

MINUTES

Board of Directors of the Houston Ship Channel Security District April 14, 2020

A regular meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on April 14, 2020, open to the public, via telephone conference call pursuant to Texas Government Code, Section 551.125, as amended, and as modified by the temporary suspension of various provisions thereof effective March 16, 2020, by the Governor of Texas in accordance with the Texas Disaster Act of 1975, all as related to the Governor's proclamation on March 13, 2020, certifying that the COVID-19 pandemic poses an imminent threat of disaster and declaring a state of disaster for all counties in 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:

Niels Aalund
Basil Alkoussari
Eric Bass, Secretary
Brian Blanchard, Treasurer
Jimmy Burke
Eric Finck
Carl Holley
Craig Nelson
Clayton Pace, Assistant Secretary
Gary Scheibe, Chair
Marcus Woodring, Vice Chair

and all said persons were present, except Directors Alkoussari and Finck, thus establishing a quorum. Also present were Daniel Ringold and Gordon Cranner of Schwartz, Page & Harding, L.L.P. ("SPH"), legal counsel for the District, and Bill Diehl and Al Cusick of the Greater Houston Port Bureau ("GHPB"), administrators for the District.

The following persons also announced they were present on the conference call:

LaKenya Wilson, Lt. Jeff Easthagen, Patrick Gonzales, Greg Karr, Bo Garces, Sgt. Carlton Horton, Lori Henson, Deputy Alex Ramsey, Sgt. Billy Chanthavisouk, Deputy Benjamin Lutes, Amanet Habte, Vince Palumbo, Brian Schmitz, and Capt. J.D. Glesmann representing Harris County and Harris County Sheriff's Office.

Scott Berry, Lt. Mike Novak, Alison Belcher, Nicholas Curran, Lt. Robert Montaivo, Officer Kenneth Hett, Dist. Chief Michael Mire, Dist. Chief Terry Colburn, and Dist. Chief Joseph Brace representing the City of Houston.

Det. Russell White and Asst. Fire Chief Victor Medrano representing the City of Baytown.

Capt. Jennifer Weaver representing Texas Parks and Wildlife Department.

Gary Messmer representing the US Coast Guard.

Marisa Brusuelas representing Texas Department of Public Safety.

Members of the public present were Dave Nichols, Dennis Hackie, and Rich Ortiz.

1. Call to Order

Chair Scheibe called the meeting to order at 2:11 PM.

2. Public Comment

There were no comments from the public.

3. Resolution Adopting Temporary Policies and Procedures in Response to COVID-19 Pandemic

Mr. Ringold advised the Board that the Governor of Texas issued a proclamation on March 13, 2020, certifying that the COVID-19 pandemic poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas. As a result of such proclamation, effective March 16, 2020, the Governor suspended certain provisions of the Texas Open Meetings Act (the "Act") pursuant to Section 418.016, Texas Government Code, to allow the governing boards of political subdivisions, such as the District, to meet via telephone conference call during the pendency of the COVID-19 pandemic. Accordingly, Mr. Ringold counseled the Board regarding the adoption of temporary policies and procedures for conducting Board meetings and other District administrative matters during the COVID-19 pandemic and presented a Resolution Adopting Temporary Policies and Procedures in Response to COVID-19 Pandemic (the "Resolution"), attached hereto as Exhibit A.. There were no questions from the Directors. Director Woodring moved the adoption of the Resolution adopting Temporary Policies and Procedures in Response to COVID-19 Pandemic. Director Bass seconded the motion. The motion passed unanimously.

4. Approval of Minutes of March 10, 2020 Board of Directors Meeting

Director Woodring moved to approve the minutes of the March 10, 2020 meeting, as presented. Director Bass seconded the motion. The motion passed unanimously.

5. Adoption of Order Establishing Authorization Limits for Checks and Disbursements and Other Documents and Materials

Mr. Ringold presented proposed revisions to the District's Order Establishing Authorization Limits for Checks and Disbursements and Other Documents to include temporary provisions to streamline execution of checks by a designated officer of the District during the period of social distancing requirements in connection with the outbreak of COVID-19.. Chair Scheibe inquired regarding an end date to the temporary provisions. Mr. Ringold advised the Board there was not a specific date, but the Order was structured so it would expire when the Governor's COVID-19 Executive Order expires or is rescinded; however, the Board may rescind those provisions prior to that time if they deem it appropriate. Director Woodring moved the adoption of the Order Establishing Authorization Limits for Checks and Disbursements and Other Documents and Materials. Director Bass seconded the motion. The motion passed unanimously.

6. Chair’s Comments on Industry Regulations and Related Matters

Chair Scheibe noted that the Transportation Security Administration issued a temporary exemption on expired TWIC cards as a result of the COVID-19 outbreak.

7. Report of Director-at-Large Appointment by Harris County Commissioners Court

Mr. Ringold advised the Board that Commissioners Court has yet to notify the District that it has taken action to appoint a person to fill the at-large position on the Board for the 2020 – 2022 term. He noted that Director Aalund continues to serve as Director-at-Large until action by the Court to re-appoint him or appoint his successor.

8. Resolution Authorizing Additional Penalty on Delinquent Assessments

Mr. Ringold advised the Board the Texas Water Code and Texas Tax Code allow the imposition of an additional penalty on delinquent accounts that remain unpaid on or after July 1 of the following year to defray the costs of collection. The amount of the additional penalty can be in the same amount as the compensation specified in the District’s contract with its delinquent assessment collection attorneys, not to exceed 20% of the base assessment amount due. Director Woodring moved the adoption of the Resolution Authorizing Additional Penalty on Delinquent Assessments. Director Bass seconded the motion. The motion passed unanimously.

9. Treasurer’s Quarterly Report

Treasurer Blanchard provided the Treasurer’s Quarterly report, a copy of which is attached as Exhibit B. Director Woodring moved to accept the Treasurer’s Report. Director Bass seconded the motion. The motion passed unanimously.

10. Investment Officers Quarterly Report

Treasurer Blanchard provided the Investment Officers Report, a copy of which is attached as Exhibit C. Director Woodring moved to accept the Investment Officer’s Report. Director Bass seconded the motion. The motion passed unanimously.

11. Requests by the City of Baytown for Matching Funds for FY2020 PSGP.

a. Request for \$19,108 in local matching funds for Specialized High/Low Angle Rescue Equipment (\$76,431 total project cost)

Victor Medrano, City of Baytown Assistant Fire Chief, explained the intended use, need and benefits to the District of the equipment proposed to be purchased in connection with this project.

b. Request for \$13,750 in Local Matching Funds for Compressor & Air Tank Filling Station for Dive Teams (\$55,000 total project cost)

Det. Russell White, Baytown Police Department, explained the intended use, need and benefits to the District of the equipment proposed to be purchased in connection with this project.

Director Woodring asked if the requests were for Port Security Grant Program matching funds or for full, direct funding of the projects by the District. Mr. Medrano asked that the rescue equipment be funded directly in the amount of \$76,431. Mr. White asked that the Compressor and Air Tank Filling Station project be funded directly in the amount of \$55,000. Director Woodring moved approval of direct funding for the Baytown Projects in the amount of \$76,431 for the Specialized High/Low angle Rescue equipment and \$55,000 for the Compressor and Air Tank Filling Station. Director Bass seconded the motion. The motion passed unanimously.

12. Requests by the City of Houston for Matching Funds for FY 2020 PSGP

a. Request for \$262,500 in local matching funds for for 14 microwave radios to enhance the bandwidth capacity and cyber protection of the regional microwave backhaul network (\$1,050,000 total project cost)

Scott Berry explained the intended use, need and benefits to the District of the equipment to be purchased by this project. Director Woodring noted that it appears this project would not be allowed based upon the guidance provided in the Port Security Grants Manual under unallowable costs because of the regional nature of the project. Alison Belcher explained that this Grant application only applies to the 14 towers in the port area, and therefore does not amount to a regional project. Ms. Belcher further assured the Board that the funds, if approved, would only be used for radio tower sites on or along the Ship Channel and within the boundaries of the District. Following discussion, Director Woodring moved to approve the request for \$262,500 in local matching funds for 14 microwave radios for the microwave backhaul network. Director Bass seconded the motion which passed unanimously.

b. Request for \$83,525 in local matching funds to enhance day and nighttime Search and Rescue capabilities, surveillance and insertion capabilities (\$334,099 total project cost)

Scott Berry noted there were 3 parts to this request. He then explained the intended use, need and benefits to the District of each part of the request.

- 1) Night vision goggle compliant cockpit enhancement to Bell 412 helicopter for \$130,000
- 2) 4-14 ft rigid hull inflatable boats (RHIB) for \$129,098.
- 3) Existing vessel enhancements for \$75,000

Director Bass asked if the maintenance funding requested as part of the existing vessel enhancements was in addition to the annual maintenance budget for those vessels. Kenneth Hett responded this request was for capital replacements and upgrades to keep the vessels current. Director Woodring moved to approve \$83,525 in local matching funds for the City of Houston's improved search and rescue and enhanced nighttime capabilities. Director Bass seconded the motion. The motion passed unanimously.

c. Request for \$55,610 in local matching funds for Equipment and Overtime for a Fusion Center Analyst (\$222,445 total project cost)

Scott Berry explained the request, the intended use of the funds, the need and the benefit to the port area. Director Burke asked who pays the current salary of the position for which overtime funding is being sought. Mr. Berry replied that HPD is paying the salary. Director Woodring pointed out that overtime cost are not allowed by the Port Grant Security program except for training and patrol. After extensive discussion, the City withdrew its request based upon the program guidelines.

d. Request for \$171,250 in local matching funds for multiple simulator modules for the Shipboard Firefighting Simulator (\$685,000 total project cost)

Scott Berry explained that the request was not for software, but rather for add-on modules for the shipboard firefighting simulator. He further explained the intended use, need and benefits to the port area of the additional modules. Director Woodring moved to approve \$171,250 in local matching funds for the shipboard firefighting simulator modules. Director Bass seconded the motion. The motion passed unanimously.

e. Request for \$77,500 in local matching funds for Replacement Vehicles for HFD HazMat Response Vehicles (\$310,000 total project cost)

Scott Berry explained the need, intended use and benefit to the District of the HazMat specialty vehicles. Director Aalund asked if these vehicles would be domiciled and used primarily along the ship channel. Terry Colburn responded the vehicles would be stationed at Station 22 off Harrisburg Road. Director Blanchard asked if these vehicles were the same type of vehicle as the other HazMat units currently in use. Chief Colburn responded that these were command vehicles used to get supervisory people and decontamination equipment to the scene. Director Woodring pointed out that specialty vehicles are an unallowable cost per the port security grant guidance manual. He further noted that the manual requires that the primary use of a vehicle must be to provide security to the port area. Alison Belcher advised that the vehicles are not considered specialty vehicles and will be dedicated to the Houston Ship Channel area unless a major incident would require their temporary deployment elsewhere. Director Woodring moved to approve \$77,500 in local matching funds Houston Fire Department response vehicles. Director Bass seconded the motion. The motion passed unanimously.

13. Request by Harris County for Matching Funds for FY 2020 PSGP

a. Request for \$333,333 in local matching funds for the Port Security Surveillance Project (\$1,333,333 total project cost)

Bo Garces identified the 5 projects to be undertaken with the PSGP funds for the Port Security Surveillance Project:

- 1) Communications link upgrade
- 2) Camera upgrades
- 3) New site design and construction
- 4) Emergency and routine maintenance on all sites twice a year
- 5) Video management system and situational awareness platform development

Director Scheibe asked Mr. Garces to explain the enhancements to the video management platform in greater detail. Mr. Garces replied that the enhancements will provide the County with the ability to accommodate radar tracking and recording in connection with the camera system. Following discussion, Director Woodring moved to approve \$333,333 in local matching funds for the Port Security Surveillance System. Director Bass seconded the motion. The motion passed unanimously.

b. Request for \$218,262 in local matching funds for Marine and Dive Unit Equipment & Training (\$873,046 total project cost)

Sgt. Carlton Horton and Deputy Benjamin Lutes described the components of the project, the need for the equipment, the actual use of the equipment and the benefits to the port. Director Woodring noted the type of training stated in the request appears to be an unallowable cost. Also, some of the training is not on the list of approved courses. Kenya Wilson stated that once she has had an opportunity to review the application, she will make sure the courses are on the approved list or qualify for an exception. Director Woodring moved to approve \$218,262 in local matching funds for the Marine and Dive Unit Equipment and Training. Director Bass seconded the motion. The motion passed unanimously.

c. Request for \$69,449 in local matching funds for Air Operations Section Capabilities Improvements (\$277,796 total project cost)

Deputy Alex Ramsey explained the need and benefits to the District of the downlink and search and rescue systems. Director Scheibe asked if there was a schedule of flights over the ship channel. Deputy Ramsey replied the helicopter makes at least two patrol flights along the channel each week, usually more. Director Woodring moved the approval of \$69,449 in local matching funds for the Air Operations Section Capabilities Improvement. Director Bass seconded the motion. The motion passed unanimously.

d. Request for \$220,550 in local matching funds for SWAT & Bomb Unit Equipment & Training (\$882,200 total project cost)

Sgt. Billy Chanthavisouk explained the training and equipment to be provided by the grant program and the use, need, and benefit to the District. Director Woodring again asked about the training restriction in the FEMA guidelines. He also noted the special vehicles, particularly the Bear Cat, were unallowable costs under the Port Security Grant Program guidelines. Ms. Wilson noted that the application will be refined to ensure compliance with the guidelines. Director Woodring moved to approve \$220,550 in local matching funds for the SWAT & Bomb Unit Equipment and Training. Director Bass seconded the motion. The motion passed with all directors present voting in favor of the motion except Director Woodring, who voted against it.

e. Request for \$300,000 in local matching funds for 2020 vulnerability Assessment Update & Review of Port Wide Strategic Risk Management, Mitigation & Trade Resiliency Continuity Plan (\$1,200,000 total project cost)

Sgt. Carlton Horton explained the need for the update to the Strategic Risk Mitigation Plan and benefit to the port area. He advised this would be an update to the 2014 study. Director Woodring noted that the Area Maritime Security Plan had recently been updated and the District had helped fund a portion of that cost. A lengthy discussion ensued regarding the necessity, proposed scope, cost, and geographic area of the proposed update. Following discussion, Director Woodring moved to deny the request for \$300,000 for Port Wide Strategic Risk Management, Mitigation & Trade Resiliency Continuity Plan. Director Bass seconded the motion. The motion passed with all directors present voting in favor of the motion except Director Aalund, who voted against it.

14. Legal Report

Mr. Ringold advised the Board there was nothing further to report

15. Status Report – Greater Houston Port Bureau

Mr. Cusick advised the Board there was one (1) check requiring Board Approval for the Greater Houston Port Bureau in the amount of \$25,316.71 for March administrative services. Director Woodring moved to approve the check. Director Bass seconded the motion. The motion passed unanimously.

Mr. Cusick advised the Board the remainder of the administrative, assessment and education reports were in the Board book. The Administrative and Financial Report is attached as Exhibit D. The Assessment Analysis Report is attached as Exhibit E. Chair Scheibe asked if there were any exceptions, and Mr. Cusick advised there were none. Mr. Cusick advised the Board that all education classes are either cancelled or rescheduled to June or later.

CAPT Diehl advised the Board there was nothing requiring action by the Board.

16. Status Report – City of Baytown

There was no report.

17. Status Report – City of Houston

There was no report.

18. Status Report – Harris County

a. Central Technology Services.

There was no report.

b. Engineering.

There was no report.

c. Sheriff's Office.

There was no report.

19. Status Report – Texas Game Wardens – TPWD

There was no report.

20. Status Report – Texas Department of Public Safety

There was no report.

21. Status Report – U.S. Coast Guard

There was no report.

22. Recess to Executive Session to discuss matters relating to 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 §418.183(f), Texas Government Code; and to consult with the District's attorney pursuant to matters authorized by §551.071, Texas Government Code

No Executive Session was necessary.

23. Reconvene in Open Session and Take Any Action Regarding Items Discussed in Executive Session

No Executive Session was held.

24. Consider Items for Future Meeting Agendas

There were no items requested.

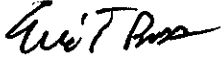
25. Adjourn

Director Woodring moved the meeting be adjourned. Director Bass seconded the motion. The motion passed unanimously, and the meeting was adjourned at 4:16 PM

Next Meeting – May 12, 2020

The next regular meeting of the Board is scheduled for May 12, 2020 at 2:00 P.M.

The above is a correct copy of the Minutes of the April 14, 2020 regular meeting of the Board of Directors of the Houston Ship Channel Security District.



Eric Bass, Secretary

LIST OF ATTACHMENTS

- A. Resolution Adopting Temporary Policies and Procedures in Response to COVID-19 Pandemic
- B. Treasurer's Quarterly Report
- C. Financial Officer's Quarterly Report
- D. Administrative and Financial Report
- E. Assessment Analysis Report

Exhibit 'A'

RESOLUTION ADOPTING TEMPORARY POLICIES AND PROCEDURES

IN RESPONSE TO COVID-19 PANDEMIC

WHEREAS, the outbreak of the contagious respiratory coronavirus designated "COVID-19" has been recognized as a global pandemic; and

WHEREAS, the Governor of the State of Texas issued a proclamation on March 13, 2020, certifying that COVID-19 poses an imminent threat of disaster and declaring a state of disaster for all counties in Texas under the authority vested in the Governor by Section 418.014 of the Texas Government Code, as amended; and

WHEREAS, effective March 16, 2020, and subject to certain conditions, the Governor suspended certain general laws, including provisions of the Texas Open Meeting Act, Chapter 551, Texas Government Code, as amended (the "Act"), to the extent necessary to allow the governing bodies of state agencies and local political subdivisions to conduct meetings by telephone conference call and to avoid congregate settings in physical locations; and

WHEREAS, the Board of Directors (the "Board") of the Houston Ship Channel Security District (the "District") deems it necessary and appropriate at this time to adopt the policies and procedures set forth hereinafter in order to prepare for, respond to, and mitigate the spread of COVID-19 and thereby ensure the uninterrupted continuation of the essential public services provided by the District and the protection of the health and welfare of the public.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Houston Ship Channel Security District, that:

Section 1: Conduct of Board Meetings. The Board recognizes the importance of conducting its business in a manner that is open and transparent to the public. However, a state of disaster has been declared by the Governor due to the COVID-19 pandemic and convening a quorum of Board members at one physical location may be difficult or impossible due to the pandemic. Therefore, in order to mitigate the potential spread of COVID-19 and thereby ensure the uninterrupted continuation of the

essential public services provided by the District and the protection of the health, security, and welfare of the public, and in recognition of the conditional suspension by the Governor of certain provisions of the Act to allow Board meetings by telephone conference call, the Board hereby adopts a policy to conduct its meetings only by telephone conference call. In order to implement such policy, the Board hereby adopts the following procedures for each Board meeting:

- (a) The Board meeting shall be conducted in accordance with all applicable requirements of the Act, subject to the provisions of the Act suspended by the Governor effective March 16, 2020, as same may be modified or extended from time to time hereafter, and compliance with all applicable conditions imposed by the Governor in connection therewith.
- (b) The public notice of a Board meeting shall indicate the telephone conference call dial-in number, and any associated access codes, for all interested persons to join the meeting. The telephone conference call line shall be capable of two-way communication during the entire Board meeting.
- (c) Board members, as well as personnel for the District's contract and law enforcement partners, and any necessary administrative, legal, operations, bookkeeping, or other personnel or consultants of the District, shall participate in the Board meeting by telephone conference call. To the extent reasonably possible, written materials to be considered at the Board meeting shall be transmitted to all Board members and other necessary District personnel and consultants in advance of the meeting.
- (d) Members of the public may join the Board meeting by telephone conference call. Each part of the Board meeting that is required to be open to the public shall be audible to members of the public that join the telephone conference call. Members of the public will be allowed to participate in the Board meeting in accordance with applicable law, subject, however, to any policies or procedures regarding public comments adopted by the District.
- (e) The identification of each party to the telephone conference call shall be clearly stated prior to speaking.

- (f) Each part of the telephone conference call meeting that is required to be open to the public shall be recorded. The recording shall be made available to the public.

Section 2: Lack of Quorum to Transact Business. In the event that a majority of the members of Board are unable to participate in a Board meeting for which a public notice has been duly provided as required by law as a result of the COVID-19 pandemic, the Board hereby adopts a policy that less than a quorum of the Board shall be authorized and directed to transact business on behalf of the Board and the District without further approvals of the Board members. In such event, the Chair of the Board is hereby authorized to transact all such District business and execute any documents necessary in connection therewith. If the Chair of the Board is unavailable or unable to perform such duties, then the Vice Chair of the Board may transact all such District business and execute any documents necessary in connection therewith. If the Chair and Vice Chair of the Board are unavailable or unable to perform such duties, then the Treasurer of the Board may transact all such District business and execute any documents necessary in connection therewith. If the Chair, Vice Chair, and Treasurer of the Board are unavailable or unable to perform such duties, then the Secretary of the Board may transact all such District business and execute any documents necessary in connection therewith. If the Chair, Vice Chair, Treasurer and Secretary of the Board are unavailable or unable to perform such duties, then any other officer or member of the Board may transact all such District business and execute any documents necessary in connection therewith. The Board member authorized under this Section to transact District business and execute documents necessary in connection therewith shall, for the duration necessary to perform such duties, be designated the District's duly appointed representative for purposes of signing any disbursement of the District pursuant to the temporary provisions of the District's Order Establishing Authorization Limits for Checks and Disbursements and Other Documents and Materials by the Officers of the Board of Directors of the District adopted on the date hereof.

Section 3: Legal Authority. This Resolution is adopted pursuant to the Act, including but not limited to Section 551.125 of the Act, taking into consideration the conditional suspension by the Governor of certain provisions of the Act, and/or Chapter 418, Texas Government Code, as amended, including but not limited to Section 418.1102 of Texas Government Code, as amended.

Section 4: Duration. This Resolution shall take effect immediately upon its passage and adoption by the Board, and shall continue in force and effect until such time as (a) the conditional suspension of provisions of the Act, effective March 16, 2020, including any extension of the same, expires, or is rescinded or modified by action of the Governor in a manner that would render the provisions of this Resolution in conflict with the provisions of the Act or other applicable law, or (b) this Resolution is rescinded or modified by subsequent action of the Board, whichever event is first to occur.

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PASSED AND ADOPTED ON THIS _____ day of _____, 2020.

HOUSTON SHIP CHANNEL SECURITY DISTRICT

By: _____

Chair, Board of Directors

ATTEST:

By: _____

Secretary, Board of Directors

(SEAL)

547995.1



Exhibit 'B'

Houston Ship Channel Security District

April 14, 2020

Treasurer's Report Q1 2020

- The District closed out FY2019 with expenses \$517,000 under budget. This is an unaudited figure. Also, additional Q4 2019 expenses may still be submitted by our partners.
- Total bank balance on hand as of March 31, 2020 was \$8,747,889
- First quarter expenses are down because of the delay in the signing of the Addendum to the Harris County Agreement. Should recover in the second quarter.
- The Quarter-to-Date Financials are in your Board Books



Exhibit C'

Houston Ship Channel Security District

April 14, 2020

Investment Officer's Report Q1 2020

- The Investment Officers Statement of Compliance is in your Board Books.
- The transfer of investment funds to the TexPool Investment Funds has been delayed pending signatures and issues related to the Stay Home-Work Safe orders.
- Interest income for the quarter totaled \$21,913



Exhibit 'D'

HSCSD Administrative Report

April 14, 2020

Financial and Investment Reports

- **Bank Statements as of March 31, 2020**
 - Operating Account Reconciliation and Cash Flow Statements show:
 - The bank balance was \$79,362.98
 - Deposits were \$62,359.84
 - Transfers from Money Market were \$300,000.00
 - Cleared checks were \$306,089.66
 - Service Charge was \$162.74
 - Checks outstanding were \$1,647.96
 - Money Market Account Reconciliation shows:
 - The invested balance was \$8,670,172.30
 - Deposits were \$ 50,706.00
 - Transfers to Checking were \$300,000.00
 - Deposits in Transit were \$0.00
 - Interest earned was \$4,334.88
- **Disbursements for March 2020**
 - Disbursements totaled \$234,889.25
- **Incumbered and Committed PSGP Matching Funds**
 - \$3,471,307.05 outstanding as of 04/01/20
- **Checks Requiring Board Approval**
 - Greater Houston Port Bureau - \$25,316.71 for March Administrative Services.



Exhibit E

Houston Ship Channel Security District

**Assessment Analysis
as of
April 30, 2020**

2019 Assessment Analysis

2019 Assessment Roll – 184 Companies			\$1,643,100.00
Receipts to Date	176 Companies	04/29/20	1,593,002.00
Receivables	8 Companies		\$50,098.00
Penalty & Interest	Accrued P&I as of 04/01/20		\$24,184.92
P&I Receipts to Date			18,681.00
P&I Receivables			\$5,503.92
Total Receivable			\$55,601.92

Accounts with Collection Agency

Receivables	Delinquent – 2 Companies	\$26,999.52	
	Bankruptcy – 1 Company	11,150.00	
	Accrued Penalty & Interest as of 04/01/20	21,901.12	
Total at Collections			\$60,050.64

- Two companies were turned over to the collection attorney on July 1, 2014. Interest continues to accrue on these accounts. Legal action is being combined for 2013, 2014 and 2015.
 - One company filed for Chapter 11 bankruptcy on April 27, 2016 owing \$1,463.28 in penalty & interest. No further penalty and interest can be accrued, or collection activity taken. The account has been referred to Perdue, Brandon, Fielder, Collins & Mott L.L.P. to file proof of claim on behalf of the District.
 - An additional amount for a company was referred to Perdue, Brandon, Fielder, Collins & Mott L.L.P. July 1, 2019. Interest continues to accrue on this account.
-