

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

January 9, 2015

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 9th day of January, 2015, 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 and Tackett, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Katherine Wallace, Finance and Economic Development Manager for the District; Rachael Weaver, Community Relations Coordinator for the District; Kelly Rector, Transportation Coordinator for the District; John Nuñez, Transportation Manager for the District; Robert Rayburn, Senior Project Manager for the District; Les Lee and Joshua Bowie of eSiteful; Pat Hall of Equi-Tax, Inc.; Michelle Lofton of ETI Bookkeeping Services; Darren Willis of Jones & Carter, Inc.; Scott Barker of HDR Engineering, Inc. ("HDR"); Mark Klein; Dale Steffes; and Jessica Holoubek and Kristen Hogan 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 first considered the minutes of the December 12, 2014, regular meeting. Following discussion and review, Director Cervas moved to approve the

minutes as submitted. The motion was seconded by Director Johnston and passed unanimously.

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

Ms. Hall reviewed the assessment collector's report for December, 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. Following discussion and review, Director Fincher moved to accept the assessment collector's report. The motion was seconded by Director Moskowitz and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the December 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 approve the bookkeeper's report and payment of the bills presented in the report. Director Johnston seconded the motion, which was approved by unanimous vote.

2014 YTD VARIANCE BUDGET

Ms. Wallace distributed the year-to-date budget summary, a copy of which is attached. She next distributed and reviewed a 2014 year-end budget comparison, a copy of which is attached.

THE ENERGY CORRIDOR DISTRICT LAND USE AND DEMOGRAPHICS REPORT PROPOSAL FROM CDS MARKET RESEARCH

The Board reviewed a proposal from CDS Market Research for the annual update of land use and demographics information for a cost of \$5,650. After review and discussion, Director Fincher moved to approve the proposal. Director Johnston seconded the motion, which passed unanimously.

TIFWORKS ON-CALL CONSULTING CONTRACT PROPOSAL

Mr. Martinson discussed a proposal from Ralph DeLeon of TIFWorks to provide "as-needed" services to assist the District with preparation and submission of the annual report to the City of Houston required by the Economic Development Agreement. He discussed Mr. DeLeon's prior experience with economic development and special districts. Director Fincher moved to approve the TIFWorks services agreement and proposal for annual report preparation to be performed on an hourly

basis at the rate of \$150 per hour. Director Fujimoto seconded the motion, which carried by unanimous vote.

THE ENERGY CORRIDOR DISTRICT UNIFIED TRANSPORTATION PROJECTS PRESENTATION

Ms. Rector reported on staff evaluation of recommendations from various transportation planning studies conducted to identify possible vehicular, pedestrian, and bicycle transit projects for the District. She reviewed a list of the recommendations and said District staff will prioritize the projects and obtain cost estimates for use in planning efforts by Sasaki Associates, Inc. ("Sasaki") and HDR.

THE ENERGY CORRIDOR DISTRICT TRANSIT PLAN UPDATE

Mr. Nunez reported on coordination with HDR, the transit consultant engaged at last month's meeting, to develop a schedule for the planning study being conducted by HDR to prepare recommendations for potential new transit services. He introduced Mr. Barker of HDR to the Board. The Board reviewed the proposed agreement between the District and HDR for transit consulting services. Upon a motion made by Director Johnston and seconded by Director Cervas, the Board voted unanimously to authorize the Board President to execute the agreement with HDR, subject to final review.

THE ASSOCIATION FOR COMMUTER TRANSPORTATION (ACT) LEADERSHIP ACADEMY CERTIFICATION

Ms. Rector reported that she was selected for the seven-month ACT Leadership Academy program for individuals working in transportation demand management. The Board congratulated Ms. Rector for being selected for the program.

UPDATE ON GRANTS

Ms. Rector reported on the CMAQ Car Share grant program and staff's successful negotiation of a lower monthly vehicle subsidy for CarShare vehicles, which is now \$500 instead of \$600. She also reported on efforts to promote the program.

Ms. Rector reported that the last quarterly report related to the JARC grant for the 75 Eldridge Crosstown bus will be submitted to METRO on January 15, 2015. She reviewed the final financial summary for the project.

PARK ROW COMPLETION PROJECT

Mr. Willis updated the Board on phase I of the Park Row Completion Project and discussed additional stub-outs for street lights to be added to the contract for an additional cost of \$6,325. After discussion, Director Moskowitz moved to approve the additional phase I expense in the amount of \$6,325. Director Johnston seconded the motion, which passed unanimously. Mr. Rayburn then updated the Board on the phase I landscaping and irrigation work by Junction Landscaping.

Mr. Willis next updated the Board on phase II of the Park Row Completion Project, including clearing and demolition work underway. Ms. Wallace reviewed the monthly expenses associated with phase II totaling \$107,363.39 to be paid from capital funds. After discussion and review, Director West moved to approve payment of the phase II monthly expenses from the District's capital fund. Director Cervas seconded the motion, which carried unanimously.

Ms. Holoubek discussed a real estate application that must be submitted to the U.S. Army Corps of Engineers ("USACE") to obtain permission to cross federal property in connection with phase II of the Park Row Completion Project. Director Hightower reported on efforts to prepare the application. Following discussion, Director Fincher moved to authorize the Board President to execute the application for submission to USACE. Director Cervas seconded the motion, which passed unanimously.

FUTURE OF OIL AND WORLD COUNCIL OF MINISTERS ASSOCIATION ROUNDTABLE PROPOSAL

Mr. Martinson introduced Mr. Steffes and reported on discussions and efforts to organize a roundtable meeting with regional economic development organizations to consider promoting an association proposed by Mr. Steffes to represent energy and oil and gas companies on a national level. Mr. Steffes discussed his proposal with the Board.

URBAN LAND INSTITUTE 2015 SPRING MEETING SPONSORSHIP PROPOSAL

Mr. Martinson discussed the Urban Land Institute's 2015 Spring Meeting scheduled for May 13-14, 2015, in Houston. He reported on discussions regarding the possibility of the District, Sasaki, and PMRG co-sponsoring an event during the Spring Meeting to provide an opportunity to promote the District, Sasaki, and PMRG projects and planning efforts to a national audience. Mr. Martinson added that the cost would be shared among the District, Sasaki, and PMRG, with the District's share not to exceed \$5,000. After discussion, Director Moskowitz moved to authorize the District to co-sponsor an event during the Urban Land Institute's 2015 Spring Meeting for a cost not

to exceed \$5,000. Director West seconded the motion, which was unanimously approved.

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, including crime statistics report.

GENERAL MANAGER'S REPORT

Mr. Martinson reviewed the General Manager's report. He reported on plans for a tour of the transit-related development projects in the Dallas area with representatives of DART and Sasaki. Mr. Martinson also discussed plans for Sasaki representatives to present the results of the needs assessment and preliminary design concepts on Friday, January 30, 2015. He also reported on the status of annexation and service plan petitions.

NEXT MEETING

The Board discussed next month's meeting date and concurred to hold the next Board meeting on February 20, 2015, subject to confirming a quorum.

ADJOURN

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



Steve West

Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Assessment collector's report.....	2
Cash management, capital funds report, and investment report	2
year-to-date budget summary	2
2014 year-end budget comparison	2