

MINUTES

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

**Houston, Texas
June 8, 2010**

The regular meeting of the Board of Directors of the Houston Ship Channel Security District was convened on June 8, 2010 at 9:30 a.m. The meeting was held at West Gulf Maritime Association, Board Room, Third Floor, 1717 Turning Basin Drive, Portway Plaza Building, Houston, Texas 77029. The following Directors were present:

Beth Bowles
Clayton Curtis
Greg DeLong
Harry Engelhardt, Jr.
Richard Henderson
Robin Riley
Tom Schroeter
Mark Skobel
Steve Stewart
Ray Yellig

Lawrence Waldron was absent

Chairman Riley called the meeting to order at 9:35 a.m. Chairman Riley asked if there were any corrections or amendments to the Minutes of the May 11, 2010 Meeting of the Board of Directors. There were none. Chairman Riley asked for a Motion to approve the Minutes. Director Stewart moved and Director Yellig seconded that the Minutes of the May 11, 2010 meeting be approved. Motion passed unanimously.

Chairman Riley asked if anybody wished to address the Board. Nobody wished to do so.

Captain James Whitehead, III of the United States Coast Guard gave a brief presentation on the function of the U.S. Coast Guard and its mission in maintaining the safety and security of the Ship Channel and other waters.

Chairman Riley reviewed the training schedule with the Board. Director Schroeter informed the Board that he had e-mailed to the members information on the regulations governing sensitive security information (SSI) as well as information on Robert's Rules of Order. It was suggested that SSI be placed on the training schedule for December in lieu of Robert's Rules of Order.

Director Schroeter reviewed the highlights of the Bylaws for the Board and suggested that they review the Bylaws and then vote on acceptance of them, if there were no changes required. Director Curtis moved and Director Engelhardt, Jr, seconded that the discussion of the Bylaws be tabled until the July meeting. Motion passed unanimously.

Director Curtis discussed the assessments. Doug Adkinson of Harris County Judge's Office, Director, Criminal Justice Issues, presented the Board with a list of the addresses of all the

members of the security district that was prepared by HCAD. After a brief discussion it was proposed that the meeting notice would be sent to the two addresses supplied by Mr. Adkinson. Director DeLong stated that it was his hope that the assessment period eventually would be from January to December of each year. Motion was made by Director DeLong and seconded by Director Curtis that the Board hold a statutory assessment hearing on July 13, 2010. Motion passed unanimously. Chairman Riley requested Director Schroeter mail out the meeting notice.

A lengthy discussion was held regarding the meeting to be held on July 13, 2010 and the assessments. Director Schroeter called for a brief recess. Chairman Riley recessed the meeting at 11:00 a.m. Chairman Riley reconvened the meeting at 11:07 a.m. Director Curtis moved and Director DeLong seconded that the notice regarding the assessment be sent to the companies in the security district as follows:

- The assessment methodology for the Houston Ship Channel Security District will be to use the two attached tables, minus the number of companies per category, and that the definition of employees in the ECHMA company table is the same definition that ECHMA uses.
- Facilities will pay the higher assessment due if the facility is in both MTSA and ECHMA and if a facility drops out of ECHMA they are still responsible for the ECHMA amount.

Director Schroeter suggested that the Motion be amended to state "terminate" in the place of "drops out", Director Curtis accepted the change and the motion passed unanimously.

Discussion was held regarding retaining counsel for the Board. Director Schroeter informed the Board that the names of two attorneys were given to him who were said to have practice focused on property tax and/or assessment matters. It was decided that Director Schroeter and Chairman Riley would interview and retain counsel on behalf of the Board to determine if the proposed assessment system was an acceptable form of assessment. Director Henderson moved and Director Stewart seconded that Chairman Riley and Director Schroeter retain an attorney to review the assessment methodology and the Port of Houston Authority contract. Motion passed unanimously.

Director Schroeter presented the draft of an Agreement to the Board between the Port of Houston Authority (PHA) and the Houston Ship Channel Security District (District) wherein PHA would make its 2010 contribution to the District as soon as reasonably practicable in order to facilitate the District's payment of first-year expenses. Director Schroeter urged the Board to review the Agreement very carefully and encouraged the Board to have outside legal counsel review the Agreement before any decision was made on entering into said Agreement. Director Skobel moved and Director Curtis seconded that the Agreement between the Port of Houston Authority and the Houston Ship Channel Security District be tabled until the District's outside legal counsel could review same. Director Schroeter abstained from voting. All other members voted aye.

Chairman Riley requested that the Board give him permission to invite officials and dignitaries on security matters to the Board Meetings. Director Stewart moved and Director Yellig seconded that permission be granted. Motion passed unanimously.


Chairman Riley discussed the Logo Contest, information regarding which is attached to these Minutes. Director Stewart moved and Director Curtis seconded that a committee be formed for the Logo Contest. It was decided that Chairman Riley, Director Stewart and Director Curtis would be on the committee. Motion passed unanimously.

Doug Adkinson of Harris County Judge's Office, Director, Criminal Justice Issues, handed out an update on the progress of the 2005 (Round 5) grant. A copy of the handout is attached to these Minutes.

Director Curtis moved and Director DeLong seconded that the meeting be adjourned. Motion passed unanimously. Meeting adjourned at 11:35 a.m..


Next scheduled meeting of the Houston Ship Channel Security District Board of Directors, Tuesday, July 13, 2010, 9:30 a.m. at WGMA.

The above is a correct copy of the Minutes of the June 8, 2010 meeting of the Board of Directors of the Houston Ship Channel Security District.



Robin Riley, Chairman

ATTEST:



Thomas G. Schroeter, Secretary

Houston Ship Channel Security District Logo Contest
DRAFT – June 8, 2010

- Create a HSCSD Logo Subcommittee
- Subcommittee will develop contest rules (ie. Size of entries, materials used, etc.)
- Subcommittee will develop contest flyer
- Subcommittee will contact Art Directors of all School Districts in Harris County to inform them of the contest
- Logo will reflect the HSCSD Mission Statement:
The Houston Ship Channel Security District will provide an integrated strategy to increase the level of security for both the waterside and landside facilities within the District. The District strategy and services will increase preparedness and response to potential security threats by providing reliable, cost effective security systems. The District will promote projects to deter future security threats as identified in ongoing vulnerability and threat assessments.
- Request three (3) entries from each High School
- Entries will be preliminarily judged by the Logo Subcommittee to the final ten (10).
- HSCSD Board will vote from the finalist the winner at the October 12th meeting.
- An unveiling of the new logo will occur on the week of October 18th.
- A prize will be presented to the student who designed the logo and to the Principal of the school of the student.