

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

June 14, 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 14th day of June, 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, thus constituting a quorum.

Also present at the meeting were Ali Lamkahouan, Controller for the District; Fabiana Demarie, Urban Planner for the District; Robert Rayburn, Landscape Architect for the District; Pat Hall of Equi-Tax, Inc.; Kristen Hennings and Scott Saenger of Jones & Carter, Inc.; Sergeant Chris Sheffield of Harris County Constable Precinct 5; Cindy Yeglan and Diane Guillerman of Super Neighborhood No. 17 ("SN 17"); Kathy DeBay, marketing manager of the Energy Corridor Farmer's Market; Chase Crawford, member of the public; Marguerite Dunlap of METRO; 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

Director Hightower discussed implementing a public comment policy and the Board reviewed the proposed policy. After review and discussion, Director Lane moved to approve the Public Comment Policy, as amended. Director Elgohary seconded the motion, which passed unanimously.

Ms. Yeglan introduced herself and Ms. Guillerman stated they are representing

SN 17. She discussed the duties and purposes of the organization. Ms. Yeglan stated SN 17 is interested in the progress of the repairs at Memorial Drive and Eldridge Parkway and requested the Board consider designating a delegate and alternate to attend the SN 17 meetings.

Ms. DeBay introduced herself and updated the Board regarding the Energy Corridor Farmer's Market ("Market"). She stated she is focusing on marketing to increase foot traffic to the Market. Ms. DeBay stated a large market will occur on June 29, 2019 and noted 25 vendors have been secured for the event. She stated her contract allots 15 hours per week to prepare for and advertise the Market and stated this is no longer enough time to complete necessary tasks. Ms. DeBay requested the Board consider increasing the time allowed to 20 hours per week. Discussion ensued regarding the Market location.

### MINUTES

The Board considered the minutes of the May 10, 2019, regular meeting. Following discussion and review, Director Lane moved to approve the minutes, as amended. 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 May 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 Elgohary moved to accept the assessment collector's report. The motion was seconded by Director Baccus and passed by unanimous vote.

### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Hall reviewed the May 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. Director Lane seconded the motion, which was approved by unanimous vote.

### 2019 VARIANCE BUDGET

Mr. Lamkahouan distributed and 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. She said they received written plan approval from the United States Army Corps of Engineers. Ms. Hennings stated they will now submit the plans for City of Houston approval and requested authorization to advertise the project upon approval receipt. After review and discussion, Director Elgohary moved to authorize the District's engineer to advertise for bids for the Langham Creek bank restoration project. Director Halick seconded the motion, which passed unanimously.

ECD PUBLIC SAFETY

Sergeant Sheffield updated the Board regarding security matters in the District and reviewed the report on May patrols and activity. Discussion ensued regarding "jugging" and the Board requested information and tips to avoid "jugging" be included in the next newsletter and on the District's website.

CARSHARE PROJECT UPDATE

Mr. Lamkahouan updated the Board on utilization of the Enterprise CarShare program and user statistics regarding the same. He responded to questions regarding membership and minimum utilization requirements. Mr. Lamkahouan noted the program did not meet projected goals and recommended the Board reevaluate its contract with Enterprise. After review and discussion, Director Baccus moved to decline participating in the CarShare project and directed Mr. Lamkahouan to terminate the District's contract with Enterprise within the appropriate timeline so as to avoid any penalties. Director Halick seconded the motion, which passed unanimously.

PLANNING PROJECTS UPDATE

UPDATE REGARDING REQUEST FOR QUALIFICATIONS FOR LANGHAM PARK MASTER PLAN

Mr. Rayburn updated the Board regarding the request for qualifications for the development of a signature/destination park within the District on Langham Creek. He presented and reviewed a proposal from Clark Condon Associates reflecting the scope of work to design the project and prepare a master parks plan in the amount of \$125,000, plus reimbursables ("Proposal"). After review and discussion, Director Elgohary moved to approve the Proposal and direct that it be filed in the District's records. Director Fincher seconded the motion, which passed unanimously.

MAINTENANCE PROJECTS UPDATE

Ms. Demarie updated the Board regarding maintenance projects and stated Occidental Petroleum (“Oxy”) has requested the Board consider partnering with them to plant 21 live oak trees in the three medians on the east side of Eldridge Parkway. She stated the total cost is \$3,400 and Oxy has agreed to maintain the medians after installation. After review and discussion, Director Lane moved to authorize a contribution in the amount of \$3,400 for the planting of 21 live oak trees in the three medians on the east side of Eldridge Parkway. Director Elgohary seconded the motion, which passed unanimously.

Mr. Rayburn discussed bus shelter maintenance and noted a shelter was struck by a concrete truck resulting in significant damage. He stated the District’s staff is coordinating with the insurance companies for the District and at fault party before installing a new shelter. Mr. Rayburn stated the anticipated cost to install a new bus shelter is approximately \$39,000, excluding soft costs.

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.

MEMORIAL/DAIRY ASHFORD SIDEWALKS

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

ASPHALT OVERLAY REHABILITATION

Ms. Demarie stated the City of Houston is resurfacing the sidewalks from Addicks Howell Road from Interstate Highway 10 to Memorial Drive beginning in June, 2019, which is expected to take 90 days to complete.

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 did not convene in executive session.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board did not convene in executive session.

Ms. Weaver updated the Board regarding the status of the utility cabinet painting.

Mr. Crawford introduced himself, stated he is with Granite Properties and expressed his interest in serving on the Board.

Mr. Holoubek updated the Board regarding the City of Houston's intention to appoint/ reappoint directors.

NEXT MEETING

The Board noted the next regular meeting will be held on July 12, 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