

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

June 12, 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 12th day of June, 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
VACANT	Director

and all of the above were present except Directors Moskowitz, Fincher, and Tackett, 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; Fabiana Demarie, future Urban Planning Associate for the District; Scott Barker of HDR, Inc.; Joshua Bowie and Les Lee of eSiteful; Pat Hall of Equi-Tax, Inc.; 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; Peter Elgohary, a potential Board member; 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 May 8, 2015, regular meeting.

Following discussion and review, Director Cervas moved to approve the minutes as submitted. The motion was seconded by Director Johnston and passed unanimously.

RE-APPOINTMENT OF DIRECTORS CERVAS, HALICK AND WEST AND APPOINTMENT OF DIRECTOR WINTERS

Mr. Martinson noted that the City of Houston (the "City") has approved the re-appointment of Directors Cervas, Halick and West and the appointment of Kmeal Winters to the Board and has approved new terms for reappointed directors. Director Johnston moved to (1) re-appoint Directors Cervas, Halick and West to the Board; (2) appoint Kmeal Winters to the Board; and (3) accept the Sworn Statements, Official Bonds and Oaths of Office of Directors Cervas, Halick, West and Kmeal Winters. Director Hightower seconded the motion, and it carried by unanimous vote.

Ms. Holoubek reviewed Open Meeting Act and Public Information Act training requirements and Conflict of Interest Disclosure matters with the Board.

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

Ms. Hall reviewed the assessment collector's report for May, 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 West and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Hall reviewed the May 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 approve the bookkeeper's report and payment of the bills presented in the report. Director Johnston 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.

HEARING EXAMINER'S REPORT AND PROPOSAL FOR DECISION FOR PUBLIC HEARING REGARDING ASSESMENT ROLL

Director Halick reported on the 2015-2014 Service and Improvement and Assessment Plan Hearing. Ms. Holoubek presented and reviewed a Hearing Examiner's Report. She stated that the District will have a hearing in the fall to adopt the 2015

assessment roll and set the tax levy. After review and discussion, Director West moved to (1) approve the Hearing Examiner's Report and direct that it be filed appropriately and retained in the District's official records. Director Johnston seconded the motion, which passed unanimously.

ORDER GRANTING PETITION; APPROVING THE 2015-2024 SERVICES, IMPROVEMENTS AND ASSESSEMTN PLAN, AND ASSESSEMENT ROLL; LEVYING ANNUAL ASSESSMENTS AGAINST PROPERTY WITHIN THE DISTRICT FOR A TEN-YEAR PERIOD; SPECIFYING THE METHOD OF PAYMENT AND THE AMOUNT OF ANNUAL INSTALLMENTS OF THE ASSESSMENT; PROVIDING PENALTIE AND INTEREST ON DELINQUENT ASSESMENT; AND AUTHORIZING THE COLLECTION OF ASSESSMENTS

Ms. Holoubek presented and reviewed an Order Granting Petition; Declaring Complete the District's 2006-2015 Service and Improvement Plan and Assessment Plan; Approving the 2014-2024 Service and Improvement Plan and Assessment Plan and an Assessment Roll for the District; Levying Annual Assessment Against Property Within the District for a Ten-Year Period; Specifying the Method of Payment and the Amount of Annual Installments of the Assessment; Providing Penalties and Interest on Delinquent Assessment; and Authorizing the Collection of Assessments. After review and discussion, Director West moved to adopt the Order Granting Petition direct that the Hearing Examiner's Report and direct that the Order Granting Petition be filed appropriately and retained in the District's official records. Director Johnston seconded the motion, which passed unanimously.

ENERGY COORIDOR MASTER PLAN REPORT PRINTING ESTIMATE

Mr. Martinson reported that EMCO Press will charge \$1,902.00 to print 50 copies of the Master Plan Report or \$2,897.00 to print 100 copies of the Master Plan Report. After discussion, Director West moved to approve EMCO Press to print 200 copies of the Master Plan Report. Director Halick seconded the motion, which passed unanimously.

ECD MASTER PLAN URBAN PLANNER

Mr. Martinson introduced Fabiana Demarie, Urban Planning Associate for the District. He stated she will start work with the District on June 22, 2015.

ECD TRAFFIC COUNT PROPOSAL

Mr. Martinson presented and reviewed a proposal from Walter P. Moore for a traffic study of traffic patterns on Eldridge Parkway in the amount of \$6,900. Mr. Martinson stated that the study will count the number of cars coming into the District

along Eldridge Parkway and leaving via I-10 or via Eldridge Parkway. Discussion ensued regarding the timing of the project and future development in the District that may further impact that study. After discussion, the Board concurred to table approval of the study until additional development and construction in the District has been completed and authorized Mr. Martinson to request proposals for a broader scale traffic study of the entire District.

IH 10 INTERSECTIONS ENHANCEMENT PROJECT SHADE STRUCTURE PROTOTYPE PROPOSAL

Mr. Martinson presented and reviewed bids from NEC and SDC in the amounts of \$35,964.00 and \$92,862.00, respectively for construction of a shade structure along intersections in the District. He noted that the Texas Department of Transportation ("TxDOT") will not reimburse the District for construction of a prototype shade structure. The Board concurred with Mr. Martinson's recommendation to postpone the shade structure project until TxDOT bids the project in 2016.

APPROVE MAINTENANCE SERVICE AGREEMENTS

The Board reviewed Service Agreements between the District and the Tikon Group, Williams Architectural Signage, and Bio Landscape & Maintenance to service routine monthly maintenance and repair items for the District. Mr. Rayburn noted that each Service Agreement includes a monthly invoice cap of \$5,000. After review and discussion, Director West moved to approve the Service Agreements between the District and the Tikon Group, Williams Architectural Signage, and Bio Landscape & Maintenance, as presented. Director Johnston seconded the motion, which passed unanimously.

ECD TRANSIT PLAN UPDATE

Mr. Nuñez updated the Board on the status of the District transit plan. He stated the Houston-Galveston Area Council has indicated that approximately \$3,000,000 in federal grant funds may be available to fund the plan improvements. He stated that the District is in the process of preparing a grant application and soliciting letters of support for plan improvements.

ECD CAR SHARE PROGRAM CMAQ GRANT

Ms. Rector reported on the CMAQ Car Share grant program grant.

PARK ROW COMPLETION PROJECT

Mr. Willis requested authorization to advertise for construction of Park Row, Phase II.

Mr. Willis presented and recommended approval of Pay Estimate No. 9 (revised), in the amount of \$59,968.75, and Pay Estimate No. 10 (Final), in the amount of \$373,286.43, to Menade, Inc. for construction of Park Row utility, drainage and paving improvements from SH-6 to Eldridge – Phase I.

Mr. Willis presented and recommended approval of Pay Estimate No. 1, in the amount of \$60,795.60, to JNM Services, Inc. for clearing and grubbing of for Park Row – Phase II, subject to receipt of executed contracts.

Mr. Willis presented and recommended approval of Pay Estimate No. 1, in the amount of \$28,395.00, to TJ & T Enterprises, Inc. for installation of electrical poles for Park Row.

Mr. Willis reported that the Phase II Force Main project is in the process of advertising for bids.

Mr. Willis stated in order to obtain U.S. Army Corps of Engineers (“USACE”) approval for horizontal directional drilling under Langham Creek for the force main, a Delft equation calculation must be prepared. He stated that a proposal for additional services from Terracon has been solicited and the General Manager executed the agreement on June 1, 2015. Mr. Willis requested ratification of approval of the agreement between the District and Terracon.

Ms. Wallace reviewed the monthly expenses associated with Phase II Park Row Completion Project totaling \$30,576.71 to be paid from capital funds.

Director Hightower updated the Board on the status of various agreements and permits required by USACE in connection with permitting for Phase II of the Park Row Completion Project.

Ms. Holoubek and Director Hightower reviewed a Tribal Cultural Monitor Service Agreement to appoint a representative to monitor the archaeological exploration and construction related to Phase II of the Park Row Completion Project.

After review and discussion, and based on the engineer’s recommendation, Director Cervas moved to (1) approve the Pay Estimates, as presented and discussed; provided, however that pay estimate no. 10 for Menade, Inc. should not be released until the City of Houston has accepted the project in writing; (2) approve ratification of the Agreement for Services between the District and Terracon; (3) approve the monthly expenses associated with the Phase II Park Row Completion Project; and (4) authorize

execution of the Tribal Cultural Monitor Service Agreement. Director West seconded the motion, which passed unanimously.

GENERAL MANAGER'S REPORT

Mr. Martinson reviewed upcoming related District events.

HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND CODE ENFORCEMENT UPDATE

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

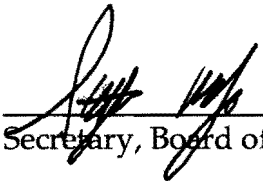
NEXT MEETING

The Board discussed next month's meeting date and concurred to hold the next regular Board meeting on July 10, 2015, subject to confirming a quorum.

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.




Asst. Secretary, Board of Directors

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