

Board of Directors of the Houston Ship Channel Security District
February 13, 2024

A meeting of the Board of Directors (“Board”) of the Houston Ship Channel Security District (“District”) was convened on February 13, 2024, 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
Buck Tadlock
Tim Krietemeyer, Vice Chair
Clayton Pace, Treasurer
Gary Scheibe, Chair
Jessica Thomas, Assistant Secretary
LaKenya Wilson

and all said persons were present, except Chair Scheibe and Directors Espinosa and Tadlock, thus establishing a quorum. Chair Scheibe entered later in the meeting, as reflected in these minutes. 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 (Ret.) of the Greater Houston Port Bureau (“GHPB”), administrators for the District.

1. Call to Order

Vice Chair Krietemeyer called the meeting to order at 2:03 PM.

2. Public Comment

There were no comments from the public presented.

3. Approval of Minutes of January 9, 2024, Board of Directors Meeting

Secretary Bass advised the Board that the draft minutes of the January 9, 2024, meeting were distributed as part of the Board materials and asked if there were any comments or suggested revisions to said minutes. There being none, Director Thomas moved to approve the minutes of the January 9, 2023 meeting, as presented. Director Krietemeyer seconded the motion, which passed unanimously.

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

The Board deferred consideration of this item until later in the meeting. Chair Scheibe entered the meeting at this time.

5. Review of Proposals for 5-Year update to Area Maritime Security Plan

CAPT Eric Carrero advised the Board that, as requested, the GHPB solicited proposals for preparation of the 5 year update to the Area Maritime Security Plan. He further advised that two proposals were submitted, one from Chemical Security Group and the other from Witt O'Brien's. CAPT Carrero confirmed that he had reviewed both proposals and found each to be very comprehensive in scope. He noted that both proposals included a price quote that was in excess of the amount the Board previously approved for the project, which was \$25,000. Following discussion on the matter, Director Krietemeyer moved to accept the proposal submitted by Chemical Security Group in the amount of \$38,000 for preparation of the 5 year update to the Area Maritime Security Plan. Director Thomas seconded the motion, which passed unanimously.

6. Approval of a Refund of \$540.00 to DXI for the overpayment of their 2023 Assessment

Mrs. Gonzalez advised the Board that DXI had inadvertently transposed a number on the check with which they paid their 2023 Assessment, paying \$6,715 instead of the assessment amount of \$6,175. Director Thomas moved to refund DXI \$540.00 in overpayment of their assessment. Director Burke seconded the motion, which passed unanimously.

7. Approval of First Amendment to Contract for Administrative Services with the Greater Houston Port Bureau

Mr. Ringold advised that this agenda item was not necessary, as the contract between the District and the GHPB is evergreen with a 30 day termination clause. Accordingly, there is no need to amend the contract to extend the term thereof.

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

Mr. Ringold provided the Board with a written report on delinquent assessment collection efforts and account status, as prepared by the District's delinquent assessment collections attorney, Perdue Brandon Fielder Collins & Mott. He noted that no action is necessary by the Board at this time.

9. Status Report – Greater Houston Port Bureau

a. Administrative and Financial Reports

Mrs. Gonzalez advised that the administrative and financial reports are in the Board materials. She advised the Board that there are two checks which require Board approval: (i) City of Houston for \$42,761.60; and (ii) MTS-ISAC for \$15,000.00. Director Burke moved to approve the checks presented for payment. Director Thomas seconded the motion, which passed unanimously.

b. Assessment Update

Mrs. Gonzalez noted that assessment collection efforts had already been addressed under the Attorney's report and that there are a few additional companies from which the GHPB continues to seek payment on behalf of the District.

c. Education Report

Mrs. Gonzalez advised the Board that the Education Report is in the Board materials. She noted that the MTSA FSO Class scheduled for March 6 & 7 is almost completely booked, and a CFATS FSO Class is scheduled for May 15 & 16.

d. Management and Outreach

CAPT Carrero advised nothing significant to report at this time.

10. Status Report – City of Baytown

Nothing to report currently.

11. Status Report – City of Houston

Mr. Scott Berry advised that the City of Houston's report was included in the Board materials. He noted that the City of Houston is re-urging the District to consider making an adjustment to its fuel reimbursement rates relative to the City's marine assets used in patrolling the Ship Channel within the boundaries of the District.

12. Status Report – Harris County

a. Universal Services/CTS

Mr. Bo Garces reported that all but one camera are currently operational. He further reported that the County is adding several more cameras to a couple of existing tower sites.

b. Engineering

Mr. Karr advised the Board he had nothing to report.

c. Sheriff's Office

Lieutenant Carlson provided an update on the activities of the Sheriff's Office, highlighting the department's response to a potential jumper on the Fred Hartman Bridge on January 17, 2024. He noted that HCSO and USCG coordinated their response, which was effective and successful in talking the person off the bridge and to safety. He also advised that a HCSO marine patrol boat operator completed the month-long law enforcement training program at the Federal Law Enforcement Training Center in Georgia, and received his CAPT license

certification there as well. He noted that a second HCSO boat operator is currently there undergoing training. Finally, he regretfully reported that SMAG Deputy Dale Alvarez passed away unexpectedly last month.

13. Status Report – Texas Department of Public Safety

No one from DPS was present. Chair Schiebe advised that DPS has brought on a new maritime analyst named Hailey to replace Marisa, who is no longer in that position.

14. Status Report – U.S. Coast Guard

Mr. Moore advised the Board that the next AMSC meeting will be on Feb 22nd at the USCG Sector building, starting at 9 am. On Feb 27th Tyson will be hosting the next Security Officers Subcommittee meeting at the USCG Freeport operations center at 10am. Mr. Moore next advised that there will be an AMSC Cyber subcommittee online meeting on Feb 29th, and encouraged facility representatives to get involved with the cyber security subcommittee. Mr. Muniz noted that the Notice of Funding Opportunity for the 2024 Port Security Grant Program has yet to be released, but there is no reason to believe that the submission deadline will be pushed back regardless of the later release date of the NOFO. Chair Scheibe encouraged all who plan to apply for a PSGP grant to be working on their Investment Justifications now..

15. Status Report – U.S. DHS/CISA

Nothing at this time.

16. 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.

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

There was no Executive Session, therefore nothing to report.

18. Consider Items for Future Meeting Agendas

Chair Schiebe noted several regulatory matters to the Board, and advised the Board that he had recently attended a security conference in Washington DC, representing the District. Mr. Ringold noted that, from time to time, Chair Scheibe gets asked to attend an event on behalf of the District on short notice and does not have the luxury of preclearing his participation and associated travel

expenses in advance of the event. He asked the Board whether, in such cases, they are ok with Chair Scheibe incurring travel expenses in advance of securing Board approval, so long as the annual spend on travel does not exceed the amounts previously budgeted by the District for same. The Board indicated its agreement with such approach. Sgt Horton briefly introduced the new HCSO CAPT for the area of the District, Nathan Douglas. A brief discussion ensued regarding use of drones overhead and regulation of same..

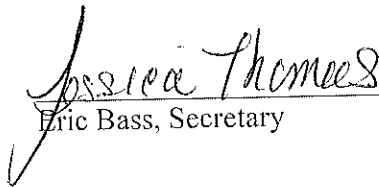
19. Adjourn.

Director Thomas moved to adjourn the meeting at 2:38 p.m. Director Bass seconded the motion, which passed unanimously.

Next Meeting.

The next meeting of the Board will be on March 12, 2024, at 2:00 PM

The above is a correct copy of the Minutes of the February 13, 2024, meeting of the Board of Directors of the Houston Ship Channel Security District.


Eric Bass, Secretary