

Board of Directors of the Houston Ship Channel Security District
May 14, 2024

A meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on May 14, 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 Eric Bass, Raymond Espinosa, Erick Finck, and Clayton Pace, thus establishing a quorum. Director Finck entered the meeting after it had been called to order, as noted 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 administrators for the District.

1. Call to Order

Chair Schiebe called the meeting to order at 2:03 p.m.

2. Public Comment

There were no comments from the public.

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

Chairman Schiebe advised the Board that the draft minutes of the April 9, 2024 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 Thomas moved to approve the minutes of the April 9, 2024 meeting, as presented. Director Krietemeyer seconded the motion, which passed unanimously.

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

There were no comments presented at this time.

5. Approval of Time Extension for Harris County FY2021 PSGP IJ2 (Maritime & Dive Unit Equipment and Training)

Mr. Ringold suggested that the Board defer consideration of this agenda item until the June meeting. The Board concurred to defer consideration of this item.

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

Mr. Ringold noted that Director Wilson has filed with the Secretary of the Board an affidavit disclosing her employment relationship with Harris County and will be abstaining from discussion and voting on agenda items 6 – 16. Director Thomas then provided a report from the PSGP Funding Request Review Committee, as well as the Committee's recommendations with respect to each of the requests received and evaluated. A copy the Committee's report is attached as Exhibit A to these minutes. A discussion ensued regarding several of the requests and Committee recommendations.

7. Request by the City of Houston for Matching Funds of \$133,000 for HPD Air Support Enhanced Specialized Equipment and Training (IJ 1)

Chair Scheibe asked Scott Berry of the City of Houston whether the City had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Krietemeyer moved to accept the Committee's recommendation that the District commit to provide half of the local matching share funding requirement for this item. (\$66,500.00), subject to approval of the project by FEMA through the PSGP. Director Finck seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor.

8. Request by the City of Houston for Matching Funds of \$90,576 for HPD Port Patrol – Vessel Enhancements, Response Equipment, and Enhanced Medical Trauma Equipment with Training Tools (IJ 2)

Chair Scheibe asked Mr. Berry whether the City had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Krietemeyer moved to accept the Committee's recommendation that the District commit to provide the local matching share funding requirement for the First Aid Kit expansion and training aides (\$4,598.00), subject to approval of the project by FEMA through the PSGP, and decline to support the other items in this investment justification. Director Finck seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor. The Board also reiterated the Committee's recommendation to encourage the City to re-apply for the Vessel Engine Upgrades next year in the event the City has not procured the replacement equipment through other funding sources prior to then.

9. Request by the City of Houston for Matching Funds of \$160,875 for HPD Dive Team – Support Vessel, Communication Equipment, Diver Propulsion Equipment, and Diver Control System (IJ 3)

Chair Scheibe asked Mr. Berry whether the City had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Krietemeyer moved to accept the Committee's recommendation that the District commit to provide the local matching share funding requirement for the Diver Control System and the Communication Surface Conversion Kit and Topside Communication Box. (\$2,275.00), subject to approval of the project by FEMA through the PSGP, and decline to provide local matching share funding support for a Dive Team Boat and Diver Propulsion Vehicle. Director Finck seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor.

10. Request by the City of Houston for Matching Funds of \$250,000 for HPD Highway Interdiction Unit - CBRNE Protection of the Houston Ship Channel (IJ 4)

Chair Scheibe asked Mr. Berry whether the City had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Krietemeyer moved to accept the Committee's recommendation that the District decline to provide local matching share funding support for this item. Director Finck seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor.

11. Request by the City of Houston for Matching Funds of \$100,500 for HFD Firefighting Prop Enhancements – Dual Tank Spill and Catwalk Fire Training System (IJ 5)

Chair Scheibe asked Mr. Berry whether the City had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Krietemeyer moved to accept the Committee's recommendation that the District commit to provide the local matching share funding requirement for this item, as requested. (\$100,500.00), subject to approval of the project by FEMA through the PSGP. Director Finck seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor.

12. Request by Harris County for Matching Funds of \$315,475 for Universal Services for Thermal Cameras, Video Recorder, Lidar Video UAS Platform, SMAG Workstations, System Support Contracts, and Emergency Site Repairs (IJ 1)

Chair Scheibe asked Bo Garces whether Harris County's Universal Services department had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Thomas moved to accept the Committee's recommendation that the District commit to provide the local matching share funding requirement for the replacement of the Thermal PTZ Cameras (\$189,725.00), Video Recorders (\$31,250.00), SMAG workstations (\$7,000.00), and Network Support Contract, Sensor Equipment Purchases and Installs, and Site Maintenance (\$68,750.00), subject to approval of the project by FEMA through the PSGP, but decline to provide local matching share funding support for the Lidar Video UAS Platform. Director Krietemeyer seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor.

13. Request by Harris County for Matching Funds of \$124,562 for HCSO Marine and Dive Unit Equipment and Training (IJ 2)

Chair Scheibe asked Lt. David Jasper whether the Harris County Sheriff's Office had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Thomas moved to accept the Committee's recommendation that the District commit to provide the local matching share funding requirement for this project, as requested (\$124,562.00), subject to approval of the project by FEMA through the PSGP. Director Krietemeyer seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor.

14. Request by Harris County for Matching Funds of \$5,125 for HCSO SWAT Unit Equipment (IJ 3)

Chair Scheibe asked Lt. Jasper whether the Harris County Sheriff's Office had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Thomas moved to accept the Committee's recommendation that the District commit to provide the local matching share funding requirement for this project, as requested (\$5,125.00), subject to approval of the project by FEMA through the PSGP. Director Krietemeyer seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor.

15. Request by Harris County for Matching Funds of \$85,659 for HCSO Bomb Unit Equipment (IJ 4)

Chair Scheibe asked Lt. David Jasper whether the Harris County Sheriff's Office had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Thomas moved to accept the Committee's recommendation that the District commit to provide the local matching share funding requirement for this project, as requested (\$85,659.00), subject to approval of the project by FEMA through the PSGP. Director Krietemeyer seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor.

16. Request by Harris County for Matching Funds of \$27,805 for HCSO Air Operations Section Equipment (IJ 5)

Chair Scheibe asked Lt. David Jasper whether the Harris County Sheriff's Office had any additional information to provide to the Board or questions regarding the Committee recommendation on this item. There being none, Director Thomas moved to accept the Committee's recommendation that the District commit to provide the local matching share funding requirement for this project, as requested (\$27,805.00), subject to approval of the project by FEMA through the PSGP. Director Krietemeyer seconded the motion, which passed with Director Wilson abstaining and all other directors present voting in favor.

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

Mr. Ringold noted that the delinquent assessment collections attorney's report, as prepared by Perdue Brandon Fielder Collins Mott LLP was provided as part of the Board Book materials and that no action by the Board is necessary with respect to such report.

18. 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 that there are two checks which require Board approval: (i) payable to the City of Houston (Invoice HSCD-L0070 for \$103,685.25) in reimbursement of local matching share funding requirements for IJ3 for FY 2020 PSGP; and (ii) payable to Harris County Universal Services (Invoice #17082 for \$20,520.00). Director Thomas moved to approve the checks presented for payment. Director Griffin seconded the motion, which passed unanimously.

b. Assessment Update

Mrs. Gonzalez provided an oral report on her efforts in communicating with companies that have not yet paid their 2023 assessment payments.

c. Education Report

Mrs. Gonzalez advised that the MTSA FSO Class in June is completely booked.

d. Management and Outreach

CAPT Carrero advised that last Monday there was a round table session with CISA Associate Director Kelly Murray, in which she provided an update on the status of CFATS reauthorization efforts and encouraged facilities to continue to comply with CFATS requirements in the interim. Chair Schiebe advised that the Harris County District Attorney's Office will conduct a roundtable session from 12:30 p.m. to 2:30 pm on June 21, 2024, regarding the reinstatement of statutory provisions prohibiting operation of drones over critical infrastructure facilities, along with enforcement of same.

19. Status Report – City of Baytown

No one from the City of Baytown was present.

20. Status Report – City of Houston

Mr. Berry advised that he attended the DPS infrastructure and liaison program, which he found to be highly informative and educational. He encouraged others to attend these classes, which are offered in Austin, as it provides an opportunity to build connections between law enforcement and infrastructure protection agencies at the state and local level.

21. Status Report – Harris County

a. Universal Services/CTS

Mr. Garces advised that all cameras are up and running smoothly, even through the storms. He noted that Universal Services is currently replacing all the microwave antennas on the camera system. A discussion ensued regarding the schedule for installation of replacement and additional cameras.

b. Engineering

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

c. Sheriff's Office

Lt. Jasper advised that HCSO had nothing to report.

22. Status Report – Texas Department of Public Safety

No one present.

23. Status Report – U.S. Coast Guard

No one present.

24. Status Report – U.S. DHS/CISA

Nothing to report.

25. 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.

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

There was no Executive Session, therefore nothing to report.

27. Consider Items for Future Meeting Agendas

Chair Schiebe advised that when CFATS is reauthorized, he suggests that the District seek to host a session with Mrs. Murray to provide information on such reauthorization to facility owners and representatives.

28. Adjourn.

There being no other business to come before the Board, Director Thomas moved to adjourn the meeting at 2:48 p.m. Director Griffin seconded the motion, which passed unanimously.

Next Meeting.

The next meeting of the Board will be on June 11, 2024, at 2:00 PM

The above is a correct copy of the Minutes of the May 14, 2024, meeting of the Board of Directors of the Houston Ship Channel Security District.



Eric Bass, Secretary



Exhibit A

2024 Port Security Grant Program

Houston Ship Channel Security District

Request Review Committee

Report to the Board of Directors

May 14, 2024

Committee members Clay Pace, Eric Finck, Mark Griffin, and Jessica Thomas, along with Daniel Ringold Angela Gonzalez, met on April 30, 2024 to review proposed PSGP submittals from the City of Houston and Harris County for which District funding support of the 25% local matching share requirement is requested. Following such review, Ms. Gonzalez requested additional information from the City and the County on behalf of the Committee with respect to several of the requests. Upon receipt of responses to the additional information requests, Committee members Pace, Finck, Griffin and Thomas, along with Ms. Gonzalez, met again on May 10, 2024, to further review, evaluate, and make the following recommendations with respect to all requests.

City of Houston

1. City of Houston HPD Air Support Enhanced specialize Equipment and Training (City IJ No. 1)

Item #1: Garmin GTR 205 plus installation - \$5,250 each. Total of 8 radios requested. Total Cost of \$42,000. Local matching share requirement of \$10,500. **Preliminary Questions, Feedback, and Recommendation:** The committee inquired regarding the territory covered by the aircraft in which the radios are to be installed/used, and reviewed additional information provided by the City in response thereto. **Based upon such information, the committee recommends that the District agree to fund 50% of the local matching share requirement (\$5,250.00)**

Item #2: Avidyne IFD 440 - \$20,000 each. Total of 8 radios requested. Total Cost of \$160,000.00. Local matching share requirement of \$40,000. **Preliminary Questions, Feedback, and Recommendation:** The committee inquired regarding the territory covered by the aircraft in which the radios are to be installed/used, and reviewed additional information provided by the City in response thereto. **Based upon such information, the committee recommends that the District agree to fund 50% of the local matching share requirement (\$20,000.00)**

Item #3: FLIR Bolt on Upgrade for 380HDc - \$165,000 each. Total of 2 requested. Total cost of \$330,000. Local matching share requirement of \$82,500. **Preliminary Questions, Feedback, and Recommendation:** The committee inquired regarding the territory covered by the aircraft in which the radios are to be installed/used, and reviewed additional information provided by the City in response thereto. **Based upon such information, the committee recommends that the District agree to fund 50% of the local matching share requirement (\$41,250.00)**

2. HPD Port Patrol - Vessel enhancements, response equipment, and enhanced medical trauma equipment with training tools (City IJ No. 2)

Item #1: First Aid Kit expansion and training aids – Total cost of \$18,392. Local matching share requirement of \$4,598. **Preliminary Questions, Feedback, and Recommendation:** **Upon review of the information received from the City, the Committee recommends that this request be approved, as submitted (\$4,598.00).**

Item #2: Ballistic Helmets Total cost of \$24,631.00. Local matching share requirement of \$6,157.75. Preliminary Questions, Feedback, and Recommendation: **Upon review of the information received from the City, the Committee recommends that this request be denied, as it is believed that District funds can be better allocated to other requests given the existing equipment available to the City's SWAT and other responding tactical teams.**

Item #3: Dry Suits (12) Total cost of \$19,280.00. Local matching share requirement of \$4,820.00. Preliminary Questions, Feedback, and Recommendation: **The committee recommendation is that the District decline to support this request.** A review of historical data for the Houston Ship Channel indicates that water temperatures fall below 50 degrees only one or two days a year. Given the limited need for this item and that some dry suits were purchased in previous years, the Committee is of the opinion that the District's available funds to support PSGP projects can be deployed elsewhere to achieve greater relative benefit to the District's facility owners.

Item #4: Vessel Engine Upgrade Total cost of \$300,000.00 Local matching share requirement of \$75,000.00. Preliminary Questions, Feedback, and Recommendation: The committee reviewed the additional information from City of Houston regarding the current number of hours on the engines proposed for replacement, expected life of such engines, and other potential operational benefits from the proposed engine replacements. **Based upon the additional information received from the City, it is the recommendation of the Committee that the District decline to provide the local matching share funding for this item this year. The Committee also recommends that the Board encourage the City to re-apply for this item next year in the event the City does not proceed with this project this year through an alternate local share funding source.**

3. HPD Dive Team – Support vessel, communication equipment, diver propulsion equipment, and diver control system (City IJ No. 3)

Item #1 Large Boat for the Dive Team - Total cost of \$600,000. Local matching share requirement of \$150,000. Preliminary Questions, Feedback, and Recommendation: The Committee requested information as to how Dive Team personnel are currently dispatched to incident sites and the specific benefit to be derived by facility owners through acquisition and deployment of this proposed additional asset. **Based on the additional information received from the City, the Committee's recommendation is to decline to provide local matching share funding for this project at this time.**

Item #2 Diver Control System - Total cost of \$4,000. Local matching share requirement of \$1,000. Preliminary Questions, Feedback, and Recommendation: **The committee reviewed the information from City and recommends that this request be approved, as presented (\$1,000.00).**

Item #3 Communication Surface Conversion Kit and Topside Communication Box - Total cost of \$5,500. Local matching share requirement of \$1,375. Preliminary Questions, Feedback, and Recommendation: **The committee reviewed the information from City and recommends that this request be approved, as presented (\$1,375.00).**

Item #4 Diver Propulsion Vehicle - Total cost of \$34,000. Local matching share requirement of \$8,500. Preliminary Questions, Feedback, and Recommendation: The committee requested additional information from the City regarding the utility of this asset given the lack of visibility when operating underwater in the Houston Ship Channel. **Based on the information received from the City, the Committee does not recommend supporting this request, as it is believed that this asset will have limited utility in the operating environment.**

4. HPD Highway Interdiction Unit - CBRNE Protection of the Houston Ship (City IJ No. 4)

The City of Houston is seeking funding for the HPD Highway Interdiction Unit for a CBRNE Backscatter Xray Vehicle that will be dedicated to the Houston Ship Channel. Total cost of \$1,450,600. Local matching share requirement of \$250,000. Preliminary Questions, Feedback, and Recommendation: **The committee reviewed the information provided by the City and recommends that the District not provide the local matching funds for this project.** These capabilities and services are already provided within the area of the District on incoming cargo by the Port of Houston Authority. The Committee does not believe that the incremental benefit to be derived by Facility owners justifies the allocation of the requested matching share dollars to this project.

5. HFD Firefighting Prop Enhancements - Dual Tank Spill & Catwalk Fire Training System (City IJ No. 5)

The City of Houston is seeking addition of a Dual Tank Spill and Catwalk Fire Training System module to the Houston Fire Department Training Academy shipboard firefighting prop to enhance facility-based industry and vessel-based training capabilities. Total cost of \$402,000. Local matching share requirement of \$100,500. Preliminary Questions, Feedback, and Recommendation: **The committee reviewed the information from City of Houston and recommends approval of the Request, subject to the City's agreement that the facility and props continue to be made available to facility owners located within the District for personnel training at no cost (other than specialty Instructor fees and the cost of expendable training aids). (\$100,500.00)**

Harris County

1. Harris County Universal Services (County IJ No. 1)

Item #1: Replacement of 20 Thermal PTZ Cameras that will reach their end of life in 2025. Total cost of \$758,900. Local matching share requirement of \$189,725. Preliminary Questions, Feedback, and Recommendation: **The committee recommends approval of this request, as presented. (\$189,725.00)**

Item #2: Replacement of 4 video recorders that will reach their end of life in 2025. Total cost of \$125,000. Local matching share requirement of \$31,250. Preliminary Questions, Feedback, and Recommendation: The committee requested additional information on the historical funding source for this equipment. **Following review of the additional information from Universal Services, the committee recommends approval of this request, as presented. (\$31,250.00)**

Item #3: Lidar Video UAS Platform. Total cost of \$75,000. Local matching share requirement of \$18,750. Preliminary Questions, Feedback, and Recommendation: **The committee recommends that the District decline to support this project for the same reason the District declined to provide local matching share funding support for the purchase of UAS last year.**

Item #4: Replacement of 7 SMAG Workstations. Total cost of \$28,000. Local matching share requirement of \$7,000. Preliminary Questions, Feedback, and Recommendation: The committee asked the County for information on what operations/areas outside the boundaries of the District are supported by SMAG. **Based on the additional information received, the committee recommends supporting this project, as presented (\$7,000.00).**

Item #5: Support contracts for Network and Sensor equipment purchases and installs and camera site maintenance. Total cost of \$275,000. Local matching share requirement of \$68,750. Preliminary Questions, Feedback, and Recommendation: **The committee recommends that this request be approved (\$68,750.00).**

2. HCSO Marine & Dive Unit (County IJ No. 2)

Purchase of three 350 hp outboard engines and lower units, six propellers, a Diver Mounted Display Sonar System (to replace the current outdated system), and various marine law enforcement and related training classes. Total cost of \$498,250. Local matching share requirement of \$124,562. Preliminary Questions, Feedback, and Recommendation: The committee asked the HCSO for additional information regarding the condition and useful life of the current engines, lower units and propellers, as well as current shelf stock. **Based on the additional information received from the HCSO, the committee recommends approval of this request, as presented. (\$124,562.00)**

3. HCSO SWAT Unit (County IJ No. 3)

Purchase of an explosive entry training door and explosive entry wall breaching façade for training purposes. Total cost of \$20,500. Local matching share requirement of \$5,125. Preliminary Questions, Feedback, and Recommendation: The committee asked for additional information regarding the utility of this training and benefit to be derived by facility owners within the District. **Based on the response received, the committee recommends approval of this project. (\$5,125.00)**

4. HCSO Bomb Unit (County IJ No. 4)

Purchase of a medium platform robot and advanced manual entry technique training. Total cost of \$342,636. Local matching share requirement of \$85,659. Preliminary Questions, Feedback, and Recommendation: **The committee recommends approval of this project, as presented. (\$85,659.00)**

5. HCSO Air Unit (County IJ No. 5)

Night vision goggle certification training and fast rope training. Total cost of \$111,220. Local matching share requirement of \$27,805. Preliminary Questions, Feedback, and Recommendation: **The committee recommends approval of this project, as presented. (\$27,805.00)**

Summary: The Committee is recommending the District commit to provide a total of \$713,849 in local matching funds for the 2024 PSGP requests. Notably, the City of Baytown did not submit any requests for the 2024 PSGP.