

**Board of Directors of the Houston Ship Channel Security District**  
**May 9, 2023**

A regular meeting of the Board of Directors (“Board”) of the Houston Ship Channel Security District (“District”) was convened on May 9, 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 of the officers and members of the Board as follows:

Eric Bass, Secretary  
Jimmy Burke  
Raymond Espinosa  
Eric Finck  
Mark Griffin  
Tim Krietemeyer  
Craig Nelson, Vice Chair  
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 Al Cusick, Angela Gonzalez, and Bill Diehl of the Greater Houston Port Bureau (“GHPB”), administrator for the District.

**1. Call to Order**

Vice Chair Nelson called the meeting to order at 2:02 PM.

**2. Public Comment**

CAPT Bill Diehl introduced CAPT Eric Carrero to the Board, and advised that CAPT Carrero will be taking over as the new President of the Greater Houston Port Bureau starting on July 1, 2023. CAPT Diehl also introduced Angela Gonzalez as the new administrator taking over for Al Cusick, who will be retiring at the end of May.

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

Vice Chair Nelson advised the Board that the draft minutes of the April 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 April 11, 2023, meeting, as presented. Director Thomas seconded the motion, which passed unanimously.

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

Vice Chair Nelson advised the Board that he did not have anything to report and that he had not received any updates from Chair Scheibe regarding regulatory matters affecting facility owners within the District.

#### **5. Resolution Amending Authorized Representative for TexPool.**

Director Pace noted that with Mrs. Gonzalez taking over for Mr. Cusick, it would be necessary to remove Mr. Cusick as a signatory on the TexPool account and add Mrs. Gonzalez. Director Thomas moved to adopt the resolution, replacing Mr. Cusick with Mrs. Gonzalez as a signatory on the account. Director Finck seconded the motion, which passed unanimously.

#### **6. Report from the Port Security Grant Program (PSGP) Funding Request Review Committee.**

Director Pace presented to the Board a report from the PSGP Funding Request Review Committee, including the committee's recommendations relative to each of the funding support requests received, a copy of which report is attached as Exhibit A to these minutes. Mr. Ringold noted that Director Wilson had filed an affidavit with the Secretary of the Board disclosing her interest in this matter as an employee of Harris County, and that she is abstaining from any deliberation or voting on the requests. The Board then discussed the report and each of the recommendations in the order listed on the meeting agenda (items 7 through 20) and invited each of the requestors to provide any additional or clarifying information regarding those of their requests that were not recommended for funding. During the discussion of the City of Houston's request for support of its Investment Justification #5 project, Mr. Scott Berry provided additional information on the capabilities, intended use, and need for the requested handheld radios. Following discussion, the committee members present determined to modify their recommendation to include local matching share funding support for the radios in the amount of \$13,945.00, bringing the recommendation for total matching share funding for IJ #5 to \$90,500.00. During the discussion of the Harris County Sherriff's Office request for support of its Investment Justification #2 project, Lt. David Jasper provided additional information on the frequency of use and benefits of training in the NASA buoyancy lab. Following discussion, the committee members present determined to modify their recommendation to include local matching share funding support for the buoyancy pool training in the amount of \$9,9100.00, bringing the recommendation for total matching share funding for IJ #2 to \$159,615.00. Additional information was presented from the Harris County Sherriff's Office and discussion was had regarding the need for drones (HCSO IJ #5); however, the committee elected to maintain their recommendation on that project.

Following discussion on all projects and funding requests presented, Director Krietemeyer moved that the recommendations of the Committee, including the modifications made during the foregoing discussion, be accepted. Director Thomas seconded the motion, which passed with all directors voting in favor with the exception of Director Wilson, who abstained.

#### **7. Request by the City of Baytown for Matching Funds of \$36,975 for Bomb Suites/Ensembles/Helmets and Personal Protective Equipment: PPE**

Approved by Motion in Agenda item 6 above.

- 8. Request by the City of Baytown for Matching Funds of \$48,950 for Sustain Type I Bomb/USAR Teams for Marine Response Operations: PPE**

Approved by Motion in Agenda item 6 above.

- 9. Request by the City of Baytown for Matching Funds of \$105,000 for Sustain Type I Regional Bomb/USAR Teams for Maritime Operations: CBNRE Armored Vehicle**

Denied by Motion in Agenda 6 above.

- 10. Request by the City of Baytown for Matching Funds of \$52,500 for Sustain Type I Regional Bomb Squad for Maritime Operations.**

Approved by Motion in Agenda item 6 above.

- 11. Request by the City of Houston for Matching Funds of \$250,000 for HPD Highway Interdiction Unit – CBRNE Protection of the Houston Ship Channel**

Denied by Motion in Agenda 6 above.

- 12. Request by the City of Houston for Matching Funds of \$250,000 for Structural Collapse CRBNE Rescue Truck**

Denied by Motion in Agenda 6 above.

- 13. Request by the City of Houston for Matching Funds of \$108,750 for HFD Firefighting Prop Enhancements – Confined Space and High Angle Rescue**

Approved by Motion in Agenda item 6 above, subject to the City of Houston entering into an agreement making the Firefighting Prop available to District Facilities for training at no charge (other than the cost of expendables and instructors, if supplied by the City).

- 14. Request by the City of Houston for Matching Funds of \$44,500 for HPD Dive Team – Specialized Equipment, Advanced Capabilities, and Improved Skills**

Approved in part (\$30,750) by motion in Agenda item 6 above.

- 15. Request by the City of Houston for Matching Funds of \$103,945 for Marine Unit**

Approved by Motion in Agenda 6 above.

**16. Request by Harris County for Matching Funds of \$206,250 for Universal Services for Microwave Radios, Network and Sensor equipment purchases, Installs, Application installments, and Emergency Site Repairs**

Approved in Motion in Agenda item 6 above.

**17. Request by Harris County for Matching Funds of \$159,615 for HCSO Marine and Dive Unit Equipment and Training**

Approved in Motion in Agenda item 6 above.

**18. Request by Harris County for Matching Funds of \$37,496 for HCSO SWAT Equipment**

Approved in Motion in Agenda item 6 above

**19. Request by Harris County for Matching Funds of \$42,750.00 for HCSO Bomb Unit Equipment**

Approved in Motion in Agenda item 6 above.

**20. Requested by Harris County for \$28,500 for HCSO Air Operations Section Equipment**

Denied by Motion in Agenda item 6 above.

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

Mr. Ringold advised the Board that he had nothing further of a legal nature to report to the Board at today's meeting.

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

**a. Administrative and Financial Reports**

Mr. Cusick noted that the administrative and financial reports were distributed as part of the Board Book materials. He advised the Board that there were two checks which require Board approval: 1) \$16,200 to Chemical Security Group for March CFATS FSO Training and April MTSA FSO Training; and 2) \$184,370 to Harris County for annual license and maintenance for the port security network. A copy of the Administrative and Financial Report is attached to these minutes as Exhibit B. Director Pace moved to accept the report and approve the checks presented for payment. Director Krietemeyer seconded the motion, which passed unanimously.

**b. Assessment Update**

Mr. Cusick advised the Board that the Assessment Analysis Report was distributed as part of the Board Book materials. A copy of the report is attached to these minutes as Exhibit C.

**c. Education Report**

Mr. Cusick advised that there are no classes currently scheduled, and that additional training courses will be scheduled in the Fall of 2023.

**d. Management and Outreach**

CAPT Diehl recognized Mr. Cusick for his 13 years of service to the District, noting his many accomplishments and hard work to put in place reliable administrative procedures for running the day-to-day operation of the District. The Board joined CAPT Diehl in recognizing Mr. Cusick and thanked him for his dedicated work on behalf of the District.

**23. Status Report – City of Baytown**

Lieutenant Mark Freeman reported that the City of Baytown is scheduled to receive the bomb robots included in their 2022 PSGP award sometime next month.

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

Mr. Scott Berry noted that the City of Houston's monthly report was in the Board Book, and that he had nothing further to report.

**25. Status Report – Harris County**

**a. Universal Services/CTS**

Mr. Bo Garces provided an update on the status of the Port Security Network and the County's replacement of cameras that have reached the end of their useful lives.

**b. Engineering**

Mr. Greg Karr advised the Board he had nothing to report at this time.

**c. Sheriff's Office**

Lieutenant David Jasper provided an update on the activities of the Sheriff's Office, including the delivery of the 33 ft SAFE Boat, which recently underwent a year of repairs/upgrades. The launch date for the upgraded boat is 5/10/23.

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

No Texas Department of Public Safety Representative was present.

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

Mr. Gary Messmer advised the Board that CAPT Smith’s change of command and retirement will be June 9, 2023. He further advised that the next AMSC meeting will be June on 11, 2023 at the Sector Building at 9 AM. Mr. Keiton Moore thanked the Board for their support of the Coast Guard Cyber Security Day on April 20, 2023. He also discussed a recent Amber Alert message.

**28. Status Report – U.S. DHS/CISA**

There was no report.

**29. 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.

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

There was no Executive Session, therefore nothing to report.

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

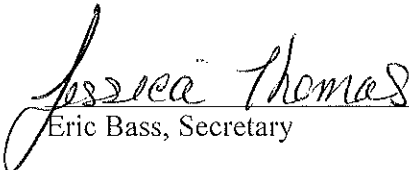
**32. Adjourn.**

Director Thomas moved to adjourn the meeting at 2:43 PM. Director Griffin seconded the motion, which passed unanimously.

**Next Meeting.**

The next meeting of the Board will be on June 13, 2023, at 2:00 PM

The above is a correct copy of the Minutes of the May 9, 2023, meeting of the Board of Directors of the Houston Ship Channel Security District.

  
Eric Bass, Secretary

LIST OF EXHIBITS:

- A. PSGP Review Committee Report
- B. Administrative and Financial Report
- C. Assessment Analysis Report