

April 22, 2021

**NOTICE OF MEETING**  
**OF THE**  
**AUDIT COMMITTEE**  
**OF THE**  
**PORT COMMISSION**  
**OF THE**  
**PORT OF HOUSTON AUTHORITY**

In accordance with the official practice of the Port Commission, there is attached hereto a copy of the Agenda of the meeting of the Audit Committee of the Port Commission of the Port of Houston Authority, to be held on April 26, 2021. The Audit Committee meeting will begin at 11:00 a.m. Pursuant to Governor Abbott's action of March 16, 2020 to allow virtual and telephonic open meetings to maintain government transparency, the Port Commission will meet via Webex webinar, which can be accessed as provided on the following page.

PORT OF HOUSTON AUTHORITY  
of  
HARRIS COUNTY, TEXAS

Erik A. Eriksson  
Secretary



### **Formal Public Meeting Notifications.**

1. This virtual meeting is permitted by Governor Abbott's order suspending certain provisions of the Texas Open Meetings Act to minimize the impact of the coronavirus outbreak.
2. In accordance with the Port Commission's usual practice:
  - a. Members of the public may speak during the posted public comment section.
    - Please register to speak no later than an hour before the meeting by emailing to Liana Christian [lchristian@porthouston.com](mailto:lchristian@porthouston.com) or Erik Eriksson [eriksson@porthouston.com](mailto:eriksson@porthouston.com)
    - Please provide name and the organization the speaker represents, if applicable.
    - Comments are limited to three minutes.
  - b. An audio recording of the meeting is being made, as also required by the governor's order, and will be available to the public, as will written minutes after Port Commission approval.
3. To request accommodations under the Americans with Disabilities Act or language access services, please contact the Port Houston– Legal Division at least three days prior to the meeting. The Legal Division may be reached by telephone at (713) 670-2450, by email at [lchristian@porthouston.com](mailto:lchristian@porthouston.com) or Erik Eriksson [eriksson@porthouston.com](mailto:eriksson@porthouston.com), and by mail at 111 E. Loop N, Houston, Texas 77029.



Please note the following to help the meeting run smoothly:

- The **Audit Committee** meeting will begin at 11:00 a.m.
- **Please dial in via phone for the audio portion**, and use your attendee number to merge your phone and computer presence.
- **All participants will be muted upon entry**. Please stay muted unless speaking.
- **Please turn off your video** to help the call run more smoothly.

#### **Join by meeting number**

Meeting number (access code): 187 993 6166

Meeting password: MdfMP2Dwr67

#### **Tap to join from a mobile device (attendees only)**

[+1-720-650-7664,,1879936166##](tel:+1-720-650-7664,1879936166##) United States Toll (Denver)

[+1-469-210-7159,,1879936166##](tel:+1-469-210-7159,1879936166##) United States Toll (Dallas)

#### **Join by phone**

+1-720-650-7664 United States Toll (Denver)

+1-469-210-7159 United States Toll (Dallas)

[Global call-in numbers](#)

#### **Join from a video system or application**

Dial [1879936166@porthouston.webex.com](tel:1879936166@porthouston.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

#### **Join using Microsoft Lync or Microsoft Skype for Business**

Dial [1879936166.porthouston@lync.webex.com](tel:1879936166.porthouston@lync.webex.com)

**AGENDA  
AUDIT COMMITTEE  
of the  
PORT COMMISSION  
of the  
PORT OF HOUSTON AUTHORITY**

**April 26, 2021  
11:00 a.m.  
111 East Loop North  
Houston, TX 77029**

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

Audit Committee Meeting – January 25, 2021

**C. GENERAL**

1. Presentation by BKD representatives regarding the 2020 Port Authority financial statement audit and the 2020 Port Authority Promotion and Development Fund audit, and the 2020 U.S. Office of Management and Budget (OMB) Compliance Supplement single audit reports.
2. Staff briefing regarding the 2020 Comprehensive Annual Financial Report ("CAFR"), and discussion and possible action regarding these matters.
3. Staff briefing and discussion regarding the Port of Houston Authority financial statements, including the operating cash and investment portfolio, as of March 31, 2021.
4. Staff briefing, discussion, and possible action regarding the Port of Houston Authority proposed adoption of a Debt Policy and adoption of Disclosure Policies and Procedures and review of updated Bond Fund Accounting – Arbitrage Liability Financial Accounting Procedures.
5. Staff briefing and discussion regarding the Port of Houston Authority proposed adoption of an Amended and Restated Master Resolution and Amended and Restated First Supplemental Resolution.
6. Staff briefing and discussion regarding the Port of Houston Authority proposed development of an Investment Bank and Bond Underwriting Pool.
7. Staff briefing and discussion regarding Internal Audit Reports
  - a. 2020 Other Post-Retirement Health & Welfare ("OPEB") Trust Audit
  - b. Promotion and Development Fund Review – 4<sup>th</sup> Quarter 2020
  - c. Misconduct Reporting Executive Summary: as of March 31, 2020
8. Audit Committee Responsibilities
  - a. Review of compliance with Audit Committee Charter; Audit Committee Calendar.

***(Recess Committee Open Meeting and convene Executive Session)***

#### **D. EXECUTIVE SESSION**

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act)
2. Security-Related Matters (Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act)
3. Employment and Evaluation of Public Employees (Section 551.074, Texas Open Meetings Act), including deliberations regarding Internal Audit Department staff and other public employees.

#### **E. ADJOURN EXECUTIVE SESSION AND RECONVENE OPEN MEETING**

*(Announce any items from Executive Session requiring Committee action)*

Next planned meeting July 19, 2021 (pending confirmation)

#### **F. ADJOURN**