MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

June 9, 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 9th day of June, 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
Director

and all of the above were present except Directors West and Johnston, 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; 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.; Steve Spillette of CDS Market Research; Sergeant Phillip Bennett of Harris County Constable Precinct 5; Ralph De Leon of TIFWorks, LLC; Randy Schultz of Walter P Moore; 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 Hightower called the meeting to order.
MINUTES

The Board first considered the minutes of the May 12, 2017, regular meeting. Following discussion and review, Director Halick moved to approve the minutes as revised. 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 May, 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 Elgohary and passed by unanimous vote.

RESOLUTION PROVIDING FOR ADDITIONAL PENALTY FOR ASSESSMENT COLLECTION COSTS

Ms. Holoubek reviewed a Resolution Providing for Additional Penalty for Assessment Collection Costs. Following review and discussion, Director Kerr moved to approve the Resolution Providing for Additional Penalty for Assessment Collection Costs and direct it to be filed appropriately and retained in the District's official records. Director Cervas seconded the motion, which passed by unanimous vote.

UPDATE PAYMENT SERVICES AGREEMENTS, INCLUDING SERVICES AGREEMENT WITH FIRST BILLING SERVICES, LLC

Ms. Hall presented a Payment Services Agreement between First Billing Services, LLC and the District in connection with payment options by which District property owners can pay assessments. Following review and discussion, Director Fincher moved to approve the Payment Services Agreement and direct it to be filed appropriately and retained in the District's official records. The motion was seconded by Director Kerr and carried by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the May 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 Halick seconded the motion, which was approved by unanimous vote.
2017 YTD VARIANCE BUDGET

Mr. Lamkahouan reviewed the monthly budget summary, a copy of which is attached.

ECD PUBLIC SAFETY AND SECURITY PROGRAM

Sergeant Bennett reported on May patrols and activity.

CDS MARKET RESEARCH ("CDS") ECD FUTURE DEVELOPMENT SCENARIOS PRESENTATION

Mr. Spillette reviewed scenarios of projected future land use development in the District. Following review and discussion, Mr. Spillette stated CDS will finalize the 2017 District land use and demographics report based on comments received by the Board.

TIFWORKS MASTER SERVICES AGREEMENT AND WORK AUTHORIZATION NO. 1 FOR CONSULTING SERVICES RELATED TO ANNEXATION, EXPANSION, AND FUNDING OF CAPITAL PROJECTS

Mr. Martinson reviewed an Amendment to Agreement By and Between the District and TIFWorks, LLC and work authorization no. 1 to provide services related to annexation of territory into the District, administration of the 380 Agreement with the City of Houston (the “City”), and exploring the potential for additional capital funds by either amending the 380 Agreement or creating a Tax Increment Reinvestment Zone. Following review and discussion, Director Halick moved to approve the Amendment to Agreement By and Between the District and TIFWorks, LLC and work authorization no. 1 to be performed on an hourly basis at the rate of $150 per hour not to exceed $10,000. Director Kerr seconded the motion, which was approved by unanimous vote.

BERG OLIVER ESA PHASE ONE REPORT PROPOSAL FOR ROW ACQUISITION AT MEMORIAL DRIVE AND ELDRIDGE PARKWAY INTERSECTION

Ms. Demarie requested the Board authorize Berg-Oliver Associates, Inc. to conduct a Phase 1 Environmental Assessment for conveyance of rights of way around Memorial Drive and Eldridge Parkway at a cost of $2,750. Following review and discussion, Director Kerr moved to authorize Berg Oliver Associates, Inc. to conduct the Phase 1 Environmental Assessment for conveyance of the Memorial Drive and Eldridge Parkway rights of way. Director Halick seconded the motion, which passed unanimously.

SMALL CELL TOWER STANDARDS AND APPLICATION FORM AMENDMENT

Mr. Martinson reported regarding a meeting he attended on May 24, 2017, with Ms. Holoubek, District property owners, Board members, and representatives from City
Administration and Regulatory Affairs and Zayo to discuss Design Standards for Small Cell Towers in the District (the "Standards"). He reviewed the amended Standards and a Small Cell Tower Approval Form. Following review and discussion, the Board requested a preference be added to the Standards stating small cell towers be located as far from street curbs as possible. Director Halick moved to adopt the amended Standards as revised and the Small Cell Tower Approval Form. Director Elghohary seconded the motion, which passed unanimously.

WALTER P MOORE ENGINEERS TRAFFIC SIGNAL WARRANT STUDIES PROPOSAL FOR EASTBOUND IH-10 FRONTAGE ROAD AND WESTLAKE PARK BOULEVARD AND SH 6 AT GRISBY ROAD INTERSECTIONS

Mr. Schultz reviewed a proposal from Walter P Moore for traffic signal warrant studies for the intersections of IH-10 Eastbound Frontage Road at Westlake Park Boulevard and SH 6 Frontage Roads at Grisby Road. He noted the IH-10 Eastbound Frontage Road at Westlake Park Boulevard study will include a scenario for the closure of BP Way to northbound traffic at the frontage road. In response to an inquiry by the Board, Mr. Schultz stated he estimates the studies will be complete in six weeks. Following review and discussion, Director Elghohary moved to approve the proposal from Walter P Moore for traffic signal warrant studies at a cost of $22,000 plus $500 for reimbursable expenses, subject to the existing Master Services Agreement. Director Kerr seconded the motion, which passed unanimously.

ECD COMMUTER SURVEY RESULTS

Ms. Rector reviewed the results of the District’s Commuter Survey, which was conducted from April 26, 2017, to May 12, 2017. She noted the District received over 1,400 responses from area employees and residents.

ECD BIKE SHARE PRESENTATION AND HOUSTON BIKESHARE PROPOSAL

Ms. Rector reported the District received three responses to its request for proposals for a bicycle sharing system, and she reviewed a proposal evaluation summary. Ms. Rector stated Houston Bike Share was unanimously selected as the preferred service provider by District staff and representatives from the community and the City’s Planning and Public Works Departments. She stated she will present the Houston Bike Share proposal for approval by the Board next month.

ECD BIKE RACKS ACQUISITION PROPOSAL

Mr. Eccles reported the District solicited bids for customized bicycle racks. He stated Bike Houston matched the lowest bid and that he will present the proposal for approval by the Board next month.
PARK ROW COMPLETION PROJECT

Mr. Martinson reviewed a description and financial summary of the five-year Phase II Park Row Completion Project paving, bridge, and utility work, which was completed in April 2017.

SUNDAY STREETS/HOLIDAY PROGRAM UPDATE

Ms. McDonner discussed the Sunday Streets Program and Holiday Event scheduled for December 3, 2017.

FARMER’S MARKET PROGRAM UPDATE

Ms. McDonner gave an update on the District’s Farmers Market. She stated the Farmers Market will no longer take the months of July and August off and will now run every Saturday throughout the year.

OTHER COMMUNITY OUTREACH UPDATES

Ms. McDonner reported on community outreach efforts to promote the District and its programs, including the Little Free Library, a District brochure, and the Farmers Market picnic benches.

IH-10 INTERSECTIONS ENHANCEMENT PROJECT

Mr. Rayburn gave an update on construction of the Texas Department of Transportation’s IH-10 intersections enhancement project. He stated the estimated concrete work completion date for the project is August 9, 2017.

EHRA LIP BUS SHELTERS CIVIL ENGINEERING DESIGN AND CONSTRUCTION DOCUMENTS PROPOSAL

Mr. Rayburn reviewed a proposal from EHRA Engineering ("EHRA") for professional surveying and engineering services for improvements to six Metro bus stop locations in the District. He recommended that the Board approve funding of $25,875 for the project, which includes the EHRA proposal amount of $21,000, $1,500 for reimbursable expenses, plus a 15% contingency. After review and discussion, Director Fincher moved to approve the proposal from EHRA in the funding amount of $25,875 for the project, subject to the existing Master Services Agreement. Director Lee seconded the motion, which passed unanimously.

2016-2017 SIDEWALK PROJECT

Mr. Rayburn gave an update on District’s 2016-2017 Sidewalk Project and stated he anticipates advertising for bid solicitation for the project will begin by July 21, 2017.
2017 SHELTER RESTORATION PROJECTS

Mr. Rayburn gave an update on restoration of bus shelters in the District.

TURKEY CREEK BRIDGE PROJECT

Mr. Rayburn gave an update on the Turkey Creek Bridge Project and stated District staff will proceed with the engineering proposal for bridge design after the District obtains the necessary public access and recreational easements.

OFFICE CONSTRUCTION AND CALL FOR FURNITURE

Mr. Martinson gave an update on construction of the District’s new office and stated he anticipates construction will be complete before the August 2017 Board meeting.

NEXT MEETING

The Board discussed next month’s meeting date and concurred to hold the next regular Board meeting on July 14, 2017, subject to confirming a quorum.

ADJOURN

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

( SEAL )

Secretary, Board of Directors
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