

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

January 15, 2021

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 15<sup>th</sup> day of January, 2021, and the roll was called of the members of the Board being present by telephone:

David W. Hightower	President
Ashlee Ross	Director
D. Bruce Fincher	Secretary
Brandon Kerr	Assistant Secretary
Peter Elgohary	Director
Vacant	Vice President
Tom Halaska	Director
Chase Crawford	Director
David L. Lane	Director

and all of the above were present except Director Ross, 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 Boero, Urban Planner for the District; Rachael Weaver, Community Relations Coordinator for the District; Kenzie Copeland, Communications Coordinator for the District; Elizabeth Whitton, Transportation and Mobility Manager for the District; Jennifer Landreville with ETI Bookkeeping; Pat Hall of EquiTax; Kristen Hennings, Scott Saenger of Jones & Carter, Inc. ("J&C"); Sergeant Chris Sheffield of Harris County Constable Precinct 5; Lawrence Goldberg, Emily Anderson and Lee Nichols, members of the public; Steve Spillette and Ty Jacobson of CDS Market Research; Aaron Tuley, Tony Allender, Matt Buchannon of Half Associates, Inc.; Robb Berg and Alex Ramirez of DesignWorkshop; 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.

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. No members of the public wished to address the Board, and Ms. Holoubek moved to the next agenda item. The Board concurred to discuss the Park Row Completion project.

## PARK ROW COMPLETION PROJECT

Ms. Hennings discussed the completion of the Park Row and slope embankment projects. She updated the Board regarding the restoration of the Terry Hershey Trail and the completion of the Park Row northside trail connection project. Ms. Hennings recommended the Board award to Kean Construction, LLC in the amount of \$266,551.00. After review and discussion, Director Lane moved to award contract the contract to Kean Construction, LLC in the amount of \$266,551.00, subject to ABHR approval. Director Elgohary seconded the motion, which passed unanimously. The Board concurred to discuss Moved to item 14

## DISTRICT'S PLANNING, INFRASTRUCTURE, CONSTRUCTION, MAINTENANCE AND BEAUTIFICTAION PROJECTS

Ms. Demarie updated the Board regarding the Strategic Action Plan ("SAP") and recommended the Board award the contract to Halff Associates, Inc. ("Halff"). Mr. Tuley presented and reviewed information regarding Halff's experience and background and discussed its planned approach for the District's SAP. He then introduced the team that would be working on the SAP including Mr. Buchannon and Mr. Allender. The Board reviewed a proposal from Halff to prepare the SAP ("SAP Proposal"). Director Lane discussed focusing the study in Energy Corridor area only. After review and discussion, Director Fincher moved to approve the SAP proposal. Director Halaska seconded the motion, which passed unanimously.

## REVIEW DESIGN STANDARDS AND STREETSCAPES GUIDELINES PROPOSAL

Mr. Williams discussed the proposed design standards for streetscapes and common areas. Ms. Demarie discussed the process of soliciting proposals to prepare and implement the design standards and streetscape guidelines. Mr. Berg and Mr. Ramirez of DesignWorkshop discussed the scope of work and the proposed project plan and reviewed a proposal to prepare the design standards and streetscape guidelines ("Design Proposal"). After review and discussion, Director Hightower moved to approve the Design Proposal. Director Lane seconded the motion, which passed unanimously.

## LAND USE AND DEMOGRAPHICS REPORT

Ms. Demarie discussed the history of the land use and demographics report, noting the District engaged CDS Market Research to update the report to reflect accurate information and improvements since Hurricane Harvey. Mr. Spillette and Mr. Jacobsen presented and reviewed updated land use and demographics information. Mr. Spillette discussed results of stakeholder interviews.

## MINUTES

The Board considered the minutes of the December 11, 2020, regular meeting. Following discussion and review, Director Kerr moved to approve the minutes, as submitted. The motion was seconded by Director Halaska and passed unanimously.

## ECD PUBLIC SAFETY

Sergeant Sheffield updated the Board regarding security matters in the District and reviewed the report on December patrols and activity. He reviewed a year and year comparison of crime in the District.

## REVIEW AND APPROVE HARRIS COUNTY PRECINCT 5 CONSTABLE'S CONTRACT

Mr. Williams presented and reviewed the Harris County Precinct 5 Constable's Contract, which will be effective beginning March 1, 2021 through February 28, 2022. Discussion ensued regarding the cost increase of the contract. The Board requested Mr. Williams prepare a letter to the Precinct 5 Constable expressing the Board's desire that the constables patrolling the District receive a pay increase in proportion with the District's cost increase for services. After review and discussion, Director Elgohary moved to accept the Harris County Precinct 5 Constable's Contract. Director Halaska seconded the motion, which passed unanimously.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Landreville reviewed the January 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 submitted. Director Hightower seconded the motion, which was approved by unanimous vote.

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

Ms. Hall reviewed the assessment collector's reports for January with the Board. She then reviewed a chart regarding the status of District assessment payers' lawsuits

against the Harris County Appraisal District (“HCAD”) 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.

#### 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. After review and discussion, Director Halaska moved to approve and authorize execution of the List of Local Government Officers and direct that the List be filed appropriately and retained in the District’s official records. Director Fincher seconded the motion, which passed unanimously.

#### ANNUAL DISCLOSURE STATEMENT FOR INVESTMENT OFFICER AND BOOKKEEPER

The Board considered accepting the Disclosure Statement from the District’s bookkeeper and Investment Officer for filing with the Texas Ethics Commission as required by the Public Funds Investment Act. After review and discussion, Director Lane moved to accept the Disclosure Statement from the District’s bookkeeper and Investment Officer and to authorize filing with the Texas Ethics Commission. Director Elgohary seconded the motion, which passed unanimously.

#### ANNUAL CYBERSECURITY TRAINING

Ms. Holoubek reviewed a memorandum regarding legislation enacted by the Texas Legislature regarding annual cybersecurity training requirements for certain local government employees and elected officials. A copy of the memorandum is attached. She stated that directors must select a training program that is certified by the Texas Department of Information Resources.

#### EXECUTIVE DIRECTOR’S REPORT

Mr. Williams updated the Board regarding initiatives being undertaken by himself and District staff including the 12 days of Christmas promotional campaign, the Reels and Wheels event, the interview process and current status of the 9<sup>th</sup> Wonder contract, progress if the Langham Park and Park Row projects and projects and accomplishments completed in 2020.

CONSTRUCTION PROJECTS UPDATE

Mr. Rayburn updated the Board regarding construction projects in the District.

MEMORIAL DRIVE AND ELDRIDGE PARKWAY INTERSECTION UPDATE

Mr. Rayburn updated the Board regarding the Memorial Drive and Eldridge Parkway intersection project. He stated maintenance of the area will be turned over to the District next week.

LANGHAM PARK MASTER PLAN UPDATE

Mr. Rayburn updated the Board regarding the Langham Park Master Plan. He stated copies of the Langham Park Master Plan have been received and are available for the Board.

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 10:30 a.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in executive session at 10:41 a.m. After review and discussion, Director Fincher moved to approve the revised job description and updated scope of work for the Executive Director as agreed upon in executive session. Director Elgohary seconded the motion, which passed unanimously.

NEXT MEETING

The next regular meeting will be held on February 12, 2021, at 8:30 a.m.

ADJOURN

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

                  /s/ Bruce Fincher  
Secretary, Board of Directors

