

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

March 8, 2013

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 8th day of March, 2013, 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
Tim Milligan	Director
Peter D. Johnston	Director
Chuck Cervas	Director
Debbie Fujimoto	Director

and all of the above were present except Director Moskowitz, Johnston, and Fujimoto, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Robert Rayburn, Development and Natural Resource Director for the District; Katherine Wallace, Finance and Economic Development Manager for the District; Rachael Weaver, Community Relations Coordinator for the District; John Nuñez, Transportation Manager for the District; Christi Todd, CPA; Joshua Bowie of eSiteful; Pat Hall of Equi-Tax, Inc.; Michelle Lofton of ETI Bookkeeping Services; Shaun Gray of Gray & Associates Events; Mark Klein; and Trey Lary and Susan Hostetler 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 February 8, 2013, regular meeting. Following discussion and review, Director Cervas moved to approve the minutes as



submitted. The motion was seconded by Director Halick and passed by unanimous vote.

APPOINT BRUCE FINCHER TO OPEN BOARD OF DIRECTORS POSITION, APPROVE SWORN STATEMENT, OFFICIAL BOND, AND OATH OF OFFICE AND AUTHORIZE EXECUTION OF DISTRICT REGISTRATION FORM

The Board considered appointing D. Bruce Fincher to Position 2. Mr. Martinson introduced Mr. Fincher. Following discussion, upon a motion made by Director West and second by Director Halick, the Board voted unanimously to appoint Mr. Fincher to Position 2, approve his Sworn Statement, Official Bond, and Oath of Office and authorize execution of the District Registration Form reflecting Mr. Fincher's appointment.

ASSESSMENT AND COLLECTION MATTERS AND STATUS OF HCAD LAWSUITS

Ms. Hall reviewed the assessment collector's report for February, a copy of which is attached. Ms. Hall also reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District ("HCAD"). Following discussion and review, Director Halick moved to accept the assessment collector's report. The motion was seconded by Director West, and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS, INCLUDING PAYMENT OF BILLS AND REVIEW OF INVESTMENTS

Ms. Lofton reviewed the February 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 Cervas moved to accept the report and payment of the bills presented in the report. Director Halick seconded the motion, which was approved by unanimous vote.

VARIANCE BUDGET

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

2013 CITY OF HOUSTON CAPITAL IMPROVEMENTS PLAN SUBMITTAL

Mr. Martinson reviewed projects to be submitted to the City of Houston for consideration for the City's 2014-2018 Capital Improvements Plan. The Board instructed the General Manager to submit the Eldridge Widening Project from Memorial Drive to Briar Forest Drive.



RECOGNIZE HARRIS COUNTY'S MAINTENANCE AND ENFORCEMENT OF NORTH ELDRIDGE PARKWAY

Mr. Rayburn and Mr. Martinson reported on Harris County Precinct Five's improvements and traffic safety on North Eldridge Parkway from Addicks Dam to Clay Road. Following discussion, Director Halick moved to authorize ABHR to prepare a resolution commending the County for these improvements and safety measures and authorized Mr. Martinson to present the resolution to the Commissioner's Court. Director West seconded the motion, and it was unanimously approved.

BDMI ELECTRICAL DISTRIBUTION MASTER PLAN PROPOSAL

Mr. Martinson reviewed a proposal from Burns DeLatte & McCoy, Inc. ("BDMI") to prepare an electrical grid master plan for the District for an estimated fee of \$10,000. After discussion, upon a motion made by Director Halick and seconded by Director Milligan, the Board voted unanimously to approve BDMI's proposal for an electrical grid master plan for an estimated fee of \$10,000.

ENTER MAINTENANCE PARTNERSHIP AGREEMENT WITH TXDOT

Mr. Rayburn reviewed an Advance Funding Agreement for Voluntary Maintenance by a Local Government with the Texas Department of Transportation ("TxDOT"). He noted the agreement allows the District to perform ground maintenance of a portion of the TxDOT right of way from the Barker Cypress to the Kirkwood intersections. After review and discussion, Director West moved to authorize execution of the Advance Funding Agreement for Voluntary Maintenance by a Local Government with TxDOT subject to ABHR review. Director Milligan seconded the motion, and it carried by unanimous vote.

REQUEST TO ADVERTISE BID REQUESTS FOR DISTRICT GROUND AND AMENITY MAINTENANCE

Mr. Rayburn discussed the bid package for the District's ground and amenity maintenance of the portion of the TxDOT right of way. Following discussion, Director Halick moved to authorize advertisement for bids for the ground and amenity maintenance package subject to ABHR review. Director West seconded the motion, and it passed unanimously.

UPDATE ON GRANTS

Mr. Nuñez updated the Board regarding the CMAQ car share program and marketing for the program. He noted the program start date is April 1, 2013 at the BehringerHarvard property on Eldridge Parkway.



Mr. Nuñez reported on the JARC 75 Eldridge crosstown bus expenses.

Mr. Rayburn discussed the New Freedom sidewalk construction project. He reported that Walter P. Moore is preparing the bid package. Mr. Rayburn reviewed a schedule for finalization of plans and specifications and advertisement for bids for the project. Following discussion and review, Director Halick moved to approve plans and specifications and authorize advertisement for bids for the New Freedom sidewalk construction project upon ABHR review of the bid documents. Director West seconded the motion, and it passed by unanimous vote.

PHONOSCOPE "LIGHT CAR" TELEVIDEO PROPOSAL

Ms. Wallace stated Phonoscope has approached the District to use five Light Cars for televideo communication for six months, at no charge. The Board discussed the Light Car program and locations for the five Light Cars. No action was necessary for this agenda item.

PARK ROW COMPLETION PROJECT

Ms. Todd stated there are no draw requests from the Houston Housing Finance Corporation loan because funds received from the HWM Properties LLP contribution and reversal of a payment by the landowner to Terracon. Mr. Martinson reported there are no pay estimates or change orders for the Board's consideration. No action was necessary regarding this agenda item.

REPORT ON PLANNING AND REQUESTS RELATING TO ENERGYFEST

Ms. Weaver reported on sponsorships for the EnergyFest on April 6, 2013. Mr. Gray discussed logistics for the event including traffic control. Ms. Weaver reviewed and requested payment of invoices from JPL, Aventography, GAE, ACME, CBS Radio, and Secure1One in an amount not to exceed \$33,000. Following discussion, Director West moved to approve the payments to JPL, Aventography, GAE, ACME, CBS Radio, and Secure1One in an amount not to exceed \$33,000. The motion was seconded by Director Halick and carried unanimously.

"ENERGETICA" ABERDEENSHIRE, SCOTLAND OTC ENERGY CORRIDOR TOUR PROPOSAL

Ms. Wallace reported on correspondence from the Energetica area of Aberdeenshire, Scotland, requesting a meeting with the Energy Corridor District to discuss collaboration during the OTC convention. Ms. Wallace reported on rental of a shuttle bus for a tour of the District, for the representatives from the Aberdeenshire area. Ms. Wallace estimated the bus rental to cost \$500. Following discussion, Director West moved to authorize rental of a shuttle bus. Director Halick seconded the motion



which passed unanimously.

HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND
CODE ENFORCEMENT UPDATE

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

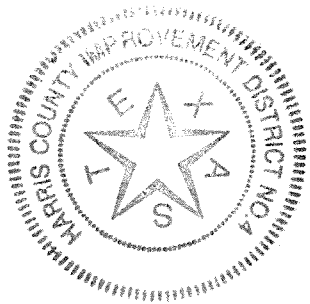
NEXT MEETING

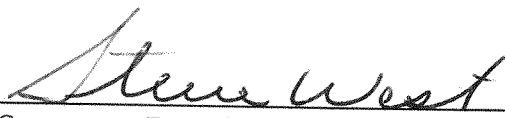
The Board concurred to hold the next Board meeting on April 12, 2013.

ADJOURN

There being no further business to come before them, Director Halick moved to adjourn the meeting. Director Milligan seconded the motion, and it carried by unanimous vote.

(SEAL)




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

