

# MINUTES OF REGULAR MEETING OF HARRIS COUNTY IMPROVEMENT DISTRICT #1

June 24, 2020

THE STATE OF TEXAS   §  
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COUNTY OF HARRIS   §

The Board of Directors of Harris County Improvement District #1 (the "District") held a meeting of the Board of Directors at 2:30 p.m. on the 24th day of June 2020, by teleconference, with access by telephone available to the public, pursuant to Texas Government Code Section 551.125 and Governor Greg Abbott's emergency disaster declaration dated March 13, 2020, and the roll was called of the members of the Board being present by telephone:

Jeb Bowden  
Todd H. Casper  
Gerald Crump  
Tom Kiler  
Steven Lerner  
Kendall Miller  
John D. Mooz  
Erik Sobek  
Kurt Webb  
Jonathan Zadok

and all of said directors were present except Directors Kiler, and Sobek. Also attending the teleconference were Mr. John R. Breeding, President of Harris County Improvement District #1, Ms. Shannon Daniels; Mr. Stephen Wood; Ms. Delia Mizwa; Ms. Betsy Kirkgard; Mr. Andrew Jerige; Mr. Robert Taube; Mr. Mike Williams; Ms. Nat Wanissorn; Ms. Amelia Escalante; Ms. Carolyn McCain; Ms. Kaleé Garvin; and Mr. Bob Ethington staff members of Harris County Improvement District #1; and Mr. Loren Morales of RBC Capital Markets, LLC; Ms. Jessica Holobek of Allen Boone Humphries Robinson, LLP; and Ms. Margaret Dunlap of Metropolitan Transit Authority.

## CALL TO ORDER

Chairman Miller reviewed certain recommended protocols for conducting the District's meeting via teleconference.

## DECLARE EMERGENCY

The Board discussed Governor Abbott's disaster declaration dated March 13, 2020 relating to the novel coronavirus (COVID-19). Director Miller stated, in response to the Governor's declaration, an emergency may be declared within the Zone for the duration of this declared disaster and for the limited purposes authorized by Governor Abbott. The Board then reviewed a Resolution Declaring an Emergency and Adopting Electronic Meeting Procedures (the "Resolution"). After discussion, Director Mooz moved to (1) declare an emergency within the District for the duration of this declared emergency / disaster and for the limited purposes authorized by the Governor; and (2) approve the Resolution. Director Lerner seconded the motion, which passed unanimously.

## RECEIVE COMMENTS OR QUESTIONS FROM THE PUBLIC

There were no comments from the public.

## APPROVE MINUTES

Chairman Kendall Miller asked the members to read the Minutes of the February 26, 2020 meeting. Chairman Miller requested a motion to approve the minutes as written. Director Webb made the motion. Director Crump seconded the motion, which was approved by unanimous consent.

## REVIEW AND CONSIDER APPROVING TITLE VI COMPLIANCE PLAN.

Mr. Stephen Wood and Mr. John Breeding presented and answered questions about the Title VI Compliance Plan. Mr. Wood explained that Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds, of race, color, and national origin be subjected to discrimination. Director Miller requested a motion to approve Title VI Compliance Plan. Director Lerner moved to approve the motion, Director Webb seconded the motion, which was approved by unanimous consent.

CONSIDERING AUTHORIZING FISCAL YEAR 2019 - 2020 AUDIT.

Ms. Daniels stated that last year the Authority contracted with Whitley Penn for audit services for a fee of \$21,000. She also stated that their proposed fee for this year is \$22,000. She recommended that the Board enter into a letter agreement with Whitley Penn for the Fiscal Year 2019 - 2020 audit, which includes the regular audit and the federal audit. She also said that next year the Authority will issue requests for proposals for audit services. Ms. Daniels described the Authority's process for soliciting and reviewing requests for proposals, as well as best practices observed by the Authority.

After discussion, Director Casper made a motion to authorize contracting with Whitley Penn for the Fiscal Year 2019 - 2020 audit. Director Crump seconded the motion, which passed unanimously.

ADOPT A RESOLUTION APPROVING AN OPERATING AND DEBT SERVICE BUDGET FOR THE 2020 – 2021 FISCAL YEAR, AUTHORIZING BUDGETED EXPENDITURES AND AUTHORIZING THE PRESIDENT TO DISBURSE DISTRICT FUNDS.

Mr. Breeding and Ms. Daniels provided the Board with an overview of the District's 2020 – 2021 Budget. Chairman Miller asked for a motion to approve the Resolution Adopting an Operating, Capital and Debt Service Budget for the 2020 – 2021 Fiscal Year, Authorizing Budgeted Expenditures and Authorizing the President to Disburse District Funds which authorizes expenditures set forth in the budget, subject to the applicable competitive bid requirements and the restriction that checks over \$1,000 from District accounts will require the signature of the President, plus one Director or the signatures of three Directors. Director Mooz moved to approve the motion, Director Crump seconded the motion, which was approved by unanimous consent.

ADJOURNMENT

There being no further business, the meeting was adjourned.

(SEAL)

  
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Secretary, Board of Director