



The Office of Vince Ryan
County Attorney

May 18, 2011

Mr. James T. Edmonds
Chairman, Port of Houston Authority
111 East Loop North
Houston, Texas 77029

Mr. Alec G. Dreyer
Chief Executive Officer
111 East Loop North
Houston, Texas 77029

VIA FACSIMILE:
(713) 670-2429
and United States Mail

Re: Preservation of documents and files

Gentlemen:

As you are aware, Harris County Commissioner Jack Morman has requested that this office review the Port's compliance with the Texas Open Meetings Act, the Texas Public Information Act, statutory procurement procedures, financial reporting, conflicts of interest and the ethics policies of the Port of Houston Authority.

We are currently discussing these matters with the Harris County Auditor, Office of the District Attorney, the City of Houston, as well as the General Counsel for the Port of Houston Authority.

Pursuant to this request, we ask that you take immediate steps to locate and preserve all documents and electronic files, correspondence and emails concerning such matters as it relates to all present and former Port officials and executives for the years 2008 to the present. Such documents shall include but not be limited to the logs for all tours aboard the *Sam Houston* and all correspondence and other documents concerning same, the personnel file of Argentina James, including the severance agreement and other contracts, and all material related to any business considered by the port commission at any meeting, including executive sessions, whether at the Port's offices or elsewhere. Additionally, we ask that you distribute a copy of this letter to all office personnel of the Port of Houston Authority.

We anticipate your cooperation; should you have any questions, please contact me at 713-755-5101.

Sincerely,

VINCE RYAN
County Attorney

cc: Erik A. Eriksson, Sr. Vice President & General Counsel, Port of Houston
Jimmy A. Burke, Port Commissioner
James W. Fonteno, Jr., Port Commissioner
Elyse Lanier, Port Commissioner
Kase L. Lawal, Port Commissioner
Janiece Longoria, Port Commissioner
Steve Phelps, Port Commissioner
Ed Emmett, Harris County Judge
El Franco Lee, Harris County Commissioner
Jack Mornan, Harris County Commissioner
Steve Radack, Harris County Commissioner
Jerry Eversole, Harris County Commissioner
District Attorney Patricia R. Lykos
Harris County Auditor
David Feldman, City Attorney