

MINUTES  
HARRIS COUNTY IMPROVEMENT DISTRICT NO. 4

June 13, 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 13th day of June, 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 Hightower, Moskowitz, Tackett, and Fujimoto, thus constituting a quorum.

Also present at the meeting were Clark Martinson, General Manager for the District; Robert Rayburn, Landscape Architect 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; Fabiana Demarie, District intern; Christi Todd, CPA; 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.; Ty Jacobsen and Steve Spillette of CDS Market Research; Randy Schulze of Walter P. Moore ("WPM"); and Margarita J. Dunlap, Community Outreach Representative, Service Design and Development, for the Metropolitan Transit Authority ("METRO"); and Jessica Holoubek and Yvonne Onak 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 first considered the minutes of the May 9, 2014, regular meeting. Following discussion and review, Director Johnston moved to approve the minutes as submitted. The motion was seconded by Director West and passed unanimously.

## DISTRIBUTE FINAL FY2013 AUDIT REPORT AND COMPILATION LETTER

Ms. Todd distributed copies of the District's final audit and compilation letter for the fiscal year end December 31, 2013. The Board took no action on this matter.

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

Ms. Hall reviewed the assessment collector's report for May, a copy of which is attached. Ms. Hall also reviewed a chart regarding the status of District assessment payers' lawsuits against the Harris County Appraisal District. She reported on the District's 2014 preliminary valuation from the Harris County Appraisal District. Following discussion and review, Director Johnston moved to accept the assessment collector's report. The motion was seconded by Director Fincher and passed by unanimous vote.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Lofton reviewed the May 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 Fincher 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.

## 2014 ECD LAND USE AND DEMOGRAPHICS PRESENTATION BY CDS MARKET RESEARCH

Mr. Jacobsen reported to the Board on the changes since last year in the District and surrounding Metropolitan Statistical Area ("MSA"). He presented 2014 demographic projections, current and future parcel information, major employers, buildings under construction and proposed buildings, and thirty-minute drive time analysis. He said that the vast majority of commercial property is office space.

Mr. Jacobsen introduced a new section relating to the Chapter 380 Agreement Area. He said the agreement with the District is intended to fund the completion of Park Row from METRO's Addicks Park & Ride site to Eldridge Parkway.

After discussion, Director West moved to approve the Energy Corridor 2014 Land Use & Demographics report, pending additional changes by the President of the Board. Director Fincher seconded the motion, which passed unanimously.

#### 2014 YEAR-TO-DATE VARIANCE BUDGET

Ms. Wallace reviewed the year-to-date budget summary, a copy of which is attached.

#### AUTHORIZATION TO PAY JUNE 2014 INVOICES AND PAYROLL IN JULY

Ms. Wallace requested the Board's approval to process payables in July for the General Fund and the Capital Fund, in the event that there is not a Board meeting in July. After discussion, Director Cervas moved that the Board approve the processing of General Fund and Capital Fund payables for July, 2014. Director Fincher seconded the motion, which passed unanimously.

#### IH 10 INTERSECTIONS ENHANCEMENT DESIGN CONTRACT WITH JACOBS

Mr. Martinson said that the contract with Jacobs is not yet ready for signature. He said that the scope of the work is being defined by TxDOT, which will be reimbursing 80% of the fee. He said that Jacobs has incorporated the changes and submitted them to TxDOT for review in May. He requested Board approval to execute the contract upon receipt. After discussion, Director Cervas moved to authorize execution of the contract upon receiving TxDOT, Jacobs and ABHR approval. Director West seconded the motion, which carried unanimously.

#### PARK ROW COMPLETION PROJECT

Mr. Willis updated the Board regarding phase I of the Park Row Completion Project, noting he had no action items for the Board's consideration.

Ms. Todd reviewed an updated draw request letter for the Houston Housing Finance Corporation ("HHFC") loan for payment of consultant invoices and fees related to the Park Row Completion Project. She noted the total amount of these disbursements is \$43,374.86. After discussion and review, Director Fincher moved to approve the draw request from the HHFC loan totaling \$43,374.86. Director West seconded the motion, which carried unanimously.

Ms. Holoubek reported on a meeting with the City of Houston to discuss project cost overruns and related amendments to the Economic Development Agreement and the Interlocal Development Agreement with the City of Houston.

## CARMA GRANT APPLICATION UPDATE

Mr. Nuñez reported on support received from other local governments and organizations for the District's Carma grant application to be submitted to HGAC. He said the application was submitted on June 12, 2014, and that a decision should be made by August. He said that the Board will be informed by September and an agreement with HGAC will be ready for the Board to authorize in October.

## FEDERAL GRANT PROJECTS

Ms. Rector reported on the CMAQ Car Share grant program, the JARC 75 Eldridge Crosstown bus program, and the New Freedom sidewalk project. She reviewed activities promoted by the District and financial reports for such projects.

## THE ENERGY CORRIDOR DISTRICT CIRCULATOR

Mr. Nuñez reported on the feasibility of a circulator transit service providing connections to major Energy Corridor employment centers. He discussed other local circulator services and said that a report will be provided to the Board, possibly at the next meeting, on the merits of a District circulator service. Mr. Martinson said that "clean" vehicles, using propane or compressed natural gas, qualify for a CMAQ grant.

## ELDRIDGE MERCHANTS ASSOCIATION AND 2015 ENERGYFEST

Ms. Weaver discussed forming a group that represents retailers and other businesses to serve as a resource for the members. She said that the formation of this group can help the merchant's voices be heard relating to business development in the District.

Mr. Martinson said that the District's annual EnergyFests have been successful, and he presented a proposal from Gray & Associates Events to produce the EnergyFest Celebration for 2015, in the amount of \$8,550.00. He said that work on the project will start in July. He said that the fee will be covered by the surplus sponsorships that were collected for EnergyFest 2014. After discussion, Director Johnston moved that the Board approve the Gray & Associates Events proposal to produce the EnergyFest 2015 in the amount of \$8,550.00. Director Fincher 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. She reported that the City will not allow a non-City vehicle to have a computer for filing police reports. She said that this has resulted in slowing down the time that it takes to report an incident and that because the officer

has to report to a substation outside of the duty area, the amount of time spent patrolling the district has been reduced.

GENERAL MANAGER'S REPORT

Mr. Martinson reviewed the General Manager's report, including a report on growth within the District and future planning efforts.

He introduced Ms. Demarie, who will be interning this summer and helping on annexation matters.

He reported on the Fortsmith Street "Woonerf" bidding. He said that the bids are due on June 17 and that the contract will be considered at the next Board meeting.

He said that eight firms were invited to submit proposals for the District's Area Master Plan, with submittals due on July 18. He said that a Needs Assessment would be presented to the Board in October, followed by a Vision and Conceptual Plan in November. The Projects and Implementation Plan would be presented in December, 2014.

Mr. Martinson updated the Board on the District's Annexation and 2015-2024 Service Plan.

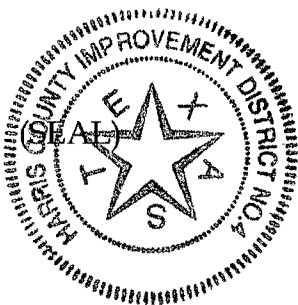
Mr. Martinson announced that Ms. Rector will be promoted to full time Transportation Coordinator starting in July, 2014.

NEXT MEETING

The Board concurred to hold the next Board meeting on July 11, 2014.

ADJOURN

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



*Steve West*  
Secretary, Board of Directors

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