

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

August 8, 2014

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 August, 2014, 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 Director Tackett, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Robert Rayburn, Landscape Architect for the District; Katherine Wallace, Finance and Economic Development Manager for the District; Rachael Weaver, Community Relations Coordinator for the District; Christi Todd, CPA; Kelly Rector, Transportation Coordinator for the District; John Nuñez, Transportation Manager for the District; Fabiana Demarie, District intern; 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; Margarita J. Dunlap, Community Outreach Representative, Service Design and Development, for the Metropolitan Transit Authority ("METRO"); teachers and students from the Texas A&M University ("TAMU") Department of Landscape Architecture and Urban Planning, including Professor Jun Kim, Professor Hwan Kim, and students Siman Ning, Wonmin Sohn, Jiahe (Cassie) Bian, Hejing (Hedy) Feng, Madison Thomas, and Jixing (Jessie) Liu; 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 July 11, 2014, regular meeting. Following discussion and review, Director Johnston moved to approve the minutes as submitted. The motion was seconded by Director Fincher 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. Ms. Hall also reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District. Director Hightower suggested Ms. Hall look into the Vinchar Partners Ltd delinquent account since he believes the property was sold. 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 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 Halick seconded the motion, which was approved by unanimous vote.

## INVESTMENT ALTERNATIVES FOR THE CAPITAL FUND

Ms. Todd discussed investment alternatives researched for the District's capital fund. She recommended keeping the capital fund at Wells Fargo.

## 2014 YEAR-TO-DATE VARIANCE BUDGET

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

## MID-YEAR RECONCILIATION

Ms. Wallace reviewed a 6-month budget reconciliation and noted changes from the District's budget. A copy of the 6-month budget reconciliation is attached.

## INSURANCE PACKAGE

Ms. Wallace discussed the District's insurance renewal package, effective September 3, 2014. She reported on discussions with Harry Peyton of AquaSurance, LLC regarding the Fortsmith project and noted a related letter from Mr. Peyton included in the Board packet. Following review, Director West moved to approve the renewal package for a premium of \$15,705. The motion was seconded by Director Halick and carried unanimously.

## THE ENERGY CORRIDOR DISTRICT CIRCULATOR TRANSIT CONSULTANT'S PROPOSAL

Mr. Nuñez discussed the possibility of a District circulator service, based on prior survey results, completion of Park Row, and expiration of the District's bus program. He discussed the recommendation to engage a transit consultant to evaluate District transit services and options, including a possible circulator bus service. Mr. Nuñez reviewed a scope of services for a proposed transit consultant. After review and discussion, Director West moved to authorize solicitation of a transit consultant for the District, based on the scope of services reviewed by Mr. Nuñez. Director Johnston seconded the motion, which passed unanimously.

## FEDERAL GRANT PROJECTS

Ms. Rector reported on the CMAQ Car Share grant program, including efforts to identify locations for new vehicles. She also reported on discussions with companies to increase participation and activities planned to promote the program. Ms. Rector reviewed the July financial report for the project and noted the report incorrectly reflects 70% for each category instead of the correct share of 50% for Year 2 of the program.

Ms. Rector next updated the Board on the JARC 75 Eldridge Crosstown bus program, including efforts to promote the program and a request from BP to METRO to adjust the route near the Helios bus stop to address a potential safety issue. She then reviewed the July financial report for the program.

## TEXAS A&M UNIVERSITY LANDSCAPE ARCHITECTURE PROFESSOR PRESENTATION OF ENERGY CORRIDOR DISTRICT CONCEPTS

Mr. Martinson recognized Professor Jun Kim and his students for their master planning work underway for the District. Professor Jun Kim introduced his team of students and reviewed a presentation on the work completed since May 2014 and additional design details to be developed and incorporated into a final comprehensive report by the end of the project period in April 2015. He discussed the focus on area concepts for Addicks Park and Ride and Terry Hershey Park. Professor Jun Kim discussed the data being compiled as part of the project, including a base map for the

entire District and aerial video-clips, which will be shared with District staff and consultants once complete. He also discussed the possibility of using the team's final work product for national conferences and competition, subject to the District's approval. After review and discussion, the Board commended the team for their efforts to date.

#### THE ENERGY CORRIDOR DISTRICT AREA MASTER PLAN STUDIO CHARRETTES PROPOSAL

Mr. Martinson reported that the Evaluation Committee comprised of District staff and area property owners reviewed proposals submitted by six teams of consultants and conducted interviews with a short-list of three firms for the purpose of selecting a team for the District's Area Master Plan, which will utilize data prepared by the TAMU students. He said the Committee selected Sasaki Associates' team to lead the efforts in coordination with LRK and Gensler, two companies who also submitted proposals. Mr. Martinson requested authorization to prepare a scope of work and negotiate a contract with Sasaki Associates for the Board's consideration at next month's meeting. After discussion, Director Moskowitz moved to authorize the General Manager to prepare a scope of work and negotiate a contract with Sasaki Associates for the Board's consideration. Director Johnston seconded the motion. Discussion ensued regarding the separate transportation work being coordinated by the District's transit consultant. Upon calling for a vote on the motion, all of the Board members in attendance voted aye and the motion passed by unanimous vote.

#### ENERGY CORRIDOR DISTRICT 2015-2034 SERVICE PLAN PRESENTATION

Mr. Klein gave a presentation on the District's 2015-2034 Service Plan, including an overview of the summary report outline for the Service Plan.

#### PARK ROW COMPLETION PROJECT

Mr. Willis updated the Board regarding phase I of the Park Row Completion Project, noting he had no action items for the Board's consideration.

Ms. Todd reviewed the monthly expenses associated with phase II of the Park Row Completion Project. She said the District has capital funds available to cover the expenses and, therefore, no draw request from the Houston Housing Finance Corporation loan is necessary.

After discussion and review, Director West moved to approve payment of the monthly expenses from the District's capital fund. Director Halick seconded the motion, which carried unanimously.

HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND  
CODE ENFORCEMENT UPDATE

Ms. Wallace reviewed a report on the District's security patrols. She reported on an upcoming security meeting with a forensics analyst.

GENERAL MANAGER'S REPORT

Mr. Martinson reviewed the General Manager's report. He reported on efforts by the City of Houston to avoid cancellation of the Cullen Park trail project since the project was not commenced by the City within four years.

Mr. Martinson reported on the West Houston Mobility Plan being coordinated by the Houston-Galveston Area Council, noting the preliminary study has been requested by District staff for review.

Mr. Martinson also reported on recent news articles and pictures regarding the District and its car share program.

NEXT MEETING

The Board concurred to hold the next Board meeting on September 19, 2014.

ADJOURN

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

  
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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
6-month budget reconciliation.....	2