

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

January 17, 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 17th day of January, 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
Vacant	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 Halaska, thus constituting a quorum.

Also present at the meeting were Elijah Williams, Executive Director for the District; John Powers, Sarah Coulter and Scott Barker of The Woodlands Township; Josh Pipes of Benefits Concept Inc.; Tom Fritsch of Allen Austin; Robert Rayburn, Landscape Architect for the District; Fabiana Demarie, Urban Planner for the District; Rachael Weaver, Community Relations 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; Alan Rodenstein of the Harris Galveston Area Council ("HGAC"); Greg Travis, City of Houston Councilmember; 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.

MINUTES

The Board considered the minutes of the December 13, 2019, regular meeting. Following discussion and review, Director Halick moved to approve the minutes, as

amended. The motion was seconded by Director Fincher and passed unanimously.

PUBLIC COMMENTS

Councilmember Travis stated he is attending the meeting to observe and had no comments.

ECD PUBLIC SAFETY

Sergeant Sheffield updated the Board regarding security matters in the District and reviewed the report on December patrols and activity. He stated there were burglaries at the Addicks Dam construction site and noted the District's contractor was impacted. Sargent Sheffield stated they have increased patrols in the area. He then stated they have received several calls regarding the nesting buzzards on the BP campus. Sergeant Sheffield stated the Constables are aware of the issue, but noted it is a seasonal migration and the buzzards will likely vacate the area shortly. Sergeant Sheffield requested authorization to attend officer bicycle training, which the Board granted.

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

Ms. Hall reviewed the assessment collector's report for December with the Board. She then reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District. 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 December financial report with the Board, including the bills presented for payment from the District's accounts. She requested the Board add an agenda item to the next agenda to consider amending the District's agreement for bookkeeping services. 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 Fincher seconded the motion, which was approved 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 Lane 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 Elgohary 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 Halick moved to accept the Disclosure Statement from the District's bookkeeper and Investment Officer and to authorize filing with the Texas Ethics Commission. Director Fincher seconded the motion, which passed unanimously.

PRESENTATION FROM THE WOODLANDS TOWNSHIP ON PROPOSED COMMUTER SERVICES

Ms. Coulter introduced herself, Mr. Rodenstein and Mr. Powers. She discussed the Congestion Mitigation and Air Quality Program ("CMAQ") and presented information regarding ridership and cost projections for a pilot commuter service program from the Woodlands to the District. Ms. Coulter discussed the structure of the proposed agreement, stating the initial agreement is a 1-year term, with the option to renew annually for the following two years, with a 30-day notice termination option. She stated the program has a 3-year cap of \$1,700,000. Ms. Coulter stated under the current structure, the District would fund 20% of the costs, not covered by fares. Ms. Coulter stated the District's share of funding would be based on ridership and the District would be invoiced on a monthly basis based on actual ridership numbers. She stated the current fare is \$13 per rider, round trip and each coach has 55 seats available. Ms. Coulter noted the District does have the ability to reduce the number of routes provided to accommodate ridership. She reviewed the proposed route and stated the service would provide five morning and five evening runs Monday through Friday, with an additional mid-day run on Friday. Discussion ensued regarding the District's share of funding, the proposed route, the accuracy of the ridership projections, reverse commute options, the proposed marketing campaign to be utilized to inform potential riders of the service and the District's ability to coordinate with the Woodlands regarding proposed stops. Councilmember Travis stated he will explore possible options for the City of Houston to partner with the District on funding the local match share of program.

Ms. Coulter stated if the District is interested in in further exploring the pilot program, the next steps would be as follows: (1) finalize the agreement between the

District and the Woodlands; (2) collaborate to create a joint marketing effort to target potential riders; and (3) secure the necessary buses and staff for the new route.

After review and discussion, Director Elgohary moved to authorize Mr. Williams to negotiate and finalize the terms of the agreement on behalf of the District based on a 50/50% split of the local match between the District and the Woodlands Township. Director Lane seconded the motion, which passed unanimously.

REVIEW AND CONSIDER PROPOSAL FOR N. DAIRY ASHFORD SHELL BUS STOP STUDY

Mr. Rayburn discussed the possibility of moving the bus shelter and stop to better accommodate riders. He stated that METRO is requesting the District conduct a traffic/ pedestrian analysis to provide additional information to justify moving the shelter and stop. Mr. Rayburn presented and reviewed a proposal for pedestrian crossing study at the entrance at Shell Woodcreek Campus and North Dairy Ashford from KBH Traffic Engineering, LLC in an amount not to exceed \$8,000.00. After discussion, the board concurred to table this item.

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 the District's website is currently being reconfigured and will be finalized in the coming months.

Mr. Williams discussed the Framers Market and the District's agreement with Farmers Market Partners ("FMP"). He noted the agreement was exclusive to the Grigsby site location and FMP is proposing a new location, which the District would not have full operating control over.

Mr. Williams discussed the District's annual leave policy and stated in the past, employees leave was based on accrued time from the date of hire to the annual anniversary. He stated he has converted the leave time to coincide with the calendar year for all employees.

REVIEW AND APPROVE A CONTRACT FOR HEALTH INSURANCE WITH BLUE CROSS, BLUE SHIELD OF TEXAS TO BEGIN MARCH 1, 2020

Mr. Pipes presented and reviewed a renewal contract for health insurance with Blue Cross, Blue Shield of Texas. He noted the premiums increased 2.5% due to demographic changes and inflation. Mr. Pipes also discussed a plan with Aetna. After review and discussion, Director Lane moved to accept the contract for health insurance with Blue Cross, Blue Shield of Texas to begin March 1, 2020. Director Halick seconded the motion, which passed unanimously.

REVIEW AND CONSIDER PROPOSAL FOR ORGANIZATIONAL ASSESSMENT AND BOARD RETREAT

Mr. Williams informed the Board of his desire to conduct a Board retreat to facilitate documenting goals, priorities and future vision for the District. He then presented and reviewed a proposal for organizational assessment and board retreat in an amount not to exceed \$21,600.00. After review and discussion, the Board deferred approval of the proposal and directed Mr. Williams to solicit a proposal from Marsh Darcy Partners, Inc. for similar services.

AUTHORIZE THE PROCUREMENT OF COMPUTERS AND RELATED EQUIPMENT FOR DISTRICT STAFF

Mr. Williams presented and reviewed an estimate for computers and related equipment for district staff for a cost not to exceed \$20,000. After review and discussion, Director Crawford moved to authorize the appropriate staff action to procure six, 512 GB computers, two I-pads and related equipment for District staff, as detailed in the cost estimate in an amount not to exceed \$20,000. Director Fincher seconded the motion, which passed unanimously.

PARK ROW COMPLETION PROJECT

Ms. Hennings stated the Langham Creek bank restoration project is currently under construction. She stated, as mentioned in the Constables report, the District's contractor had equipment stolen from the construction site. Ms. Hennings stated the recent weather event caused some minor erosion due to additional water flow from the Addicks Dam. She stated the contractor is repairing the erosions, along with adjusting the location of the coffer dam to prevent further issues. Ms. Hennings stated the project is expected to be completed by the end of February, barring any weather events or unforeseen circumstances. She then recommended approval of Pay Estimate No. 1 in the amount of \$161,662.50. After review and discussion and based on the engineer's recommendation, Director Fincher moved to approve Pay Estimate No. 1. Director Halick seconded the motion, which passed unanimously.

CONSTRUCTION PROJECTS UPDATE

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

LANGHAM PARK MASTER PLAN UPDATE

Mr. Rayburn updated the Board regarding the Langham Park Master Plan. He stated a stakeholder meeting will be held on January 29, 2019 at 3:00 p.m. in the District's office to discuss the proposed plans and receive feedback

from interested parties. Mr. Williams stated stakeholder meetings will be held on January 29, 2020 and January 30, 2020 at 3:00 p.m. in the District's office.

MEMORIAL DRIVE AND ELDRIDGE PARKWAY INTERSECTION UPDATE

Ms. Demarie updated the Board regarding the Memorial Drive and Eldridge Parkway intersection project and stated traffic signals are expected to be installed on January 24, 2020. She stated it is expected that the District's contractor may be able to mobilize shortly. Ms. Demarie stated she expects to present change orders in the approximate amount of \$10,000 for the Board's consideration next month.

ADOPT RESOLUTION AUTHORIZING THE DISTRICT'S USE OF BUY BOARD, THE LOCAL GOVERNMENT'S PURCHASING COOPERATIVE

Mr. Williams presented and reviewed a Resolution Authorizing the District's Use of Buy Board, the Local Government's Purchasing Cooperative. After review and discussion, Director Halick moved to adopt the Resolution Authorizing the District's Use of Buy Board, the Local Government's Purchasing Cooperative. Director Fincher seconded the motion, which passed unanimously.

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 Board noted the next regular meeting will be held on February 14, 2020, at 8:30 a.m.

ADJOURN

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

(SEAL)



A handwritten signature in black ink, appearing to be 'L.A.' or similar initials.

Secretary, Board of Directors