

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

**August 8, 2023**

A regular meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on August 8, 2023, open to the public, at the offices of the Greater Houston Port Bureau, 4400 Highway 225, Suite 200, Deer Park, Texas, in accordance with the duly posted Notice of Public Meeting.

The roll was called to the officers and members of the Board as follows:

Eric Bass, Secretary

Jimmy Burke

Raymond Espinosa

Erick Fink

Mark Griffin

Tim Krietemeyer

Clayton Pace, Treasurer

Gary Scheibe, Chair

Jessica Thomas, Assistant Secretary

LaKenya Wilson

And all said persons were present, except Directors Burke, Espinosa, and Scheibe, thus establishing a quorum. Also present were Daniel Ringold of Schwartz, Page & Harding, L.L.P ("SPH"), legal counsel for the District, and Angela Gonzalez and CAPT Eric Carrero of the Greater Houston Port Bureau ("GHPB"), administrators for the District.

### **1. Call to Order**

In the absence of the Chair, Treasurer Pace called the meeting to order at 2:02 PM.

### **2. Public Comment**

Treasurer Pace asked if there were any public comments. None were presented.

### **3. Approval of Minutes of July 11, 2023, Board of Directors Meeting**

Treasurer Pace advised the Board that the draft minutes of the July 11, 2023, Board meeting were distributed as part of the Board Book materials and asked if there were any comments or suggested revisions to said minutes. There being none, Director Krietemeyer moved to approve the minutes of

the July 11, 2023 meeting, as presented. Director Fink seconded the motion, which passed unanimously.

**4. Appointment of new Director to fill vacancy for Zone Director for Security Zone 2**

Mr. Ringold advised the Board that vacancies for zone director positions on the Board are filled by appointment of a qualified individual by the remaining members of the Board. The Board next considered appointment of new director to fill the vacancy resulting from Craig Nelson's resignation. Mr. Buck Tadlock reintroduced himself to the Board, advised that he is employed by Afton Chemical, a facility within Zone 2, and affirmed his interest in being appointed to serve the remainder of the unexpired term for the Zone 2 director position vacancy. Following discussion between the Board and Mr. Tadlock regarding his background, Director Griffin moved to appoint Buck Tadlock to fill the vacancy on the Board. Director Krietemeyer seconded the motion, which passed unanimously.

**5. Acceptance of Qualification Statement, Bond, Oaths of Office and Election Not to Disclose Certain Information and Swearing in of Director**

In connection with his appointment as a Director of the District, Director Tadlock presented his Statement of Appointed Officer and took his Oath of Office. Director Tadlock also presented his Official Bond to the Board and the Board found said Bond to be in proper form. After discussion on the matter, it was moved by Director Griffin, seconded by Director Krietemeyer, and unanimously carried that the Board approve said Bond, accept said Statements of Appointed Officer, and Oath of Office and declare Buck Tadlock to be a duly elected and qualified Director of the District. Director Tadlock participated in the remainder of the meeting.

**6. Discuss Training Requirements for new Director Pursuant to the Texas Open Meetings Act and the Texas Public Information Act**

Mr. Ringold informed the Board that SPH has provided Mr. Tadlock with a memorandum regarding required open government training for elected and appointed governmental officials in the State of Texas, that Mr. Tadlock has 90 days from the date of his appointment to complete such training, and that no action is necessary on behalf of the Board.

**7. Discuss Conflicts Disclosure Statement Reporting Requirements Memorandum for new Director**

Mr. Ringold informed the Board that SPH has provided Mr. Tadlock with a memorandum regarding conflict of interest reporting requirements, and that no action is necessary on behalf of the Board.

**8. Election of Officers of the Board: Chair, Vice Chair, Treasurer, Secretary, Assistant Secretary**

Mr. Ringold advised the Board that there is a vacancy in the office of Vice Chair with the resignation of Craig Nelson. He further noted that the Board could consider keeping all current officers in their current positions and filling the vacancy in the office of Vice Chair or consider election of all officer positions. Following discussion, Director Krietemeyer moved to maintain all officers in their current position, and defer consideration of filling the office of Vice Chair until the next meeting of the Board. Director Thomas seconded the motion, which passed unanimously.

**9. Authorize Preparation and Maintenance of Local Government Officers List in Connection with Conflict of Interest Disclosure Requirements**

Mr. Ringold advised that, pursuant to relevant provisions of Chapter 176 of the Texas Local Government Code, the District is required to maintain a list of governmental officers. He noted that Mr. Tadlock should be added to such list. Director Wilson moved to authorize the preparation and maintenance of a Local Government Officers List on behalf of the District. Director Krietemeyer seconded the motion, which passed unanimously.

**10. Chair's Comments on Industry Regulations and Related Matters**

Treasurer Pace had no comments on regulatory or related matters.

**11. Legal Report – Schwartz, Page & Harding, LLP**

Mr. Ringold advised that he had nothing else of a legal nature to report to the Board at this time.

**12. Budget adjustment from Harris County Sheriff's Office - FY 2019 Port Security Grant, Marine & Dive Unit Equipment and Training #IJ3**

Director Wilson executed and provided an affidavit pursuant to Chapter 171 of the Local Government Code and abstained from deliberation and voting on agenda items nos. 12 and 14.

Lt. David Jasper of the Harris County Sheriff's Office ("HCSO") advised the Board that HCSO has requested and received approval from FEMA for a decrease in the number of panoramic night vision goggles and an increase in \_\_\_\_\_ in connection with the County's approved FY 2019 PSGP IJ No. 3. He noted that there is no net change in overall cost associated with these changes. Following discussion, Director Krietemeyer motioned to approve the budget adjustment. Director Thomas seconded the motion, which passed unanimously.

**13. Status Report – Greater Houston Port Bureau**

**a. *Administrative and Financial Reports***

Mrs. Gonzalez noted that the administrative and financial reports were distributed as part of the Board Book materials, a copy of which is attached hereto as **Exhibit A**. She informed the Board that there is one check which requires Board approval: 1) \$15,824.62 to Harris County for reimbursement of HCSO fuel expenses and Universal Services operations and maintenance expenses. Director Thomas moved to accept the report and approve the check presented for payment. Director Griffin seconded the motion, which passed unanimously.

**a. *Assessment Update***

Mrs. Gonzalez advised the Board that the Assessment Collection Report was included in the Board Book materials, and is attached to these minutes as **Exhibit B**. She further advised that she and Director Pace have completed their required Public Funds Investment Act training.

**b. *Education Report***

Mrs. Gonzalez informed the Board that both the MTSA FSO class scheduled for September 5<sup>th</sup> & 6<sup>th</sup> and the CFATS FSO class scheduled for September 19<sup>th</sup> and 20<sup>th</sup> are fully booked.

**c. *Management and Outreach***

CAPT Carrero briefed the Board on his recent meeting with his peers from the US Coast Guard, and his presentation to a delegation from Liberia regarding various port related matters, including the District. CAPT Carrero noted that the Liberian delegation was intrigued and impressed by the District and indicated they were interested in trying to replicate something similar in their country.

**14. Request for funding from Harris County Sheriff's Office: Bridge4PS Contract renewal (\$8640.00)**

Lt. Jasper advised the Board that the license for the software that allows SMAG to communicate with other partners is up for renewal. Mrs. Gonzalez confirmed that the District covered this expense in the current fiscal year and has budgeted to cover the license renewal fee. Following discussion, Director Thomas moved to approve reimbursement to the County for the cost of the renewal of the Bridge4PS contract in an amount not to exceed \$8,640. Director Finck seconded the motion, which passed unanimously.

**15. Status Report - City of Baytown**

No report was provided.

**16. Status Report – City of Houston**

Wayne Welch appeared on behalf of Scott Berry to provide a report from the City of Houston. He noted that the City's patrol numbers were included in the Board Book materials. He noted that the City had participated in escorting the ship Zengua and met with the Liberian delegation. He provided updates on the City's progress in executing on several of its Port Security Grants secured in prior years, noting that permitting for the boathouse should be complete by the end of the year, and City Council has approved the purchase of the emergency generator.

**17. Status Report – Harris County**

**a. *Universal Services***

Bo Garces advised the Board that all the cameras are up and operational, along with aircraft detection system, and drone detection system. He noted that Universal Services has just finished replacing over 70 cameras. He further noted that the County is working on installing cameras on the 35ft SAFE boat and the 33ft SAFE boat.

**b. *Engineering***

Kenneth Payne advised he was filling in for Greg Karr, and had nothing to report at this time on behalf of Harris County Engineering.

**c. Sheriff's Office**

Lt. Jasper reported that the HCSO completed 31 water side patrols, 108 land side patrols, 21 air patrols in the last month and also assisted with the ship escort.

**18. Status Report – Texas Department of Public Safety**

No report was provided.

**19. Status Report – U.S. Coast Guard**

Tyson Muñiz advised that the next Area Maritime Security Committee meeting will be held on August 31<sup>st</sup> at Sector Houston-Galveston at 9am. He next provided an update on FY2023 Port Security Grants, noting that a total of \$6.4 million was granted to the Houston region, with FEAM approving 30 out of 31 IJs, many of them in full. He next advised that the USCG is working on next annual maritime STEP exercise, with tabletop exercises scheduled for September 13, 2023. Lastly, he noted that USCG was recently advised that DHS has a new \$375 million dollar grant program for cybersecurity initiatives, and Sector will share information relative to same.

**20. Status Report – U.S. DHS/CISA**

No report was provided.

**21. 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**

There was no Executive Session.

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

There was no Executive Session.

**23. Consider items for Future Meeting Agendas**

None.

**24. Adjourn.**

Director Thomas moved to adjourn the meeting at 2:54 PM. Director Krietemeyer seconded the motion, which passed unanimously.

**Next Meeting.**

The next meeting of the Board will be on September 12, 2023, at 2:00 PM

The above is a correct copy of the Minutes of the August 8, 2023, meeting of the Board of Directors of the Houston Ship Channel Security District.

A handwritten signature in cursive script, appearing to read "Eric Bass", written in black ink.

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Eric Bass, Secretary

**LIST OF EXHIBITS:**

- A. Administrative and Financial reports**
- B. Assessment Collection Report**