

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

June 10, 2016

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 10th day of June, 2016, 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
Brandon Kerr	Assistant Secretary
D. Bruce Fincher	Director
Peter Elgohary	Director
Peter D. Johnston	Director
Chuck Cervas	Director
Vacant	Director

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

Also present at the meeting were Clark Martinson, General Manager for the District; Ali Lamkahouan, Finance and Administration Manager for the District; Kelly Rector, Transportation Coordinator for the District; Robert Rayburn, Senior Project Manager for the District; Rachael Weaver, Community Relations Coordinator for the District; John Nuñez, Transportation Manager for the District; Fabiana Demarie, Urban Planning Associate for the District; Les Lee and Joshua Bowie of eSiteful; Michelle Lofton of ETI Bookkeeping Services; Pat Hall of Equi-Tax, Inc.; Sgt. Philip Bennett of Harris County Precinct 5 Patrol; Melissa Newcity of BP Emergency Incident Management; Darren Willis; of Jones & Carter, Inc.; and Jessica Holoubek and Veronica Seguin 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 Cervas called the meeting to order.

MINUTES

The Board first considered the minutes of the May 6, 2016, regular meeting. Following discussion and review, Director Elgohary 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 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.

## 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 Johnston seconded the motion, which was approved by unanimous vote.

## SUMMER INTERN

Mr. Martinson discussed the summer intern interview process conducted by the Mayor's Office and reported three candidates have been put forward for further consideration to serve the District's transportation and urban planning projects managers as a summer intern, pending City approval. Mr. Martinson noted a number of candidates with engineering backgrounds may be valuable potential employees to stakeholders within the District and noted that he would be happy to forward their information to any interested parties.

## ANNEXATION PETITIONS

Ms. Demarie presented a Petition for Addition of Certain Land from Live Oak Apartments, LLC to the District for annexation of 5.499 acres of land it owns into the District. She also presented a proposed Petition for Consent to Annex Land from the District and Live Oak Apartments, LLC to the City of Houston (the "City") requesting consent to annex the 5.499-acre tract into the District.

Ms. Demarie then reported on efforts regarding annexation of the H6 Apartments on Grisby west of Highway 6.

After review and discussion, Director Fincher moved to (1) accept the Petitions for Addition of Certain Land, as presented; and (2) authorize execution of the Petitions for Consent to Annex Land to the City requesting consent to annex the 5.499-acre tract into the District. Director Elgohary seconded the motion, which passed unanimously.

## PARK ROW COMPLETION PROJECT

Mr. Willis updated the Board on the Phase II Park Row Completion Project paving, bridge, and utility work. He presented and recommended approval of Pay Estimate No. 4 in the amount of \$1,311,035.35, payable to SER Construction Partners, LLC. Mr. Willis discussed a change order to be submitted by the contractor for a water line relocation. He then presented and recommended approval of Change Order No. 1 to the contract in the amount of \$31,559.83 for re-routing of the Omni Hotel's electrical lines and offsetting the existing 12-inch ductile iron pipe waterline.

Following review and discussion, Director Fincher moved to take the following actions, based on the engineer's recommendation: (1) approve Pay Estimate No. 4 in the amount of \$1,311,035.35 for construction of the Phase II Park Row Completion Project paving, bridge, and utility work; and (2) approve Change Order No. 1 in the amount of \$31,559.83 for the Phase II Park Row Completion Project paving, bridge, and utility work to the Director Johnston seconded the motion, which passed by unanimous vote.

## MEMORIAL/ELDRIDGE INTERSECTION PROJECT

Ms. Demarie and Mr. Martinson updated the Board on the status and timeline for design of the Memorial Drive/Eldridge Parkway intersection improvements. Discussion ensued regarding the proposed intersection enhancement options and right-of-way that would need to be acquired for the project. Ms. Demarie reported City Public Works Department approvals for the project should be received next week.

## 2016 YTD VARIANCE BUDGET

Mr. Lamkahouan reviewed the 2016 budget summary, a copy of which is attached.

## ROTHSCHILD CORPORATION HR PROPOSAL

Mr. Lamkahouan discussed a proposal from The Rothschild Corporation for human resources consulting services for the District, including developing policies and procedures to ensure state and federal compliance for the District. He stated the fee is \$120.00 per hour for a total fee not to exceed \$5,000. After discussion, Director Kerr moved to approve the proposal from The Rothschild Corporation for human resources consulting services for a total fee not to exceed \$5,000, subject to final review and approval of an agreement by ABHR. Director Fincher seconded the motion, which passed unanimously.

## CMAQ CAR SHARE PROGRAM UPDATE

Ms. Rector reported on the CMAQ CarShare grant program, including marketing efforts. She also reported on the recent Bike to Work Day efforts and the status of the closeout for the CMAQ grant.

## MOBILITYHOUSTON BLOG PARTNERSHIP

Ms. Rector updated the Board on the District's partnership with MobilityHouston, including the recent town hall event held on June 7, 2016.

## ALR ENERGY CORRIDOR PROSPEROUS CITY GUIDELINES PROPOSAL

Mr. Martinson discussed a proposal from Active Living Research ("ALR") in the amount of \$47,969.00 to conduct a study and prepare Guidelines for Active Living Development in the District. He stated the goal of the study and proposed Guidelines would be to promote social, environmental, and physical wellness through environmental design. Discussed ensued regarding documented results of the effectiveness of such a study and the proposed Guidelines. The Board concurred to table action on the proposal and requested Mr. Martinson to provide case studies regarding the results of Active Living Research's studies and recommendations.

## ECD COMMUNICATIONS TEAM UPDATE

Mr. Bowie updated the Board on communication and public relations outreach efforts by the District's communications team to promote the District and its programs.

Mr. Bowie presented a six-month advertising agreement with *Energy Corridor Living* for space in each issue for content from the District. He stated *Energy Corridor Living* proposed a fee of \$699.80 per month for such advertising space. After review and discussion, Director Fincher moved to approve the six-month advertising agreement with *Energy Corridor Living*, subject to review, approval and finalization of the agreement by ABHR. Director Johnston seconded the motion, which passed unanimously.

## HARRIS COUNTY PRECINCT 5 CONSTABLE PATROL PROGRAM

Sergeant Bennett reviewed May crime statistics for the District. He then discussed the May 29, 2016 active shooter situation in the District and the Constable, Harris County Police Department and SWAT response to the situation.

## AD-HOC ENERGY COORIDOR EMERGENCY COMMUNICATIONS NETWORK

Ms. Newcity discussed quarterly committee meetings which take place between emergency incident managers from companies within the District. She then presented a severe weather monitoring website application for employees of BP to access to stay

informed of potential weather events, campus closures and traffic warnings. She stated she is in the process of adapting the website application for mobile devices and would be willing to share the application and research with other stakeholders within the District.

GENERAL MANAGER'S REPORT

Mr. Martinson reported bids for the pedestrian crosswalk improvements at the Highway 6 and Interstate 10 intersection have come in under budget.

Mr. Martinson reported on efforts to identify a new District office.

Mr. Martinson discussed the City and County response to the April 18, 2016, flood event on Highway 6 and North Eldridge Parkway. He noted the District is coordinating with bicycle commuters to identify alternate routes to use when trails are flooded.

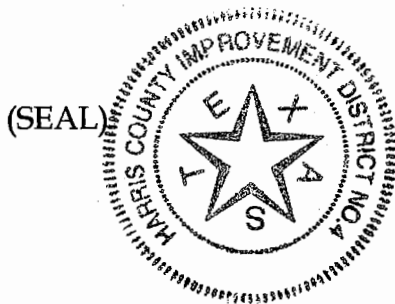
Mr. Martinson thanked Mr. Nunez for his service to the District, noting that he would be retiring soon.

NEXT MEETING

The Board discussed next month's meeting date and concurred to hold the next regular Board meeting on July 8, 2016, subject to confirming a quorum.

ADJOURN

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



*Steve West*  
Secretary, Board of Directors

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