

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

February 14, 2020

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 14th day of February, 2020, at 777 N. Eldridge Pkwy, Suite 270, 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
D. Bruce Fincher	Secretary
Vacant	Assistant Secretary
Peter Elgohary	Director
Vacant	Director
Tom Halaska	Director
Chase Crawford	Director
David L. Lane	Director

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

Also present at the meeting were Elijah Williams, Executive Director for the District; Robert Rayburn, Landscape Architect for the District; Fabiana Demarie, Urban Planner for the District; Rachael Weaver, Community Relations Coordinator for the District; Pat Hall of Equi-Tax, Inc.; Jennifer Landreville of ETI Bookkeeping Services ("ETI"); Kristen Hennings and Scott Saenger of Jones & Carter, Inc. ("J&C"); Sergeant Sheffield of Harris County Constable Precinct 5; Margarita Dunlap of METRO; and Sanjay Bapat and Nikole Cales 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 considered the minutes of the January 17, 2020, regular meeting. Following discussion and review, Director Fincher moved to approve the minutes, as amended. The motion was seconded by Director Crawford and passed unanimously.

PUBLIC COMMENTS

There were no members of the public who wished to address the Board.

ECD PUBLIC SAFETY

Sergeant Sheffield updated the Board regarding security matters in the District and reviewed the report on January patrols and activity. He stated the Constables have been addressing the homeless encampment on the North side of Park Row. Sergeant Sheffield updated the Board regarding a theft ring in the area.

REVIEW AND APPROVE HARRIS COUNTY PRECINCT 5 CONSTABLE'S CONTRACT

Mr. Williams presented and reviewed the Harris County Precinct 5 Constable's Contract, which will be effective beginning March 1, 2020 through February 28, 2021. Discussion ensued regarding the cost increase of the contract. The Board requested Mr. Williams prepare a letter to the Precinct 5 Constable expressing the Board's desire that the constables patrolling the District receive a pay increase in proportion with the District's cost increase for services. After review and discussion, Director Elgohary moved to accept the Harris County Precinct 5 Constable's Contract. Director Halaska seconded the motion, which passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Williams updated the Board regarding initiatives being undertaken by District staff and his attendance at various meetings and events.

Mr. Williams stated The Woodlands Township tentatively approved an agreement that reflects a 50/50 cost share between the District and The Woodlands for commuter services to serve the District. He stated he is coordinating with the appropriate parties regarding establishing bus routes and schedules. Mr. Williams further stated the start of commuter services from The Woodlands is expected to later this year. He requested the directors communicate with area businesses and stakeholders to assist with feedback regarding route and schedule effectiveness and notifying constituents of the service.

Mr. Williams stated a stakeholder meeting for the Langham Park Master Plan was held and interviews for a Communications Director were conducted. Additionally, Mr. Williams stated he is working with the City of Houston regarding the bus shelter/ stop relocation. He also discussed the renewal of staff vision and dental insurance.

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

Ms. Hall reviewed the assessment collector's report for January with the Board. She then reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District. Following discussion and review,

Director Elgohary moved to accept the assessment collector's report. The motion was seconded by Director Halaska and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Landreville reviewed the January financial report with the Board, including the bills presented for payment from the District's accounts. Following review and discussion, Director Elgohary moved to approve the bookkeeper's report and payment of the bills presented in the report, as amended. Director Halaska seconded the motion, which was approved by unanimous vote.

REVIEW AND APPROVE AGREEMENT FOR BOOKKEEPING SERVICES WITH EQUI-TAX, INC. BOOKKEEPING SERVICES

Mr. Williams presented and reviewed the Agreement for Bookkeeping Services with Equi-Tax, Inc. Bookkeeping Services ("ETI"). After review and discussion, Director Elgohary moved to accept the Agreement for Bookkeeping Service. Director Lane seconded the motion, which passed unanimously.

ACCEPT RESIGNATION OF DIRECTOR QUIZON AND DIRECTOR BACCUS

Director Hightower discussed Director Quizon's and Director Baccus' resignations from the Board. The Board commended Director Quizon's and Director Baccus' contributions to the District and wished them well in their future endeavors. After review and discussion, Director Halaska moved to accept Director Quizon's and Director Baccus' resignations from the Board. Director Elgohary seconded the motion, which passed unanimously.

REVIEW AND CONSIDER PROPOSAL FOR FACILITATION OF BOARD RETREAT

Mr. Williams presented and reviewed a Service Agreement and proposal for facilitation of the board retreat from Leadingwell Associates in an amount not to exceed \$6,800.00 (the "Agreement"). After review and discussion, Director Fincher moved to approve the Agreement, with the proposal attached as an exhibit, subject to receipt of the Form 1295. Director Crawford seconded the motion, which passed unanimously.

REVIEW AND CONSIDER SERVICE AGREEMENT FOR TRAFFIC INFRASTRUCTURE MANAGEMENT

Mr. Rayburn presented and reviewed a Professional Engineering Service Agreement for traffic infrastructure management with KBH Traffic Engineering, LLC. After review and discussion, Director Elgohary moved to accept the Service Agreement for traffic infrastructure management. Director Halaska seconded the motion, which passed unanimously. The Board requested District staff solicit a proposal to conduct a traffic light synchronization study.

PARK ROW COMPLETION PROJECT

Ms. Hennings updated the Board regarding the Langham Creek bank restoration project and stated no new pay estimates have been submitted for the Board's consideration.

Director Lane discussed the possibility of requesting a cap increase from the City of Houston ("City") under the 380 agreement to capture the additional value since 2012. He stated the District is still paying for Central Park right-of-way, which is approximately \$1,700,000, plus interest. Discussion ensued regarding a contribution towards walking trails if funds are available. After review and discussion, Director Elgohary moved to authorize Director Lane to discuss options to amend the District's 380 agreement with the City and request a cap increase, as appropriate. Director Fincher seconded the motion, Director Lane abstained and the motion passed by majority vote.

CONSTRUCTION PROJECTS UPDATE

Ms. Demarie updated the Board regarding construction projects in the District.

Mr. Rayburn reported the Addicks Dam drainage will be converting from the current reservoir channel to a new channel in the next few weeks.

LANGHAM PARK MASTER PLAN UPDATE

Mr. Rayburn updated the Board regarding the Langham Park Master Plan. He stated a stakeholder meeting was held on January 30, 2020 to discuss the proposed plans and receive feedback from interested parties. Mr. Rayburn stated meetings have been scheduled with Councilmember Travis and the Houston Parks and Recreation Department. He reported the next round of stakeholder meetings will be held February 25, 2020.

Discussion ensued regarding Terry Hershey Park.

REVIEW AND CONSIDER WICKCHESTER BRIDGE ENGINEERING REVISED PROPOSAL

Mr. Rayburn presented and reviewed a proposal from Edminster, Hinshaw, Russ and Associates, Inc. d/b/a EHRA Engineering for professional surveying, engineering and construction for the Wickchester Bridge. He noted the District has a Master Engineering Service Agreement with EHRA. Mr. Rayburn stated the approximate total cost of the bridge project is \$420,000.

Discussion ensued and the Board concurred the bridge is not of benefit to the District at this time. The Board took no action on the proposal.

MEMORIAL DRIVE AND ELDRIDGE PARKWAY INTERSECTION UPDATE

Ms. Demarie updated the Board regarding the Memorial Drive and Eldridge Parkway intersection project. She stated the District's contractor has mobilized and expects to complete the work requiring the traffic control plan by the end of February. Ms. Demarie requested authorization for the District's Executive Director to approve change orders between meetings in an amount not to exceed \$50,000 per occurrence. After review and discussion, Director Halaska moved to authorize the District's Executive Director to approve change orders between meetings in an amount not to exceed \$50,000 per occurrence, subject to confirmation that any change orders approved must be within the contingency of the contract and the change order is presented to the Board for ratification at the next meeting. Director Lane seconded the motion, which passed unanimously.

Ms. Demarie presented and recommended approval of Change Order No. 2 for an additional \$2,076.40, and Change Order No. 3 for an additional \$677.09, submitted by MC2 Main Lane Industries, Ltd. for the Memorial Drive/Eldridge Parkway intersection improvements. The Board concurred the Change Orders are of benefit to the District. After review and discussion, Director Halaska moved to approve Change Order No. 2 for an additional \$2,076.40, and Change Order No. 3 for an additional \$677.09, for the Memorial Drive/Eldridge Parkway intersection improvements. Director Fincher seconded the motion, which passed unanimously.

REVIEW AND APPROVE SPONSORSHIP FOR KOLACHE FACTORY RUN

Mr. Williams discussed an opportunity for the District to sponsor the water stations for the Kolache Factory Challenge 5K for a cost of \$5,000.00 and reviewed the sponsorship details. After discussion, Director Halaska moved to approve sponsorship of the Kolache Factory Challenge 5K in the amount of \$5,000.00. Director Lane seconded the motion, which carried unanimously.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE, TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF A DISTRICT EMPLOYEE

The Board convened in executive session at 10:12 a.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in executive session at 10:23 a.m. Upon reconvening in

open session, Director Elgohary moved to authorize the Executive Director to extend an offer of employment, per the terms discussed, to the selected candidate for the Communications Director position. Director Fincher seconded the motion, which passed unanimously.

NEXT MEETING

The Board noted the next regular meeting will be held on March 13, 2020, at 8:30 a.m.

ADJOURN

There being no further business to come before the Board, the meeting was adjourned.

(SEAL)

/s/ D. Bruce Fincher
Secretary, Board of Directors