

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

June 12, 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 12th day of June, 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 Director 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; Elizabeth Gilbert and Ryan Steib of Clark Condon Associates ("CC"); Lawrence Goldberg of Civil Tech Engineering; Tony Allender and Naina Magon of Hawes Hill & Associates, LLP ("HH"); Arquella Hargrove of Human Business Partner Services ("HBPS"); and Jessica Holoubek 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 May 8, 2020, regular meeting. Following discussion and review, Director Halaska moved to approve the minutes, as amended. The motion was seconded by Director Fincher and passed unanimously.

ECD PUBLIC SAFETY

Sergeant Sheffield updated the Board regarding security matters in the District and reviewed the report on May patrols and activity. He noted he has seen an increase in the homeless population in the area.

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

Ms. Hall reviewed the assessment collector's report for May 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 Halick moved to accept the assessment collector's report. The motion was seconded by Director Lane and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Landreville reviewed the May 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.

CONSIDER AND APPROVE ACCESS AGREEMENT FOR THE DISTRICT'S BANK ACCOUNT; AUTHORIZE APPROPRIATE STAFF ACTION

The Board considered the Access Agreement for the District's bank account. Following review and discussion, Director Fincher moved to approve the Access Agreement for the District's bank account. Director Halaska 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 stated he would like to establish a subcommittee to assist in defining a mission for the District.

Mr. Williams stated he would like to engage a human resources company to assist with staff development, the employee manual and various employment items.

Mr. Williams discussed the drainage study performed by Jones & Carter several years ago and noted some of the proposed projects in the study have been completed. He stated he would like a new study performed reflecting the impact of the drainage improvements.

Mr. Williams updated the Board regarding the District staff's response to the COVID-19 pandemic.

Director Lane updated the Board regarding the West Houston Association meeting and stated Fort Bend County is considering a park and ride system. He stated he believes it would be beneficial to the District to explore options to participate in the system and integrate it into the District's travel initiatives. Mr. Williams noted that the District has had prior discussions with Fort Bend and that he would continue to explore opportunities to partner with them.

After discussion regarding committees, Director Hightower moved to authorize the establishment two committees: 1) a board sub-committee to discuss the district mission, vision, and core services, and 2) an advisory committee (including District stakeholders) to discuss stormwater and drainage mitigation issues. Director Halaska seconded the motion, which passed unanimously.

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. Ms. Gilbert and Mr. Steib then presented and reviewed a proposed plan for park development based on the Board's feedback from the last meeting. Ms. Gilbert stated the estimated cost for the project is between \$15,000,000 to \$18,000,000, including contingencies. She stated the project could be completed in phases if the Board wishes to do so. Director Hightower stated he would like to get approval from Harris County and the United States Army Corps of Engineers before proceeding any further. Director Fincher discussed the possibility of partnering with other entities to share in the cost of the project. After review and discussion, Director Lane moved to approve the proposed design. Director Hightower seconded the motion, which passed unanimously.

CONSIDER AND APPROVE PROPOSAL FOR HUMAN RESOURCES BUSINESS PARTNER SERVICES; AUTHORIZE APPROPRIATE STAFF ACTION

Mr. Williams presented and reviewed a Service Agreement for Human Business Partner Services with Epic Collaborative Advisors ("Service Agreement"). He stated he would like the company to assist with electronic payroll, performance metrics and updates to the employee handbook. Ms. Hargrove discussed her experience and services offered by HPBS. Mr. Williams stated the Service Agreement consists of a three-month engagement in the amount of \$750 per month and then shifts to additional services, as needed, provided at \$75 per hour. After review and discussion, Director Fincher moved to approve the proposal. Director Elgohary seconded the motion, which passed unanimously.

CONSIDER AND APPROVE PROPOSAL FOR LAND USE AND DEMOGRAPHICS REPORT; AUTHORIZE APPROPRIATE STAFF ACTION

Ms. Demarie discussed the land use report. She stated she and Ms. Copeland solicited three proposals to prepare a demographic and land use report and reviewed each company's qualifications. Ms. Demarie stated she recommends the Board select HH. The Board considered and reviewed a proposal for land use and demographics report. Ms. Magon discussed HH and the services and experience it offers. Discussion ensued regarding the pricing and services offered by each company. The Board requested Mr. Williams refine the scope of services presented to the potential consultants for consideration. The Board concurred to take no action regarding this matter.

PARK ROW COMPLETION PROJECT

Ms. Hennings updated the Board regarding the Langham Creek bank restoration project. She stated the project is substantially complete and noted J&C is coordinating with the United States Army Corps of Engineers (“Corps”) regarding approvals and completion of their portion of the project. Ms. Hennings stated final documents should be submitted to the Texas Department of Emergency Management per the District’s agreement with the Federal Emergency Management Agency for project reimbursement. She stated the reimbursement process is expected to take three to six months. Mr. Saenger stated the final pay estimate was included for payment in the bookkeeper’s report. Ms. Hennings updated the Board regarding the bike trail restoration. She stated expects to present revised plans next month and dependent upon Corps and Harris County approval, she expects to bid the project in September and award the project in October. Ms. Hennings discussed preparation an acceptance of the perpetual easements as necessary.

Director Lane discussed the status of the request for an amendment to the District’s 380 Agreement with the City of Houston (“Agreement”) to increase the maximum reimbursement amount and stated that the City has indicated no additional funding is available, so the Agreement will not be amended. Discussion ensued regarding the funding of cost associated with the Park Row Completion Project, including the closeout procedures, trail connection, and right-of-way costs. Following the discussion, the Board concurred to direct the District staff to continue pursuing collection of the remaining increment payment from the City of Houston, which payment, along with existing funds on deposit in the Capital Projects Fund, is to be applied to any remaining right-of-way costs and other project closeout expenses. Ms. Holoubek advised that an Agreed Upon Procedures Report would be presented to the Board to calculate the right-of-way costs prior to authorization of disbursement of funds. Director Hightower moved to confirm that the trail connection north of Park Row is not part of the Park Row project costs and should be paid out of the District’s operating account. Director Halick seconded the motion, Director Lane abstained and the motion passed by majority vote.

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 10:39 a.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in executive session at 10:50 a.m. After reconvening in open session, Director Fincher moved to authorize Mr. Williams to offer the position of

transportation manager/ coordinator to the selected candidate at the agreed upon salary. Director Lane seconded the motion, which passed unanimously.

NEXT MEETING

The next regular meeting will be held on July 10, 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/ Bruce Fincher
Secretary, Board of Directors

