

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

August 14, 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 14th day of August, 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
Peter Elgohary	Director
Peter D. Johnston	Director
Chuck Cervas	Director
Kmeal O. Winters	Director

and all of the above were present except Directors Hightower, West, Cervas, and Winters, 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; Shelley Malone, Assistant to Finance and Economic Development Manager for the District; Kelly Rector, Transportation Coordinator for the District; Rachael Weaver, Community Relations Coordinator for the District; John Nuñez, Transportation Manager for the District; Robert Rayburn, Senior Project Manager for the District; Fabiana Demarie, Urban Planning Associate for the District; Scott Barker of HDR, Inc.; Joshua Bowie and Les Lee of eSiteful; Pat Hall of Equi-Tax, Inc.; Michelle Lofton of ETI Bookkeeping Services; Darren Willis, Scott Saenger, and Erin Williford of Jones & Carter, Inc.; Mark Klein; Randy Schulze and Brian Brown of Walter P. Moore; and Angie Lutz and Kristen Hogan 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 July 17, 2015, regular meeting.

Following discussion and review, Director Fincher moved to approve the minutes as submitted. The motion was seconded by Director Moskowitz and passed unanimously.

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

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

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the July 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.

2015 YTD VARIANCE BUDGET

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

INSURANCE PACKAGE

Ms. Wallace discussed the District's insurance renewal package from AquaSurance, LLC, effective September 3, 2015. She noted a reduction in the renewal premium from last year's premium. Following review, Director Moskowitz moved to approve the renewal package for a premium of \$15,170. The motion was seconded by Director Johnston and carried unanimously.

IH 10 INTERSECTIONS ENHANCEMENT PROJECT TRAFFIC ENGINEER PRESENTATION

Mr. Martinson discussed the presentation given by Jacobs at last month's meeting regarding plans for the IH 10 intersections enhancement project. He gave a presentation of the proposed plans and pictures of existing conditions at the intersections. Mr. Schulze reported on the results of a traffic model analysis conducted following last month's meeting to determine whether the proposed improvements would have any significant impact on vehicular traffic flow. He said the results indicated there would be no measurable effect on vehicular traffic as a result of decreasing the turning radii of the intersections, as indicated in a letter that Walter P. Moore provided to the District. Mr. Martinson discussed the projected costs and

timeline for the project, which will be constructed by the Texas Department of Transportation.

MEMORIAL/ELDRIDGE PROTECTED INTERSECTION ENHANCEMENTS PROPOSAL

Mr. Martinson discussed the City of Houston's (the "City") plans to reconstruct Turkey Creek Bridge and the intersection at Memorial Drive and Eldridge Parkway. He discussed the opportunity to coordinate enhancements at the intersection with the City's reconstruction project. Ms. Demarie discussed proposed enhancements for the intersection, including incorporation of the streetscape elements and protected intersection solutions from the IH 10 Intersections Enhancement Project. She presented a proposal from Jacobs for schematic design of the Memorial/Eldridge intersection enhancements for an estimated cost of \$21,000 plus reimbursable expenses. In response to a question from the Board, Mr. Martinson said the design costs are included in the District's 2015 budget. After review and discussion, Director Moskowitz moved to approve the proposal from Jacobs for schematic design and reimbursable expenses for a cost not to exceed \$25,000. Director Johnston seconded the motion, which passed unanimously.

MEMORIAL/ELDRIDGE INTERSECTION BURY OVERHEAD UTILITIES PROPOSAL

Mr. Martinson discussed the Board's action at last month's meeting to authorize Binkley Barfield Engineers to perform preliminary engineering and surveying work for an estimated cost of \$11,500 in connection with the burial of overhead utilities at the Memorial/Eldridge intersection in coordination with the City's reconstruction project. He presented a revised proposal from Binkley Barfield Engineers, which is broken down into three phases for preliminary design, design engineering, and construction management. Mr. Martinson said the preliminary design phase is \$25,000 of the total proposal amount of \$97,000. He added that the design costs are included in the District's 2015 budget and associated construction costs would be included in future budgets. Following review and discussion, Director Fincher moved to approve the preliminary engineering design phase by Binkley Barfield Engineers for a cost of \$25,000, in lieu of the design authorization approved at last month's meeting. Director Johnston seconded the motion, which passed unanimously.

GRISBY, MEMORIAL, S. MAYDE CREEK AND ELDRIDGE CORRIDORS TRANSPORTATION EVALUATION PROPOSAL

Messrs. Martinson and Brown reported on discussions regarding the possibility of Walter P. Moore submitting a proposal to study the existing and proposed development in the District and evaluate traffic patterns and mobility infrastructure that would benefit the District. Mr. Brown discussed potential ideas for the study and said a proposal will be presented at a future meeting.

CONSIDER SUBMITTING ECD COMMUTER/CIRCULATOR TRANSIT GRANT APPLICATION TO H-GAC

Mr. Nuñez discussed the preliminary grant application for the District's proposed transit project that was submitted for review by the Houston-Galveston Area Council ("HGAC") following last month's meeting. He said a favorable response is expected from HGAC within the next week and the Board may consider submitting a full application for a federal Congestion Mitigation Air Quality ("CMAQ") grant. Mr. Nuñez reviewed the five-year budget for the project along with a draft of the grant application. Discussion ensued regarding the costs associated with the project, including the costs for the last two years after the matching grant funds end. Following review and discussion, Director Fincher moved to authorize submittal of the CMAQ grant application to HGAC. Director Johnston seconded the motion, which passed unanimously.

LOVE TO RIDE BICYCLE ENCOURAGEMENT PROGRAM PROPOSAL

Ms. Rector discussed an offer from People for Bikes to partner with the District to implement a program promoting bicycle use to be called "Love to Ride Houston" and "Love to Ride The Energy Corridor". She said People for Bikes will contribute \$5,000 to match a District contribution of \$5,000 toward the project. After review and discussion, Director Moskowitz moved to approve the proposal to partner with People for Bikes in a one-time match amount of \$5,000. Director Johnston seconded the motion, which passed unanimously.

ECD CAR SHARE PROGRAM CMAQ GRANT

Ms. Rector reported on the CMAQ Car Share grant program and plans for promoting the two new vehicle locations. Mr. Klein reported on marketing and media coverage of the program and the new locations.

PARK ROW COMPLETION PROJECT

Mr. Willis presented a proposal from Ninyo & Moore for geotechnical services associated with the Phase II Park Row Completion Project. After review and discussion, Director Johnston moved to approve the proposal from Ninyo & Moore for an estimated cost of approximately \$9,300. Director Fincher seconded the motion, which passed unanimously.

Ms. Wallace reviewed the monthly expenses associated with the Phase II Park Row Completion Project totaling \$101,104.46 to be paid from capital funds. Following review and discussion, Director Johnston moved to approve the monthly expenses

associated with the Phase II Park Row Completion Project. Director Fincher seconded the motion, which passed unanimously.

GENERAL MANAGER'S REPORT

Ms. Demarie reported on coordination with the Texas A&M University Landscape Studio on presentation of their plans after the District's September meeting.

Mr. Martinson reported on proposed annexations of property into the District.

Mr. Martinson then reported on an award received by Ms. Rector as an International Association of Commuter Transportation Association's Emerging Leader in Transportation Management. He recommended preparation of a resolution of congratulations by ABHR. The Board joined Mr. Martinson in congratulating Ms. Rector for the award. Upon a motion made by Director Moskowitz and seconded by Director Johnston, the Board voted unanimously to authorize execution of a congratulatory resolution for Ms. Rector to be prepared by ABHR.

HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND CODE ENFORCEMENT UPDATE

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

NEXT MEETING

The Board discussed next month's meeting date and concurred to hold the next regular Board meeting on September 11, 2015, subject to confirming a quorum.

ADJOURN

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



Steve West
Secretary, Board of Directors

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