

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

May 8, 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 videoconference, 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 8th day of May, 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, thus constituting a quorum.

Also attending the videoconference 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; Pat Hall of Equi-Tax, Inc.; Jennifer Landreville of ETI Bookkeeping Services ("ETI"); Scott Saenger and Kristen Hennings of Jones & Carter, Inc. ("J&C"); Sergeant Sheffield of Harris County Constable Precinct 5; Margarita Dunlap of METRO; Sheila Condon, Elizabeth Gilbert and Ryan Steib of Clark Condon Associates ("CC"); Randolph Schulze of Walter P. Moore; and Jessica Holoubek, Sanjay Bapat and Nikole Cales of Allen Boone Humphries Robinson LLP ("ABHR").

Ms. Holoubek reviewed certain recommended protocols for conducting the District's meeting via videoconference. She announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting.

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

Ms. Holoubek offered any members of the public attending the meeting by telephone the opportunity to make public comment. There being no members of the public requesting to make public comment, Ms. Holoubek moved to the next agenda item.

MINUTES

The Board considered the minutes of the April 10, 2020, regular meeting. Following discussion and review, Director Halaska moved to approve the minutes, as amended. The motion was seconded by Director Halick and passed unanimously.

ECD PUBLIC SAFETY

Sergeant Sheffield updated the Board regarding security matters in the District and reviewed the report on April patrols and activity.

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

Ms. Hall reviewed the assessment collector's report for April 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. Following discussion and review, Director Fincher moved to accept the assessment collector's report. The motion was seconded by Director Elgohary and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

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

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 discussed the

postponed Board retreat and the staff's efforts to identify goals, projects and long-range plans for the District. Mr. Williams updated the Board regarding coordination of transportation efforts with The Woodlands Township. He discussed cell phone tower standards. Mr. Williams updated the Board regarding the Park Row project and reimbursement from the Federal Emergency Management Agency ("FEMA").

Mr. Williams updated the Board regarding the District staff's response to the COVID-19 pandemic. He stated he hopes to have staff back in the office in June. Mr. Williams thanked the staff for working remotely and maintaining District operations. Mr. Williams discussed connecting business owners with local legislators and resources that may benefit them. He noted the District has been promoting businesses in the District by social media campaigns and newsletters. In response to questions from the Board, Mr. Williams stated there has been minimal interruption to the staff's productivity while working from home. Discussion ensued regarding the timeline to physically return to the office. Director Lane asked if Mr. Williams had any indication of District businesses returning to physical office locations within the District. Mr. Williams stated every business has an individual timeline regarding plans to return to physical locations within the District. Discussion ensued regarding a timeline for the Board retreat.

REPORT REGARDING THE DISTRICT'S RESPONSE TO COVID-19 EPIDEMIC

Mr. Williams discussed initiatives being undertaken by District staff as a response to COVID-19. Ms. Copeland discussed the "District Dishes" social media campaign. Ms. Weaver stated the District partnered with Granite Properties to host two blood drives in the District and stated additional information can be found on the District's website.

REVIEW AND APPROVE SPONSORSHIP FOR MEMORIAL ASSISTANCE MINISTRIES AND WEST HOUSTON ASSISTANCE MINISTRIES

Mr. Williams discussed an opportunity for the District to sponsor economic development programs with Memorial Assistance Ministries and West Houston Assistance Ministries for a cost of \$5,000 per organization and reviewed the sponsorship details. In response to questions from the Board, Mr. Williams stated he would like to continue to fund these organization annually, if it is financially feasible for the District to do so. After discussion, Director Fincher moved to approve the sponsorship of the Memorial Assistance Ministries and West Houston Assistance Ministries in the amount of \$5,000 per organization. Director Halaska seconded the motion, which carried unanimously.

REVIEW AND APPROVE MEMBERSHIP RENEWAL FOR THE HOUSTON WEST CHAMBER OF COMMERCE

Mr. Williams requested the Board consider renewing its membership with the Houston West Chamber of Commerce in the amount of \$385 and discussed the membership details. After discussion, Director Halick moved to approve membership renewal for the Houston West Chamber of Commerce in the amount of \$385. Director Halaska seconded the motion, which carried unanimously.

REVIEW AND APPROVE REVISIONS TO THE DISTRICT'S SMALL CELL TOWER STANDARDS

Ms. Demarie stated the District received notification from a company stating they would be submitting application for small cell towers within the District. She then discussed proposed revisions to Design Standards for Small Cell Towers in the District (the "Standards"). After review and discussion, Director Lane moved to adopt the amended Standards. Director Elgohary seconded the motion, which passed unanimously.

ORDER ADOPTING SECTION 49.2731 ELECTRONIC BIDDING RULES

The Board considered adopting an Order Adopting Section 49.2731 Electronic Bidding Rules to permit the receipt of bids under Section 49.273 of the Texas Water Code through electronic transmission. Discussion ensued. Following review and discussion, Director Elgohary moved to adopt the Order Adopting Section 49.2731 Electronic Bidding Rules and direct that the Order be filed appropriately and retained in the District's official records. Director Fincher seconded the motion, which was approved by unanimous vote.

PARK ROW COMPLETION PROJECT

Ms. Hennings updated the Board regarding the Langham Creek bank restoration project.

CONSTRUCTION PROJECTS UPDATE

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

MEMORIAL DRIVE AND ELDRIDGE PARKWAY INTERSECTION UPDATE

Ms. Demarie updated the Board regarding the Memorial Drive and Eldridge Parkway intersection project.

LANGHAM PARK MASTER PLAN UPDATE

Ms. Demarie updated the Board regarding the Langham Park Master Plan. She introduced representatives from CC to present information about the Langham Park Master Plan. Ms. Condon, Ms. Gilbert and Mr. Steib then presented and reviewed three proposed plans. Director Hightower discussed possible restrictions imposed by the United States Army Corps of Engineers on the west side and requested that the same be taken into account when designing. Discussion ensued. Mr. Williams discussed long term planning, operations, and possible partnerships.

NEXT MEETING

The next regular meeting will be held on June 12, 2020, at 8:30 a.m.

ADJOURN

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

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

