

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

March 20, 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 20th day of March, 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
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, thus constituting a quorum.

Also present at the meeting were Elijah Williams, Executive Director for the District; 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"); Kristen Hennings and Scott Saenger of Jones & Carter, Inc. ("J&C"); Sergeant Sheffield of Harris County Constable Precinct 5; Katy Shelton of Councilmember Greg Travis's office; Josh Pipes of Benefits Concept; Nancy R. Edmonson, Transportation Consulting ("Nancy Edmonson"); 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, Director Hightower called the meeting to order.

APPROVE SWORN STATEMENT, OATH OF OFFICE, AND OFFICIAL BOND OF NEW DIRECTOR

The Board considered appointing Brandon Kerr to the Board in position number four (4) for an unexpired term ending June 1, 2021. After review and discussion,

Director Elgohary moved to appoint Brandon Kerr to position number four (4) on the Board. Director Halick seconded the motion, which passed unanimously.

The Board considered approving the Sworn Statement, Oath of Office, and Official Bond of Director Kerr in connection with his appointment to the Board by the City of Houston. After review and discussion, Director Elgohary moved to approve the Sworn Statement, Oath of Office, and Official Bond executed by Director Kerr and direct that the documents be filed in the official records of the District, and that the Oath of Office be filed with the Secretary of State, as required by law. Director Halick seconded the motion, which passed unanimously.

REORGANIZATION OF BOARD AND EXECUTION OF DISTRICT REGISTRATION FORM

The Board considered reorganizing the Board of Director positions. Ms. Holoubek stated that the District is required to file an updated District Registration Form with the Texas Commission on Environmental Quality reflecting the new District Director and any changes in offices. Following review and discussion and upon a motion made by Director Fincher and seconded by Director Elgohary, the Board voted unanimously to reorganize the Board and authorize execution and filing of the District Registration Form reflecting Director Kerr in position number four (4) and the following offices:

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

TEXAS OPEN MEETINGS ACT ("TOMA") AND PUBLIC INFORMATION ACT TRAINING REQUIREMENTS

Ms. Holoubek discussed a memorandum regarding the Open Meetings Act and Public Information Act training requirements. She stated that each elected or appointed public official is required to complete a course of training regarding responsibilities of the governmental body and its members under the Texas Open Meetings Act, Chapter 551, within 90 days of taking the oath of office. She noted ABHR has Director Kerr's TOMA certificate is already on file.

CONFLICT OF INTEREST DISCLOSURE REQUIRED UNDER CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE

Ms. Holoubek reviewed a memorandum from ABHR regarding conflict of interest disclosure required under Chapter 176 of the Texas Local Government Code and disclosure forms adopted by the Texas Ethics Commission. She stated that pursuant to Chapter 176 of the Texas Local Government Code, the District is required to maintain a List of Local Government Officers. Ms. Holoubek reviewed the updated List of Local Government Officers.

REVIEW AND CONSIDER PROPOSALS FOR TRAFFIC AND PEDESTRIAN INFRASTRUCTURE

Mr. Williams discussed the possibility of relocating the Shell/N. Dairy Ashford bus stop and pedestrian crossing and discussed the N. Dairy Ashford and Eldridge Parkway Intersection traffic study. He presented and reviewed a proposal from KBH for the Shell/N. Dairy Ashford bus stop relocation and pedestrian crossing and the N. Dairy Ashford and Eldridge Parkway Intersection's operation capacity and traffic circulation. Mr. Williams then presented a second proposal from KBH to conduct on-call tasks and requests in an amount not to exceed \$5,000 per occurrence (the "Proposals"). In response to questions from Director Fincher, Mr. Williams explained the difference between the services offered by Nancy and KBH. Discussion ensued regarding the differences in scope of work between the two consultants. Mr. Williams stated Nancy is more focused on commuter services and KBH focused more on infrastructure services. After review and discussion, Director Elgohary moved to accept the Proposals. Director Lane seconded the motion, which passed unanimously.

MEMORANDUM REGARDING PREPERATION FOR POTENTIAL EFFECTS OF COVID-19 AND ADOPT RESOLUTION REGARDING DELEGATION OF AUTHORITY DUE TO AN EMERGENCY

Ms. Holoubek discussed a memorandum regarding preparation for the potential effects of COVID-19 and including meeting logistics in case of an emergency declaration. She then reviewed a Resolution Regarding Delegation of Authority 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. Following review and discussion, Director Fincher moved to adopt the resolution. Director Halick seconded the motion, which passed unanimously.

MINUTES

The Board considered the minutes of the February 14, 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.

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 February patrols and activity. Director Fincher updated the Board regarding tenant occupation and requested the Constables increase patrols around his property. In response to a question from Director Elgohary, Sergeant Sheffield stated the Constables office is maintaining or increasing its level of patrols and officers in the District.

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 stakeholder meetings were held for the Langham Park Master Plan. He discussed staff benefits, transportation matters and other meetings and actions undertaken during the last month.

Mr. Williams updated the Board regarding the commuter services options with The Woodlands Township. He stated negotiations are currently on hold at this time.

Mr. Williams updated the Board regarding District staff operations during the COVID-19 pandemic. He thanked the staff and ABHR for coordinating the Board of Directors meeting.

Mr. Williams discussed the upcoming Board retreat and noted the District's staff are preparing a list of goals and projects to be discussed.

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

Ms. Hall reviewed the assessment collector's report for February with the Board. She then reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District. Ms. Hall stated the HCAD is closed to the public at this time. Following discussion and review, Director Fincher moved to accept the assessment collector's report. The motion was seconded by Director Halick and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Landreville reviewed the February 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 Halick seconded the motion, which was approved by unanimous vote.

CONDUCT ANNUAL REVIEW OF INVESTMENT POLICY

The Board conducted an annual review of the District's Investment Policy. Ms. Holoubek stated that the Public Funds Investment Act and the District's Investment Policy require that the District annually review its investment policy. She stated there are no recommended changes to the current investment policy and reviewed a Resolution Regarding Annual Review of Investment Policy with the Board. After review and discussion, Director Fincher moved to approve the Resolution Regarding Annual Review of Investment Policy. Director Halick seconded the motion, which passed unanimously.

ADOPT RESOLUTION ESTABLISHING AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/ DEALERS WITH WHOM THE DISTRICT MAY ENAGEG IN INVESTMENT TRANSACTIONS

Ms. Holoubek said the District is also required to annually review the list of qualified broker/dealers with whom the District may engage in investment transactions. She reviewed a Resolution Establishing Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions ("Broker Resolution") and noted that the bookkeeper has provided an updated list of depository institutions and broker/dealers with whom the District may engage in such transactions. After review and discussion, Director Lane moved to approve the Broker Resolution. Director Halick seconded the motion, which passed unanimously.

ENGAGE AUDITOR FOR FISCAL YEAR ENDING DECEMBER 31, 2019

Mr. Williams reviewed an engagement proposal from McGrath & Co., PLLC to perform year-end financial reporting work for the District. Following discussion and review, Director Halick moved to approve the proposal from McGrath & Co., PLLC. Director Elgohary seconded the motion and it was unanimously approved.

RENEWAL OF STAFF INSURANCE POLICIES

Mr. Williams discussed options for renewal of the insurance policies for vision, dental, disability and life for District staff. Mr. Williams introduced Mr. Pipe to further discuss insurance policies. Mr. Pipe stated the staff dental and vision insurance expires

April 1, 2020 and reviewed renewal options. He then discussed options for disability and life insurance. Mr. Pipe recommended renewing with Principal for vision and dental insurance as well as utilizing them for term life and short- and long-term disability insurances. In response to questions from the Board, Mr. Pipe stated he did not have a rate sheet comparison. It was noted the District pays for premiums in full for vision, dental, life and disability insurances for District staff. After review and discussion, Director Halick moved to approve the vision, dental, life and disability insurances with Principal, as recommended. Director Elgohary seconded the motion, which passed unanimously.

REVIEW AND CONSIDER PROPOSAL FOR SERVICES FOR TRANSPORTATION AND MOBILITY CONSULTANT

Mr. Williams updated the Board regarding engaging a transportation and mobility consultant. He stated the staff received three proposals/statement of qualifications for the consultant role. Mr. Williams recommended the Board engage Nancy R. Edmonson, Transportation Consulting. He reviewed a Master Services Agreement to engage Nancy R. Edmonson to perform transportation and mobility services in coordination with Traffic Engineers, Inc. Mr. Williams then presented a proposal detailing the specific tasks to be performed. After review and discussion, Director Elgohary moved to approve the Master Services Agreement and accept the proposal for services for Nancy R. Edmonson, Transportation Consulting. Director Halick seconded the motion, which passed unanimously

REVIEW AND CONSIDER PROPOSAL FOR FACILITATION OF BOARD RETREAT

Mr. Williams updated the Board regarding the Board Retreat and discussed possible locations including the offices of ABHR, the Omni Hotel in District, and Hotel ZaZa in Museum District. He then reviewed proposals from each. Mr. Williams recommended conducting the retreat at Omni Hotel in the District. He stated it will cost approximately \$1,700 for room rental, including breakfast and lunch catering. Director Lane inquired about cancellation fees. Mr. Williams stated he does not believe there is a fee but will confirm. After review and discussion, Director Lane moved to approve holding the Board retreat at the Omni Hotel in the District, subject to confirmation that the Board will not be charged a cancellation fee. Director Elgohary seconded the motion, which passed unanimously.

RESOLUTION CHANGING AND ESTABLISHING ADDITIONAL OUT-OF-DISTRICT MEETING PLACE

Mr. Williams stated adopting this resolution is no longer necessary since the Board opted to hold the retreat at a location in the District.

WEST HOUSTON ASSOCIATION MEMBERSHIP PROPOSAL

The Board considered memberships in the West Houston Association at the annual government rate of \$500. Following discussion, Director Halaska moved to approve the District's membership in the West Houston Association and related payment in the annual amount of \$500. Director Halick seconded the motion, which passed by unanimous vote.

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. She stated she is preparing information to submit to Federal Emergency Management Associations.

CONSTRUCTION PROJECTS UPDATE

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

LANGHAM PARK MASTER PLAN UPDATE

Ms. Demarie updated the Board regarding the Langham Park Master Plan. She stated additional stakeholder meetings were held and District staff met with Councilmember Travis's staff. Ms. Demarie stated Clark Condon and Associates is compiling comments from the meetings. She discussed upcoming meetings and noted she is scheduling a meeting with Board committee regarding the next steps.

REVIEW AND CONSIDER WICKCHESTER BRIDGE ENGINEERING REVISED PROPOSAL

Mr. Demarie discussed a revised proposal and cost estimate from Edminster, Hinshaw, Russ and Associates, Inc. d/b/a EHRA Engineering for professional surveying, engineering and construction for the Wickchester Bridge in the approximate amount of \$420,000. Ms. Holoubek stated the District has not entered into a written contract to construct the bridge. In response to questions from the Board, Ms. Demarie confirmed this connection was not included in the master trail plan. It was noted the proposed bridge does connect to Spring Branch Management District. Discussion ensued regarding the bridge's benefit to the District and its stakeholders. Director Fincher moved to table this item and not consider this project until there is a possible trail connection to the east. Director Hightower discussed the current connection and seconded the motion. The motion carried by unanimous vote.

Director Hightower turned the meeting over to Director Halick and exited the meeting.

MEMORIAL DRIVE AND ELDRIDGE PARKWAY INTERSECTION UPDATE

Ms. Demarie updated the Board regarding the Memorial Drive and Eldridge Parkway intersection project. She stated construction is nearly complete and noted the District's contractor has mobilized, landscaping and bollards are being installed, and the project is expected to be complete by next month.

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 did not convene in executive session.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board did not convene in executive session.

NEXT MEETING

The next regular meeting will be held on April 10, 2020, at 8:30 a.m.

ADJOURN

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

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



