

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

May 11, 2018

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 May, 2018, at 777 Eldridge Parkway, 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
Brandon Kerr	Assistant Secretary
D. Bruce Fincher	Secretary
Peter Elgohary	Director
Peter D. Johnston	Director
Tom Halaska	Director
Peter Lee	Director
David L. Lane	Director

and all of the above were present except Directors Hightower, Kerr, Fincher and Johnston, thus constituting a quorum.

Also present at the meeting were Margarita Dunlap of METRO; Ali Lamkahouan, Controller for the District; Kelly Rector, TDM Program Manager for the District; Fabiana Demarie, Urban Planner for the District; Robert Rayburn, Landscape Architect for the District; Rachael Weaver, Community Relations Coordinator for the District; Michelle Lofton of ETI Bookkeeping Services; Pat Hall of Equi-Tax, Inc.; Scott Saenger and Kristen Hennings of Jones|Carter; Sergeant Phillip Bennett of Harris County Constable Precinct 5; and Jessica Carr 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 Halick called the meeting to order.

MINUTES

The Board considered the minutes of the April 13, 2018, regular meeting. Following discussion and review, Director Elgohary moved to approve the minutes as submitted. The motion was seconded by Director Lee and passed unanimously.

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

Ms. Hall reviewed the assessment collector's report for April with the Board. She also reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District. Following discussion and review, Director Halaska moved to accept the assessment collector's report. The motion was seconded by Director Elgohary and passed by unanimous vote.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the April 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. Director Halaska seconded the motion, which was approved by unanimous vote.

## PARK ROW COMPLETION PROJECT

Ms. Hennings provided an update on the Park Row trail improvements and lighting. She reported on solicitation of bids for lighting under the Park Row bridge, noting bids were requested from four companies and only one was received. Ms. Hennings recommended approval of the bid from Pfeiffer & Son, Ltd. in the amount of \$20,205. In response to questions from the Board, Ms. Hennings stated that the lighting work and the payment to the U.S. Army Corps of Engineers for the trail connection are outside the scope of the Economic Development Agreement between the District and the City of Houston and, therefore, must be funded from District operating funds with no reimbursement. After review and discussion, Director Elgohary moved to award the contract for lighting under the Park Row bridge to Pfeiffer & Son, Ltd. in the amount of \$20,205, based on the engineer's recommendation. Director Halaska seconded the motion, which passed unanimously.

## ECD ADMINISTRATIVE

### 2018 VARIANCE BUDGET

Mr. Lamkahouan distributed and reviewed the 2018 budget/forecast summary with the Board. He discussed plans for a workshop to re-evaluate the budgeted amounts for projects and said staff will notify the Board members so that any interested Board members may attend.

## ECD PUBLIC SAFETY AND SECURITY PROGRAM

Sergeant Bennett reported on April patrols and activity. He reported on efforts to address unauthorized parking along Park Row. Sergeant Bennett then responded to

questions regarding statistics available for measuring the effectiveness of the District's safety and security program. He said he will gather available data from nearby programs. Ms. Demarie added that staff will also request statistics at an upcoming meeting with two other nearby management districts.

#### UPDATE ON FLOOD STUDY

Ms. Hennings gave a brief update on the status of this item.

#### ECD PROJECT MANAGEMENT

##### NINYO & MOORE PROPOSAL FOR LIP GRANT PROJECT

Ms. Rector reviewed a proposal from Ninyo & Moore for testing and inspection services for the sidewalk construction associated with the Local Initiative Project (LIP) grant. After review and discussion, Director Elgohary moved to approve the proposal from Ninyo & Moore for a cost not to exceed \$5,000, pursuant to the Master Services Agreement between Ninyo & Moore and the District. Director Lee seconded the motion, which passed unanimously.

#### ECD PUBLIC OUTREACH UPDATE

Ms. Weaver reviewed the public outreach methods utilized with various groups, businesses, and residents, in response to questions from the Board at the previous meeting. In response to questions from the Board regarding the ability to measure success of outreach efforts, Ms. Weaver discussed website analytics available for the District's website and Facebook page. Ms. Demarie discussed comments, ratings, and feedback received on the District's Facebook page. Mr. Rayburn discussed staff attendance at Super Neighborhood meetings and requests for feedback to continue evaluating more effective methods of communication. Mr. Lamkahouan discussed the expenses incurred by the District for public outreach efforts over the last 10 years, noting the District's growth does not seem to be commensurate with such expenses.

Ms. Dunlap, Mr. Saenger, and Ms. Hennings then left the meeting.

Ms. Carr updated the Board on a litigation matter involving the District and reported that the District's insurance provider was notified.

#### 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

At 9:20 a.m., Director Halick announced that the Board would meet in executive session pursuant to Section 551.074, Texas Government Code, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of

District employees. All remaining attendees left the meeting except the Board members, Ms. Carr, and Ms. Hogan.

RECONVENE IN OPEN SESSION

At 9:27 a.m., Director Halick announced that the Board would reconvene in open session. Upon reconvening in open session, no action was taken.

NEXT MEETING

The Board discussed the special meeting scheduled for May 31, 2018, at 8:30 a.m. The Board then discussed the regular meeting date in June and concurred to cancel the June regular meeting if staff determines that the June agenda items may be added to the May 31<sup>st</sup> agenda without significantly increasing the length of the meeting.

ADJOURN

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



Asst. Secretary, Board of Directors

