

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

March 8, 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 8th day of March, 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
Peter Lee	Director
David L. Lane	Director

and all of the above were present except Directors Halick, Lee and Baccus, 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; Michelle Lofton of ETI Bookkeeping Services; Pat Hall of Equi-Tax, Inc.; Kristen Hennings and Scott Saenger of Jones & Carter, Inc.; Sergeant Phillip Bennett of Harris County Constable Precinct 5; Maricella Quinones and Ricardo Rodriguez of Live Oak Apartments; John Shakarjian Jr. of Occidental Petroleum Corporation; representing Asakura Robinson Company, LLC ("Asakura") were Erin Cannon, Carol Harrison and Timothy E. Buscha of IDS Engineering, Benito Gurrier of Kirksey Architecture and Asakura Robinson of Askura; representing Clark Condon Associates ("CC") were Brady Dietert of Overland Partners, Charlie Penland of Walter P. Moore and Associates, Inc., Keith Morgan of Berg Oliver Associates, Inc., and Sheila Condon and Elizabeth Gilbert of CC; representing Terrain Studio ("Terrain") were Raj Tanwani of Gunda Corporation, LLC, Tim Marshall of ETM Associates, LLC and Brad Cowan and Scott Stanley of Terrain; and Jessica Carr 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.

MINUTES

The Board considered the minutes of the February 8, 2019, regular meeting. Following discussion and review, Director Halaska moved to approve the minutes, as submitted. The motion was seconded by Director Lane and passed unanimously.

ACCEPT RESIGNATION OF DIRECTOR JOHNSTON AND APPOINT NEW DIRECTOR

Ms. Carr stated Mr. Johnston submitted his resignation from the Board. The Board commended Director Johnston's contributions to the District and wished him well in his future endeavors.

The Board next considered appointing Donabel Quizon to the Board, who has been recommended by Occidental Petroleum Corporation to replace Director Johnston in Board position number four (4) for the unexpired term ending June 1, 2021.

After review and discussion, Director Elgohary moved to accept Director Johnston's resignation and appoint Donabel Quizon to position number four (4) on the Board. Director Lane seconded the motion, which passed unanimously.

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

The Board considered approving the Sworn Statement, Oath of Office, and Official Bond of Director Quizon in connection with her appointment to the Board at the prior meeting. After review and discussion, Director Elgohary moved to approve the Sworn Statement, Oath of Office, and Official Bond executed by Director Quizon and direct that the documents be filed in the official records of the District, and that the Oath of Office be filed with the Secretary of State, as required by law. Director Lane seconded the motion, which passed unanimously.

REORGANIZATION OF BOARD AND EXECUTION OF DISTRICT REGISTRATION FORM

The Board considered reorganizing. Ms. Carr 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 and any changes in offices. Following review and discussion and upon a motion made by Director Elgohary and seconded by Director Lane, the Board voted unanimously to reorganize the Board and

authorize execution and filing of the District Registration Form reflecting Director Quizon in position number four (4) 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
Peter Lee	Director
David L. Lane	Director

#### OPEN MEETINGS ACT AND PUBLIC INFORMATION ACT TRAINING REQUIREMENTS

Ms. Carr presented a memorandum to Director Quizon regarding the Open Meetings Act and Public Information Act training requirements. She stated that each elected or appointed public official is required to complete a course of training regarding responsibilities of the governmental body and its members under the Texas Open Meetings Act, Chapter 551, within 90 days of taking the oath of office. Ms. Carr then discussed the methods by which Director Quizon can receive the required training and requested that she forward her certificate of completion to ABHR for the District's records.

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

Ms. Carr 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. Carr 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 Lane seconded the motion, which passed unanimously.

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

Ms. Hall reviewed the assessment collector's report for February 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 Halaska moved to accept the assessment collector's report. The motion was seconded by Director Lane and passed by unanimous vote.

#### FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the February financial report with the Board, including the bills presented for payment from the District's accounts. The Board requested Ms. Lofton add check numbers for checks issued from the "undesignated prior year surplus funds" account to reflect payments are being made for tax account settlements.

In response to questions from the Board, Ms. Lofton stated the check issued to Mainlanes was for tree removal and protection at the corner of CVS.

Following review and discussion, Director Elgohary moved to approve the bookkeeper's report and payment of the bills presented in the report. Director Halaska 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 are working with the U.S. Army Corps of Engineers to obtain final plan approval prior to advertising the project for bids.

#### ECD PUBLIC SAFETY

Sergeant Bennett updated the Board regarding security matters in the District and reviewed the report on February patrols and activity.

The Board discussed credit card skimmer incidents occurring at gas stations within the District and directed Ms. DeMarie to post information on the District's website and in the newsletter regarding safeguards individuals can take to prevent credit card fraud.

#### PLANNING

There was no discussion regarding this item.

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 stated Asukura, Terrain and CC will present information regarding their vision for and ability to undertake the project. Mr. Rayburn stated Sasaki declined the offer to present due to logistical issues.

The Board concurred to revisit this item and to convene in executive session at this time.

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

At 9:06 a.m., Director Hightower announced that the Board would convene in executive session. All other attendees left the meeting except for the Board members, Ms. Carr and Ms. Cales.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

At 9:25 a.m., Director Hightower announced that the Board would reconvene in open session.

After reconvening in open session, Director Lane moved to (1) engage Allen Austin to assist in the District's search for and recruitment of an Executive Director; and (2) authorize Ms. Demarie to begin the recruitment process for a Communications Coordinator for the District. Director Fincher seconded the motion, which passed unanimously.

CONSTRUCTION PROJECTS UPDATE

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

MEMORIAL DRIVE AND ELDRIDGE PARKWAY INTERSECTION UPDATE

There was no discussion on this matter.

MEMORIAL/DAIRY ASHFORD SIDEWALKS

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

COMMUNICATIONS COORDINATOR EMPLOYMENT SEARCH

It was noted the Board took action regarding this matter upon reconvening in open session.

UPDATE REGARDING REQUEST FOR QUALIFICATIONS FOR LANGHAM PARK MASTER PLAN CONTINUED

Mr. Asakura introduced himself and his team. They discussed Asakura's qualifications, experience and its proposed approach to the project.

Ms. Condon introduced herself and her team. They discussed CC's qualifications, experience and its proposed approach to the project.

Mr. Stanley introduced himself and his team. They discussed Terrain's qualifications, experience and its proposed approach to the project.

NEXT MEETING

The Board noted the next regular meeting will be held on April 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