

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

February 20, 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 20th day of February, 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 Tackett and Johnston, thus constituting a quorum.

Also present at the meeting were Katherine Wallace, Finance and Economic Development Manager for the District; Shelley Malone, Assistant to 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.; Mark Klein; Shaun Gray of Gray & Associates Events; Doris Forte, property owner; and Angela Lutz 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 January 9, 2015, regular meeting. Following discussion and review, Director Fincher moved to approve the minutes as submitted. The motion was seconded by Director West and passed unanimously.

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

Ms. Hall reviewed the assessment collector's report for January, 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 Halick moved to accept the assessment collector's report. The motion was seconded by Director Fujimoto and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the January 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 Fincher seconded the motion, which was approved by unanimous vote.

2014 YTD VARIANCE BUDGET

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

2015-2034 SERVICE AND IMPROVEMENTS PLAN

Ms. Wallace reviewed a summary of the status of petitions received to date for the District's proposed 2015-2034 Service Plan.

THE ENERGY CORRIDOR AND "WHERE ENERGY MOVES" TRADEMARKS

Mr. Lee updated the Board on the status of preparation of trademark applications by Greenberg Taurig, LLP for trademark of *The Energy Corridor*, *The Energy Corridor District*, *Where Energy Moves*, and *EnergyFest*. He recommended that the Board authorize the President to represent the District in the applications. After discussion and upon a motion made by Director Fincher and seconded by Director Halick, the Board voted unanimously to authorize the President to represent the District in the trademark applications.

### THE FORTSMITH STREET WOONERF PROJECT

Mr. Rayburn updated the Board on the status of the Fortsmith Street Woonerf Project, noting the project was approximately 35% complete as of January 31, 2015.

### GRISBY ROAD AT HELIOS PLAZA CROSSWALK, RAMPS, AND SIDEWALK DESIGN PROPOSAL FROM WALTER P. MOORE ENGINEERS

Mr. Rayburn reported on coordination efforts with the City of Houston (the "City") and METRO to finalize the scope for the crosswalk at Helios Plaza and Grisby Road. He reviewed a proposal submitted by Walter P. Moore for design of the project, noting the work would not begin until the City approves the final project scope. After review and discussion, Director Moskowitz moved to authorize execution of an agreement with Walter P. Moore for a cost not to exceed \$22,800, which includes 10% for contingencies, subject to City approval of the project scope. Director West seconded the motion, which passed unanimously.

### UPDATE ON GRANTS

Ms. Rector reported on the CMAQ Car Share grant program and efforts to promote the program.

### PARK ROW COMPLETION PROJECT

Mr. Willis updated the Board on phase I of the Park Row Completion Project. He said he is working with the City to coordinate final acceptance of the project. Mr. Willis said the lift station constructed as part of phase I will be inspected by the City once it begins receiving flows.

Mr. Willis next updated the Board on the phase I street lighting. He discussed the schedule for replacement of the damaged conduit prior to installation of street lights by CenterPoint Energy.

Mr. Willis then updated the Board on the status of clearing and demolition work for phase II of the Park Row Completion Project.

Mr. Rayburn updated the Board on the phase I landscaping and irrigation work by Junction Landscaping. He discussed tree replacement completed as part of the contractor's warranty work and clarified that final payment will be made to the contractor upon receipt of an invoice for the completed work.

Ms. Wallace reviewed the monthly expenses associated with phase II totaling \$53,448.34 to be paid from capital funds. After discussion and review, Director Moskowitz moved to approve payment of the phase II monthly expenses from the

District's capital fund. Director Cervas seconded the motion, which carried unanimously.

Director Hightower discussed various agreements required by the U.S. Army Corps of Engineers ("USACE") in connection with permitting for phase II of the Park Row Completion Project, including TARL Curation Agreements, a Memorandum of Agreement with USACE, an ARPA Permit, and USACE Real Estate Agreements for access to the federal property. He also discussed additional archeological investigations and documentation required by USACE. Discussion ensued regarding the schedule for bid advertisement and construction of phase II upon receipt of USACE permit issuance schedules. After discussion, Director Cervas moved to take the following actions: (1) approve the plans and specifications for phase II of the Park Row Completion Project and authorize advertisement for bids upon receipt of final permit issuance schedule from USACE; (2) authorize execution of the TARL Curation Agreements, the Memorandum of Agreement with USACE, the ARPA Permit, and the USACE Real Estate Agreements; and (3) authorize Moore Archeological to complete the additional archeological services associated with phase II. Director Halick seconded the motion, which passed unanimously.

#### ENERGYFEST AGREEMENTS

Ms. Weaver updated the Board on planning efforts for EnergyFest 2015 and payments to vendors for services to be provided during the event. Mr. Gray reviewed the budget for EnergyFest 2015. He next reviewed marketing materials prepared by eSiteful.

#### HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND CODE ENFORCEMENT UPDATE

Ms. Wallace discussed the District's security patrols, neighborhood protection, and code enforcement, including crime statistics report.

#### NEXT MEETING

The Board discussed next month's meeting date and concurred to hold the next Board meeting on March 13, 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.



Secretary, Board of Directors



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