

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

April 10, 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 by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, on the 10th day of April, 2020, and the roll was called of the members of the Board being present by telephone:

David W. Hightower	President
Robert Halick	Vice President
D. Bruce Fincher	Secretary
Brandon Kerr	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 Directors Kerr and Crawford, 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; Kenzie Copeland, Communications Coordinator for the District; Julia McCain of McCall Gibson Swedlund Barfoot PLLC; Pat Hall of Equi-Tax, Inc.; Jennifer Landreville of ETI Bookkeeping Services ("ETI"); Scott Saenger of Jones & Carter, Inc. ("J&C"); Sergeant Sheffield of Harris County Constable Precinct 5; Margarita Dunlap of METRO; and Jessica Holoubek 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, Ms. Holoubek called the meeting to order.

PUBLIC COMMENTS

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

ADOPT AMENDED RESOLUTION REGARDING DELEGATION OF AUTHORITY
DUE TO AN EMERGENCY

Ms. Holoubek reviewed an amended Resolution Regarding Delegation of Authority (“Resolution”) to appoint the Board President to make decisions on behalf of the Board if a state of emergency is declared and the Board is unable to meet as well as authorize one Board member plus either Ms. Pat Hall or Mr. Elijah Williams to execute approved checks on behalf of the District. Director Elgohary inquired how long the resolution is in effect. Ms. Holoubek stated the Resolution terminates in the event that the Declared Disaster ceases or the contract between the District and an Authorized Signatory is at any time no longer in effect. Following review and discussion, Director Elgohary moved to adopt the resolution. Director Halaska seconded the motion, which passed unanimously.

MINUTES

The Board considered the minutes of the March 20, 2020, regular meeting. Following discussion and review, Director Halick moved to approve the minutes, as amended. The motion was seconded by Director Elgohary and passed unanimously.

ECD PUBLIC SAFETY

Sergeant Sheffield updated the Board regarding security matters in the District and reviewed the report on March patrols and activity. He discussed which businesses remain open, businesses that have closed and the Constables routine for monitoring the District and businesses during the COVID-19 pandemic. Sergeant Sheffield noted Terry Hershey Park is closed through Easter weekend and will reopen the Monday after Easter.

EXECUTIVE DIRECTOR’S REPORT

Mr. Williams updated the Board regarding initiatives being undertaken by District staff and his attendance at various meetings and events. He noted District staff is working remotely and the District’s maintenance staff continues to work on site. Mr. Williams updated the Board regarding the Park Row side slope and Memorial Eldridge projects and noted both are nearing completion. Mr. Williams reported he was nominated to join the Transportation Advisory Council.

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

Ms. Hall reviewed the assessment collector’s report for March with the Board. She then reviewed a chart regarding the status of District assessment payers’ lawsuits against the Harris County Appraisal District and discussed delinquent assessment accounts. Ms. Hall discussed the possible impact to current assessed values due to the

COVID-19 pandemic. Discussion ensued regarding current taxable valuations and the request to the Texas Attorney General for an opinion regarding direction on how valuations may be handled as a result of the COVID-19 pandemic. Following discussion and review, Director Lane moved to accept the assessment collector's report. The motion was seconded by Director Hightower and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Landreville reviewed the March financial report with the Board, including the bills presented for payment from the District's accounts. Following review and discussion, Director Halick 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.

APPROVE AUDIT FOR FISCAL YEAR ENDING DECEMBER 31, 2019

Ms. McCain presented and reviewed the District's audit for the fiscal year ending December 31, 2019. She discussed the addition of "uncertainties" noted in the material weakness letter as a result of the COVID-19 pandemic and the possible unknown economic impact. Director Hightower noted the pandemic wasn't declared until after the District's 2019 fiscal year end. Ms. McCain stated the auditor is responsible for reporting information up to the date of finalizing the audit, so the COVID-19 pandemic is noted as a subsequent event occurring after the District's fiscal year end. Ms. McCain and Ms. Holoubek discussed the representation letter. Ms. McCain stated she can accept an email approval from each director in lieu of an executed representation letter. Following review and discussion, Director Fincher moved to approve the audit for the fiscal year ending December 31, 2019, subject to final review by the Board members and ABHR. Director Halick seconded the motion and it passed unanimously.

Director Elgohary requested back-up documentation for the bookkeeper's report be provided to the Directors prior to the meeting for review.

Director Hightower expressed appreciation to District staff for their efforts in continuing District operations.

NEXT MEETING

The next regular meeting will be held on May 8, 2020, at 8:30 a.m.

ADJOURN

There being no further business to come before the Board, Director Hightower moved to adjourn the meeting, Director Elgohary seconded the motion, which passed unanimously.

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

