

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

October 9, 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 9<sup>th</sup> day of October, 2020, and the roll was called of the members of the Board being present by telephone:

David W. Hightower	President
Vacant	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 Elgohary 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 of Transportation and Mobility Manager for the District; Pat Hall of Equi-Tax, Inc.; Jennifer Landreville of ETI Bookkeeping Services ("ETI"); Kristen Hennings and Erin Williford of Jones & Carter, Inc. ("J&C"); Sergeant Chris Sheffield of Harris County Constable Precinct 5; Margret Dunlap of METRO; Scott Thaler, Josh Okun, Jacki Camarillo and Steve Mitchell of Fogarty & Klein Inc. d/b/a 9thWonder ("9thWonder"); Lawrence Goldberg; Connie Curtis of Kimley-Horn & Associates, Inc.; 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.

Ms. Dunlap stated METRO is offering free METRO rides on October 17<sup>th</sup>, 24<sup>th</sup>, 26<sup>th</sup> and 29<sup>th</sup> to aid members of the public in accessing polling places for the 2020 election.

## MINUTES

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

## ECD PUBLIC SAFETY

Sergeant Sheffield updated the Board regarding security matters in the District and reviewed the report on September patrols and activity. He stated he and Director Williams met with the owner of the Studio 6 Motel who expressed an interest in partnering with the District and Constables to help address crime in the area. Sergeant Sheffield reported the Constables continue to address homeless encampments in the District by providing resources and enforcement as necessary.

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

The Board deferred this item and concurred to discuss financial and bookkeeping matters.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Landreville reviewed the October financial report with the Board, including the bills presented for payment from the District's accounts. Director Lane expressed concerns about maintaining the District's account at Wells Fargo Bank. Ms. Landreville stated she will explore other banking options but recommended the Board delay changing financial institutions until 2021 due to assessment payments arriving during the next few months. Following review and discussion, Director Kerr moved to approve the bookkeeper's report and payment of the bills presented in the report, as amended. 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. He introduced Ms. Elizabeth Whitton, the District's new Transportation and Mobility Manager. Ms. Whitton discussed her previous work experience.

Mr. Williams stated the Board retreat will be held on October 30, 2020 from 9:00 a.m. to 12:00 p.m.

Mr. Williams stated he is coordinating with various entities to host a District drive-in movie night, which will cost approximately \$25,000 for equipment, security and other necessary items.

Mr. Williams updated the Board regarding various items, including: the status of the branding, marketing and public relations and human resources matters; his coordination with an architect to redefine and improve the District's office space, layout and furnishings; the District's records retention policies and updates to the same; recruitment of candidates to fill the vacant Board positions; the land use demographic study; stormwater and drainage improvement; corridor enhancements; coordination with METRO regarding the METRO Next program. Mr. Williams also discussed the Park Row completion project, noting the District is awaiting final payment from the City of Houston per the 380 agreement.

Mr. Williams discussed design of standards, streetscape guidelines and implementation of a strategic action plan.

Director Lane inquired about the intended audience and the District benefit for the drive-in movie event. Mr. Williams stated the target audience is the constituents of the District and local residents. He further stated that the intention of the event is to generate support for local businesses and restaurants and to publicize that District businesses are open and operational. Director Lane discussed the logistics of the event and the benefit to businesses on the south side. Mr. Williams discussed potential ideas to drive customers to local businesses. After review and discussion, Director Halaska moved to authorize a budget of up to \$25,000 for the District staff to enter into contracts for the preparation and execution of the drive-in movie event. Director Fincher seconded the motion, which passed unanimously.

ANNOUNCE SUPPLEMENTAL ASSESSMENT HEARING ON OCTOBER 28, 2020 AND APPOINTMENT OF HEARING EXAMINER

The Board considered scheduling the District's 2020 supplemental assessment hearing. Ms. Hall stated seven property owners were sent notices for the 2020 supplemental assessment hearing. After review and discussion, Director Halaska moved to approve the scheduled hearing date of Wednesday, October 28, 2020, at 8:30 a.m., and to appoint Director Kerr as Hearing Examiner, and authorize publication and mailing of notices regarding same. Director Fincher seconded the motion, which passed unanimously.

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

Ms. Hall reviewed the assessment collector's report for October 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. Discussion ensued. Following discussion and review, Director Lane moved to accept the assessment collector's report. The motion was seconded by Director Kerr and passed by unanimous vote.

PARK ROW COMPLETION PROJECT

Ms. Hennings discussed the completion of the Park Row and slope embankment projects. Ms. Hennings updated the Board regarding the Park Row Completion Project.

Ms. Hennings updated the Board regarding the restoration of the Terry Hershey Trail and the completion of the Park Row northside trail connection project. She stated plans have been submitted for approval and comments received from the United States Army Corps of Engineers ("USACE") and Harris County Precinct 3. She stated revised plans will be submitted by Oct 14, 2020 and bids are expected in November. Ms. Hennings stated she expects to recommend award of the project no later than the December meeting.

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.

LANGHAM PARK MASTER PLAN UPDATE

Ms. Demarie updated the Board regarding the Langham Park Master Plan submitted revised plans to the USACE and are awaiting comments.

CONSIDER AND APPROVE FLOOD RESILIENCY STATUS REPORT PROPOSAL

Mr. Williams stated the District has been mowing the esplanades on Dairy Ashford Road, an area by the Conco Phillips campus and an embankment near I-10 due to the building not being occupied and therefore not having a responsible party for maintenance at this time.

Mr. Williams discussed the Flood Resiliency Status Report ("Report") proposal.

Ms. Hennings discussed the scope and goals of the Report and the information that will be provided to the public. She then reviewed a proposal to prepare the Report, in an amount not to exceed \$100,000. Discussion ensued. After discussion and review, Director Halaska moved to approve the proposal from J&C to prepare the Report in an amount not to exceed \$100,000. Director Kerr seconded the motion, which passed unanimously.

CONSIDER AND APPROVE ELDRIDGE PARKWAY AND I-10 CORRIDORS ENHANCEMENT PROPOSAL

Mr. Williams discussed possible enhancements to Eldridge Parkway and the I-10 Corridors. Ms. Demarie discussed current improvements and design aesthetics. Ms. Curtis discussed preparation of the conceptual plan and reviewed a proposal from Kimley Horn in the amount of \$144,400. After discussion and review, Director Fincher moved to approve the Eldridge Parkway and I-10 Corridors Enhancement proposal in the amount of \$144,400. Director Kerr seconded the motion, which passed unanimously.

CONSIDER AND APPROVE BRANDING, MARKETING, AND PUBLIC RELATIONS PROPOSAL

Mr. Williams stated he believes it is necessary to strengthen the branding, marketing, and public relations campaigns in the District. He stated the District sent out request for proposals and received two proposals in response. Mr. Williams discussed the evaluation process for the potential consultants. Ms. Copeland presented and reviewed a detailed analysis of the District staff's review and impressions of each consultant. Mr. Williams discussed his analysis of each consultant. He stated based on the staff's discussions, he recommends 9thWonder is the most qualified candidate to meet the District's needs.

Mr. Thaler then introduced himself and discussed 9thWonder. He next introduced the team that would be handling the District's work including Mr. Okun, Ms. Camarillo and Mr. Mitchell, who then reviewed their experience and qualifications. Mr. Okun discussed 9thWonder's history, noting all work is completed in-house. He then reviewed past projects. Mr. Williams recommended the Board approve Task One in the amount of \$106,101 and Task Three, which will be performed on an hourly basis, as detailed in the Branding, Marketing, and Public Relations proposal from 9thWonder. He stated Task Two will be negotiated at the completion of Task One. Discussion ensued. After discussion and review, Director Halaska moved to approve entering into a services agreement with 9thWonder, subject to legal review, and to approve Task One in the amount of \$106,101 and Task Three, which will be performed on an hourly basis of the Branding, Marketing, and Public Relations proposal from 9thWonder. Director Lane seconded the motion, which passed unanimously.

CONSIDER AND APPROVE IT SERVICES PROPOSAL

Ms. Weaver discussed the IT services proposal from Tomotechi LTD, Co. for regular monthly technology maintenance services in the amount of \$1,275 per month. After discussion and review, Director Kerr moved to approve the IT proposal from Tomotechi LTD, Co. in the amount of \$1,275 per month. Director Halaska seconded the motion, which passed unanimously.

NEXT MEETING

The next regular meeting will be held on November 13, 2020, at 8:30 a.m.

ADJOURN

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

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

