**Board of Directors of the Houston Ship Channel Security District**
**September 10, 2024**

A meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on September 10, 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 Tim Krietemeyer, Eric Bass, Eric Finck, and Mark Griffin, thus establishing a quorum. Also, present were Angela Gonzalez and CAPT. Eric Carrero (Ret.) of the Greater Houston Port Bureau ("GHPB"), administrators for the District, and Daniel Ringold of Schwartz, Page & Harding, L.L.P. ("SPH"), legal counsel for the District.

## 1. Call to Order

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

## 2. Public Comment

Chair Schiebe recognized that Larry Satterwhite was in attendance at the meeting and asked him to introduce himself. Mr. Satterwhite advised that he had recently been appointed as the Director of Safety and Homeland Security for the City of Houston. He noted that he previously was with the Houston Police Department for 34 years retired as the Assistant Chief of Police. He discussed his new role and vision for same, and noted that he looks forward to continuing and building upon the relationship between the City and the District.

## 3. Approval of Minutes of August 13, 2024 Board of Directors Meeting

Chair Schiebe advised the Board that the draft minutes of the August 13, 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

August 13, 2024 meeting, as presented. Director Tadlock seconded the motion, which passed unanimously.

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

Chair Schiebe emphasized the need to be focused on cybersecurity in addition to continuing to focus on security of their physical sites. He suggested that the District continue to work with the Coast Guard and others to provide information and training opportunities for facility owners and their officers in the area of cybersecurity.

## 5. Election of Vice Chair

Chair Schiebe advised that Tim Krietemeyer has submitted his resignation from the District's Board of Directors on account of taking a new position with a company that is not located within the District. Mr. Ringold noted that a copy of his resignation letter is included in the Board Book. Mr. Ringold advised that the Board may fill the resulting vacancy of a Zone 2 Director position for the remainder of the current term by appointment of a person who meets the requirements set forth in the Water Code and Election Code. He further noted that Mr. Krietemeyer held the office of Vice Chair, and the process of filling the vacancy in that office is through election by the Board. Director Thomas indicated her willingness to relinquish her current office of Assistant Secretary and serve as the Vice Chair. Following discussion, Director Pace moved to elect Director Thomas as Vice Chair. Director Tadlock seconded that motion, which passed unanimously.

Mr. Ringold advised that there now exists a vacancy in the office of Assistant Secretary, and if anyone is interested in that role, please reach out to Chair Schiebe or Mrs. Gonzalez.

## 6. Request for funding from Harris County for Bridge4PS Contract Renewal

Mr. Ringold advised the Board that Director Wilson has signed and delivered an affidavit disclosing her employment with Harris County and is abstaining from discussion and voting on agenda item #6.

Lt. Jasper of the Harris County Sherriff's Office ("HCSO") described the Bridge 4PS communications tool and its application and benefits in enhancing multi-jurisdictional communication between the SMAG and law enforcement assets on the water. He further noted the cost increase in the contract renewal and the reason for same. Sgt. Hudson of the HCSO then responded to questions from the Board as to the functionality of the communications application and real world examples of how it is used by the various agencies that patrol the ship channel.

Mr. Ringold noted that the funding of this renewal was not part of the County's grant or operation and maintenance funding requests for calendar year 2024, and, therefore, it is not included in the Assessment Plan that was adopted by the Board. He noted that it can be included in the proposed Assessment Plan for calendar year 2025, if the County will not require funds prior to the end of the year for this item. Lt. Jasper noted that the County would not submit for reimbursement until after the first of the year. Following further discussion, Director Thomas moved to approve funding support for the renewal of the Bridge4PS contract, subject to adoption of an Assessment Plan for 2025 including funds for such item. Director Pace seconded the motion, which passed with all present voting in favor with the exception of Director Wilson, who abstained from the vote.

7. **Legal Report – Schwartz, Page & Harding, LLP**

Mr. Ringold advised that he had nothing further of a legal nature to report.

8. **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 no checks which require Board approval.

   b. **Assessment Update**

   Mrs. Gonzalez advised $393,614 remains to be collected from 34 companies that are currently delinquent. Collections to date, including penalties and interest, totals $2,470,902.95.

   c. **Education Report**

   Mrs. Gonzalez advised the MTSA FSO Class in September is fully booked. She further noted that the last class FSO training class for 2024 has been scheduled for November 20th & 21st. This will be the last class for 2024, and education classes will resume in the Spring of 2025.

   Mrs. Gonzalez advised that a notice with the 2025-2027 Zone Directors election schedule is included in the Board Book materials. She advised that the first email to be sent to candidates in the zones will be sent out on October 1st to start the nomination and election process.

   d. **Management and Outreach**

   CAPT Carrero reported on preparations undertaken in anticipation of Hurricane Francine.

   He next advised that the GHPB has received a quote from a third party vendor to facilitate the conversion of the maintenance of District records in electronic format on a going forward basis. He noted that the proposal includes a one-time setup fee of approximately $3,000 to $4,000, and then a yearly $3,000 cost for annual support and licenses. The Board instructed CAPT Carrero to proceed based on such quote.

   CAPT Carrero finally noted that the cybersecurity forum that took place last Thursday was a great event, and the GHPB has received requests for the District to provide cybersecurity classes. CAPT Carrero advised that he secured a quote from a company that provides cybersecurity training in the amount of $15,000 for a 3-day course that can accommodate up to 20 students. Chair Schiebe requested that the Board defer on discussing the matter until a future meeting, but that he is supportive of the District looking to help facilitate these type of education and training classes.

## 9. Status Report – City of Baytown

Nothing to report currently.

## 10. Status Report – City of Houston

Mr. Scott Berry advised that the City's activity report is included in the Board Book materials. He further noted that the City submitted a request that the District consider adjusting its marine fuel reimbursement rates, along with back-up information regarding the City's actual fuel consumption rates and fuel costs relative to the amounts it receives in reimbursement based on the District's current rates. Following discussion, Director Pace noted that the District needed some time to review the information that had recently been received from the City and the Board would address the matter at a future meeting.

## 11. Status Report – Harris County

### a. Universal Services/CTS

Mr. Bo Garces reported that all 183 cameras are up and running smoothly. He further reported that Universal Services recently completed a replacement of the legacy 11GHz network and finished the preventative maintenance on the port information network system.

### b. Engineering

Nothing to report.

### c. Sheriff's Office

Lt Jasper reported on water, air and land patrol hours provided and any remarkable incidents that occurred over the past month in the area to which the HCSO responded.

## 12. Status Report – Texas Department of Public Safety

No one present. Chair Schiebe advised that DPS is working on new material and will be coming soon with updates.

## 13. Status Report – U.S. Coast Guard

Mr. Larry Johnson advised that the next AMSC meeting will be held on November 7, 2024. He advised that the Port Security grants have been announced, and the Greater Houston region received $9.2 million, which is roughly a $2 million increase over recent years. He noted that there were 2 organizations that did not get the grant funding they requested.

Mr. Keiton Moore advised that the next AMSC cybersecurity subcommittee meeting will be held on November 19th from 10am-11am. He noted that the USCG is also working on a cybersecurity focused workshop to be held on December 10th-12th at the Sector Houston-Galveston building.

**14. Status Report – U.S. DHS/CISA**

Mr. Julio Gonzalez provided additional information regarding the format and content of the cybersecurity forum mentioned by Keiton Moore. He then provided information regarding developments in cybersecurity regulations and CISA's roll as national critical coordinator for security and resilience.

**15. 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.

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

There was no Executive Session, therefore nothing to report.

**17. Consider Items for Future Meeting Agendas**

A discussion ensued regarding reimbursement by the District for travel expenses incurred by Chair Scheibe in connection with his recent appointment to the Governor's Private Sector Advisory Council on homeland security matters. Director Pace requested that Chair Schiebe provide an estimate of anticipated travel expenses in connection with that position so that the Board can include an appropriate amount in the District's budget, and that Chair Scheibe provide reports to the Board of matters of interest to the District and its facility owners following each meeting of the Advisory Council. Chair Schiebe advised that the Advisory Council would meet quarterly, with three of such meetings likely being held in areas outside of Greater Houston, but that he did not anticipate that such meetings would extend longer than a day or two, and that total annual travel expenses should likely be no more than $2,500.

Mr. Ringold suggested that the Chair appoint a committee to review operation and maintenance funding requests received by the District and make recommendations on such request to the Board at its next meeting. Directors Pace, Thomas, and Tadlock volunteered to serve, and Chair Scheibe further appointed Director Finck to the committee.

**18. Adjourn.**

Director Thomas moved to adjourn the meeting at 2:55 p.m. Director Espinosa seconded the motion, which passed unanimously.

**Next Meeting.**

The next meeting of the Board will be on October 8, 2024, at 2:00 PM

The above is a correct copy of the Minutes of the September 10, 2024, meeting of the Board of Directors of the Houston Ship Channel Security District.

Eric T Bass

Eric Bass, Secretary