

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

A meeting of the Board of Directors (“Board”) of the Houston Ship Channel Security District (“District”) was convened on February 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 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 Bass and Pace, 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 and Capt. Eric Carrero, Ret. of the Greater Houston Port Bureau (“GHPB”), administrators for the District.

1. Call to Order

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

2. Public Comment

There were no comments from the public.

3. Approval of Minutes of January 14, 2025, Board of Directors Meeting

Chair Scheibe advised the Board that the draft minutes of the January 14, 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 Tadlock moved to approve the minutes of the January 14, 2025, meeting, as presented. Director Finck seconded the motion, which passed unanimously.

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

Chair Scheibe noted that the Coast Guard will be publishing the final rule on Cybersecurity in the Marine Transportation System and the District is working with Steve Roberts of Chemical Security Group to put on a workshop on March 12th, 2025 at the Houston Pilots offices for MTSA regulated facilities. Chair Scheibe advised any persons interested in attending to please register with Angela Gonzalez.

5. Re-appointment of LaKenya Wilson to the Board of Directors

Mr. Dicke advised the Board that the District has received documents from Harris County evidencing that Commissioners Court has reappointed LaKenya Wilson to the Board of Directors for the term ending December 31, 2026. Mr. Dicke further advised that Ms. Wilson has executed and delivered her Qualification Statement, Bond, Oath of Office, Affidavit of Current Director, and Election Not to Disclose Certain Information, and that all such documents appear to be in proper order. Vice Chair Thomas moved to accept such documents and the reappointment of LaKenya Wilson to the Board. Director Finck seconded the motion, which passed unanimously.

6. Acceptance of Qualification Statement, Bond, Oath of Office, Affidavit of Current Director, and Election Not to Disclose Certain Information for LaKenya Wilson

Covered under Agenda Item 5.

7. Election of Officers of the Board

Upon discussion, the Board concurred that all officers remain in their current positions.

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

Mr. Dicke requested the Board's authorization to update the District's list of local government officers in connection with Director Wilson's new term of office. Vice Chair Thomas moved to authorize the preparation and maintenance of the local government officers list. Director Kolupski seconded the motion, which passed unanimously.

9. Adoption of Order Establishing Policy for Covered Applications and Prohibited Technology pursuant to Chapter 620, Texas Government Code

Mr. Dicke discussed the legislative requirement for the District to adopt a policy banning the downloading and use of TikTok and other software developed by ByteDance on District owned devices and presented to the Board a recommended policy for adoption. Following review of the policy presented, which is attached hereto as Exhibit A, Director Griffin moved to Adopt the Order Establishing Policy for Covered Applications and Prohibited Technology. Vice Chair Thomas seconded the motion, which passed unanimously.

10. Engagement of Auditor to audit the District's Financial records for the Fiscal Year Ending December 31, 2024

Mrs. Gonzalez advised the board that she would like to start the Audit processed as soon as possible, and presented a proposal and engagement letter from McCall Gibson Swedlund Barfoot Ellis PLLC to perform such audit, a copy of which is attached hereto as Exhibit B. Following discussion, Director Espinosa moved to approve the proposal and authorize the Vice Chair to execute the engagement letter. Vice Chair Thomas seconded the motion, which passed unanimously.

11. Approval of Harris County PSGP FY23 IJ# 5 Air Operations Section Equipment Budget Adjustment

Lt. Twitty advised that David Jasper has been promoted to Captain, and Lt. Twitty will now be representing the Harris County Sheriff's Office in connection with District matters, as will Sgt. Harris and Sgt. Luce. He next advised the Board that FEMA has already approved the requested revision to a newer model of drone. There is no reduction in the amount of drones and no increase to the required funding. Director Coleman moved to approve the requested Budget adjustment. Director Finck seconded the motion, which passed with Director Wilson abstaining from the vote, and all other directors voting in favor.

12. Approval of Harris County PSGP FY21 IJ# 2 Marine and Dive Unit Equipment and Training Budget Adjustment

Lt Twitty advised that one of the classes included this IJ is no longer offered and the price of another class increased. The HCSO is seeking to reallocate the funds from the cancelled class to cover the additional costs of the other class and add a maintenance class for the HCSO's underwater ROV. He noted that FEMA has already approved the budget adjustment. Director Tadlock moved to approve the budget adjustment of PSGP FY21 IJ#2, and Vice Chair Thomas seconded the motion, which passed unanimously with the exception of Director Wilson, who abstained from voting.

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

Mr. Dicke noted that there is a delinquent assessment collections report. No Board action was necessary.

14. 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: Universal Services \$38,836.58; GHPB \$17,021.24. Vice Chair Thomas moved to approve the checks. Director Coleman seconded the motion, which passed unanimously.

b. Assessment Update

Mrs. Gonzalez advised that the District's delinquent assessment collections attorneys have advised that Messer has indicated that they are sending payment of their delinquent assessment.

c. Education Report

Mrs. Gonzalez advised the MTSA FSO Class on February 26 & 27 is fully booked and the CYSO cybersecurity course has been scheduled for March 18th and 19th.

d. Management and Outreach

Capt. Carrero advised that the GHPB is initiating the electronic record keeping process for the District with EPONA, who will also provide IT Support for the District, as needed.

15. Status Report – City of Baytown

Lt. Person could not be here today, but Baytown Police Department has no updates to provide at this time. Chief Patrick Mahoni of the Baytown Fire Department is being promoted to assisted chief at the end of the month. He will be assisting the City in connection with their grant requests and projects.

16. Status Report – City of Houston

Scott Berry advised that a metal/wire theft task force group, including HPD, DPS, and others private entities like AT&T will be meeting this Thursday at Trans-star at 10am to discuss how to combat the increase in wire theft in the area.

17. Status Report – Harris County

a. Universal Services/CTS

Bo Garces reported that all cameras are operational.

b. Engineering

Gregg Karr advised that everything else is running as intended.

c. Sheriff's Office

LT. Twitty advised that HCSO's report is included in the Board Book materials.

18. Status Report – Texas Department of Public Safety

No one present.

19. Status Report – U.S. Coast Guard

Tyson Muniz provided updates on the upcoming change in command for the Sector Houston-Galveston Captain of the Port and discussed the time period for compliance with the new Cyber rule once it is released. He also mentioned the new manual relating to grants.

20. Status Report – U.S. DHS/CISA

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

21. 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.

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

There was no Executive Session, therefore nothing to report.

23. Consider Items for Future Meeting Agendas

Nothing presented.

24. Adjourn.

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

Next Meeting.

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



Eric Bass, Secretary / Jud Coleman Asst. Secretary