

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

April 12, 2013

The Board of Directors (the "Board") of Harris County Improvement District No. 4 d/b/a The Energy Corridor Management District (the "District") met in regular session, open to the public, on the 12th day of April, 2013, at 14701 St. Mary's Lane, Suite 290, Houston, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

David W. Hightower	President
Robert Halick	Vice President
Steve West	Secretary
Steve Moskowitz	Assistant Secretary
D. Bruce Fincher	Director
Tim Milligan	Director
Peter D. Johnston	Director
Chuck Cervas	Director
Debbie Fujimoto	Director

and all of the above were present except Director Moskowitz, Johnston, and Cervas, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Robert Rayburn, Development and Natural Resource Director for the District; Katherine Wallace, Finance and Economic Development Manager for the District; Rachael Weaver, Community Relations Coordinator for the District; John Nuñez, Transportation Manager for the District; Christi Todd, CPA; Les Lee and Joshua Bowie of eSiteful; Pat Hall of Equi-Tax, Inc.; Michelle Lofton of ETI Bookkeeping Services; Shaun Gray of Gray & Associates Events; Mark Klein; Ty Jacobsen and Kent Dussair of CDS Market Research, Inc.; Darren Willis of Jones & Carter, Inc.; and Jessica Holoubek and Susan Hostetler of Allen Boone Humphries Robinson LLP ("ABHR").

ESTABLISH A QUORUM AND CALL THE MEETING TO ORDER

Having established that a quorum of the Board was present, Director Hightower called the meeting to order.



## MINUTES

The Board first considered the minutes of the March 8, 2013, regular meeting. Following discussion and review, Director Halick moved to approve the minutes as submitted. The motion was seconded by Director West and passed by unanimous vote.

## ASSESSMENT AND COLLECTION MATTERS AND STATUS OF HCAD LAWSUITS

Ms. Hall reviewed the assessment collector's report for March, a copy of which is attached. Ms. Hall also reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District ("HCAD"). Following discussion and review, Director West moved to accept the assessment collector's report. The motion was seconded by Director Halick and passed by unanimous vote.

## FINANCIAL AND BOOKKEEPING MATTERS, INCLUDING PAYMENT OF BILLS AND REVIEW OF INVESTMENTS

Ms. Lofton reviewed the March cash management, capital funds and investment report, a copy of which is attached, and reviewed the bills presented for payment from the District's accounts. Following review and discussion, Director West moved to accept the cash management report and payment of the bills presented in the report. Director Halick seconded the motion, which was approved by unanimous vote.

## VARIANCE BUDGET

Ms. Wallace reviewed the year-to-date budget summary, a copy of which is attached.

## AUDIT FOR FISCAL YEAR ENDING DECEMBER 31, 2012

The audit was not presented for the Board's review.

## ANNUAL REVIEW OF INVESTMENT POLICY AND RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY, ANNUAL DISCLOSURE STATEMENTS OF INVESTMENT OFFICER AND BOOKKEEPER, RESOLUTION ESTABLISHING AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS, AND AMENDED EXHIBIT A TO DEPOSITORY PLEDGE AGREEMENT

Ms. Holoubek stated that the Public Funds Investment Act and the District's Investment Policy require that the District annually review its investment policy and list of qualified broker/dealers with whom the District may engage in investment transactions. She stated there are no recommended changes to the current investment policy and reviewed a Resolution Regarding Annual Review of Investment Policy. Ms.



Holoubek reviewed the Resolution Establishing Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions and noted that the bookkeeper has provided an updated list of District depository institutions and broker/dealers with whom the District may engage in such transactions.

Ms. Holoubek also reviewed the Public Funds Investment Act Disclosure Statements for the Michelle Lofton as the District's bookkeeper and Kenneth Byrd as the District's investment officer. She also reviewed the Amended Exhibit A to the District's Depository Pledge Agreement with Wells Fargo Bank, which she stated has been amended to reflect that Kenneth Byrd is now the investment officer.

Director Halick moved to approve: (1) the Resolution Regarding Annual Review of Investment Policy; (2) the Resolution Establishing Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions; (3) the Disclosure Statements for Kenneth Byrd as the District's investment officer and Michelle Lofton as the bookkeeper; and (4) the Amended Exhibit A to the Depository Pledge Agreement with Wells Fargo Bank. Director Milligan seconded the motion, which carried unanimously.

#### CDS MARKET RESEARCH 2013 ENERGY CORRIDOR LAND USE AND DEMOGRAPHICS REPORT

Mr. Jacobsen reviewed the results of research by CDS Market Research, Inc. on the 2013 Energy Corridor land use and demographics. The Board asked CDS Market Research to include the impact of completion of the Grand Parkway on the 30-minute drive time information in the research.

#### UPDATE ON GRANTS

Mr. Nuñez updated the Board regarding the CMAQ car share program. He stated registration began April 6, 2013, and discussed planned expansion to the program.

Regarding the JARC 75 Eldridge Crosstown program, Mr. Nuñez reported on increased ridership. He reported that METRO performed a site visit at the District office and found that staff's practices and procedures were fully compliant with federal grant regulations.

Mr. Nuñez reviewed the schedule for the New Freedom sidewalk program and reviewed a financial report for the project.



### FORTSMITH STREET WOONERF UPDATE

Mr. Martinson reported on submittal of plans to the City of Houston and reviewed a proposed schedule for the Fortsmith Street woonerf project. He stated construction is anticipated to begin in fall 2013.

### PARK ROW COMPLETION PROJECT

Mr. Willis discussed the status of the Park Row completion project. He stated there are no pay estimates or change orders for the Board's consideration. Ms. Todd stated there are no draw requests for the Houston Housing Finance Corporation loan. No action was necessary regarding this agenda item.

### REPORT ON FINAL EXPENSES RELATING TO ENERGYFEST

Ms. Weaver reviewed the final expenses for EnergyFest held April 6, 2013. She and Mr. Gray discussed the success of the event. Following discussion, Director West moved to approve the payments of \$687.50 to Collateral Printing, \$425 for the balloon arch, \$700 to Highway Technologies, \$718.21 to Acme Party & Tent Rental, and \$1,675 to Waste Management. The motion was seconded by Director Halick and carried unanimously.

### "ENERGETICA" ABERDEENSHIRE, SCOTLAND OTC ENERGY CORRIDOR TOUR

Ms. Wallace reported on continued correspondence from the Energetica area of Aberdeenshire, Scotland, regarding a meeting with the Energy Corridor District to discuss collaboration during the OTC convention. The Board discussed membership in the Houston Grampian Association and attendance at the May 3, 2013 breakfast event before the OTC. Following discussion, Director West moved to authorize the \$150 membership in the Houston Grampian Association and \$35 payment for the May 3, 2013 breakfast. Director Halick seconded the motion which passed unanimously.

### ENERGY CORRIDOR BIKE TO WORK DAY MAY 16, 2013

Mr. Martinson reported on the District's 10<sup>th</sup> annual Bike to Work Day on May 16, 2013. He requested approval of approximately \$4,500 in expenses for the event. After discussion, upon a motion made by Director West and seconded by Director Milligan, the Board voted unanimously to approve expenditures for the 2013 Energy Corridor Bike to Work Day.



HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND  
CODE ENFORCEMENT UPDATE

Ms. Wallace reported on the District's security patrols, neighborhood protection, and code enforcement.

GENERAL MANAGER'S REPORT

Mr. Martinson reported on the District's presentation to Harris County Commissioner's Court recognizing Commissioner Radack for improvements to North Eldridge Parkway. He updated the Board regarding the BDMI/CenterPoint electrical distribution master plan, and dated the Phonoscope "Light Car" installations will begin April 15, 2013. Mr. Martinson reviewed letters of support regarding the H-GAC traffic improvement plan. He noted the CIP Eldridge widening project information was submitted to the City of Houston.

Mr. Martinson and Ms. Holoubek reviewed bills of note before the 2013 Texas Legislature.

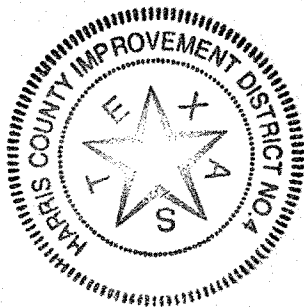
NEXT MEETING

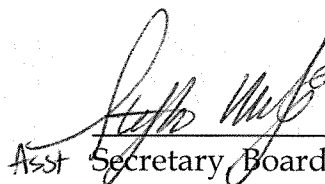
The Board concurred to hold the next Board meeting on May 19, 2013.

ADJOURN

There being no further business to come before them, Director Halick moved to adjourn the meeting. Director Fujimoto seconded the motion and it carried by unanimous vote.

(SEAL)



  
Asst Secretary Board of Directors



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