

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

May 8, 2015

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 8th day of May, 2015, 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
Sean Tackett	Director
Peter D. Johnston	Director
Chuck Cervas	Director
Debbie Fujimoto	Director

and all of the above were present except Directors West, Tackett and Cervas, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Katherine Wallace, Finance and Economic Development Manager for the District; Kelly Rector, Transportation Coordinator for the District; Rachael Weaver, Community Relations Coordinator for the District; John Nuñez, Transportation Manager for the District; Robert Rayburn, Senior Project Manager for the District; Scott Barker of HDR, Inc.; Joshua Bowie and Les Lee of eSiteful; Pat Hall of Equi-Tax, Inc.; Michelle Lofton of ETI Bookkeeping Services; Darren Willis of Jones & Carter, Inc.; Marguerite Dunlap with METRO; Julia McCain of McCall Gibson Swedlund Barfoot PPLC; Ty Jacobson, Steve Spillette, and Kirby Snideman of CDS Market Research; and Jessica Holoubek and Veronica Seguin of Allen Boone Humphries Robinson LLP.

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 April 10, 2015, regular meeting. Following discussion and review, Director Fincher moved to approve the minutes as

submitted. The motion was seconded by Director Halick and passed unanimously.

LETTER TO CITY OF HOUSTON FOR APPOINTMENT OF DIRECTORS FOR POSITIONS 6, 7, 8, AND 9

The Board reviewed a proposed letter to the City of Houston requesting that Directors Cervas, Halick, West, and Kmeal Winters, to replace Director Fujimoto, be appointed to terms ending June 1, 2019. Following review and discussion, Director Fincher made a motion that the Board authorize execution of the letter to the City of Houston regarding director appointments. The motion was seconded by Director Halick and carried by unanimous vote.

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

Ms. Hall reviewed the assessment collector's report for April, a copy of which is attached. She also 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 Johnston and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the April 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 Halick moved to approve the bookkeeper's report and payment of the bills presented in the report. Director Fujimoto seconded the motion, which was approved by unanimous vote.

2015 YTD VARIANCE BUDGET

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

AUDIT FOR FISCAL YEAR END DECEMBER 31, 2014

Ms. McCain presented the audit for the fiscal year ending December 31, 2014 and discussed reporting changes from the previous year. Director Hightower provided comments to the audit. Following discussion, Director Fincher moved to approve the audit for the fiscal year ending December 31, 2014, inclusive of Director Hightower's comments and subject to review and comments by ABHR and District directors. Director Halick seconded the motion and it passed unanimously.

## 2015-2024 SERVICE AND IMPROVEMENTS PLAN UPDATE

Mr. Martinson stated that a public hearing has been advertised and certified letters have been sent to property owners regarding the May 22, 2015, public hearing regarding the 2015-2024 Service Plan. He then reviewed the proposed budget allocation for the 2015-2024 Service Plan and a memorandum regarding the proposed Service Plan, which was sent to stakeholders.

## CDS MARKET RESEARCH PRESENTATION

Mr. Jacobson gave a presentation on the findings of the District Land Use and Demographics Study. Mr. Spillette responded to Board questions regarding traffic tracking. The Board directed Mr. Martinson to post the presentation to the District's website.

## HDR TRANSIT PLAN PRESENTATION

Mr. Barker discussed a recommendation for commuter transit services to the District, including a circulator service in the District. He reviewed possible linked internal circulation transit services and associated cost and financing options. He recommended that the first route to be implemented be from the Katy Millis Mall area into the District along with a western District circulator bus route. He then reviewed a 10 year operating budget scenario, excluding revenues received from potential fare collections. After discussion, Director Fincher moved to authorize HDR and District staff to begin discussions with the appropriate officials to identify options for commuter facilities, funding sources, and potential transit providers and to seek letters of support from District stakeholders. Director Johnston seconded the motion, which passed unanimously.

## ECD CAR SHARE PROGRAM CMAQ GRANT

Ms. Rector reported on the CMAQ Car Share grant program and efforts to identify potential locations for additional vehicles. She noted that H-GAC has approved Year 3 funding for the program. She reviewed promotional efforts that have been undertaken to promote the program.

## ECD BIKE TO WORK DAY

Ms. Rector reported that the District's 11<sup>th</sup> annual Bike to Work Day would be held on May 14, 2014. She discussed media and advertising efforts that have been implemented to promote the event.

## PARK ROW COMPLETION PROJECT

Mr. Willis requested authorization to advertise for construction of Park Row, Phase II. He noted that the Phase II work would likely be divided among three contracts, each of which would be advertised and bid separately.

Director Hightower updated the Board on the status of various agreements required by the U.S. Army Corps of Engineers ("USACE") in connection with permitting for Phase II of the Park Row Completion Project.

Mr. Willis reviewed the status of the District's street lighting contracts.

Ms. Wallace reviewed the monthly expenses associated with Phase II Park Row Completion Project totaling \$56,878.30 to be paid from capital funds.

After review and discussion, Director Johnston moved to (1) authorize advertisement of construction of Park Row, Phase II, as discussed by Mr. Willis; and (2) approve payment of the Phase II monthly expenses from the District's capital fund. Director Fincher seconded the motion, which passed unanimously.

## GENERAL MANAGER'S REPORT

Mr. Martinson reviewed upcoming related District events and presented construction photos of Fortsmith Street.

## HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND CODE ENFORCEMENT UPDATE

Ms. Wallace discussed the District's security patrols, neighborhood protection, and code enforcement. She stated that no crime statistics report has been made available for the prior month.

## 2015 TEXAS LEGISLATURE UPDATE

Mr. Martinson discussed legislation of interest that has been introduced in the 2015 Regular Session of the Texas Legislature.

## NEXT MEETING

The Board discussed next month's meeting date and concurred to hold the next regular Board meeting on June 12, 2015, subject to confirming a quorum.

## RESIGNATION OF DIRECTOR FUJIMOTO

Mr. Martinson stated that Director Fujimoto has submitted her resignation from the Board. He stated that Kmeal Winters has been recommended as her replacement.

After discussion, Director Fincher moved to accept the resignation of Director Fujimoto. Director Halick seconded the motion, which passed unanimously.

ADJOURN

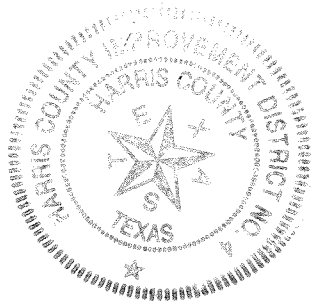
There being no further business to come before the Board, Director Johnston moved to adjourn the meeting. Director Halick seconded the motion, which was unanimously approved.



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Secretary, Board of Directors

(SEAL)



LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Assessment collector's report.....	2
Cash management, capital funds report, and investment report.....	2
Year-to-date budget summary .....	2