

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

April 13, 2018

The Board of Directors (the "Board") of Harris County Improvement District No. 4 d/b/a The Energy Corridor District (the "District") met in regular session, open to the public, on the 13th day of April, 2018, at 777 Eldridge Parkway, Suite 270, 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
Brandon Kerr	Assistant Secretary
D. Bruce Fincher	Secretary
Peter Elgohary	Director
Peter D. Johnston	Director
Tom Halaska	Director
Peter Lee	Director
David L. Lane	Director

and all of the above were present except Directors Kerr and Fincher, thus constituting a quorum.

Also present at the meeting were Margarita Dunlap of METRO; Julia McCain and Jon Durnell of McCall Gibson Swedlund Barfoot PLLC; Mark Klein; Sue Darcy and Alan Mueller of Marsh Darcy Partners, Inc.; Ali Lamkahouan, Controller for the District; Kelly Rector, TDM Program Manager for the District; Fabiana Demarie, Urban Planner for the District; Robert Rayburn, Landscape Architect for the District; Rachael Weaver, Community Relations Coordinator for the District; Michelle Lofton of ETI Bookkeeping Services; Pat Hall of Equi-Tax, Inc.; Scott Saenger and Kristen Hennings of Jones|Carter; Sergeant Phillip Bennett of Harris County Constable Precinct 5; and Jessica Carr and Cheryl Panozzo 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 considered the minutes of the March 9, 2018, regular meeting. Following discussion and review, Director Halaska moved to approve the minutes as submitted. The motion was seconded by Director Lee and passed unanimously.

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

Ms. Hall reviewed the assessment collector's report for March with the Board. She also reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District. Following discussion and review, Director Halaska moved to accept the assessment collector's report. The motion was seconded by Director Lee and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the March financial report with the Board, including 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 Halaska seconded the motion, which was approved by unanimous vote.

AUDIT FOR FISCAL YEAR END 2017

Ms. McCain presented and reviewed the District's audit for the fiscal year ending December 31, 2017. Following review and discussion, Director Elgohary moved to approve the audit for the fiscal year ending December 31, 2017, subject to final review by the Board members and ABHR. Director Lee seconded the motion and it passed unanimously.

PARK ROW COMPLETION PROJECT

Mr. Lamkahouan reviewed the monthly expenses for Phase II of the Park Row Completion Project totaling \$3,656.25, which were reflected in the bookkeeper's report. After review and discussion, Director Halick moved to approve payment of the monthly expenses for Phase II of the Park Row Completion Project. Director Lee seconded the motion, which passed unanimously.

Mr. Saenger provided an update on the Project.

ECD ADMINISTRATIVE

2018 VARIANCE BUDGET

Mr. Lamkahouan distributed and reviewed the 2018 budget/forecast summary with the Board. He noted the amount budgeted for acquisition of right-of-way for the Memorial Dr./Eldridge Pkwy. intersection project that is no longer needed since right-of-way was donated at no cost to the District.

ECD PUBLIC SAFETY AND SECURITY PROGRAM

Sergeant Bennett reported on March patrols and activity.

ECD ENVIRONMENTAL AND URBAN DESIGN

MEMORIAL DR. AND ELDRIDGE PKWY. PROTECTED INTERSECTION UPDATE AND SIGNATURES

Ms. Demarie discussed the Memorial Dr./Eldridge Pkwy. intersection project. She updated the Board on the status of plan approvals and the timeline for presenting the project to City of Houston (the "City") City Council.

Ms. Demarie then reported that the owner of the CVS property has granted right-of-way and landscape and electrical easements for the project at no cost to the District. She recommended acceptance and execution of the Landscape Easement from Watkins Harris LLC.

After review and discussion, Director Elgohary moved to accept and authorize execution of the Landscape Easement from Watkins Harris LLC. Director Halaska seconded the motion, which passed unanimously.

CDS DEMOGRAPHIC, LAND USE AND VISION STUDY

Ms. Demarie discussed the work performed for the District annually by CDS Market Research to update land use and demographics information. She said the scope of work for 2018 includes research and data collection related to Hurricane Harvey. Ms. Demarie said CDS proposes to conduct interviews with property owners and/or tenants regarding Hurricane Harvey impacts and risk management to develop findings for District master planning. She reviewed email correspondence that was sent to property owners and tenants to solicit volunteers for the interviews, noting that Director Elgohary has volunteered for an interview. Ms. Demarie asked the other Board members to contact her if they are interested in participating in an interview.

MINI MURAL SPONSOR AGREEMENT WITH UP ART STUDIO

Ms. Rector reviewed a proposed agreement between the District and UP Art Studio to transform four traffic signal control boxes in the District into "mini murals" for a cost of \$2,500 per box, noting the cost is included in the District's 2018 budget. She said the "mini mural" project was initiated by UP Art Studio to bring art into unexpected places to enhance and beautify neighborhoods and urban areas. Ms. Rector said UP Art Studio is responsible for obtaining all agency approvals and scheduling coordination. She then discussed the proposed four locations for the mini murals. Discussion ensued regarding the design of the proposed murals and Ms. Rector indicating the designs will be cohesive among all of the murals. After review and discussion, Director Johnston moved to approve the Mini Mural Sponsor Agreement

with UP Art Studio for a cost of \$10,000. Director Lane seconded the motion, which passed unanimously.

ECD TRANSPORTATION & TDM

DOCKLESS BIKE SHARE LETTER OF SUPPORT

Ms. Rector reported that several dockless bike share providers have contacted the District to request support for a future dockless bike system within the City and installation of dockless bikes within the District following City adoption of an ordinance regulating the dockless bike operations. She said one of the providers has asked the District to provide a letter of support to the City to encourage implementation of dockless bike share services and any elements the District wants addressed in the City ordinance. Ms. Rector reviewed a draft letter of support for the Board's consideration. She also reported on a meeting of potential stakeholders that she attended on April 12, 2018. After review and discussion, Director Elgohary moved to authorize execution of the letter of support to the City. Director Johnston seconded the motion, which passed unanimously.

WAZE CARPOOL PROMOTION

Ms. Rector discussed a new carpool feature recently launched on the Waze navigation application to allow drivers and riders with similar routes and schedules to connect and share rides. She said Waze Carpool contacted the District last month about promoting a campaign during April and May for free rides that start or end in the District using the Waze Carpool application. Ms. Rector reviewed promotional materials regarding the program and reported on staff efforts to notify employers in the District to share information about the campaign with their tenants, employees, and residents. Ms. Rector said Waze staff are available to hold events and demonstrations and to meet with employers to customize service options. She encouraged the Board members to share the promotional information with their employees and tenants.

ENTERPRISE CARSHARE UPDATE

Ms. Rector reviewed March membership and usage data for the Enterprise CarShare program within the District.

ECD PROJECT MANAGEMENT

2016-2017 SIDEWALK PROJECT UPDATE AND NINYO & MOORE PROPOSAL

Mr. Rayburn updated the Board on the 2016-2017 sidewalk improvements, noting the sidewalks on Sandbridge, Memorial Dr., Threadneedle, and Barryknoll are 98% complete. He said sidewalk construction on Park Row and Park & Ride Drive will be done next, followed by N. Dairy Ashford. He presented a proposal from Ninyo & Moore for testing and inspection services associated with the project for a cost not to

exceed \$5,000, pursuant to its Master Services Agreement with the District. After review and discussion, Director Halick moved to approve the proposal from Ninyo & Moore. Director Elgohary seconded the motion, which passed unanimously.

CITYLYNX PROPOSAL FOR SPIRIT WAY

Mr. Rayburn discussed a proposed modification to the left turn signal on westbound N. Dairy Ashford at Spirit Way to make it a blinking yellow turn signal. He reviewed a proposal submitted by CityLynx to complete the signal modifications for a cost of \$4,550. Mr. Rayburn recommended Board approval of the proposal. After review and discussion, Director Johnston moved to approve the proposal and authorize execution of a Service Agreement with CityLynx that includes the proposal as an exhibit thereto. Director Elgohary seconded the motion, which passed unanimously.

LOCAL INITIATIVE PROJECT (LIP) GRANT UPDATE, NEC PROPOSAL, ADVERTISING AND BIDDING

Mr. Rayburn next updated the Board on the Local Initiative Project (LIP) bus shelter/sidewalk grant project, which includes concrete slabs, sidewalks, and related appurtenances for the installation of three bus shelters prior to August 30, 2018. Mr. Rayburn reported that three proposals were solicited for the bus shelters and one was received. He reviewed the proposal received from NEC in the amount of \$55,629 for the bus shelters and recommended Board approval of such proposal, noting a lead time of 45 days to manufacture the shelters. Mr. Rayburn then updated the Board on review of the plans for the work included in the Local Initiative Project by governmental agencies. He recommended that the Board authorize advertisement for bids for the project, subject to receipt of final plan approvals, due to the short timeframe for completion of the project in order to receive the 50% grant reimbursement. After review and discussion, Director Elgohary moved to approve the proposal from NEC in the amount of \$55,629 to manufacture the bus shelters. Director Halick seconded the motion, which passed unanimously. Director Halaska then made a motion to authorize advertisement for bids for the associated work included in the Local Initiative Project, subject to receipt of final plan approvals. Director Elgohary seconded the motion, which carried unanimously.

Mr. Rayburn next discussed the proposed installation of a bus shelter on eastbound N. Dairy Ashford near the entrance to Shell Oil. He reviewed a proposal from NEC to install the bus shelter and related appurtenances for a cost of \$18,823. After review and discussion, Director Halick moved to approve the proposal from NEC in the amount of \$18,823. Director Halaska seconded the motion, which passed unanimously.

IH 10 FRONTAGE ROAD SAFETY IMPROVEMENT PROPOSAL

Mr. Rayburn addressed questions raised at last month's meeting regarding the estimated cost to relocate utility facilities and add acceleration and deceleration lanes to address traffic speeds and congestion along the Interstate Highway 10 eastbound frontage road between State Highway 6 and Eldridge Pkwy. He also discussed a prior request for an estimated cost to extend the on-ramp to prevent access from BP Way. Mr. Rayburn reviewed a proposal submitted by Walter P Moore to prepare these estimates for a cost not to exceed \$6,500. Discussion ensued. After discussion, the Board concurred to table this item and asked Mr. Rayburn to determine whether the cost estimate information already exists.

The Board requested that photos of the sidewalks being constructed in the District be featured on the District's website.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A DISTRICT EMPLOYEE

At 9:44 a.m., Director Hightower announced that the Board would meet in executive session pursuant to Section 551.074, Texas Government Code, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of District employees. All attendees left the meeting except the Board members, Ms. Carr, Ms. Panozzo, Ms. Darcy, and Mr. Mueller.

RECONVENE IN OPEN SESSION

At 10:05 a.m., Director Hightower announced that the Board would reconvene in open session. Upon reconvening in open session, Director Halaska moved to approve the Professional Consulting Services Agreement with Marsh Darcy Partners, Inc. Director Johnston seconded the motion, which passed by unanimous vote.

NEXT MEETING

The Board concurred to schedule a special meeting for May 8, 2018, at 8:00 a.m.

The Board then discussed next month's meeting date and concurred to hold the next regular Board meeting on May 11, 2018, subject to confirming a quorum.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned.

(SEAL)

Secretary, Board of Directors