MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

July 14, 2017

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 14th day of July, 2017, at 757 Eldridge Parkway, Suite 700, Houston, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

David W. Hightower  
Robert Halick  
Steve West  
Brandon Kerr  
D. Bruce Fincher  
Peter Elgohary  
Peter D. Johnston  
Chuck Cervas  
Peter Lee  

President  
Vice President  
Secretary  
Assistant Secretary  
Director  
Director  
Director  
Director

and all of the above were present except Directors Hightower and Cervas, thus constituting a quorum.

Also present at the meeting were Clark Martinson, Executive Director for the District; 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; Sarah McDonner, Communications Coordinator for the District; Peter Eccles, Active Transportation Coordinator for the District; Michelle Lofton of ETI Bookkeeping Services; Pat Hall of Equi-Tax, Inc.; Scott Saenger, Darren Willis, and Joseph Reza of Jones & Carter, Inc.; Sergeant Phillip Bennett of Harris County Constable Precinct 5; Remington Welch and Bryan Stroke of Stream Realty Partners; Carter Stern of Houston Bike Share; Linda Trevino, a resident in the District; and Jessica Holoubek 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 Halick called the meeting to order.
MINUTES

The Board first considered the minutes of the June 9, 2017, regular meeting. Following discussion and review, Director Fincher moved to approve the minutes as submitted. The motion was seconded by Director Elgohary and passed unanimously.

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

Ms. Hall reviewed the assessment collector’s report for June, 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, a copy of which is attached. Following discussion and review, Director Kerr moved to accept the assessment collector’s report. The motion was seconded by Director West and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the June 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 Fincher moved to approve the bookkeeper’s report and payment of the bills presented in the report. Director West seconded the motion, which was approved by unanimous vote.

2017 YTD VARIANCE BUDGET

Mr. Lamkahouan reviewed the 2017 six-month budget summary and the monthly budget summary, copies of which are attached. The Board requested Mr. Lamkahouan present a forecast budget next month.

USED OFFICE FURNITURE, FLAT SCREEN TVS AND INTERNET PHONE SYSTEM INSTALLATION

The Board discussed purchasing office furniture and televisions and installing a phone system for the new District office. Following review and discussion, Director West moved to (1) approve the invoice from NCOM Systems Furniture for the purchase, delivery, and installation of used office furniture in the amount of $6,873; (2) authorize the purchase of three flat screen televisions and installation by One-Voice at a cost not to exceed $3,000; and (3) authorize the installation of internet phone system wiring by One-Voice at a cost not to exceed $4,000. Director Kerr seconded the motion, which passed by unanimous vote.
PARK ROW COMPLETION PROJECT

Mr. Reza updated the Board on the Phase II Park Row Completion Project paving, bridge, and utility work. He recommended acceptance of the project for maintenance.

Mr. Martinson reported that approximately $550,000 remains in the 380 grant budget for the Park Row Completion Project, and he reviewed additional costs required to complete the project. Mr. Martinson stated that because the U.S. Army Corps of Engineers ("USACE") has not yet accepted the project, an amendment to the District’s license agreement with the USACE is needed to extend the term of the license to June 30, 2020.

Following discussion, Director Elgohary moved to (1) accept the Phase II Park Row Completion Project paving, bridge, and utility work for maintenance; (2) authorize District staff to submit a request to the City of Houston to raise the Park Row Completion Project maximum reimbursement amount; and (3) authorize execution of Amendment No. 3 to the license agreement with the USACE. Director Johnston seconded the motion, which passed by unanimous vote.

ECD PUBLIC SAFETY AND SECURITY PROGRAM

Sergeant Bennett reported on May patrols and activity.

CENTERPOINT ENERGY HOUSTON ELECTRIC, LLC ("CENTERPOINT") FACILITIES EXTENSION AGREEMENT AND PAYMENT FOR STAKING AND EASEMENT FOR OVERHEAD RELOCATION

Ms. Demarie reported certain Centerpoint wooden poles adjacent to Memorial Drive and Eldridge Drive in connection with the intersection widening project. She reviewed an agreement with CenterPoint to prepare necessary easements and stake the proposed pole locations. Ms. Demarie added Centerpoint’s fee to prepare the easements and stake the pole locations is $1,700. She noted Centerpoint’s construction costs to relocate the poles is not included in the $1,700 fee. Following review and discussion, Director Kerr moved to approve the agreement with Centerpoint and the $1,700 fee. Director West seconded the motion, which passed by unanimous vote.

AMENDMENT TO MASTER SERVICES AGREEMENT WITH RODS SURVEYING, INC.

Ms. Demarie reviewed an amendment to the Master Services Agreement with Rods Surveying, Inc. ("Rods") to add a provision to allow task orders in an individual amount not to exceed $5,000 and in an aggregate amount of $15,000 per 30 day period to be approved by the District’s Executive Director. Following review and discussion, Director Halick move to approve the First Amendment to Services Agreement with
Rods and direct that the amendment be filed appropriately and retained in the District’s official records. Director West seconded the motion, which passed by unanimous vote.

**EXECUTION OF EASEMENT AGREEMENTS WITH SESSAN WOODBRANCH**

Ms. Demarie reviewed two Public Access Easements and a Temporary Construction Agreement from Sessan Woodbranch, Inc. for construction of a pedestrian/bicycle connection over Turkey Creek. Following review and discussion, Director Elgohary moved to approve and authorize execution of the Public Access Easements and Temporary Construction Agreement from Sessan Woodbranch, Inc. Director Kerr seconded the motion, and it carried unanimously.

**ECD BIKE SHARE PRESENTATION AND HOUSTON BIKESHARE PROPOSAL**

Ms. Rector gave a presentation on a comprehensive District bicycle sharing system (the “System”). Ms. Rector reviewed estimated equipment and operating and maintenance costs, and anticipated revenue for a System delivered by Houston Bike Share (“HBS”), and she reviewed a Bike Share System Agreement with HBS. Ms. Rector stated the agreement includes a fleet of 20 Bicycle Dash bikes (the “Bikes”) that can be rented short-term and locked to any traditional bike rack for a one-time $60,000 payment to HBS by the District. She noted the agreement states that HBS will provide all maintenance, operations, and customer service, and maintain all liability for the System. Ms. Rector said that the agreement does not obligate the District to fund any shortfalls in projected revenue or sponsorship dollars and that all revenue generated will be used to maintain, operate, and expand the System. Ms. Holoubek stated the term of the agreement is for five years and will automatically renew for additional one year periods. The Board requested the agreement be revised to clarify that the 30 day termination clause applies only to renewal periods. The Board further commented that HBS upon would need to address the issue of parking the Bikes on private, secure campuses such as Shell. Ms. Rector said the target date to launch the System is December 3, 2017, to coincide with the Cigna Sunday Streets event.

Following review and discussion, Director Johnston moved to approve the Bike Share System Agreement with HBS. Director Lee seconded the motion. The motion passed by majority vote, with Directors Halick, West, Fincher, Johnston, and Lee voting in favor of the motion. Directors Elgohary and Kerr voted against the motion.

**ECD BIKE RACKS ACQUISITION PROPOSAL**

Mr. Eccles presented a proposal from Bike Houston in the amount of $11,837.35 for customized bicycle racks to be installed throughout the District over the next three years. He stated the proposal includes the installation of 60 bike racks and that 40 of the racks will contain a customized District logo. Following review and discussion, Director Elgohary moved to approve the proposal from Bike Houston in the amount of
$11,837.35. Director West seconded the motion, which passed by unanimous vote.

**METRONEXT COMMUNITY OPEN HOUSE**

Ms. McDoner reported that Houston METRO will be hosting an open house public event called METRONext on Tuesday, August 8, 2017 at the Wyndham Houston West Energy Corridor.

**IH-10 INTERSECTIONS ENHANCEMENT PROJECT**

Mr. Rayburn gave an update on construction of the Texas Department of Transportation’s ("TxDOT") IH-10 intersections enhancement project. He stated TxDOT anticipates that the contracto will receive substantial completion by August 9, 2017.

**2016-2017 SIDEWALK PROJECT**

Mr. Rayburn gave an update on the District’s 2016-2017 Sidewalk Project.

**WEST HOUSTON HIGH CAPACITY TRANSIT COORDINATION**

Mr. Martinson reported the Houston-Galveston Area Council’s Transportation Policy Council recruited a task force to develop a policy statement regarding the future of high capacity transit in the eight-county region. Mr. Martinson noted that he is on the task force.

**ECD OFFICE CONSTRUCTION UPDATE**

Mr. Martinson gave an update on construction of the new District office and stated the scheduled move-in date is August 1, 2017.

**NEXT MEETING**

The Board discussed next month’s meeting date and concurred to hold the next regular Board meeting on August 11, 2017, subject to confirming a quorum.

**ADJOURN**

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

[Signature]

Secretary, Board of Directors
| Assessment collector’s report | 2 |
| Chart of assessment payers’ lawsuits against Harris County Appraisal District | 2 |
| Cash management, capital funds report, and investment report | 2 |
| 2017 six-month and monthly budget summaries | 2 |