

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

January 11, 2013

The Board of Directors (the "Board") of Harris County Improvement District No. 4 d/b/a Energy Corridor Management District (the "District") met in regular session, open to the public, on the 11th day of January, 2013, 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
Alan Cochrane	Director/Investment Officer
Tim Milligan	Director
Peter D. Johnston	Director
Chuck Cervas	Director
Debbie Fujimoto	Director

and all of the above were present except Directors West and Moskowitz, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Robert Rayburn, Development and Natural Resource Director 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; Les Lee and Joshua Bowie of eSiteful; Michelle Lofton of ETI Bookkeeping Services; Pat Hall of Equi-Tax, Inc.; Thomas Stroh of Jones & Carter, Inc.; Margarita J. Dunlap of METRO; Mike Guadagnoli of Enterprise Holdings; Christi Todd, CPA; and Jessica Holoubek and Susan Hostetler 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 reviewed the minutes of the December 14, 2012, regular meeting. Following discussion, Director Halick moved to approve the minutes as submitted. The motion was seconded by Director Johnston and passed by unanimous vote.

ASSESSMENT AND COLLECTION MATTERS AND STATUS OF HCAD 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 ("HCAD"). Following discussion and review, Director Halick 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 December cash management and investment report, a copy of which is attached, and reviewed the bills presented for payment from the District's account. Following review and discussion, Director Halick moved to accept the cash management report and payment of the bills presented in the report. Director Johnston seconded the motion, which was approved by unanimous vote.

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

EMPLOYMENT AND BENEFITS MATTERS

Ms. Holoubek reported that Internal Revenue Service, in a private ruling involving another political subdivision, has ruled that off duty peace officers such as those engaged by the District, must be considered employees. She stated that she had discussed this issue with the District's staff and recommends that the District also treat its off duty peace officers as employees of the District, subject to federal and local tax withholding. She noted that the officers must also be treated as eligible participants in the District's SEP retirement plan in order for the SEP to maintain its status as an IRS-qualified public employee retirement system into which contributions may be made in lieu of social security payments.

ENERGY CORRIDOR LAND USE AND DEMOGRAPHICS PROPOSAL

Mr. Martinson reviewed a proposal from CDS Market Research ("CDS") for a 2013 land use and demographics report. Mr. Martinson recommended the Board approve the annual update for \$5,000. The Board agreed not to engage CDS to perform the "look back" section as described in the proposal. Following discussion, Director



Cochrane moved to approve the proposal from CDS for \$5,000 to perform the 2013 update to the land use and demographics report. Director Johnston seconded the motion, and it carried unanimously.

ECD 2013 COMMUNICATIONS PLAN PROPOSAL

The Board reviewed a proposal from eSiteful for the 2013 communications plan and upcoming events and discussed the 2013 budget expenditures for communications.

PR FIRM PROPOSAL

Mr. Martinson reported on the District's search for a public relations firm and recommended the District engage Mark Klein for a proposed fee of \$50,000. The Board discussed the budget for this expenditure.

UPDATE ON SIX-LANE ELDRIDGE WIDENING PROJECT

Mr. Rayburn updated the Board regarding the City of Houston's Eldridge widening construction contract.

FEDERAL GRANT PROJECTS

Mr. Martinson introduced Ms. Dunlap.

Mr. Nuñez reviewed expenses incurred in December 2012 relating to the JARC bus route program.

Mr. Rayburn updated the Board regarding the design schedule for the New Freedom grant sidewalk project.

Mr. Nuñez discussed the status of the CarShare project, which he noted will be featured in an ad in the upcoming edition of the Houston Business Journal's spotlight on west Houston. The Board reviewed the Marketing Agreement with the WeCar division of EAN Holdings, LLC. Following discussion, Director Johnston moved to authorize execution of the Marketing Agreement. Director Halick seconded the motion, and it passed by unanimous vote.

PARK ROW COMPLETION PROJECT

Mr. Stroh reviewed the status of plan approvals for construction of the Park Row Phase I project. He discussed the schedule for opening of bids for water, sewer, drainage and paving of Central Park West Boulevard. Mr. Stroh discussed the process for approval of the payment and performance bonds for the contracts for construction



of the sub-regional lift station and the Park Row water, sewer, drainage and paving facilities.

UPDATE ON ENERGYFEST

Ms. Weaver updated the Board regarding plans for Energyfest 2013.

BISNOW FUTURE OF THE ENERGY CORRIDOR SEMINAR

Mr. Martinson and Director Hightower discussed the upcoming BisNow seminar on February 1, 2013.

HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND CODE ENFORCEMENT UPDATE

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

CONTINUED -- ECD 2013 COMMUNICATIONS PLAN PROPOSAL AND PR FIRM PROPOSAL

The Board considered approval of the 2013 communications proposals from eSiteful and the contract with Mark Klein for public relations work. Following discussion and review, Director Johnston moved to approve the 2013 communications proposals from eSiteful and the public relations contract with Mark Klein. Director Halick seconded the motion, and it passed by unanimous vote.

GENERAL MANAGER'S REPORT

Mr. Martinson discussed holding a strategic planning session in conjunction with the February Board meeting.

Director Cochrane announced his resignation from the Board. The Board thanked Director Cochrane for his service to the District and wished him well in his future endeavors. Mr. Martinson reported the District will take formal action to accept Director Cochrane's resignation at the next meeting.

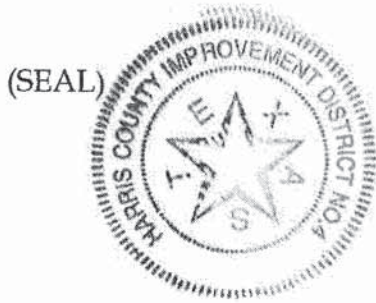
NEXT MEETING DATE

The Board concurred to hold the next Board meeting on February 8, 2013.



ADJOURN

There being no further business to come before them, Director Halick moved to adjourn the meeting. Director Milligan seconded the motion, and it carried by unanimous vote.




Secretary, Board of Directors

