Board of Directors of the Houston Ship Channel Security District
November 18, 2025

A special meeting of the Board of Directors ("Board") of the Houston Ship Channel Security District ("District") was convened on November 18, 2025, open to the public, at the Greater Houston Port Bureau, 4400 Highway 225 E, Suite 200, 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 Chair Scheibe, Director Espinosa, and Director Finck, thus establishing a quorum. Also present were Daniel Ringold of Schwartz, Page & Harding, L.L.P. ("SPH"), legal counsel for the District, and Corrina Ott and Eric Carrero of the Greater Houston Port Bureau ("GHPB"), administrators for the District.

1. **Call to Order**

   Vice Chair Thomas called the meeting to order at 2 PM.

2. **Public Comment**

   No comments from the public were presented.

3. **Approval of Minutes of November 4, 2025, Board of Directors Meeting**

   Director Coleman advised the Board that the draft minutes of November 4, 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 November 4, 2025, meeting, as presented. Director Deborde seconded the motion, which passed unanimously.

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

Vice Chair Thomas reminded facility owners of the upcoming January 12, 2026, deadline for compliance with cybersecurity training requirements for MTSA regulated facilities.

5. Recess Regular Meeting and Conduct Public Hearing on 2025 Plan of Assessment

Vice Chair Thomas announced that the Board would recess the special meeting of the Board and hold a public hearing on the proposed 2025 Plan of Assessment, as provided in the Notice of Hearing that was provided to all facility owners within the District. She called on Ms. Ott and Mr. Carrero to confirm that the Hearing Notices were timely mailed to all facilities, to which they responded that the Notice was timely mailed and provided.

Mr. Ringold noted that is is necessary and appropriate for the Board to hold a public hearing on the proposed Plan of Assessment and receive comments and objections to said proposed plan at this time.

Chair Thomas then recessed the special meeting at 2:09 pm, opened the public hearing, and called for any comments or objections to the proposed 2025 Plan of Assessment. No comments or objections were presented, and Vice Chair Thomas closed the Public meeting at 2:14 p.m.

6. Reconvene and Call to Order Regular Meeting

Vice Chair Thomas reconvened and called to order the special meeting at 2:15 p.m.

7. Adoption of Resolution Adopting 2025 Plan of Assessment

The Board next considered adoption of a Resolution Adopting the 2025 Plan of Assessment. Following discussion on the matter, Director Griffin moved to adopt the Resolution Adopting the 2025 Plan of Assessment. Director Coleman seconded the motion, which passed unanimously.

8. Authorize the Greater Houston Port Bureau to prepare 2025 Assessment Roll and mail Assessment Invoices

Mr. Ringold advised that the Board is required to have an assessment roll prepared, which roll is required to be filed with the Secretary of the Board and open to the public for inspection. He recommended that the Board authorize the GHPB to prepare the assessment roll and to mail Assessment invoices to each of the facilities on the roll. He further noted that Facility Owners have thirty (30) days from the date of the adoption of the 2025 Plan of Assessment to file a notice of appeal of their assessment, and that today marks the start of the 30-day period. Following discussion, Director Deborde moved to authorize the Greater Houston Port Bureau to prepare the 2025 assessment roll and mail assessment invoices. Director Coleman seconded the motion, which passed unanimously.

9. Appointment of the Assessment Appeals Committee

Vice Chair Thomas asked for Board members to express their interest in being appointed to the Assessment Appeals committee. Vice Chair Thomas, and Directors Griffin, Tadlock, and Deborde volunteered to be appointed to said committee. Vice Chair Thomas then appointed those directors to the Assessment Appeals Committee.

10. Approval of Agreement with the City of Houston relative to 2025 PSGP projects and 2025 security services

Director Suggs moved to defer this agenda item to the January meeting due to the pending receipt of Port Security Grant Awards. Director Griffin seconded the motion, which passed unanimously.

11. Approval of Thirteenth Amendment to Agreement with Harris County relative to 2025 PSGP projects and 2025 security services

Director Suggs moved to defer this agenda item to the January meeting due to the pending receipt of Port Security Grant Awards. Director Griffin seconded the motion, which passed unanimously.

12. Approval of 8th Amended and Restated Interlocal Agreement between the City of Baytown relative to the 2025 PSGP projects and security services

Director Suggs moved to defer this agenda item to the January meeting due to the pending receipt of Port Security Grant Awards. Director Griffin seconded the motion, which passed unanimously.

13. Legal Report – Schwartz Page & Harding, LLP

Mr. Ringold reported on the Delinquent Assessment Collection Attorney's Report. Two accounts remain delinquent; no further action is necessary.

14. Status Report – Greater Houston Port Bureau

a. Administrative and Financial Reports
Mrs. Ott advised that the administrative and financial reports are in the Board Books. She advised that there are checks with require Board approval, as follows:
   - Payable to Harris County in the amount of $96,720
   - Payable to MTS ISAC in the amount of $20,000

Director Coleman moved to approve the payment of the checks, as presented. Director Tadlock seconded the motion, which passed unanimously.

b. Assessment Update

Mr. Carrero advised that there was nothing to report at this time.

c. Education Update

Mr. Carrero advised that there was nothing to report at this time.

d. Management and Outreach Report

Mr. Carrero advised the Board of his outreach activities, noting that he has been working towards the initiation of a Tabletop exercise to address security concerns within the Greater Houston area. This exercise will incorporate concerns from the Captain of the Port and bring together members of the Security District and the Greater Houston Port Bureau to prepare for significant events planned in 2026. He indicated that he is targeting a February 2026 date for the exercise.

15. Status Report – City of Baytown

No updates at this time.

16. Recess to Executive Session to Deliberate Regarding Any of the Following:

An Executive Session was not held.

17. Meeting Adjourn.

Director Wilson moved to adjourn the meeting at 2:30 p.m. Director Kolupski seconded the motion, which passed unanimously.

Next Meeting.

The next meeting of the Board will be on January 13, 2026, at 2 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 November 18, 2025, meeting of the Board of Directors of the Houston Ship Channel Security District.

Jessica Thomas

Jud Coleman – Secretary