

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

January 10, 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 10th day of January, 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, Fincher, and Tackett, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Robert Rayburn, Landscape Architect for the District; Katherine Wallace, Finance and Economic Development Manager for the District; Rachael Weaver, Community Relations Coordinator for the District; John Nuñez, Transportation Manager for the District; Kelly Rector, District intern; Christi Todd, CPA; Les Lee and Joshua Bowie of eSiful; Mark Kidd of MKidd Properties, Inc.; Shaun Gray of Gray & Associates Events; Mark Klein; Pat Hall of Equi-Tax, Inc.; Michelle Lofton of ETI Bookkeeping Services; Darren Willis of Jones & Carter, Inc.; and Jessica Holoubek and Kristen Hogan 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 first considered the minutes of the December 13, 2013, regular meeting. Following discussion and review, Director Cervas moved to approve the



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

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

Ms. Hall reviewed the assessment collector's report for December, a copy of which is attached. Ms. Hall also reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District. 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.

REQUEST FOR 380 INCREMENT PAYMENT FROM CITY OF HOUSTON

Ms. Holoubek said the District is scheduled to receive an increment payment from the City of Houston (the "City") in June for reimbursement of expenses associated with the Park Row Completion Project. Mr. Martinson reviewed the expenses to be included in the reimbursement payment from the City. Ms. Hall reported on coordination with the City to provide accounting records for the City's calculation of the increment payment.

FINANCIAL AND BOOKKEEPING MATTERS, INCLUDING PAYMENT OF BILLS AND REVIEW OF INVESTMENTS

Ms. Lofton reviewed the December 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 accept the report and payment of the bills presented in the report. Director West seconded the motion, which was approved by unanimous vote.

ECD 2014 COMMUNICATIONS PROGRAM

Mr. Martinson discussed the District's updated communications and marketing plan. Mr. Lee reviewed an overview of the District's 2013 communications and marketing efforts and discussed the communications and marketing focus for 2014.

ANNEXATION AND SERVICE AND IMPROVEMENTS PLAN

Mr. Martinson reviewed possible areas to consider annexing into the District and including in the District's service plan.



## ENERGYFEST 2014 "ROCK THE CORRIDOR" PROPOSAL

Ms. Weaver discussed plans for the EnergyFest 2014 "Rock the Corridor" event in April. Mr. Martinson presented a Service Agreement between the District and Gray & Associates Events to produce the event. Following review and discussion, Director Johnston moved to approve the Service Agreement with Gray & Associates Events. The motion was seconded by Director Halick and passed by unanimous vote.

## BISNOW FUTURE OF THE ENERGY CORRIDOR OCTOBER 2014 SPONSORSHIP

Mr. Martinson discussed the BisNow "Future of the Energy Corridor" event scheduled for October 2014. He said the Board may consider sponsoring the event for a cost of \$4,500 upon receipt of a sponsorship application.

## ULI 2014 SUBURBAN MARKETPLACE

Mr. Martinson discussed plans for the Urban Land Institute Suburban Marketplace event on April 1, 2014.

## IH 10 INTERSECTIONS ENHANCEMENT PROJECT

Mr. Martinson reported on qualifications submitted by design engineer groups for evaluation by the review committee established by the District.

## UPDATE ON 6-LANE ELDRIDGE WIDENING PROJECT

Mr. Martinson reviewed a letter from the City regarding priority classification of the Eldridge Parkway project under the Rebuild Houston program. He updated the Board on the status of the project.

## UPDATE ON FORTSMITH STREET "WOONERF" PROJECT

Mr. Martinson updated the Board on the Fortsmith Street "Woonerf" Project, noting that Walter P Moore is preparing the plans and specifications for bid advertisement by the District.

## FEDERAL GRANT PROJECTS

Mr. Nuñez reported that the Car.ma Congestion Mitigation Air Quality ("CMAQ") grant application to the Houston-Galveston Area Council ("HGAC") is complete, pending local match funding. He reported on efforts to locate funding for the project.

Mr. Nuñez reviewed marketing and a budget update for the CMAQ car share program, noting HGAC has agreed to extend the first year budget into 2014.



Regarding the JARC 75 Eldridge Crosstown bus program, Mr. Nuñez reviewed a financial report. He reported that official notice was received from METRO indicating \$100,000 was approved to be moved into the JARC program management budget.

Mr. Rayburn reviewed a financial report and budget update for the New Freedom sidewalk project. He also reviewed the status of construction.

#### PARK ROW COMPLETION PROJECT

Mr. Willis updated the Board regarding the Park Row Completion Project and stated there are no pay estimates for the Board's consideration.

Mr. Willis also updated the Board regarding Phase 2 of the Park Row utility, paving and drainage improvements from SH-6 to Eldridge. He said plans were submitted to the City for review, and he discussed the timeline for right-of-way acquisition and permitting approval.

The Board reviewed a draw request for the Houston Housing Finance Corporation ("HHFC") loan for payment of invoices submitted by Jones & Carter, Inc., as identified in the bookkeeper's capital projects report. Ms. Todd noted the total amount of these invoices is \$69,708.73. Following discussion and review, Director West moved to approve the draw request from the HHFC loan totaling \$69,708.73. The motion was seconded by Director Fujimoto and passed by unanimous vote.

Ms. Holoubek reported that Sharon Mattox, the District's consultant for environmental permitting matters on the Park Row Completion Project, has left Vinson & Elkins LLP ("V&E") and started her own firm. The Board considered terminating the District's engagement of V&E and engaging Sharon M. Mattox PLLC. Upon a motion made by Director West and seconded by Director Halick, the Board voted unanimously to terminate the V&E engagement and authorize execution of an engagement letter with Sharon M. Mattox PLLC.

The Board tabled consideration of a Second Amendment to Development Financing Agreement with Central Park West.

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

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

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



GENERAL MANAGER'S REPORT

Mr. Martinson presented the General Manager's report. He discussed transportation matters and marketing and branding of the District and reviewed projects not included in the current budget. Mr. Martinson also discussed a report from the City regarding the status of Memorial Drive between Kirkwood and Eldridge.

NEXT MEETING

The Board concurred to hold the next Board meeting on February 14, 2014.

ADJOURN

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

  
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Secretary, Board of Directors

