Board of Directors of the Houston Ship Channel Security District
August 12, 2025

A meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on August 12, 2025, open to the public, at the offices of the Houston Pilots, 203 Deerwood Glen Dr., Deer Park, Texas, 77536, 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 Director Tadlock, Co Deborde thus establishing a quorum. Also present were Daniel Ringold of Schwartz, Page & Harding, L.L.P. ("SPH"), legal counsel for the District, and Angela Gonzalez, Corrina Ott, 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 2:01 PM.

2. **Public Comment**

   No comments from the public were presented.

3. **Approval of Minutes of July 8, 2025, Board of Directors Meeting**

   Chair Scheibe advised the Board that the draft minutes of the July 8, 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 the minutes of the July 8, 2025, meeting, as presented. Director Espinosa seconded the motion, which passed unanimously.

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

Chair Scheibe advised that the January 12, 2026 deadline for compliance with cybersecurity training requirements for MTSA regulated facilities is approaching quickly, and encouraged affected facility owners and security officers to take note of the different classifications of individuals who must have completed training by that date. Chair Scheibe also expressed thanks to those who submitted Port Security Grant Program ("PSGP") local funding support requests to the District for working tirelessly to get the requests and supporting materials turned in to the District in the very tight time frame caused by the delayed issuance of the Notice of Funding Opportunity by the Department of Homeland Security.

5. **Selection of a New Logo for the District**

Chair Scheibe advised that there were different variations of a proposed new logo for the District included in the Board Book materials and asked for feedback from the Board members relative to same. Following discussion, the Board concurred to select the second of the three color schemes presented for the new logo. Director Coleman moved to approve and adopt option 2 as the new logo for the District. Director Wilson seconded the motion, which passed unanimously.

6. **Approval of quote for Bridge4PS Data Sharing App**

Niki Papazoglakis addressed the Board, advising that quotes for licenses for the Bridge4PS were provided based upon the feedback received at the prior Board meeting. She noted that both quotes are for 1,400 licenses, to include law enforcement personnel specifically assigned to the geographical area of the District plus facility owners and security officers, with one quote being for a license period of one year, and the other being for three years and reflecting a 10% annual discount over the yearly price. She noted that the 150 licenses for which the District has provided funding support to the County over the past couple of years recently expired and will be included in the 1,400 reflected in the quotes included in the Board Book materials. She noted that a courtesy short-term extension is being provided to avoid expiration of those licenses in the interim. Following discussion, Director Espinosa moved to approve the quote for $180,815 for 1,400 licenses for a 3-year term, with administrative help with user management included, subject to SPH's review and comments to the user agreement. Director Griffin seconded the motion, which passed unanimously.

7. **Report from the Port Security Grant Program (PSGP) Funding request review committee**

Director Griffin reported to the Board on the activities of the PSGP Funding Request Review Committee (the "Committee"), including the review, evaluation, and Committee recommendation with respect to each funding request timely received by the District. He noted that a summary of such activities, evaluations and recommendations is included in the written committee report, which is included in the Board Book materials and attached as **Exhibit A** to these minutes.

Mr. Ringold noted that Director Wilson has completed and submitted an affidavit disclosing her employment relationship with Harris County and will be abstaining from deliberation and voting on agenda items 8 through 18.

8. **Request by City of Baytown for PSGP Matching Funds of $15,250.00 for Marine Firefighting Capabilities - Fireboat Motors and Stand (IJ1)**

The Board concurred with the Committee's recommendation and expressed its intent to provide local matching share funding support in connection with the City of Baytown's PSGP IJ1 (Sustain Marine Firefighting Capabilities) submission, if approved by FEMA. Director Espinosa moved to approve the PSGP Match for City of Baytown in the amount of $15,250. Director Griffin seconded the motion, which passed unanimously, with Director Wilson abstaining from voting.

9. **Request by City of Houston for PSGP Matching Funds of $189,645.75 for HPD Air Support Equipment and Training (IJ1)**

The Board concurred with the Committee's recommendation and expressed its intent to fund items 2 through 5 of the City of Houston's IJ1, if approved by FEMA. Director Thomas moved to approve the PSGP Match in the amount of $12,470 for items 2 through 5 of IJ1. Director Deborde seconded the motion, which passed unanimously with Director Wilson abstaining from voting.

10. **Request by City of Houston for PSGP Matching Funds of $120,800.00 for HPD Port Patrol – Vessel Enhancements, Response Equipment and Training Tools (IJ2)**

The Board concurred with the Committee's recommendation and expressed its intent to provide local matching share funding support in connection with the City of Houston's PSGP IJ2 (HPD Port Patrol) submission, if approved by FEMA. Director Kolupski moved to approve the PSGP IJ2 match funding request in the amount of $120,800.00. Director Thomas seconded the motion, which passed unanimously with Director Wilson abstaining from voting.

11. **Request by City of Houston for PSGP Matching Funds of $34,500.00 for HPD Dive Team (IJ3)**

Following provision of additional information from representatives of the City of Houston's Dive Team, the Board determined to provide local matching share funding support in connection with the City of Houston's PSGP IJ3 (HPD Dive Team) submission, if approved by FEMA. Director Griffin moved to approve the PSGP Match in the amount of $34,000 for IJ3. Director Kolupski seconded the motion, which passed unanimously with Director Wilson abstaining from voting.

12. **Request by City of Houston for PSGP Matching Funds of $249,250.00 for HPD Highway Interdiction Unit (IJ4)**

The Board concurred with the Committee's recommendation to decline to provide match funds for the City of Houston's PSGP IJ4 submission.

13. **Request by City of Houston for PSGP Matching Funds of $250,000.00 for HFD Firefighting Prop Enhancements (IJ5)**

The Board concurred with the Committee's recommendation to decline to provide match funds for the City of Houston's PSGP IJ5 submission.

14. **Request by Harris County for PSGP Matching Funds of $78,464.05 for Universal Services - Port Security Surveillance System (IJ1)**

The Board concurred with the Committee's recommendation and expressed its intent to provide local matching share funding support for items 1 & 2 of Harris County's IJ1 (Universal Services – PSSS) submission, if approved by FEMA. Director Thomas moved to approve a PSGP Match in the amount of $59,714 for items 1 and 2 of Harris County's IJ1 grant match request. Director Finck seconded the motion, which passed unanimously with Director Wilson abstaining from voting.

15. **Request by Harris County for PSGP Matching Funds of $220,952.00 for HCSO Marine and Dive Unit Equipment (IJ2)**

The Board concurred with the Committee's recommendation to decline to provide match funds for Harris County's PSGP IJ2 submission.

16. **Request by Harris County for PSGP Matching Funds of $125,750.00 for HCSO SWAT Unit Equipment (IJ3)**

The Board concurred with the Committee's recommendation and expressed its intent to provide local matching share funding support for items 1 & 2 of Harris County's IJ3 (HCSO Swat Unit Equipment) submission, if approved by FEMA. Director Espinosa moved to approve a PSGP Match in the amount of $25,750 for items 1 and 2 of Harris County's IJ3 grant match request. Director Thomas seconded the motion, which passed unanimously with Director Wilson abstaining from voting.

17. **Request by Harris County for PSGP Matching Funds of $34,325.00 for HCSO Bomb Unit Equipment (IJ4)**

The Board concurred with the Committee's recommendation and expressed its intent to provide local matching share funding support in connection with Harris County's PSGP IJ4 (HCSO Bomb Unit Equipment) submission, if approved by FEMA. Director Suggs moved to approve the grant match of IJ4 in the amount of $34,325.00. Director Griffin seconded the motion, which passed unanimously with Director Wilson abstaining from voting.

18. **Request by Harris County for PSGP Matching Funds of $86,263.00 for Air Operations Section Equipment (IJ5)**

The Board concurred with the Committee's recommendation to decline to provide match funds for Harris County's PSGP IJ5 submission.

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

Mr. Ringold noted that the delinquent assessment collections report, prepared by Perdue Brandon Fielder Collins Mott, L.L.P., was included in the Board Book materials. He noted that he did not have anything further of a legal nature to report to the Board at this time.

20. **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 ready for presentation at the next Board meeting.

b. **Assessment Update**

Mrs. Gonzalez advised that she needs a motion to update the list of authorized signers on the Amegy Bank account to remove the following persons: Marcus Woodring, Brian W. Blanchard, Eric Bass, Clayton Pace, William Diehl, and Albert Cusick; and to add the following persons: Eric Carrero; Judson Coleman; Mark Griffin; Jessica Thomas; Gary Scheibe.

Director Finck moved to approve the update of the list of authorized signers on the District's Amegy account. Director Thomas seconded the motion, which passed unanimously.

Mrs. Gonzalez advised that the current fiscal year budget includes an expense line item for $500 for marketing. She noted that anticipated expenditures in updating District materials with the new logo are in the neighborhood of $4,000. Following discussion, the Board advised Mrs. Gonzalez that the GHPB was authorized to expend up to $4,000 in connection with updating necessary materials in connection with the new logo.

Mrs. Gonzalez advised that there are 2 checks that in an amount that requires Board approval: (i) Harris County Universal Services FY 23 PSGP Match Funds FY23 in the amount of $207,985.00; and (ii) Greater Houston Port Bureau in the amount of $19,323.85.

Director Thomas moved to approve the checks as presented. Director Espinosa seconded the motion, which passed unanimously.

c. **Education Report**

Mrs. Gonzalez advised that the CYSO cybersecurity course received good reviews and feedback from the participants, which was presented to the Board. She further advised that the MTSA training classes scheduled for September are already mostly booked.

d. **Management and Outreach**

Capt. Carrero advised that nothing to report at this time, only focused on the Port Security Grants this month.

21. Status Report – City of Baytown

Lt. Freeman advised that the City of Baytown's response teams have been engaging in an increased amount of training, with more training to come in October. He briefly advised the Board of a recent ship fire incident, to which the City of Baytown's marine firefighting team was deployed.

22. 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 had nothing else to report currently.

23. Status Report – Harris County

a. **Universal Services/CTS**

Bo Garces reported that all cameras are operational and are functioning appropriately. He noted that Phase 1 of the License Plate Reader Cameras have been installed.

b. **Engineering**

Kenny Payne advised that there were no material updates or items to report on from Harris County Engineering.

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.

24. Status Report – Texas Department of Public Safety

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

25. Status Report – U.S. Coast Guard

Larry Johnson advised that the next AMSC Meeting will be held on August 13, 2025. He noted that Port Security Grants must be submitted to FEMA by September 18, 2025. 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 closer in time to the date of the meeting.

26. Status Report – U.S. DHS/CISA

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

27. 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.

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

There was no Executive Session, therefore nothing to report.

29. Consider Items for Future Meeting Agendas

No specific items were requested.

30. Adjourn.

Director Thomas moved to adjourn the meeting at 4:00 p.m. Director Griffin seconded the motion, which passed unanimously.

Next Meeting.

The next meeting of the Board will be on September 9, 2025, at 2:00 P.M. at Greater Houston Port Bureau, 4400 Highway 225 E., Suite 200, Deer Park, TX 77536.

The above is a correct copy of the Minutes of August 12, 2025, meeting of the Board of Directors of the Houston Ship Channel Security District.

Jud Coleman – Secretary

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Exhibit A : 2025 Port Security Grant Program HSCSD Committee Review Report to the Board of Directors