

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

March 12, 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 12<sup>th</sup> day of March, 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 Directors Kerr and Elgohary, thus constituting a quorum.

Also attending the videoconference were Elijah Williams, Executive Director 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 of Jones & Carter, Inc. ("J&C"); Sergeant Chris Sheffield of Harris County Constable Precinct 5; Margaret Dunlap of METRO; Gabrielle Luevano of Memorial Management District; Betty Russo, Community Relations Specialist at Office of the Governor; Emily Anderson and Ignacio Mejia, members of the public; Kristina Malek and Connie Curtis of Kimley Horn; 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.

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.

## MINUTES

The Board considered the minutes of the February 12, 2021, regular meeting. Following discussion and review, Director Halaska moved to approve the minutes, as submitted. The motion was seconded by Director Crawford and passed unanimously.

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

Ms. Hall reviewed the assessment collector's reports for March 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 Hightower moved to accept the assessment collector's report. The motion was seconded by Director Halaska and passed by unanimous vote.

## FINANCIAL AND BOOKKEEPING MATTERS

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

## AUDIT FOR FISCAL YEAR ENDING DECEMBER 31, 2020

The Board concurred to table this item until next month.

## 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 Hightower 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 Fincher moved to approve the Broker Resolution. Director Hightower 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 Fincher moved to accept the Disclosure Statement from the District’s bookkeeper and Investment Officer and to authorize filing with the Texas Ethics Commission. Director Hightower seconded the motion, which passed unanimously.

APPROVE REQUEST TO CITY OF HOUSTON FOR DIRECTOR REAPPOINTMENT

The Board discussed the District request to the City of Houston for Director reappointment for the following directors: Director Elgohary, Director Fincher, Director Kerr and Director Hightower. After review and discussion, Director Hightower moved to approve the request to the City of Houston for Director reappointment. Director Halaska seconded the motion, which passed unanimously.

ECD PUBLIC SAFETY

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

EXECUTIVE DIRECTOR’S REPORT

Mr. Williams updated the Board regarding initiatives being undertaken by himself and District staff including meetings conducted during the month, branding and marketing initiatives, updates to the conceptual plan for I-10 and Eldridge Corridors, the Strategic Action Plan, design standards and streetscapes, the flood resiliency analysis report, the Park Row Northside Trail connection, Langham Creek Slope Embankment project reimbursement and development of job descriptions. He

updated the Board regarding the effects of the recent freeze event which included minimal private business damage as a result of burst pipes and damage to landscaping throughout the District. He introduced Ms. Betty Russo, Community Relations Specialist at Office of the Governor. Mr. Williams discussed transportation matters including possible installation of additional signage and restriping certain areas of Eldridge Parkway and exploring the possible installation of an electric car charging station. He stated Mr. Rayburn recently retired and acknowledged his years of service to the District.

#### PARK ROW COMPLETION PROJECT

Ms. Hennings discussed the completion of the Park Row and slope embankment projects and stated she is coordinating with the Federal Emergency Management Agency regarding reimbursement.

Ms. Hennings updated the Board regarding the restoration of the Terry Hershey Trail and the completion of the Park Row northside trail connection project, noting construction should commence next month.

Ms. Hennings stated the Stormwater and Drainage and Flood Resiliency Study is still being prepared.

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

Mr. Williams discussed District visibility to the public and features within the District. Ms. Demarie reviewed an amenities dashboard detailing District and private amenities, ongoing projects, property ownership and maintenance responsibilities. Ms. Demarie updated the Board regarding construction, maintenance and beautification projects in the District.

Ms. Malek updated the Board regarding plans for intersection improvements including North Eldridge Parkway, State Highway 6, Dairy Ashford along the I-10 corridor and Memorial and Eldridge Parkways, with a focus on the current project area of Eldridge Parkway and I-10. Discussion ensued.

Ms. DeMarie updated the Board regarding the progress of the Strategic Action Plan, preparation of a Capital Improvement Plan and Design Standards and Streetscape Guidelines. She stated Ms. Copeland prepared press releases regarding projects currently underway in the District.

#### REVIEW DESIGN STANDARDS AND STREETSCAPES GUIDELINES

Mr. Demarie discussed the proposed design standards for streetscapes and common areas in the District and stated additional information will be presented in the

coming months.

NEXT

The next regular meeting will be held on April 9, 2021, at 8:30 a.m.

ADJOURN

After review and discussion, Director Hightower moved to adjourn the meeting. Director Halaska seconded the motion, which passed unanimously. There being no further business to come before the Board, the Board adjourned the meeting.

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

