

Board of Directors of the Houston Ship Channel Security District

September 12, 2023

A regular meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on September 12, 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

Buck Tadlock

Jessica Thomas, Assistant Secretary

LaKenya Wilson

And all said persons were present, except Directors Burke, Fink, Thomas, and Wilson 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

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

2. Public Comment

Chair Scheibe asked if there were any public comments.

3. Approval of Minutes of August 8, 2023, Board of Directors Meeting

Chair Scheibe advised the Board that the draft minutes of the August 8, 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 August 8th 2023 meeting, as presented. Director Griffin seconded the motion, which passed unanimously.

4. Chairmans Comments on Industry regulations and related matters

Chairman Schiebe informed the Board that Commissioner Garcias presented a Resolution to the Houston Ship Channel Security District as a critical Infrastructure Sector. This advances a policy to strengthen and maintain secure, functioning and resilient critical infrastructure.

5. Election of Vice Chairman

Director Krietemeyer volunteered to be Vice Chairman of the Board for the Houston Ship Channel Security District. After discussion on the matter, it was moved by Director Griffin, seconded by Director Pace, and unanimously carried that the Board approve, accept said Statements of Appointed Officer, and Oath of Office and declare Tim Krietemeyer to be a duly elected and qualified Vice Chair of the District.

6. Request for air and marine fuel funding support received from the City of Houston for calendar year 2024 (\$78,000.00)

Scott Berry advised All this information is for your consideration, well in advance of 2024, so that all questions about fuel consumption and reimbursement from HSCSD may be addressed. It is our belief that after several years of record keeping, HPD now has a more accurate idea of the fuel consumed by each of our patrol vessels based upon the vessels' design and bulk, not merely the size (horsepower) of the engine. Our desire is to attain a more equitable reimbursement for each vessel going forward in 2024. Scott Berry also advised that there is a letter attached with the requests from the City of Houston Mayor Turner and Chief of Police Troy Finner for further updates.

Agenda Item 6,7,8 & 9 were all reviewed by the budget committee and were approved unanimously.

7. Request for Port Information Network emergency maintenance funding support received from Harris County Engineering for calendar year 2024 (\$25,000.00)

Gregg Karr advised that the funds requested provide the funds for personnel and contractor resources necessary to operate and maintain the Security Districts Fiber and data network. This includes the daily network operations, new fiber design, construction and contracting oversight. Agenda Item 7 was advised by the budget committee to motion for approval.

8. Request for air, marine and land patrol fuel funding support received from Harris County Sherriff's Office for calendar year 2024 (\$199,960.00)

The Harris County Sheriff's Office currently engages in air, land, and water patrols of the Houston Ship Channel Security District as well as maintaining 24/7 camera monitoring of the Houston Ship Channel District. For the fiscal year 2024, the Harris County Sheriff's Office would like to continue the patrols of the Houston Ship Channel District utilizing the resources that have been in operation since the original agreement. These patrols will be coordinated with the USCG to assist them in the overall ship channel security plan to include shipping lanes and wait areas for cargo ships.

Additionally, patrols will be coordinated with the USCG and HPD to provide maximum coverage and benefit to the District.

9. Request for Port Surveillance System Maintenance funding support received from Harris County Universal Services for calendar year 2024 (\$471,500.00)

Camera and Cabling Routine Maintenance Being outdoor and exposed to the elements, all the sites need routine maintenance in terms of the upkeep of the cameras, network equipment and associated cabling. This maintenance item will help us to keep the systems running optimally by visiting them up to twice a year and performing routine and preventative maintenance work. Typically, we visit all the sites every six months and go through a check list of items such camera lens cleaning, power systems check, networking gear checkups, cabling checks, etc. Preventative maintenance of the 44 sites takes about 2 months to complete. Annual preventative maintenance is required to mitigate potential device failure and functionality degradation. – No change over 2023 reduction. Replacement to end of life cameras was completed in August of 2023. Wireless Equipment Routine Maintenance Annual preventative maintenance of wireless equipment is required to mitigate potential device failure and functionality degradation. Adjustments to optimize microwave link connectivity and bandwidth are required at least once annually. Routine maintenance should keep the equipment functioning optimally. – No change over previous years. AC/UPS/Battery Routine Maintenance The AC/UPS units and batteries require annual maintenance. This includes an increased number of devices. Maintaining operating temperatures of the network devices is critical to functionality and is a preventative measure. UPS adds redundancy in the event of power outage. Emergency Site Maintenance The hurricane season lasts for a few months every year and we have seen some rough weather with more than average lightning strikes in the spring. Vegetation Cleanup Wet conditions around the ship channel help weed and unwanted plant growth attract rodents, insects, and other destructive animals. Ant/insect colonies have eaten away at our cables at sites causing interruption of services in the past. In addition, accessibility is hindered at many sites due to overgrowth affecting service to components. This maintenance item will help us clear vegetation routinely. No change over 2023 reduction. Microwave Realignments In addition to the fiber backhaul, our main communication mechanism is through microwave radios. Due to high wind, rough weather and wildlife interference, these radios tend to get misaligned. This maintenance item is to catch such occurrences and re-align the paths as required. The network is designed to reroute through alternate paths at most sites and the end user will continue to see the video streams un-interrupted during such an incident. – No change over previous year. SAFE boat Network Access (SIMS) Four SAFE boats will each have surveillance systems with wireless mobile device links to stream video and camera functions to SMAG. – Increase for the additional Safe boat. Situational Awareness Maintenance (Includes Milestone VMS Support and Licensing) The situational awareness software (Command Bridge) and Milestone VMS require routine support, maintenance, licensing, and service hosting from the vendors. This includes maintaining and updating necessary security and firewall requirements as well.

10. Legal Report – Schwartz, Page & Harding, LLP

11. 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 were checks which require Board approval: 1) Harris County - \$91,619.25 Reimbursement for IJ#1 FY2019 • Harris County - \$109,279.57 Reimbursement for IJ#2 FY2020 • Harris County - \$60,837.00 Reimbursement for IJ#4 FY2020 • Harris County - \$42,924.25 Reimbursement for IJ#1 FY2021 • GHPB - \$20,622.78 August Invoice & Insurance Renewal expenses. Director Espinosa 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**.

b. Education Report

Mrs. Gonzalez informed the Board that both the MTSA FSO classes scheduled for September 5th & 6th had a few members that did not attend and the CFATS FSO classes scheduled for September 19th and 20th are booked.

c. Management and Outreach

CAPT Carrero briefed the Board on the Houston Galveston Area Maritime Security Committee quarterly meeting he attended on August 31st, 2023. He learned that the Port of Galveston continues to grow in cruise ship operations, and starting 2024, they are looking to bring to Galveston some of the largest cruise ships in the world. Up to date, the port had 143 cruises and they are on track to receive over 1 million passengers by the end of the year. This will be a record for the port, and they most likely will become the number one cruise ship port terminal in the U.S.

During the meeting, the U.S. Coast Guard Sector Houston- Galveston mentioned that they have a new cyber protection team available to assist port terminals and facilities in conducting security assessments. The POC is Mr. Keiton Moore, Port Security Specialist for Sector Houston-Galveston.

12. Status Report - City of Baytown

No report was provided.

13. Status Report – City of Houston

Advised that updates were 88 patrol hours in August. Marine unit officers performed 1041 waterside infrastructure check. 1.7 flight hours for August and 1.7 Airbus hours.

14. Status Report – Harris County

a. *Universal Services*

Bo Garces advised the Board that all the cameras are up and operational, along with the aircraft detection system, and drone detection system. He noted that Universal Services has just finished replacing over 70 cameras. He further noted that All 181 cameras are up and operational (increased from 175 last meeting to 181)

b. *Engineering*

Nothing to report at this time.

c. *Sheriff's Office*

Lt. Jasper reported that the HCSO completed 31 waterside patrols, 108 landside patrols, 21 air patrols. On August 2nd 2023 Upon arriving, via Buffalo Bayou we provided a perimeter asset on the water that runs along the southwest side of 701 jail and the bridges that connect the jail complex. We maintained a patrol of the water on our 33ft safe boat, looking for suspicious packages and suspicious individuals.

15. Status Report – Texas Department of Public Safety

No report was provided.

16. Status Report – U.S. Coast Guard

Nothing to report at this time, still waiting for FEMA to release details.

17. Status Report – U.S. DHS/CISA

No report was provided.

18. 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.

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

There was no Executive Session.

20. Consider items for Future Meeting Agendas

None.

21. Adjourn.

Director Krietemeyer moved to adjourn the meeting at 2:34 PM. Director Griffin seconded the motion, which passed unanimously. [06]

Next Meeting.

The next meeting of the Board will be on October 10, 2023, at 2:00 PM

The above is a correct copy of the Minutes of the September 12, 2023, meeting of the Board of Directors of the Houston Ship Channel Security District.



Eric Bass, Secretary

LIST OF EXHIBITS:

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