Board of Directors of the Houston Ship Channel Security District
September 9, 2025

A meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on September 9, 2025, open to the public, at the offices of the Greater Houston Port Bureau, 4400 Highway 225 E. 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 Kolupski and Espinosa, 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 2:00 PM.

2. **Public Comment**

   No comments from the public were presented.

3. **Approval of Minutes of August 12, 2025, Board of Directors Meeting**

   Chair Scheibe advised that the draft minutes of August 12, 2025, Board meeting was distributed as part of the Board Book materials and asked if there were any comments or suggested revisions to said minutes. Director Suggs requested that the minutes be revised to reflect that Director Deborde was not in attendance at the August 12th meeting. Director Thomas moved to approve the minutes of August 12, 2025 with such revision. Director Finck seconded the motion, which passed unanimously.

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

Chair Scheibe provided a reminder of the January 12, 2026, deadline for compliance with the new cybersecurity training requirements for MTSA regulated facilities. Chair Scheibe also suggested that chemical facilities continue to be cognizant of the former CFATS regulation, as there may well be a reauthorization of CFATS in the future. Director Suggs advised that EROCT will be undertaking a 72 hour blackout drill on Thursday.

5. Presentation of the Audit Report for Fiscal Year ending December 31, 2024

Ms. Gonzalez advised that this item is being deferred to the next meeting.

6. Appointment of Operations and Maintenance Funding Support Review Committee

Chair Scheibe inquired as to which Board Members would like to serve on a committee to review requests received from partner agencies for funding support for security services and make recommendations regarding same to the Board. Mrs. Gonzalez advised that Director Espinosa advised that he would like to volunteer. Directors Finck, Tadlock, Griffin, and Thomas also indicated a willingness to serve on the Committee. Chair Scheibe appointed Directors Espinosa, Finck, Tadlock, Griffin and Thomas to the Operation and Maintenance Funding Support Review Committee.

7. Status of Port Security Grant Program Review Process and Awards

Tyson Muniz of the United States Coast Guard advised that the PSGP submissions are still under review and evaluation.

8. Annual Review of Order Establishing Policy for Investment of District Funds and Appointing Investment Officer (the "Investment Policy"), and Adoption of Resolution and Amended Order

Mr. Ringold reminded the Board that the Public Funds Investment Act requires that the Board review the District's Investment Policy at least annually. He noted that SPH has performed a review and is not recommending that the District make any changes this year. He briefly discussed IntraFi's Certificate of Deposit Account Registry Service (CDARS) program, and advised that revisions to the Investment Policy would be necessary in the future if the Board decides to utilize that program. Following discussion, Director Griffin moved to adopt a Resolution indicating that the Board has conducted the annual review and no revisions are being made. Director Thomas seconded the motion, which passed unanimously.

9. Resolution Adopting List of Qualified Brokers Authorized to Engage in Investment Transactions with the District.

The Board considered adopting a list of qualified brokers authorized to engage in investment transactions with the District. Mr. Ringold advised that, pursuant to the Public Funds Investment Act, the Board is required to review such list at least annually. He presented to and reviewed with the Board the attached Resolution Adopting List of Qualified Brokers Authorized to Engage in Investment Transactions with the District, and a list of financial institutions, brokers and dealers attached thereto, together with a comparison of the list submitted and the list previously adopted by the Board, which are attached hereto as **Exhibit A**. Mr. Ringold further noted that the broker list presented is a list of potential institutions with which the District may engage in investment transactions compiled with the input of the District's Investment Officer, but it is ultimately the Board's decision as to where the District's funds are actually placed. After discussion, Director Griffin moved that: (i) the attached Resolution Adopting List of Qualified Brokers Authorized to Engage in Investment Transactions with the District be approved, and (ii) the Chair and Secretary be authorized to execute said Resolution on behalf of the Board and the District. Director Thomas seconded said motion, which unanimously carried.

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

Mr. Ringold advised that he had nothing further to report to the Board at this time.

11. Status of Bridge4PS Subscription Agreement

Mrs. Gonzalez advised that she has passed SPH's comments to the Bridge4PS End User License Agreement to Niki Papazoglakis, and Ms. Papazoglakis is present to answer any other questions that the Board may have. Chair Scheibe suggested that SPH and Bridge4PS legal counsel resolve the comments to the License Agreement and additional information be solicited from law enforcement partners and facility owners as to the number of licenses needed before execution of the agreement and approval of the invoice. Director Suggs offered to lead a subcommittee to work with law enforcement agencies and FSOs to refine the number of licenses needed. Ms. Papazoglakis offered to work with the Committee, which was determined to be comprised of Officers Steve Twitty, Carlton Horton, Kelley Hudson with HCSO, and John Baldwin and Officer Roger Caylon of the City of Houston, as well as Directors Suggs, Deborde, and Finck.

12. 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. One check for the Greater Houston Port Bureau in the amount of $17,314.68 was presented for approval.

Director Thomas moved to approve the check to the GHPB. Director Griffin seconded the motion, which passed unanimously.

b. Assessment Update

Mrs. Gonzalez advised there was no assessment collections activity over the past month.

c. Education Report

Mrs. Gonzalez advised that MTSA FSO training class for this month is fully subscribed and that the October MTSA FSO registration form has been created and will be distributed once the September class is completed. She noted that the CYSO class has been cancelled. Chair Scheibe advised that the cancellation was because the USCG is still working cyber guidance, and that the class will be rescheduled once the USCG has finalized its guidance on the matter.

d. Management and Outreach

Capt. Carrero advised that IRG has requested that the District provide a letter of support for their Port Infrastructure Development Program grant application, which is now being sponsored by Harris County. He discussed the content of a proposed letter of support with the Board. Following discussion the Board concurred that the Chair be authorized to sign the letter of support on behalf of the District.

13. Status Report – City of Baytown

Lt. Freeman advised of the activities of BFD, including several personnel matters.

14. Status Report – City of Houston

John Baldwin advised that the City of Houston's activity report was included in the Board Book materials. He then provided a PowerPoint presentation on the completion of the Flash-Over prop for the firefighting simulator. Chair Scheibe noted that Facility Owners should have access to the prop for training of their personnel. Mr. Baldwin advised that he absolutely agrees and will work to ensure it is available to Facilities for training purposes. Vice Thomas suggested an "open house" event for Facility Owners and FSOs so that they know it is available for them. Director Griffin thanked Mr. Baldwin for providing the information and keeping the Board appraised of the use of the District supported project.

15. Status Report – Harris County

a. Universal Services/CTS

Bo Garces reported that all cameras except one are operational and functioning appropriately. He further noted that License Plate Reader Cameras have been installed, and Universal Services is in the process of integrating those cameras and license plate date into Command Bridge. Chair Scheibe asked that law enforcement notify facility owners/representatives if they identify someone with outstanding warrants through this technology on or around the facility owner's property.

b. Engineering

Kenny Payne advised of network infrastructure improvements made over the past month, and that the Port Information Network is functioning appropriately.

c. Sheriff's Office

LT. Twitty advised that HCSO's report was in the Board Book materials. He advised that 19 search and rescue officers were deployed to Kerrville and they are still out there 7 days a week and looking for remaining victims.

16. **Status Report – Texas Department of Public Safety**

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

17. **Status Report – U.S. Coast Guard**

Mr. Muniz advised of the schedule for upcoming security meetings and exercises.

18. **Status Report – U.S. DHS/CISA**

There was no one present from CISA.

19. **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.

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

There was no Executive Session, therefore nothing to report.

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

Mrs. Gonzalez inquired as to payment for Bridge4PS licenses for the HCSO and SMAG team, as those licenses have expired and have been paid by the District for the past few years. Chair Scheibe suggested that Bridge4PS prepare a separate invoice for the renewal so that a decision can be made as to those licenses while the Committee investigates the number of additional licenses desired for broader distribution.

22. **Adjourn.**

Director Thomas moved to adjourn the meeting at 3:15 p.m. Director Wilson seconded the motion, which passed unanimously.

Next Meeting.

The next meeting of the Board will be on October 14, 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 September 9, 2025, meeting of the Board of Directors of the Houston Ship Channel Security District.

Jessica Thomas

Jessica Thomas - VP