Board of Directors of the Houston Ship Channel Security District
June 10, 2025

A meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on June 10, 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:

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 Espinosa, Thomas, and Finck, thus establishing a quorum. Also present were Daniel Ringold of Schwartz, Page & Harding, L.L.P. ("SPH"), legal counsel for the District, Angela Gonzalez of the Greater Houston Port Bureau ("GHPB"), administrators for the District, and Co DeBorde, potential candidate to fill the vacancy on the Board. Eric Carrero of the GHPB entered later in the meeting, as noted in these minutes.

1. **Call to Order**

   Chair Scheibe called the meeting to order at 2:08 PM.

2. **Public Comment**

   There were no comments from the public.

3. **Approval of Minutes of May 13, 2025, Board of Directors Meeting**

   Chair Scheibe advised the Board that the draft minutes of the May 13, 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 Griffin moved to approve the minutes of the May 13, 2025, meeting, as presented. Director Suggs seconded the motion, which passed unanimously.

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

Chair Scheibe reminded MTSA regulated facilities of the upcoming January 2026 deadline to have completed cybersecurity training, and noted that the District is sponsoring classes that will help with compliance. Chair Scheibe noted recent public protest activity in other cities, and inquired of the District's law enforcement partners if they were aware of planned protest activities in the area of the District that may impact facility operations. Lt. Twitty advised that protests are expected at Barbours Cut Terminal. Jeremy Hansen advised that DHS is investigating numerous general cybersecurity threats to critical infrastructure, but nothing specific to the Port of Houston sector. Director Suggs advised that Senate Bill 36 was passed by the 89th Texas Legislature, has been sent to the Governor for his signature, and, once signed, will provide the authority and means for creation of a Department of Homeland Security within the State of Texas Department of Public Safety.

5. Appointment of new director(s) to fill the vacancy on the Board of Directors

Mr. Ringold advised the Board that Co DeBorde is in attendance, appears to meet the requirements to fill the current vacancy on the Board as Zone 4 Director, and has expressed an interest in serving in that capacity. Mr. DeBorde introduced himself to the Board and provided information regarding his personal background and experience in working for Lyondell in the areas of security, loss prevention, first response, and related positions. Following discussion, Director Suggs moved to appoint Co DeBorde to fill the current Zone 4 Director vacancy on the Board. Director Griffin 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 new director(s)

Mr. Ringold noted that Mr. DeBorde has executed the necessary paperwork to be seated as a Director of the District and has taken his Oath of Office. Director Suggs moved to accept Mr. DeBorde's Qualification Statement, Bond, Oath of Office, Affidavit of Current Director, and Election Not to Disclose Certain Information. Director Griffin seconded the motion, which passed unanimously. Director DeBorde was officially seated and participated in the remainder of the meeting.

7. Election of officers of Board of Directors

Mr. Ringold reminded the Board that it is their practice to consider election of officers whenever Board members are elected or appointed. Following discussion, Director Wilson moved that all current officers maintain their positions. Director Griffin seconded the motion, which passed unanimously. It was noted that there remains a vacancy in the office of Assistant Secretary.

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

Mr. Ringold requested Board authorization for the GHPB to update the District's List of Local Government Officers to include Director DeBorde. Director Wilson moved to authorize the update to the Local Government Officer's list. Director Griffin seconded the motion, which passed unanimously.

9. Resolution Amending Authorized Representatives – TEXPOOL

Mrs. Gonzalez requested that the Board adopt a Resolution Amending Authorized Representatives for TexPool, which will remove former Board Member and Treasurer Clayton Pace and add Mark Griffin, current Treasurer, as an authorized representative of the District. Director Kolupski moved to adopt the Resolution. Director Tadlock seconded the motion, which passed unanimously.

10. US DOT Maritime Grant, HSCSD Support request

Mr. Ringold advised that Directors Thomas, Griffin, and Finck, as well as Capt. Carrero, participated in a conference call last week relative to IRG Realty's ("IRG") request that the District serve as a co-applicant and lead entity for a grant to convert the former Oil States portside facility into a commercial deep draft dock. Mr. Ringold further advised that SPH had consulted with The Goodman Corporation and reviewed the Notice of Funding Opportunity for the Port Infrastructure Development Program (the "Program") regarding several of the questions raised by the Board members during IRG's presentation at last month's meeting. He then discussed with the Board the District's responsibilities and requirements as a lead applicant under the Program's guidelines, as well as other aspects of the Program and relevant considerations. CAPT. Carrero entered the meeting at this time and briefed the Board on the conference call, as well as a list of potential pros and cons for the District compiled by the GHPB in connection with IRG's request. He noted that it has long been a desire for law enforcement and other stakeholders for development of a mid-channel dock and refueling station, which is a potential ancillary benefit of the IRG proposal. Following discussion on the matter, the Board concluded that the potential benefits for the District did not justify the potential risks to the District associated with taking on the role of being a lead applicant, and declined IRG's request to serve in such capacity. Chair Scheibe asked Mr. Ringold to prepare written communication to IRG to advise them of the Board's decision. The Board further encouraged the representatives from the Harris County Sheriff's Office, City of Houston and City of Baytown in attendance to collaborate in developing a plan for a mid-channel dock and fueling station, for which the District would likely support a PSGP grant request. CAPT Carrero advised that he would reach out to those entities to determine if there is a possibility of moving that project forward.

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

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

12. Request from Records Management Officer to destroy notes and audio recordings of Board of Directors meeting from January 31, 2024 to January 31, 2025 and other documents.

Mr. Ringold noted that the Records Management Officer has submitted a request to dispose of handwritten notes and audio recordings of meetings that occurred more than 90 days prior to the date of today's meeting and various other documents for which the District has no further need, all in accordance with the District's Records Management Program and Records Retention Policies. Director Tadlock moved to approve the records destruction request. Director Kolupski seconded the motion, which passed unanimously.

13. 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 was one (1) check which requires Board approval: (i) payable to the GHPB in the amount of $16,085.93 for administrative services. Director Wilson moved to approve payment to the Greater Houston Port Bureau. Director Griffin seconded the motion, which passed unanimously.

b. Assessment Update

Mrs. Gonzalez advised she had nothing new to report at this time.

c. Education Report

Mrs. Gonzalez advised the CYSO cybersecurity course scheduled for June 17th and 18th is fully booked. She also advised that Mark Griffin has completed his investment office training course, as required by the Public Funds Investment Act.

d. Management and Outreach

Capt. Carrero advised that he is researching ways in which the GHPB and the District can provide additional support to law enforcement partners.

14. Status Report – City of Baytown

Mr. Miller advised that the City of Baytown had nothing of note to report at this time.

15. Status Report – City of Houston

Larry Baldwin advised that the City of Houston's activity report was included in the Board Book materials. He noted that Fleet Week is scheduled for early November, but nothing has been finalized yet as to activities. Chair Scheibe advised Mr. Ringold that the Interlocal Agreement with the City of Houston will need to renewed this year, as its 5 year term in which it can be renewed through the Director has expired.

16. Status Report – Harris County

a. Universal Services/CTS

Bo Garces reported that all cameras 172 are operational and functioning appropriately, and the Command Bridge in on-line. He advised that 2 site environmental enclosures have been replaced, with one left to go. He noted that all of the legacy network equipment has been replaced.

b. **Engineering**

Kenny Payne noted that it has been five (5) years since the last technology refresh of the Port Information Network fiber network, and Harris County Engineering will be requesting funding support from the District this year to undertake the next refresh.

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.

17. Status Report – Texas Department of Public Safety

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

18. Status Report – U.S. Coast Guard

Tyson Muniz advised that this year the Sector will be rolling out paperless storm forms through the Microsoft Forms tool, and discussed the process and features of use of same. He stated that there will be a joint security officer subcommittee meeting leaning heavily with storm prep and MSIB on June 18^{th} at 9:00 a.m. He further advised that the AMSC meeting will be held on August 13^{th}. He noted that there are no updates on the schedule for release of the Notice of Funding Opportunity for Port Security Grants yet. A discussion ensued regarding Fleet Week activities and preparations.

19. Status Report – U.S. DHS/CISA

Michael Arnett advised he had nothing to report at this time.

20. 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.

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

There was no Executive Session, therefore nothing to report.

22. Consider Items for Future Meeting Agendas

Mrs. Gonzalez advised that the traditional date for the annual meeting and luncheon falls on Veterans Day and the end of Fleet Week. Chair Scheibe suggested that the annual meeting and luncheon be moved to November 4th.

23. Adjourn.

Director Wilson moved to adjourn the meeting at 2:58 p.m. Director Tadlock seconded the motion, which passed unanimously.

Next Meeting.

The next meeting of the Board will be on July 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 June 10, 2025, meeting of the Board of Directors of the Houston Ship Channel Security District.

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Jud Coleman - Secretary