MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

March 11, 2022

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 11th day of March, 2022, at 777 N. Eldridge Parkway, Suite 270, Houston, Texas, within the boundaries of the District, and the roll was called of the members of the Board:

David W. Hightower  President
Ashlee Ross  Vice President
D. Bruce Fincher  Secretary
Kris Sava  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 Ross, Lane and Sava, thus constituting a quorum.

Also present at the meeting were: Elijah Williams, Executive Director for the District; Rachael Weaver, Office Manager for the District; Elizabeth Whitton, Transportation and Mobility Manager for the District; Emily Kelly, Manager Business Engagement and Strategic Research for the District; Ramit Masti, Manager Communications and Marketing for the District; Sergeant Connie Rico of Harris County Constable Precinct 5; and Jessica Holoubek and Faye Simonds of Allen Boone Humphries Robinson LLP (“ABHR”).

The District also established a Zoom videoconference and teleconference option for members of the public to listen to the meeting and to address the Board.

On the Zoom videoconference and teleconference were: Pat Hall of EquiTax; Jennifer Landreville of ETI Bookkeeping; Kristen Hennings of Quiddity; Elia Quiles of UP Art Studio; Margaret Dunlap of METRO; Emily Anderson of Halff Associates Inc.; and Steven Selbe of Gordon & Rees LLP.

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.
PUBLIC COMMENTS

There were no public comments.

MINUTES

The Board considered the minutes of the February 11, 2022, regular meeting. Following discussion and review, Director Halaska moved to approve the minutes, as submitted. The motion was seconded by Director Elgohary and passed unanimously.

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

Ms. Hall reviewed the assessment collector’s report for February 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 Elgohary 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 February financial report with the Board, including the bills presented for payment from the District’s accounts. Following review and discussion, Director Elgohary moved to approve the bookkeeper’s report and payment of the bills presented in the report, as submitted. Director Halaska seconded the motion, which was approved by unanimous vote.

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 Crawford seconded the motion, which passed unanimously.

ADOPT RESOLUTION ESTABLISHING AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE 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 Hightower moved to approve the Broker Resolution. Director Elgohary seconded the motion, which passed unanimously.

ECD PUBLIC SAFETY

Sergeant Rico 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, staff changes, the Woodlands-Energy Corridor commuter bus service, TXDOT landscaping plan, flood resiliency report, and stormwater and drainage management meetings.

Mr. Williams further discussed visits with elected officials and other stakeholders, the quarterly public safety and security meeting, requests for qualifications for I-10 Gateway Improvement Project and N. Eldridge Streetscape Improvement Project, and the City of Houston’s Park Ten wastewater treatment plant diversion project.

HOLIDAY DÉCOR PROCUREMENT

Mr. Williams presented and reviewed a proposal from Always in Season Decorating Services, Inc., for the purchase of a 40-foot decorated Christmas tree with topper in the amount of $191,434.58.

Following discussion, Director Fincher moved to approve the proposal from Always in Season Decorating Services, Inc., for the purchase of a 40-foot decorated Christmas tree with topper in the amount of $191,434.58. Director Halaska seconded the motion, which passed unanimously.

AMEND THE FISCAL YEAR END DECEMBER 31, 2022, BUDGET AND PROJECTIONS

Mr. Williams presented and reviewed an amended budget for the fiscal year end December 31, 2022.
Following discussion, Director Elgohary moved to amend the budget for the fiscal year end December 31, 2022, as presented. Director Crawford seconded the motion, which passed unanimously.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.074 TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY TO DISCUSS PENDING OR CONTEMPLATED LITIGATION OR SETTLEMENT OFFER AND TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE, OR DISMISSAL OF AN EMPLOYEE, IF APPLICABLE

The Board convened in executive session at 9:20 a.m. Mr. Selbe, Ms. Holoubek and Ms. Simonds were also present.

Mr. Selbe left the meeting at 9:27 a.m.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in executive session at 10:00 a.m. Director Hightower moved to authorize the Executive Director to issue the notice of termination of a Service Agreement as discussed. Director Fincher seconded the motion, which passed unanimously.

DISTRICT’S PLANNING, INFRASTRUCTURE, CONSTRUCTION, MAINTENANCE, BEAUTIFICATION, TRANSPORTATION, AND MOBILITY PROJECTS

Ms. Whitton updated the Board on the Woodlands-Energy Corridor commuter bus service regarding average riders and a digital marketing campaign.

Ms. Whitton updated the Board regarding the design standards and streetscape guidelines. She stated a final report will be presented at the next regular meeting.

Ms. Whitton reviewed a transportation and mobility plan scope. She discussed the practical mobility vision, identifying priority projects with implementation strategy, and a timeline from scope to plan approval.

Ms. Whitton reported on the Public Art and Placemaking study and introduced Ms. Quiles of UP Art Studio. Ms. Quiles presented and reviewed a Public Art and Placemaking Plan for the District including priority sites locations for public art projects, concepts, and maintenance of the public art.

ADJOURN

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

/s/ Bruce Fincher  
Secretary, Board of Directors