

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

July 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 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 10th day of July, 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 Hightower and Fincher, 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"); Erin Williford and Kristen Hennings of Jones & Carter, Inc. ("J&C"); Sergeant Sheffield of Harris County Constable Precinct 5; Margarita Dunlap of METRO; Virginia Blake of McCall; 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.

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 June 12, 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 June patrols and activity.

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

Ms. Hall reviewed the assessment collector's report for June 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 Crawford and passed by unanimous vote.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Landreville reviewed the June 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 Elgohary 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 updated the Board regarding establishing framework and focus for the District. Mr. Williams updated the Board regarding the District staff's response to the COVID-19 pandemic.

Mr. Williams discussed updating the drainage impact study to reflect area drainage improvement projects that have been completed after the last study was performed.

Mr. Williams stated he is preparing the final submittal application for the 380 Agreement, noting that he expects to submit it to the City next week.

Mr. Williams stated he met with new Houston Police Department West Houston police commander.

Ms. Demarie discussed the capital improvement plan and the proposed strategic action plan, which is comprised of short and long term goals and projects, including improvements to Eldridge Parkway. She discussed design standards and guiding principles for projects in the District. Discussion ensued regarding whether objectives have been met for the Memorial/ Eldridge project and the possibility of utilizing it as a model moving forward for other projects in the District.

Mr. Williams discussed public relations and branding of the District. Ms. Copeland reviewed a proposed plan together with goals and ideas to implement a strategic public relations and branding campaign.

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

Mr. Williams discussed the land use demographic study request for proposals, and Ms. Demarie reviewed a redefined scope of work for the study. Mr. Williams stated he expects the final report to be utilized as a guiding document in preparation of marketing plans and future development for the District. He recommended engaging CDS Market Research to prepare the land use demographic study. Ms. Demarie and Mr. Williams discussed how they believe the report will be used by current and prospective stakeholders, noting it would be advantageous to have data prepared in a format that is more user friendly to the public. After discussion and review, Director Lane moved to approve the proposal from CDS Market Research to prepare a land use demographic study. Director Elgohary seconded the motion, which passed unanimously.

PARK ROW COMPLETION PROJECT

Mr. Williams discussed the completion of the Park Row and slope embankment projects. Ms. Hennings updated the Board regarding the Langham Creek bank restoration project, noting construction is complete, Harris County has accepted the project and the United States Army Corps Engineers ("Corps") has provided verbal approval. She stated that J&C is finalizing information to submit to the Federal Emergency Management Agency for reimbursement and that the approval is expected

to take three to six months.

Ms. Hennings discussed the trail project, noting that in order for the to undertake the project, it will need to prepare new survey reflecting changes conditions. She stated she is coordinating with Harris County Precinct 3 and the Corps for the trail project. Ms. Hennings presented and reviewed a proposal for surveying and design engineering work, including coordination with necessary entities in the amount of \$172,500.

Mr. Williams discussed the Central Park West, LP agreement for right-of-way acquisition reimbursement. Ms. Blake reviewed the Agreed Upon Procedures (“AUP”) for reimbursement in the amount of \$1,528,847.70. After review and discussion, Director Halick approve the AUP and authorize disbursement of funds from capital projects fund in the amount of \$350,000, subject to receipt of an executed receipt from Central Park West, LP. Director Halaska seconded the motion. Director Lane abstained, and the motion passed by majority vote.

Ms. Hennings again reviewed the proposal for the trail project, which consists of conducting a topographic survey, engineering including trail design modification, bid and construction of the project, additional engineering services and reimbursables, totaling \$172,500. She proposed a schedule to advertise the project in September and award in October. Discussion ensued regarding District’s obligation and the Board’s desire to complete the trail project and the funding available for the project. After review and discussion, Director Elgohary moved to approve the J&C proposal for surveying and engineering services relating to the installation of the trail. Director Lane seconded the motion, which passed unanimously. The Board concurred to discuss additional steps for the trail project once the topographic survey and design plans are complete.

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, noting it is nearing completion and bollards are installed.

LANGHAM PARK MASTER PLAN UPDATE

Ms. Demarie updated the Board regarding the Langham Park Master Plan. She stated she is scheduling a meeting with Harris County Precinct 3 and the Corps to present the proposed park.

NEXT MEETING

The next regular meeting will be held on August 14, 2020, at 8:30 a.m.

ADJOURN

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

/s/ Bruce Fincher
Secretary, Board of Directors

