

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

July 12, 2019

The Board of Directors (the "Board") of Harris County Improvement District No. 4 d/b/a The Energy Corridor District (the "District") met in regular session, open to the public, on the 12th day of July, 2019, at 777 N. Eldridge Pkwy, Suite 270, 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
D. Bruce Fincher	Secretary
Jon Baccus	Assistant Secretary
Peter Elgohary	Director
Donabel Quizon	Director
Tom Halaska	Director
Vacant	Director
David L. Lane	Director

and all of the above were present except Directors Halaska, Quizon and Baccus, thus constituting a quorum.

Also present at the meeting were Fabiana Demarie, Urban Planner for the District; Robert Rayburn, Landscape Architect for the District; Pat Hall of Equi-Tax, Inc.; Jennifer Landreville of ETI Bookkeeping Services ("ETI"); Kristen Hennings and Scott Saenger of Jones & Carter, Inc.; Sergeant Chris Sheffield of Harris County Constable Precinct 5; Rachael Weaver, Community Relations Coordinator for the District; Dan Alexander of Commercial Real Estate Services; Sylvia Moore, member of the public; Tony Argento and Jill Argento of Famers Market Partners; Greg Travis, City of Houston Council Member; and Jessica Holoubek and Nikole Cales 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.

PUBLIC COMMENT

There were no members of the public who wished to address the Board.

APPROVE SWORN STATEMENT, OATH OF OFFICE, AND OFFICIAL BOND OF NEW DIRECTOR

The Board considered approving the Sworn Statements, Oaths of Office, and Official Bonds of Directors Halick and Lane in connection with their re-appointment to the Board by the City of Houston. After review and discussion, Director Elgohary moved to approve the Sworn Statements, Oaths of Office, and Official Bonds executed by Directors Halick and Lane and direct that the documents be filed in the official records of the District, and that the Oaths of Office be filed with the Secretary of State, as required by law. Director Fincher seconded the motion, which passed unanimously.

REORGANIZATION OF BOARD AND EXECUTION OF DISTRICT REGISTRATION FORM

The Board considered reorganizing. Ms. Holoubek stated that the District is required to file an updated District Registration Form with the Texas Commission on Environmental Quality reflecting the new District Director, reappointment of Directors Halick and Lane, and any changes in offices. Following review and discussion and upon a motion made by Director Elgohary and seconded by Director Fincher, the Board voted unanimously to reorganize the Board and authorize execution and filing of the District Registration Form reflecting Director Crawford in position number nine (9) and the following offices:

David W. Hightower	President
Robert Halick	Vice President
D. Bruce Fincher	Secretary
Jon Baccus	Assistant Secretary
Peter Elgohary	Director
Donabel Quizon	Director
Tom Halaska	Director
Vacant	Director
David L. Lane	Director

OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT TRAINING REQUIREMENTS

The Board deferred this item since Directors Halick and Lane have completed the necessary training requirements.

CONFLICT OF INTEREST DISCLOSURE REQUIRED UNDER CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE

Ms. Holoubek reviewed a memorandum from ABHR regarding conflict of interest disclosure required under Chapter 176 of the Texas Local Government Code

and disclosure forms adopted by the Texas Ethics Commission. She stated that pursuant to Chapter 176 of the Texas Local Government Code, the District is required to maintain a List of Local Government Officers. Ms. Holoubek reviewed the updated List of Local Government Officers. After review and discussion, Director Elgohary moved to approve and authorize execution of the List of Local Government Officers and direct that the List be filed appropriately and retained in the District's official records. Director Fincher seconded the motion, which passed unanimously.

#### MINUTES

The Board considered the minutes of the June 14, 2019, regular meeting. Following discussion and review, Director Fincher moved to approve the minutes, as submitted. The motion was seconded by Director Elgohary and passed unanimously.

#### ASSESSMENT AND COLLECTION MATTERS AND STATUS OF HARRIS COUNTY APPRAISAL DISTRICT LAWSUITS

Ms. Hall reviewed the assessment collector's report for June with the Board. She then reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District. Following discussion and review, Director Halick moved to accept the assessment collector's report. The motion was seconded by Director Elgohary and passed by unanimous vote.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Hall reviewed the June financial report with the Board, including the bills presented for payment from the District's accounts. Following review and discussion, Director Halick moved to approve the bookkeeper's report and payment of the bills presented in the report, as amended. Director Elgohary seconded the motion, which was approved by unanimous vote.

#### 2019 VARIANCE BUDGET

The Board reviewed the 2019 budget and a budget summary for the 2019 year to date.

#### PARK ROW COMPLETION PROJECT

Ms. Hennings updated the Board on the Langham Creek bank restoration project and stated she is coordinating with the City of Houston for plan approval.

## ECD PUBLIC SAFETY

Sergeant Sheffield updated the Board regarding security matters in the District and reviewed the report on June patrols and activity. He updated the Board regarding tire and wheel theft in the District.

## CONSTRUCTION PROJECTS UPDATE

Ms. Demarie updated the Board regarding construction projects in the District.

### MEMORIAL DRIVE AND ELDRIDGE PARKWAY INTERSECTION UPDATE

Ms. Demarie updated the Board regarding the Memorial Drive and Eldridge Parkway intersection project and noted the project is expected to be completed in the fourth quarter of 2019.

She reported regarding ongoing issues with the City of Houston and their contractor for the Memorial Drive reconstruction project. She stated the District has not been able to mobilize its contractor as scheduled due to delays with the City of Houston completing its portion of the project. She stated that the delays continue to require additional time from Kimley-Horn to meet and coordinate with the City of Houston, its contractor and the District's contractor. Ms. Demarie stated last month the Board approved a proposal for additional services with Kimley-Horn. She stated Kimley-Horn has estimated the additional services will cost \$5,000 per month for the next six months totaling \$30,000, for the remainder of the 2019 calendar year, until construction is complete. Following review and discussion, Director Fincher moved to approve service proposal with Kimley-Horn for additional services. Director Halick seconded the motion, which was approved by unanimous vote.

Councilmember Travis reported he does not have an estimated completion date for this project.

### MEMORIAL/DAIRY ASHFORD SIDEWALKS

Ms. Demarie updated the Board regarding the Memorial/Dairy Ashford Sidewalk project.

## TRANSPORTATION

Mr. Rayburn reported on an inquiry from Trammell Crow requesting the District to install traffic signal modifications at the intersection on N. Eldridge Parkway to improve traffic movements for northbound traffic. He recommended the Board approve a proposal with CityLynx Construction in the amount of \$8,900.00 to install traffic sign modifications and noted the funding will be drawn from the 2019 transit planning

budget. Following review and discussion, Director Elgohary moved to approve the proposal with CityLynx Construction in the amount of \$8,900.00 to install traffic signal modifications. Director Halick seconded the motion, which was approved by unanimous vote.

#### FARMERS MARKET, INCLUDING CONTRACT AMENDMENT

Ms. Weaver gave an update on the District's Farmers Market. She discussed Farmers Market Partners ("FMP") and their role in increasing vendors and foot traffic for various farmers markets in the area. Ms. Weaver introduced Mr. Argento and Ms. Argento of FMP. Ms. Argento discussed FMP origination, growth, business model and promotion of local farmers markets and vendors. She stated FMP partners will approximately 280 different vendors and assists three farmers markets in the Houston area. Mr. Argento discussed his experience and role with FMP and site logistics of the District's current location. Ms. Argento stated FMP is interested in assuming the management of the District's farmers market. Ms. Holoubek presented and reviewed a Service Agreement with FMP for management of the District's farmers market and a Usage Agreement with HUSA, which outlines the District's ability to utilize the specified property for the farmers market. After review and discussion, Director Lane moved to approve the Service Agreement with FMP and the Usage Agreement with HUSA and direct that they be filed appropriately and retained in the District's records. Director Elgohary seconded the motion, which passed unanimously.

#### CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A DISTRICT EMPLOYEE

The Board convened in executive session at 9:19 a.m.

#### RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 9:55 a.m. No action was taken in open session.

#### NEXT MEETING

The Board noted the next regular meeting will be held on August 9, 2019 at 8:30 a.m.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned.

(SEAL)

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Secretary, Board of Directors