

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

A meeting of the Board of Directors (“Board”) of the Houston Ship Channel Security District (“District”) was convened on July 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:

Co Deborde
Judson Coleman, Secretary
Raymond Espinosa
Eric Finck
Mark Griffin, Treasurer
Thom Kolupski
Jeff Suggs
Gary Scheibe, Chair
Buck Tadlock
Jessica Thomas, Vice Chair
LaKenya Wilson

and all said persons were present, except Directors Griffin, Deborde, Suggs, and Kolupski, thus establishing a quorum. Also present were Kendall Dicke of Schwartz, Page & Harding, L.L.P. (“SPH”), legal counsel for the District, and Angela Gonzalez and Eric Carrero of the Greater Houston Port Bureau (“GHPB”), administrators for the District.

1. Call to Order

Chair Scheibe called the meeting to order at 2:00 PM.

2. Public Comment

Chair Scheibe called for a moment of silence in remembrance of the victims of the July 4th flash flooding in Central Texas. The Chair also thanked the local our emergency management team members, first responders, and others who provided aid in response to the flood and other related events.

3. Approval of Minutes of June 10, 2025, Board of Directors Meeting

Chair Scheibe advised the Board that the draft minutes of June 10, 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 Thomas moved to approve of the minutes of the June 10, 2025, meeting, as presented. Director Finck seconded the motion, which passed unanimously.

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

Chair Scheibe advised that the United States Coast Guard District 8 has been renamed as the U.S. Coast Guard Heartland. He reminded those in attendance that compliance with the Coast Guard's Cybersecurity in the Marine Transportation System Rule training requirements is due in January of 2026. Chair Scheibe advised that there was not any legislation coming out of the regular session of the 89th Texas Legislature that materially effects critical infrastructure operations of District facility owners. Finally, Chair Scheibe noted that the current federal administration is examining TSA surface operations, and will be increasing site visits for TWIC inspections.

5. Approval of Budget Adjustment to Harris County Sheriff's Office FY2023 Port Security Grant Program Investment Justification No. 2 (Marine and Dive unit equipment and training)

Mrs. Jackie Hernandez, grant analyst for the Harris County Sheriff's Office, advised that the HCSO made a number of changes to the list of equipment to be acquired with the FY2023 Marine and Dive Unit equipment and training grant. She noted that the changes does not result in an increase in the amount of local matching share funding that has been committed by the District. She noted that written materials are included in the Board Book that detail the changes in the equipment list, which changes have been approved by FEMA. Director Thomas moved to approve the Budget Adjustment to Harris County Sheriff's Office FY2023 Port Security Grant Program Investment Justification No. 2. Director Coleman seconded the motion which passed unanimously. Director Wilson abstained from voting.

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

Mr. Dicke advised that the District's Records Retention Schedules adopted in connection with its Records Management Program require that certain records of the District be retained only for specific periods of time based on the type of record. As an example, he explained that notes taken during meetings which are used to prepare the official minutes of Board meetings are to be retained for ninety days after approval of such minutes by the Board. He next presented a request from the District's Records Management Officer for approval to destroy certain records in accordance with the District's Records Retention Schedules. A copy of the subject request is attached hereto as **Exhibit A** (the "Request"). After discussion on the matter, Director Thomas moved that the GHPB and/or SPH be authorized to destroy the records described in the Request. Director Espinosa seconded said motion, which unanimously carried.

7. 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 noted one transfer of funds to the District's TexPool account, and that the balances for all other accounts are listed in the financial reports included in the board book materials. She further noted that the District's annual audit report is nearing completion and should be

presented at the next board meeting.

b. Assessment Update

Mrs. Gonzalez provided an update on the status of assessment collections. She noted that the GHPB will be sending out the annual information update requests to all facilities.

c. Education Report

Mrs. Gonzalez advised the CYSO cybersecurity course will be held on June 15th & 16th of 2025, and that there are some seats still available. After completing the course, participants will receive a certificate of completion.

d. Management and Outreach

Capt. Carrero advised that Corrina Ott will be training with Angela to be able to fill in for her when Angela is on PTO. He noted that the August Board meeting will be held next door at the Houston Pilots office. Capt. Carrero stated that he has been looking at some options for a new/updated logo for the District. Lastly, he advised that Niki Papazoglakis will be presenting to the Board later in the meeting regarding the Bridge 4PS application, its current use by some of the District's partner agencies, and the opportunity to expand the use of the application to Facility Security Officers.

8. Status Report – City of Baytown

Lt. Freeman advised that the City of Baytown's response teams have been engaging an increased amount of training, with more training to come in October.

9. Status Report – City of Houston

John Baldwin advised that the City of Houston's activity report was included in the Board Book materials, and that he has nothing else to report currently.

10. Status Report – Harris County

a. Universal Services/CTS

Bo Garces reported that all cameras are operational and functioning appropriately.

b. Engineering

Gregg Karr advised on the activities of the Harris County Engineering Department in maintaining and repairing the Port Information Network.

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 at this time.

11. Status Report – Texas Department of Public Safety

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

12. Status Report – U.S. Coast Guard

Larry Johnson advised that the next AMSC Meeting will be held on August 13th, and Sector will be sending out a reminder soon regarding same. He noted that DPS will be presenting on drone laws at the meeting. He further noted that the next cyber InfraGard meeting is scheduled for August 17th at 10 a.m. Lastly, he advised that the next AMSC security officers' meeting will be held in September, and that Tyson Muniz will send out details of that meeting at a later date.

13. Status Report – U.S. DHS/CISA

Jeremy Hansen advised that he had nothing to report at this time.

14. 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.

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

There was no Executive Session, therefore nothing to report.

16. Discussion Regarding Bridge4PS Communications and Data Sharing App

Niki Papazoglakis introduced herself to the Board as founder and CEO of the Mobility for Public Safety ("MPS"), and her business partner, Rick Rands. She advised that MPS is the operator of the Bridge4PS app, which is a secure public safety messaging and collaboration platform currently being utilized by the Harris County Sheriff's Department, the City of Houston, the USCG, and various other entities. She discussed the features of the application and its capabilities. She noted that a proposal is included in the Board Book materials for a license for up to 700 users, should the Board desire that the District make the application available for its facility owners FSOs. Chair Scheibe requested a price quote for 1,400 users, as access may be desired for more than just FSOs. Vice Chair Thomas requested that Ms. Papazoglakis also provide pricing for a 3-year term.

17. Consider Items for Future Meeting Agendas

No specific items were requested.

18. Adjourn.

Director Thomas moved to adjourn the meeting at 3:00 p.m. Director Wilson seconded the motion, which passed unanimously.

Next Meeting.

The next meeting of the Board will be on August 12, 2025, at 2:00 P.M. at Houston Pilots, 203 Deerwood Glen Dr., Deer Park, TX 77536

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



Jud Coleman - Secretary