Board of Directors of the Houston Ship Channel Security District
April 8, 2025

A meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on April 8, 2025, 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
Judson Coleman, Assistant Secretary
Raymond Espinosa
Eric Finck
Mark Griffin
Thom Kolupski
Clayton Pace, Treasurer
Gary Scheibe, Chair
Buck Tadlock
Jessica Thomas, Vice Chair
LaKenya Wilson

and all said persons were present, except, Directors Kolupski, Bass, Pace, and Schiebe, 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 Corrina Ott of the Greater Houston Port Bureau ("GHPB"), administrators for the District.

1. **Call to Order**

   Vice Chair Thomas called the meeting to order at 2:05 PM.

2. **Public Comment**

   There were no comments from the public.

3. **Approval of Minutes of March 11, 2025, Board of Directors Meeting**

   Vice Chair Thomas advised the Board that the draft minutes of the March 11, 2025, 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 Finck moved to approve the minutes of the March 11, 2025, meeting, as presented. Director Griffin seconded the motion, which passed unanimously.

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

The Vice Chair advised that there was nothing to update at this time.

5. **Acceptance of resignation of Eric Bass and Clayton Pace from the Board of Directors**

Vice Chair Thomas advised that resignation letters have been received from Eric Bass and Clayton Pace, each of who represented Zone 4. Director Griffin moved to accept the resignation of Eric Bass and Clayton Pace as members of the Board. Director Tadlock seconded the motion, which passed unanimously.

6. **Appointment of new director(s) to fill the vacancy/vacancies on the Board of Directors**

Mr. Ringold advised the Board that Jeff Suggs, who was in attendance at the meeting, has expressed interest in serving on the Board as a Director for Zone 4, and has indicated that he meets the requirements to fill the position. Mr. Ringold reminded the Board members that Board vacancies are filled through appointment by a majority vote of the Board. Vice Chair Thomas then invited Mr. Suggs to introduce himself to the Board and provide information on his background. Mr. Suggs advised that he was one of the original Board members, serving with Dave Smith, Chief Heard and Gary Schiebe in 2005. He further advised that he has been in industry for 34 years, with most of his experience being related to emergency management, but that he also has some experience in homeland security matters. Vice Chair Thomas asked the Board if they had questions for Mr. Suggs. There being none, Director Griffin moved to appoint Jeff Suggs to fill the vacancy on the Board created by the resignation of Director Pace and for the term expiring at the end of 2026. Director Tadlock seconded the motion, which passed unanimously.

7. **Acceptance of Qualification Statement, Bond, Oath of Office, Affidavit of Current Director, and Election Not to Disclose Certain Information for new director(s)**

Mr. Ringold advised that Mr. Suggs has completed, executed and submitted all the required paperwork, including his official Oath of Office and Qualification Statement. Director Griffin moved to accept such paperwork and officially seat Mr. Suggs on the Board. Director Tadlock seconded the motion, which passed unanimously. Director Suggs participated in the remainder of the meeting.

8. **Election of Officers of the Board of Directors**

The Board next considered election of officers of the Board. Vice Chair Thomas inquired whether anyone was interested in serving as Secretary, as that office is vacant following the resignation of Director Bass. Director Coleman indicated that he was willing to serve in that capacity. Vice Chair Thomas then inquired whether anyone was interested in serving as Treasurer, as that office is vacant following the resignation of Director Pace Director Griffin stated that he would be interested in the Treasurer position. Vice Chair Thomas moved to elect Director Coleman as Secretary and Director Griffin as Treasurer of the Board. Director Finck seconded the motion, which passed unanimously.

9. **Authorize preparation and maintenance of a local government officers list in connection with conflict-of-interest disclosure requirements.**

Mr. Ringold requested the Board's authorization to update the District's list of local government officers in connection with Director Suggs' appointment to the Board. Director Espinosa moved to authorize the preparation and maintenance of the local government officers list. Director Griffin seconded the motion, which passed unanimously.

10. Appointment of a Port Security Grant (PSGP) Funding Chair Scheibe Support Review Committee

Vice Chair Thomas solicited interest in serving on the committee to review PSGP funding requests for which the District will be asked to defray the cost of the local matching share funding requirement. She noted that FEMA has not yet released the Notice of Funding Opportunity ("NOFO"), but that it is prudent to get the committee in place now given the inevitable compressed timeline once the NOFO is release. Following discussion, Vice Chair Thomas appointed herself, Director Espinosa, Director Finck, and Director Griffin to the committee.

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

Mr. Ringold advised that there is nothing further of a legal nature to report at this time.

12. Status Report – Greater Houston Port Bureau

a. Administrative and Financial Reports

Mrs. Gonzalez advised that the administrative and financial reports are in the Board Books. She advised the Board that there are 2 checks which require Board approval: one payable to Applied Security in the amount of $15,500.00, and one payable to the GHPB in the amount of $16,485.92. Director Wilson moved to approve payment of the two invoices. Director Coleman seconded the motion, which passed unanimously.

b. Assessment Update

Mrs. Gonzalez advised nothing to report at this meeting.

c. Education Report

Mrs. Gonzalez advised the MTSA FSO Class in May classes is booked and the CYSO cybersecurity course is scheduled for June. She further noted that all training class dates are listed in the new District magazine.

d. Management and Outreach

Corrina Ott introduced herself as the new Director of Operations for the GHPB as of April 1, 2025. Mrs. Ott advised that she retired from the USCG after 28 years of service and is excited to be moving into this new role. She advised that Capt. Carrero is currently in Washington DC on an advocacy mission seeking additional federal and state funding for the Houston Ship Channel region.

13. Status Report – City of Baytown

Lt. Person advised that the City of Baytown's response boat is back in service.

14. Status Report – City of Houston

Larry Baldwin advised that the City of Houston's activity report was included in the Board Book materials. He noted that Scott Berry has retired, and he will be taking Mr. Berry's place as the City's liaison to the District.

15. Status Report – Harris County

a. **Universal Services/CTS**

Bo Garces reported that all cameras and the situational awareness software are operational. He reported on the progress in restoring service to one site that went down over the past month. He noted that Universal Services in halfway through replacing the environmental enclosures for the camera sites, and 80 percent complete on replacing the legacy microwave equipment.

b. **Engineering**

Kenny Payne reported engineering collaborated with Universal Services in restoring service to the site that went down.

c. **Sheriff's Office**

LT. Twitty advised that HCSO's report was in the Board Book materials. He noted that he had nothing else to report this month.

16. Status Report – Texas Department of Public Safety

There was no one present from the Texas Department of Public Safety.

17. Status Report – U.S. Coast Guard

Keiton Moore advised that April 17th will be the change of Command. Capt. Donahue is retiring and passing the torch to Capt. Rodriguez. He advised that there will be an AMSC Meeting on May 29th at Sector at 9:00 a.m. The next InfraGard/Cybersecurity Officer meeting is scheduled for May 24th at the Western Gulf Maritime Association offices at 9:00 a.m., with the Cyber committee meeting starting at 10:00 a.m. He next advised that he does not have any information on a projected release date of the NOFO for the 2025 PSGP.

18. Status Report – U.S. DHS/CISA

Julio Gonzalez advised he had nothing to mention at this time.

19. 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, including proposed settlement agreement in connection with pending litigation:

There was no Executive Session.

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

There was no Executive Session, therefore nothing to report.

21. Consider Items for Future Meeting Agendas

Nothing presented.

22. Adjourn.

Director Wilson moved to adjourn the meeting at 2:35 p.m. Director Griffin seconded the motion, which passed unanimously.

Next Meeting.

The next meeting of the Board will be on May 13, 2025, at 2:00 PM at Greater Houston Port Bureau 4400 Highway 225 Suite 200, Deer Park, Tx 77536

The above is a correct copy of the Minutes of April 8, 2025, meeting of the Board of Directors of the Houston Ship Channel Security District.

Jud Coleman - Secretary