and thanked her for her support and efforts on behalf of the District over the past years. Ms. Park thanked the Board.

Chair Scheibe introduced Jimmy Burke to those in attendance at the meeting and advised that Mr. Burke has been appointed by the Harris County Mayors’ and Councils’ Association to District’s Board of Directors.

2. Appearances

Chair Scheibe asked whether anyone present wanted to make an appearance in front of the Board. No one wished to do so.

3. Update on Witt O'Brien's report on the Port-wide Risk Mitigation and Business Continuation Plan

This topic was deferred to the Executive Session.

4. Executive Session

At 8:15 AM Chair Scheibe called for an Executive Session. Director Schroeter read the following statement.

“The Board of Directors of the Houston Ship Channel Security District will now convene in a closed meeting, as permitted by the Texas Open Meetings Act, Government Code Section 551, Subchapter D, to deliberate regarding any of the following: security devices and personnel, or security audits pursuant to §551.076, Texas Government Code; emergency response providers, risk or vulnerability assessments, encryption codes and security keys for communications systems, information prepared for the United States, information relating to critical infrastructure, and information relating to security systems, all pursuant to §418.182(f), Texas Government Code; and to consult with the District's attorney pursuant to matters authorized by §551.071, Texas Government Code.”

5. Reconvene in Open Session and take action regarding items discussed in Executive Session

The Board reconvened in Open Session at 9:45 AM

After discussion on the matter, the Board directed the Port Bureau to seek approval from FEMA to expand the scope of the Port-wide Risk Mitigation and Business Continuation Plan PSGP grant to include an audit of and development of a strategic plan for the Port Information Network.

6. Discussion and possible action regarding engagement with the law firm of Ewell, Brown & Blanke LLP, with respect to public information request.

Director Schroeter reminded the Board that the District has received a public information request from Hoover Slovacek LLP on behalf of M.M.K.K., Inc. (d/b/a Walton Barge Terminal). He noted that some of the documents requested may contain confidential, proprietary or sensitive security information and discussed the engagement of a firm that specializes in handling such requests to assist the District, its counsel and contract administrator in responding to the request received. Upon further discussion, Director Schroeter moved that the District engage the services of Ewell, Brown & Blanke LLP (“EBB”) to represent the District in responding to the public information request and to authorize the Chair to sign the engagement letter provided by EBB relative to same. Director Brown seconded the motion. The motion passed unanimously.

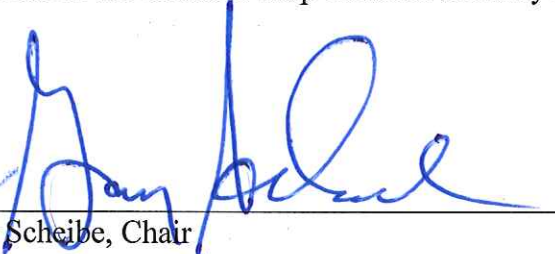
7. Consider items for future meeting agenda

No items were presented

8. Adjourn

The meeting adjourned at 10:00 AM

The above is a correct copy of the Minutes of the February 11, 2014 regular meeting of the Board of Directors of the Houston Ship Channel Security District.



Gary Scheibe, Chair

ATTEST:



Thomas G. Schroeter, Secretary