

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

February 5, 2016

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 5th day of February, 2016, 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
Brandon Kerr	Assistant Secretary
D. Bruce Fincher	Director
Peter Elgohary	Director
Peter D. Johnston	Director
Chuck Cervas	Director
Kmeal O. Winters	Director

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

Also present at the meeting were Clark Martinson, General Manager for the District; Ali Lamkahouan, Finance and Administration Manager for the District; Kelly Rector, Transportation Coordinator for the District; Robert Rayburn, Senior Project Manager for the District; Rachael Weaver, Community Relations Coordinator for the District; John Nuñez, Transportation Manager for the District; Fabiana Demarie, Urban Planning Associate for the District; Les Lee and Joshua Bowie of eSiteful; Pat Hall of Equi-Tax, Inc.; Michelle Lofton of ETI Bookkeeping Services; Darren Willis and Scott Saenger of Jones & Carter, Inc.; Mark Klein; Sergeant Phillip Bennett of Harris County Constable Precinct 5; Carmen Hawkins of Wolff Companies; and Jessica Holoubek and Kristen Hogan 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 first considered the minutes of the January 8, 2016, regular meeting. Following discussion and review, Director Cervas 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 January, 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, a copy of which is attached. Following discussion and review, Director Cervas 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 January 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 Kerr moved to approve the bookkeeper's report and payment of the bills presented in the report. Director West seconded the motion, which was approved by unanimous vote.

#### 2015 YTD VARIANCE BUDGET

Mr. Lamkahouan reviewed the 2015 budget summary, a copy of which is attached.

#### THE ENERGY CORRIDOR DISTRICT ANNEXATION SUPPORT SERVICES PROPOSAL FROM TIFWORKS

Mr. Martinson discussed a proposal from TIFWorks to provide "as-needed" services to assist the District with preparation and submission of the annual report to the City of Houston (the "City") required by the Economic Development Agreement, annexation efforts, and implementation of the District's Service Plan. After discussion, the Board concurred to table consideration of this item.

#### THE ENERGY CORRIDOR DISTRICT TRANSPORTATION WORKSHOP SUMMARY

Ms. Demarie reported on the District's Transportation Workshop that was held on January 20, 2016. She reviewed a summary of the matters discussed at the Workshop.

## PARK ROW COMPLETION PROJECT

Mr. Willis updated the Board on the improvements to the TRT Development Company surface parking lot.

Mr. Willis next updated the Board on the Park Row Phase II Force Main project by Alcott, Inc. dba TCH. He presented and recommended approval of Pay Estimate No. 1 in the amount of \$192,686.24, pending remobilization by the contractor. Following review and discussion, Director Johnston moved to approve Pay Estimate No. 1 in the amount of \$192,686.24, payable to Alcott, Inc. dba TCH, pending remobilization. Director West seconded the motion, which passed unanimously.

Mr. Lamkahouan noted the four checks included in the bookkeeper's report for expenses associated with the Phase II Park Row Completion Project.

## IH 10 INTERSECTIONS ENHANCEMENT PROJECT

Mr. Martinson updated the Board on the Interstate Highway 10 intersections enhancement project, noting that the Texas Department of Transportation ("TxDOT") plans to receive bids for the project on February 9, 2016. He reviewed the cost estimate for the project and discussed the District's responsibility to match 20% of federal grant funds, 20% of TxDOT construction management fees, and 100% of items in excess of federal participation. Mr. Martinson recommended Board approval of payment to TxDOT in the amount of \$606,058.54 for the District's share of the project costs. Discussion ensued regarding the District's responsibility to pay costs in excess of federal participation, to the extent the District has funds available. After discussion, Director Elgohary moved to approve payment to TxDOT in the amount of \$606,058.54. Director Winters seconded the motion, which passed unanimously.

Mr. Martinson next discussed inspection services for the project to be provided by TxDOT. He discussed a recommendation for the District to request a proposal from Jacobs to provide supplemental field inspection services, if deemed necessary. After discussion, the Board concurred to table consideration of supplemental field inspection services, pending receipt of bids by TxDOT and review of contingencies.

## KBH TRAFFIC ENGINEERING, LLC PROPOSAL FOR DESIGN SERVICES AND CITY OF HOUSTON NEGOTIATIONS FOR ELDRIDGE PARKWAY WIDENING AT OMNI HOTEL

Mr. Martinson discussed the two-lane stretch of Eldridge Parkway in front of the Omni Hotel between IH 10 and N. Dairy Ashford. He said the City indicated it will consider including an expansion project in its capital improvement plan if the District provides the expansion plans. Mr. Martinson presented a proposal from KBH Traffic Engineering, LLC to prepare plans to expand Eldridge Parkway from two lanes to three lanes between IH 10 and N. Dairy Ashford. After review and discussion, Director Kerr

moved to authorize execution of an agreement with KBH Traffic Engineering, LLC to prepare the plans for a lump-sum fee of \$2,800. Director Johnston seconded the motion, which passed unanimously.

#### MEMORIAL/ELDRIDGE INTERSECTION PROPOSALS

Ms. Demarie updated the Board on plans for enhancements and burial of overhead utilities at the Memorial Drive/Eldridge Parkway intersection to be coordinated with the City's plans to reconstruct Turkey Creek Bridge and the intersection. She reviewed a proposal from Binkley & Barfield, Inc. in the amount of \$177,000 to design the burial of overhead utilities at the intersection. Discussion ensued regarding the timeline for the City's reconstruction plans and the requirement for the District to bid and construct the overhead utility burial project before the City begins its project, which would require an additional time period of street closures. Mr. Martinson said any enhancements proposed by the District would be added as a change order to the City's construction contract. Ms. Demarie then reviewed options and related cost estimates for burial of overhead utilities, traffic mitigation, and intersection enhancements. The Board reviewed the City's reconstruction plans and discussed enhancements to the pedestrian crossings. The Board discussed its preference for the work to be completed simultaneously. The Board considered authorizing Binkley & Barfield, Inc. to proceed with preliminary engineering work related to the possible overhead utility burial project, with final design authorization to be considered once more information is available regarding the budget and timeline. After review and discussion, Director Elgohary moved to authorize execution of an agreement with Binkley & Barfield, Inc. for (1) subsurface utility engineering to identify the underground facilities within the intersection and (2) communication with the utility companies to identify requirements associated with the burial of overhead utilities. Director Winters seconded the motion, which passed unanimously.

The Board then considered authorizing staff to request (1) a proposal from Kimley Horn for design of intersection and traffic mitigation enhancements and (2) a proposal from Civiltech to amend the City's drainage study and revise the box culvert headwalls design. Upon a motion made by Director Cervas and seconded by Director West, the Board voted unanimously to authorize staff to request such proposals from Kimley Horn and Civiltech.

#### THE ENERGY CORRIDOR DISTRICT TRANSIT PLAN

Mr. Nuñez updated the Board on coordination with Fort Bend County Transit regarding the proposed transit commuter service. He said once an Interlocal Agreement is executed between the parties, the District may submit its CMAQ grant application to the Houston-Galveston Area Council.

Ms. Rector discussed Harris County grant funds available through the Texas Commission on Environmental Quality's ("TCEQ") Local Initiative Project program. She requested authorization for District staff to submit a Local Initiative Project grant application to the TCEQ to fund design and construction of transit amenities, including bus shelters, at five METRO bus stop locations in the District for a total cost of approximately \$150,000, of which \$75,000 would be the District's local match obligation. After review and discussion, Director Johnston moved to authorize District staff to prepare and submit such Local Initiative Project grant application to the TCEQ. Director Kerr seconded the motion, which passed unanimously.

#### CMAQ CAR SHARE PROGRAM UPDATE

Ms. Rector reported on the CMAQ Car Share grant program and reviewed a summary of 2015 program accomplishments. She reported on discussions with the Houston-Galveston Area Council regarding an extension of the contract for Enterprise CarShare through the end of 2016.

#### MOBILITY HOUSTON PARTNERSHIP PROPOSAL

Ms. Rector discussed a proposal received from Glasshouse Policy for the District to sponsor and participate in its Mobility Houston initiative, which provides short-term solutions and ideas to improve mobility. She discussed the benefits associated with the sponsorship of \$5,000. After review and discussion, Director West moved to accept the Mobility Houston partnership proposal and contribute \$5,000 for sponsorship of the initiative. Director Winters seconded the motion, which passed unanimously.

#### CITY OF HOUSTON BARKER CYPRESS TRAIL DESIGN AND ELDRIDGE PARKWAY TRAIL ENVIRONMENTAL STUDY

Mr. Rayburn discussed potential opportunities to connect the District to existing park space north of the District via Barker Cypress and N. Eldridge Parkway. Discussion ensued regarding the possible connections. After discussion, Director Cervas moved to authorize District staff to develop a strategy for the connections and to meet with City officials to obtain support for the projects within City rights-of-way. Director Kerr seconded the motion, which passed unanimously.

#### ACTIVE TRANSPORTATION CONFERENCE UPDATE

Mr. Rayburn reported on the upcoming Texas Trails & Active Transportation Conference scheduled for March 9-11, 2016, noting the District previously authorized participation as a Gold sponsor. He discussed the information about the District to be presented at the Conference and added that the District will host a bicycle tour of the trails within the District.

THE ENERGY CORRIDOR DISTRICT COMMUNICATIONS TEAM UPDATE

Mr. Bowie discussed the 2016 communications plans for the District. Mr. Klein reported on public relations outreach efforts. Mr. Bowie discussed additional recent and upcoming outreach efforts and newsletter articles.

BISNOW FUTURE OF THE ENERGY CORRIDOR SPONSORSHIP PROPOSAL

Mr. Klein discussed the BisNow "Future of the Energy Corridor" event scheduled for March 30, 2016, noting the sponsorship fee is \$4,500. He reported on plans for the event. Following discussion, Director Winters moved to approve payment of \$4,500 to BisNow for sponsorship of the event. Director West seconded the motion, which passed unanimously.

HARRIS COUNTY CONSTABLE PRECINCT 5 DEPUTY PATROL PROGRAM

Sergeant Bennett reported on patrol services in the District and efforts to meet with businesses within the District. He discussed plans to install Precinct 5 Constable signs with District name signs. Sergeant Bennett added that written reports on patrol activities will be presented for future meetings.

GENERAL MANAGER'S REPORT

Mr. Martinson reported on Ms. Demarie's recent meeting with the Texas A&M University Urban Planning and Landscape Architecture Studio to conduct fieldwork related to the St. Mary's Neighborhood Streetscape and Master Plan.

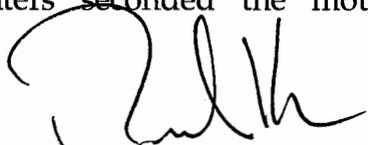
Mr. Martinson next reviewed a spreadsheet of the properties being considered for annexation into the District. He reported on a recent meeting with one of the property owners.

NEXT MEETING

The Board discussed next month's meeting date and concurred to hold the next regular Board meeting on March 11, 2016, subject to confirming a quorum.

ADJOURN

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



ASST. Secretary, Board of Directors



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