

MINUTES
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

October 10, 2014

The Board of Directors (the "Board") of Harris County Improvement District No. 4 d/b/a The Energy Corridor Management District (the "District") met in regular session, open to the public, on the 10th day of October, 2014, at 14701 St. Mary's Lane, Suite 290, 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
Steve West	Secretary
Steve Moskowitz	Assistant Secretary
D. Bruce Fincher	Director
Sean Tackett	Director
Peter D. Johnston	Director
Chuck Cervas	Director
Debbie Fujimoto	Director

and all of the above were present except Directors Fincher, Tackett, and Cervas, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Katherine Wallace, Finance and Economic Development Manager for the District; Rachael Weaver, Community Relations Coordinator for the District; Kelly Rector, Transportation Coordinator for the District; John Nuñez, Transportation Manager for the District; Robert Rayburn, Landscape Architect for the District; Les Lee and Joshua Bowie of eSiteful; Pat Hall of Equi-Tax, Inc.; Michelle Lofton of ETI Bookkeeping Services; Darren Willis of Jones & Carter, Inc.; and Jessica Holoubek and Kristen Hogan of Allen Boone Humphries Robinson 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.

MINUTES

The Board first considered the minutes of the September 19, 2014, regular meeting. Director Hightower presented a correction to the minutes. Following discussion and review, Director Moskowitz moved to approve the minutes as corrected. The motion was seconded by Director Fincher and passed unanimously.

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

Ms. Hall reviewed the assessment collector's report for September, a copy of which is attached. She also reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District.

Ms. Hall reported that notices were sent via certified mail, return receipt requested, to property owners subject to assessment regarding the District's 2014 Supplemental Assessment Hearing scheduled for November 11, 2014, at 9:00 a.m.

Following discussion and review, Director Johnston moved to accept the assessment collector's report. The motion was seconded by Director Halick and passed by unanimous vote.

ANNOUNCE SUPPLEMENTAL ASSESSMENT HEARING

Director Halick, hearing examiner, reiterated that the District's 2014 Supplemental Assessment Hearing is scheduled for November 11, 2014, at 9:00 a.m. at the District office.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the September cash management, capital funds and investment report, a copy of which is attached, and reviewed the bills presented for payment from the District's accounts. Following review and discussion, Director Moskowitz moved to approve the bookkeeper's report and payment of the bills presented in the report, with approval of check no. 8250 being subject to Board approval of agenda item no. 12. Director Fincher seconded the motion, which was approved by unanimous vote.

2014 YEAR-TO-DATE VARIANCE BUDGET

Ms. Wallace reviewed the year-to-date budget summary, a copy of which is attached. She noted that Ms. Rector joined the District staff as Transportation Coordinator in June 2014.

ENERGY CORRIDOR DISTRICT 2015-2034 SERVICE PLAN

Mr. Martinson presented copies of the printed executive summary for the District's 2015-2034 Service Plan. He said the executive summary will be mailed to District property owners subject to assessment.

Mr. Martinson distributed the form of petition for the Service Plan to each Board member and encouraged them to review the form and contact ABHR with their

business entity information to prepare execution versions. He said the District must receive petitions from the owners of a majority of the assessed value of real property within the District, as determined by the 2014 certified Harris County property tax rolls before the preliminary 2015 tax roll is released. Mr. Martinson discussed the plan to hold a hearing on the new Service Plan in the spring of 2015.

ANNEXATION

Mr. Martinson reported on staff meetings with owners of property contemplated for annexation into the District. He said ABHR prepared and sent out annexation petitions and, upon receipt of executed petitions, the District may submit a request to the City of Houston (the "City") requesting consent to annex the property into the District.

CDS MARKET RESEARCH REGIONAL EMPLOYMENT COMPARATIVE ANALYSIS REPORT PROPOSAL

Director Hightower said he requested this agenda item for the Board to consider approving a proposal from CDS Market Research ("CDS") in the amount of \$5,750 for preparation of future office space/employment projections in the region for the next five years. Mr. Martinson noted that undesignated funds would be used to pay the cost for CDS's report, a draft of which is expected by October 30, 2014. After review and discussion, Director Moskowitz moved to approve the proposal from CDS. Director West seconded the motion, which passed unanimously. The Board concurred to receive a presentation from CDS at next month's meeting.

ENGAGE ATTORNEY FOR TRADEMARK SERVICES

Mr. Martinson reported on discussions regarding trade-marking the names "EnergyFest" and "The Energy Corridor." The Board reviewed a proposal from Greenberg Traurig, LLP for trademark services. After review and discussion, Director Moskowitz moved to engage Greenberg Traurig, LLP to pursue trademarks of "EnergyFest," "The Energy Corridor," and "The Energy Corridor District." Director Fujimoto seconded the motion, which passed unanimously.

ESTABLISH POLICY ON SOCIAL MEDIA COMMUNICATION

Mr. Martinson reported on requests received by the District's communications team for use of District photography for outside advertising. He said he asked ABHR to prepare a resolution regarding the use of communications materials prepared by the District. Ms. Holoubek reviewed the proposed Policy Regarding Social Media Communications and Photo and Media Sharing and resolution adopting same and discussed the guidelines for addressing requests for use of District media communications materials. Following review and discussion, Director West moved to adopt the Resolution Adopting Policy Regarding Social Media Communications and

Photo and Media Sharing as presented. Director Moskowitz seconded the motion, which passed unanimously.

RECONCILE ASAKURA ROBINSON'S COMPENSATION FOR PREPARATION OF CDs FOR FORTSMITH STREET WOONERF

Mr. Martinson reported on additional work completed by Asakura Robinson to prepare construction documents for the Fortsmith Street Woonerf project. He said the cost of such additional work is \$6,628. Upon a motion made by Director Fujimoto and seconded by Director West, the Board voted unanimously to authorize payment to Asakura Robinson in the amount of \$6,628.

FEDERAL GRANT PROJECTS

Ms. Rector reported on the CMAQ Car Share grant program. She showed the Board a video clip from a recent televised news story on the District's Car Share program.

Ms. Rector reported that the JARC grant for the 75 Eldridge Crosstown bus ended on September 30, 2014. She reported on efforts by staff to reconcile final revenues and expenses associated with the program by the end of the year. Ms. Rector added that METRO plans to continue the route and to extend the route to serve additional commuters beginning next summer.

Ms. Rector reported on plans to present the District's grant proposal for the Carma carpool project at the Houston-Galveston Area Council ("H-GAC") meeting scheduled for October 21, 2014.

Director Hightower commended District staff and consultants on their efforts to promote the District and its programs.

AUTHORIZATION TO SUBMIT LIVABLE CENTERS AND SPECIAL DISTRICTS APPLICATIONS TO H-GAC

Mr. Nuñez reported that the District was not selected for a TIGER Mobility Plan Project grant. He reported on a recent announcement by H-GAC regarding additional grant opportunities similar to those included in the TIGER grant. Mr. Nuñez reviewed grant applications prepared for a Livable Centers IH-10 Corridor Planning Study and a Special Districts Planning Study. He recommended that the Board consider authorizing submittal of (1) the Livable Centers Planning Study for a District cost of \$34,500 plus the Texas Department of Transportation ("TxDOT") fee and (2) the Special Districts Planning Study for a District cost of \$25,425 plus the TxDOT fee. He said the Memorial Management District has an item on its next meeting agenda to consider participating in both grant applications to reduce the District's share of the local match. Mr. Nuñez said the applications are due by November 13, 2014, and awards will be announced in

December. Director Hightower requested an opportunity to meet with District staff to provide input on the grant applications to be submitted. After review and discussion, Director West moved to authorize submittal of the grant applications by District staff following finalization of the applications with Director Hightower. Director Halick seconded the motion, which passed unanimously.

THE BISNOW FUTURE OF THE ENERGY CORRIDOR PRESENTATION OCTOBER 31, 2014

Mr. Martinson reported on a Bisnow breakfast meeting presentation regarding the future of the Energy Corridor, which is scheduled for October 31, 2014, at 7:00 a.m. at the Omni hotel.

THE ENERGY CORRIDOR RECYCLES DAY

Ms. Weaver reported that The Energy Corridor Recycles Day is scheduled for November 15, 2014, from 9:00 a.m. to 2:00 p.m. at the Conoco Phillips parking lot. She reported on a partnership with CompuCycle for this year's event, which will occur on the same day as America Recycles Day. Ms. Weaver added that the flyer regarding the event will be sent to the Board.

PARK ROW COMPLETION PROJECT

Mr. Willis updated the Board on final issues being addressed for the Park Row phase I project. Ms. Wallace reviewed the monthly expenses associated with phases I and II of the Park Row Completion Project totaling \$6,933.68, noting two credits for previous overpayments. She said the District has capital funds available to cover the expenses and, therefore, no draw request from the Houston Housing Finance Corporation loan is necessary. After discussion and review, Director Moskowitz moved to approve payment of the monthly expenses from the District's capital fund. Director West seconded the motion, which carried unanimously.

HOUSTON POLICE DEPARTMENT AND NEIGHBORHOOD PROTECTION AND CODE ENFORCEMENT UPDATE

Ms. Wallace reviewed reports on the District's security patrols, neighborhood protection, and code enforcement, including crime statistics report.

GENERAL MANAGER'S REPORT

Mr. Martinson reviewed the General Manager's report. He reported on the status of projects underway and master planning efforts.

Director Halick reported on graffiti at Highway 6. Mr. Rayburn discussed routine reporting of graffiti to TxDOT and said TxDOT usually addresses graffiti within 48 hours of receiving a report.

NEXT MEETING

The Board concurred to hold the next Board meeting on November 14, 2014.

ADJOURN

There being no further business to come before the Board, Director Halick moved to adjourn the meeting. Director Fujimoto seconded the motion, which was unanimously approved.





Secretary, Board of Directors

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