

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

February 14, 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 14th day of February, 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 Halick, Cervas, and Fujimoto, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Margarita J. Dunlap of METRO; 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 eSiteful; 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 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 January 10, 2014, regular meeting. Following discussion and review, Director Johnston moved to approve the minutes as submitted. The motion was seconded by Director Fincher and passed unanimously.



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

Ms. Hall reviewed the assessment collector's report for January, 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 West moved to accept the assessment collector's report. The motion was seconded by Director Johnston and passed by unanimous vote.

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

Ms. Lofton reviewed the January 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 Moskowitz moved to accept the report and payment of the bills presented in the report. Director Fincher 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.

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.

APRIL 5, 2014 ENERGYFEST "ROCK THE CORRIDOR"

Ms. Weaver presented a flyer and sponsorship forms for the EnergyFest "Rock the Corridor" event scheduled for April 5, 2014. Mr. Gray presented and reviewed a draft budget for the event. Following review and discussion, Director West moved to approve the EnergyFest budget and related expenses. The motion was seconded by Director Moskowitz and passed by unanimous vote.

MAY 15, 2014 ECD BIKE TO WORK DAY

Ms. Rector discussed the "Bike to Work Day" event and reported that the event is scheduled for May 15, 2014, at the Terry Hershey Park gazebo from 6:30 a.m. to 7:30 a.m.



THE ENERGY CORRIDOR MAINTENANCE PROGRAM PRESENTATION

Mr. Rayburn gave a presentation regarding The Energy Corridor Maintenance Program. He noted area property owners associations that have individual maintenance programs.

THE ENERGY CORRIDOR TRANSPORTATION PLANNING PROJECTS; CARMA, KATY EXPRESS BUS SERVICE, COMMUTER SURVEY, CIRCULATOR, TRANSIT CENTER PLANNING

Mr. Nuñez discussed transportation planning projects, including the Carma car sharing program and the Katy express bus service. He announced that the District's transportation survey was released and that over 500 responses have been received to date. Mr. Nuñez said the survey will provide feedback regarding needs for possible future grant applications.

FEDERAL GRANT PROJECTS; CMAQ CAR SHARE PROGRAM, JARC 75 ELDRIDGE CROSSTOWN BUS EXPENSES AND NEW FREEDOM SIDEWALK PROGRAM

Ms. Rector reviewed the budget for the Car.ma Congestion Mitigation Air Quality ("CMAQ") grant program. She also discussed the JARC 75 Eldridge Crosstown bus program and noted a correction to the program management budget.

Mr. Rayburn updated the Board on the New Freedom sidewalk project. He said he expects the project to be completed by the end of March.

FORTSMITH STREET "WOONERF" CONSTRUCTION ADMINISTRATION PROPOSAL

Mr. Martinson updated the Board on the Fortsmith Street "Woonerf" Project. He reviewed a proposal from Walter P Moore to prepare the bid package and provide other construction administration services for a cost not to exceed \$15,200. After review and discussion, Director Moskowitz moved to approve the proposal from Walter P Moore. Director Fincher seconded the motion, which passed unanimously.

THE ENERGY CORRIDOR DISTRICT IH 10 INTERSECTIONS ENHANCEMENT PROJECT CONSULTANT SELECTION

Mr. Martinson reported on qualifications submitted by design engineer groups and evaluated by the review committee established by the District. He said the committee recommends engagement of Jacobs Engineering to be design engineer for the District's IH 10 Intersections Enhancement Project, subject to negotiation of an acceptable contract. Director Hightower moved to authorize the Executive Director to negotiate a services agreement with Jacobs Engineering. The motion was seconded by Director West and carried unanimously.



AGREEMENT WITH TEXAS A&M UNIVERSITY DEPARTMENT OF LANDSCAPE ARCHITECTURE AND URBAN PLANNING

Mr. Martinson discussed an opportunity to the District to collaborate with the Texas A&M University ("TAMU") Department of Landscape Architecture and Urban Planning to develop possible future plans for the Addicks "Park and Ride" lot and other vacant lots in the District. He reviewed the scope and estimated costs for the conceptual planning project and presented a memorandum of agreement between the District and TAMU. After discussion and review, Director Fincher moved to approve the memorandum of agreement with TAMU and authorize payment to TAMU in the amount of \$3,630 for costs associated with the project. Director West seconded the motion, which carried unanimously.

THE ENERGY CORRIDOR VISION TEAM PROPOSAL

Mr. Martinson discussed The Energy Corridor Vision Team proposal to organize area property owners and consultants to identify future objectives and development possibilities in anticipation of preparing the District's next service plan. He reviewed objectives to be considered by the Vision Team. Mr. Hightower stated he would sponsor a luncheon to initiate this process.

GENERAL MANAGER'S REPORT

Mr. Martinson presented the General Manager's report. He reported on a presentation of the District's draft Capital Improvements Plan at the City of Houston (the "City") District G town hall meeting and an upcoming presentation at the District A town hall meeting. Mr. Martinson discussed a new presentation style using "Prezi" software to illustrate new development in the District.

PARK ROW COMPLETION PROJECT

Mr. Willis updated the Board regarding the Park Row Completion Project and noted phase I has been accepted by the City. He presented and recommended approval of Pay Estimate No. 8 in the amount of \$634,899.15, payable to Menade, Inc., including Change Order No. 5.

Ms. Todd discussed a payment to the U.S. Army Corps of Engineers ("USACE") for phase II permitting review in the amount of \$172,850.

The Board reviewed a draw request for the Houston Housing Finance Corporation ("HHFC") loan for payment of consultant invoices and the above pay estimate and USACE permitting review fee. Ms. Todd noted the total amount of these invoices is \$848,594.35.



Following discussion and review, Director Johnston moved to approve the draw request from the HHFC loan totaling \$848,594.35, Pay Estimate No. 8 and Change Order No. 5 for phase I of the project, and the payment to USACE for the phase II permit review. The motion was seconded by Director West and passed by unanimous vote.

Ms. Todd discussed a meeting with Gwen Tillotson of the City to discuss the 380 increment payment from the City.

Director Hightower also noted that Clark Condon Associates will advertise for bids for the Park Row landscaping project.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.072, TEXAS GOVERNMENT CODE, TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY

The Board concurred it was not necessary to convene in executive session.

NEXT MEETING

The Board concurred to hold the next Board meeting on March 21, 2014.

ADJOURN

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



Secretary, Board of Directors

