Board of Directors of the Houston Ship Channel Security District
March 11, 2025

A meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on March 11, 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 role was called of the officers and members of the Board as follows:

Eric Bass, Secretary
Raymond Espinosa
Eric Finck
Mark Griffin
Buck Tadlock
Jessica Thomas, Vice Chair
Clayton Pace, Treasurer
Gary Scheibe, Chair
Judson Coleman, Assistant Secretary
LaKenya Wilson
Thom Kolupski

and all said persons were present, except Eric Bass, Raymond Espinosa, Gary Schiebe, and Jud Coleman, thus establishing a quorum. Also present was Kendall Dicke of Schwartz, Page & Harding, L.L.P. ("SPH"), legal counsel for the District, and Angela Gonzalez of the Greater Houston Port Bureau ("GHPB"), administrators for the District.

1. Call to Order

In the absence of Chair Scheibe, Vice Chair Thomas called the meeting to order at 2:00 PM.

2. Public Comment

There were no comments from the public presented.

3. Approval of Minutes of February 11, 2025, Board of Directors Meeting

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

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

Vice Chair Thomas advised that she attended the Maritime East Conference and had an opportunity to present on behalf of the District at the Conference. She noted that Steve Roberts with Chemical Security Group will put on a workshop on March 12th at the Houston Pilots offices. Vice Chair Thomas noted that MTSA regulated facilities interested in attending should register with Angela Gonzalez.

5. Adoption of Amended and Restated Order Establishing Records Management Program and Designating Records Management Officer

Mr. Dicke presented the proposed Amended and Restated Order Establishing Records Management Program and Designating Records Management Officer (the "Order"). He noted that there were no material changes to the Records Management Program, but that the District's Secretary will be designated as the Records Management Officer in accordance with guidance from the Texas State Library and Archives Commission. Following discussion, Director Kolupski moved to adopt the Order. Director Pace seconded the motion, which passed unanimously.

6. Report from Appeals Review Committee

Director Pace advised that the Appeals Review Committee met on February 28, 2025 to consider the assessment appeal filed by Matheson Tri Gas. He noted that Matheson's appeal is based on the relocation of their operations center from a waterside location to a landside location, and that Matheson has provided evidence supporting same. He advised that it is the recommendation of the committee is to grant the appeal, resulting in an adjustment of Matheson's 2024 assessment from $10,200.00 to $2,000.00.

7. Hearing on Appeal of Assessment submitted by Matheson

The Vice Chair announced that the Board would hold a hearing on Matheson's appeal of its 2024 assessment. Mr. Dicke inquired whether a representative from Matheson was present and desired to appear before the Board. Mr. Jeff Swanson advised that he had no further comments on behalf of Matheson. The Vice Chair then closed the hearing. Director Wilson moved to accept the Committee's recommendation, approve the Appeal for Matheson Tri Gas, and authorize the GHPB to issue a revised assessment statement for such account. Director Pace seconded the motion, which passed unanimously.

8. Approval of a Refund of $6,175 to IRG Reality Advisors regarding assessment invoice #2024202

Ms. Gonzalez advised the Board that IRG has recently purchased Oil States and the subject 2024 Assessment invoice was paid by both companies. Director Pace moved to approve a refund to IRG Reality for invoice 2024202. Director Wilson seconded the motion which passed unanimously.

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

Mr. Dicke advised that he had nothing further of a legal nature to report to the Board.

10. 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 is one check which requires Board approval: MTSA $20,000.00 which is part of the Port of Authority agreement. Director Tadlock moved to approve the check presented. Director Griffin seconded the motion, which passed unanimously.

b. Assessment Update

Mrs. Gonzalez advised that most companies have paid on time and collections are ahead of where they have been at this time in past years.

c. Education Report

Mrs. Gonzalez advised that education classes have been scheduled for the remainder of the year, and information regarding same has been added to the HSCSD Magazine. She noted that the Magazine has been finalized and sent out to facility owners by mail.

d. Management and Outreach

Ms. Gonzalez noted that Capt. Carrero was unable to attend today's meeting.

11. Status Report – City of Baytown

Lt. Person advised that he also attended the Maritime East Conference. He reported that Baytown's patrol and response boat remains out of service as a result of supply chain issues in obtaining repair parts.

12. Status Report – City of Houston

Scott Berry advised that he will be retiring after serving 35 years. The Board thanked him for his years of service and representation of the City of Houston with respect to its partnership with the District.

13. Status Report – Harris County

a. Universal Services/CTS

Bo Garces advised that all cameras are operational and that CTS is in the process of replacing equipment cabinet enclosures at several of the camera sites. He mentioned that the County is integrating their recently installed radar system, and is working on replacing all the microwave radios. Nothing else to report.

b. **Engineering**

Gregg Karr advised that everything is operational, and that Engineering's activity report is in the Board Book materials.

c. **Sheriff's Office**

Lt. Luce advised that he is substituting for Lt. Twitty this month. He noted that the HCSO has received information on local protests called toxic tours, and that the Sherriff's Office will have an increased patrol presence both land side and water side this week in response to same.

14. Status Report – Texas Department of Public Safety

No one present.

15. Status Report – U.S. Coast Guard

Larry Johnson advised that the USCG will be holding a maritime security meeting focused on offshore platforms in the Gulf of America on March 19th from 8:00 a.m. to 12:00 p.m. at the sector headquarters. He further advised that Sector Houston Galveston will be holding the next AMSC meeting on May 22nd from 9:00 am - 11:30am. Mr. Johnson noted that all indications are that the Port Security Grant Program will be funded by the federal government this year, and that applicants should be getting their requests together.

16. Status Report – U.S. DHS/CISA

Jeremy Hansen advised that Julio Gonzalez has retired from CISA and is now engaged in private consulting. Mr. Hansen advised that there were no specific credible threats to brief at the moment.

17. 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.

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

There was no Executive Session, therefore nothing to report.

19. Consider Items for Future Meeting Agendas

None currently.

20. Adjourn.

Director Finck moved to adjourn the meeting at 2:30 p.m. Director Wilson seconded the motion, which passed unanimously.

Next Meeting.

The next meeting of the Board will be on April 8, 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 March 11, 2025, meeting of the Board of Directors of the Houston Ship Channel Security District.

Eric Bass, Secretary / Jud Coleman Asst. Secretary