

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

September 19, 2014

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 19th day of September, 2014, 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 Moskowitz, Tackett, and Cervas, thus constituting a quorum.

Also present at the meeting were Sarah Plunkett and Laura Williamson of ECHO (The Energy Corridor of Houston Orchestra); Clark Martinson, General Manager for the District; Katherine Wallace, Finance and Economic Development Manager for the District; Rachael Weaver, Community Relations Coordinator for the District; Kelly Rector, Transportation Coordinator for the District; John Nuñez, Transportation Manager for the District; Les Lee and Joshua Bowie of eSiteful; Pat Hall of Equi-Tax, Inc.; Michelle Lofton of ETI Bookkeeping Services; Darren Willis of Jones & Carter, Inc.; and Trey Lary and Kristen Hogan 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 August 8, 2014, regular meeting. Following discussion and review, Director Fincher moved to approve the minutes as submitted. The motion was seconded by Director Johnston and passed unanimously.

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

Ms. Hall reviewed the assessment collector's report for August, 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.

Ms. Hall reported that the District's 2014 certified and uncertified appraised value is approximately \$3,200,000,000. After discussion and upon a motion made by Director Halick and seconded by Director Fincher, the Board voted unanimously to authorize the District's staff and assessment collector to set the supplemental assessment hearing date and send out proper notice of same.

Following discussion and review, Director Johnston moved to accept the assessment collector's report. The motion was seconded by Director Halick and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the August 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. Mr. Martinson noted that monies from the capital projects fund, the City of Houston, and the Houston Housing Finance Corporation loan will be used toward the costs of the Park Row Phase II project. Following review and discussion, Director Johnston 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.

2014 YEAR-TO-DATE VARIANCE BUDGET

Ms. Wallace reviewed the year-to-date budget summary, a copy of which is attached. She noted that the District has not received revenues for the JARC 75 Eldridge Crosstown bus program since June.

ESTABLISH FY 2015 BUDGET COMMITTEE AND SCHEDULE

Ms. Wallace announced 2015 budget committee meetings are proposed be held at lunch every Wednesday beginning September 24th through the end of October. She invited directors to attend. After discussion regarding director conflicts on Wednesdays, the Board and Ms. Wallace concurred to hold 2015 budget committee meetings at 11:30 a.m. every Tuesday beginning September 30th through the end of October.

FEDERAL GRANT PROJECTS

Ms. Rector reported on the CMAQ Car Share grant program, including recent press inquiries and news articles. She said a new vehicle should be operational at the Eldridge Oaks property in October. Ms. Rector then reviewed the August financial report for the project.

Ms. Rector next updated the Board on the JARC 75 Eldridge Crosstown bus program, noting the Free Ride Friday campaign is ending at the end of the month. She reviewed ridership activity reflecting a steady increase over the 4.5-year grant period. Ms. Rector then reviewed the August financial report for the program.

YEAR 2 CAR SHARE CONTRACT WITH H-GAC AGREEMENT

Mr. Nuñez reviewed the contract between the District and the Houston-Galveston Area Council ("HGAC") for the second year of the Energy Corridor Car Share project, which began on July 1, 2014. He said the year two budget is \$111,950, with 50% of the expenses being reimbursable. Mr. Nuñez then discussed vehicle utilization and revenues from the first year of the project. After review and discussion, Director Fincher moved to authorize execution of the year two contract with HGAC. Director Johnston seconded the motion, which passed unanimously. Director Hightower requested that this information be included in a future newsletter article.

ADDITIONAL SERVICES FOR FORTSMITH STREET CONSTRUCTION INSPECTIONS AND OVERSIGHT PROPOSAL

Mr. Martinson discussed a proposal from Walter P. Moore for engineering, inspection, surveying, and lab testing services for the Fortsmith Street paving and drainage project. After review and discussion, Director Halick moved to approve the proposal from Walter P. Moore for a total cost not to exceed \$14,305.05, which includes a 10% contingency. Director Fujimoto seconded the motion, which passed unanimously.

CLEAN OUT CITY OF HOUSTON STORM SEWER PIPES CONNECTED TO FORTSMITH STREET PROPOSAL

Mr. Martinson reported on sediment buildup in the storm drains serving the Fortsmith project that has not been cleaned out by the City of Houston. He discussed a proposed change order to the Fortsmith construction contract with Jerdon Enterprise, L.P. to clean out the storm sewer lines and dispose of debris offsite for a cost of \$7,175.68, which includes a 10% contingency. After discussion, Director West moved to approve a change order to the Fortsmith contract in the amount of \$7,175.68 for storm sewer cleanout. Director Fincher seconded the motion, which passed unanimously.

THE ENERGY CORRIDOR DISTRICT AREA MASTER PLAN AGREEMENT WITH SASAKI

Mr. Martinson reviewed a proposal from Sasaki Associates, Inc. for the District's Area Master Plan. He discussed the work to be done by Sasaki Associates, Inc. in coordination with Gensler and Looney, Ricks Kiss and noted the total proposal cost of \$400,000 would be split between the District's 2014 and 2015 budgets. After review and discussion, Director Fincher moved to approve the proposal and authorize the President to execute an agreement with Sasaki and Associates, Inc. for a cost of \$400,000, subject to review by the other Board members not in attendance at today's meeting. Director West seconded the motion, which passed unanimously. Mr. Martinson said he will send the proposal to the other Board members for review.

ENERGY CORRIDOR DISTRICT 2015-2034 SERVICE PLAN

Mr. Martinson reviewed a preliminary summary of the expenses associated with the District's 2015-2034 Service Plan. He distributed and reviewed a proposed executive summary for the Service Plan to be sent to property owners. Mr. Martinson then distributed and reviewed a list of property owners within the District, based on property value. Discussion ensued regarding the timing for submission of Service Plan petitions from property owners. After review and discussion, Director Johnston moved to authorize printing and distribution of the final executive summary with appendix. Director Halick seconded the motion, which passed unanimously.

PARK ROW COMPLETION PROJECT

Mr. Martinson discussed a proposed Change Order No. 1 for the Park Row phase I landscaping and irrigation project, which is recommended for approval by the landscape architect for the project, Clark Condon Associates. He said Change Order No. 1 would decrease the total contract amount by \$12,872.60. Director West made a motion to approve Change Order No. 1 for a net deduct of \$12,872.60, based on the landscape architect's recommendation. Director Fujimoto seconded the motion, which passed unanimously.

Mr. Martinson next presented the Certificate of Substantial Completion for the Park Row phase I landscaping and irrigation project, which has been executed by Clark Condon Associates and is recommended for Board approval and execution. Upon a motion made by Director Hightower and seconded by Director Fincher, the Board voted unanimously to approve and authorize execution of the Certificate of Substantial Completion.

Mr. Martinson then discussed modifications required by CenterPoint Energy to allow for installation of street lights on Central Park West and Park Row as part of the Park Row phase I project. He said three proposals were solicited and one proposal was

received from TJ&T Enterprises, Inc. in the amount of \$18,632. After discussion, Director Halick moved to authorize the President to execute a contract with TJ&T Enterprises, Inc. for a cost not to exceed \$20,495.20 for the work related to the street lights, which includes a 10% contingency, subject to approval of the contract documents, bonds, and insurance by ABHR. Director West seconded the motion, which passed unanimously.

Mr. Willis updated the Board on the Park Row phase II project, including the status of permitting. Director Hightower noted that he recently executed one of the U.S. Army Corps of Engineers permit documents.

Ms. Wallace reviewed the monthly expenses associated with phases I and II of the Park Row Completion Project totaling \$117,699.90. She said the District has capital funds available to cover the expenses and, therefore, no draw request from the Houston Housing Finance Corporation loan is necessary. After discussion and review, Director West moved to approve payment of the monthly expenses from the District's capital fund. Director Halick seconded the motion, which carried unanimously.

HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND CODE ENFORCEMENT UPDATE

Ms. Wallace reviewed reports on the District's security patrols, neighborhood protection, and code enforcement.

GENERAL MANAGER'S REPORT

Mr. Martinson reviewed the General Manager's report. He reported on the status of projects underway and master planning efforts. He also presented and discussed the final West Houston Mobility Plan.

NEXT MEETING

The Board concurred to hold the next Board meeting on October 10, 2014.

ADJOURN

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



Steve West

Secretary, Board of Directors

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