

July 28, 2022

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 of the Port of Houston Authority, there is attached hereto a copy of the Agenda of the Audit Committee to be held on Monday, August 1, 2022. A quorum of the Port Commission is intended to meet at 10:00 a.m. at the Port of Houston Authority Executive Office Building, Fourth Floor Boardroom, 111 East Loop North, Houston, Texas 77029. The member of the Port Commission presiding over the meeting is intended to be present at that location, which shall be open to the public during the open portions of the meeting.

In addition, pursuant to Government Code Sec. 551.127 permitting a governmental body to hold a public meeting by videoconference call, the meeting may also be accessed via Webex webinar, as provided on the following page.

PORT OF HOUSTON AUTHORITY
of
HARRIS COUNTY, TEXAS

Erik A. Eriksson
Secretary



Additional Public Meeting Notifications.

1. 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 or Erik Eriksson eeriksson@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, and will be available to the public, as will written minutes after Port Commission approval.
2. 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 or Erik Eriksson eeriksson@porthouston.com, and by mail at 111 E. Loop N, Houston, Texas 77029.
3. Due to health and safety concerns related to COVID-19, this meeting will offer the options to participate by videoconference or in-person. The meeting will be open to the public but restrictions regarding allowable room capacity and seating arrangements may be in place.



When it's time, join your Webex meeting here.

[Join meeting](#)

More ways to join:

Join from the meeting link

<https://porthouston.webex.com/porthouston/j.php?MTID=m0a642d5397cfc9b3606daa942fa83f55>

Join by meeting number

Meeting number (access code): 2480 125 9871

Meeting password: AUDJul22

Tap to join from a mobile device (attendees only)

+1-720-650-7664,,24801259871## United States Toll (Denver)

+1-469-210-7159,,24801259871## 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 [24801259871](tel:24801259871)@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 [24801259871](tel:24801259871).porthouston@lync.webex.com

If you are a host, [click here](#) to view host information.

Need help? Go to <https://help.webex.com>

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

**August 1, 2022
10:00 a.m.
111 East Loop North
Houston, TX 77029**

A. CALL TO ORDER

B. APPROVAL OF MINUTES

Audit Committee Meeting – April 18, 2022

C. GENERAL

1. Staff briefing, discussion, and possible action regarding the Port Authority financial statements as of June 30, 2022, including budget versus actual results, operating cash, and the investment portfolio.
2. Staff briefing, discussion and possible action regarding the annual review of the Port of Houston Authority Investment Policy, Internal Controls for Investments, and Public Funds Investment Act Compliance Checklist, and amendment of the Investment Policy and Internal Controls for Investments:
 - a. Investment Policy Draft
 - b. Internal Controls for Investments Draft
 - c. Public Funds Investment Act Compliance Checklist
3. Staff briefing, discussion and possible action regarding review of external audit firm lead partner qualifications:
 - a. BKD Peer Review
 - b. Evaluation Survey of External Auditor
 - c. BKD Firm and Partner Review
4. Staff briefing, discussion and possible action regarding Audit Committee responsibilities:
Review of compliance with Audit Committee Calendar and Checklist
5. Staff briefing, and discussion regarding the annual review of Internal Audit's compliance with:
 - a. Texas Special District Local Laws Code Chapter 5007
 - b. Texas State Government Code Chapter 2102
 - c. Internal Audit Charter
6. Staff briefing, consideration and possible action regarding amendments to:
 - a. Audit Committee Charter
 - b. Internal Audit Charter
 - c. Internal Audit Policies

7. Staff briefing and discussion regarding Internal Audit Reports:
 - a. Summary of Audits
 1. Audit Charters and Policies Review Report
 2. Code of Ethics Review Report
 3. Promotion and Development Fund Review (Q4-2021) Report
 4. Environmental Compliance ISO 14001 Audit (DNV External) Report
 5. PSEO Audit Reports (External)
 - a. ISO 28000 Security Management System Compliance
 - b. Training Program Evaluation Report (TPER) - (Port Police),
 - c. Texas Commission Fire Protection (TCFP) (Fire Department),
and
 - d. U.S. Coast Guard Annual MTSA/ PPR Safety/ MARPOL
Compliance Exam (Security)
 - b. Misconduct Reporting Executive Summary as of June 30, 2022

(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)

F. ADJOURN