

MINUTES OF THE BOARD OF DIRECTORS MEETING
Harris County Municipal Management District No. 1

October 16, 2019

The Board of Directors (the "Board") of Harris County Municipal Management District No. 1 (Memorial Management District) (the "District") met in regular session, open to the public, on the 16th day of October, 2019, at 920 Memorial City Way, Suite 170, Houston, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Ben Gillis	President/Director
Dan Moody, III	Secretary/Director
Steven Goss	Director
Glenn Airola	Director
Perry Hicks	Director
Charles DeLacey	Director
Ben Pisklak	Director
Vacant	Director
Augustus L. Campbell	Director
Kirk Guilanshah	Director
Robert Williamson	Director

and all of the above were present, except Directors Moody, Airola and Campbell, thus constituting a quorum.

Also present at the meeting were Marlene Gafrick of MetroNational Corporation; Suzy Hartgrove and Becky Myers of MyHart Communications; Pat Hall of Equi-Tax, Inc.; Pat Walters, Executive Director for the District; Deputy Mark Fornesa of Harris County Precinct 5 Constable's Office; and Jessica Holoubek and Nikole Cales of Allen Boone Humphries Robinson LLP.

1. Call meeting to order, take attendance and verify quorum is present

Having established that a quorum of the Board was present, Director Gillis called the meeting to order.

2. Public Comments

There were no public comments.

3. Appointment of New Director

The Board concurred to defer this item.

4. Approve Sworn Statement, Official Bond, and Oath of Office of new director

The Board concurred to defer this item.

5. Reorganize the Board and authorize execution of District Registration Form

The Board concurred to defer this item.

6. Minutes of September 11, 2019, Meeting

The Board reviewed the minutes of the September 11, 2019, regular meeting. After review and discussion, Director Williamson moved to approve the minutes. The motion was seconded by Director Pisklak, which was approved unanimously.

7. Financial Report and Bookkeeping Matters

Ms. Hall reviewed the financial report for September with the Board. Following review and discussion, Director Hicks, moved to approve the financial report and payment of the invoices listed in the report. Director Pisklak, seconded the motion, which passed unanimously. The Board concurred to defer approval of the 2020 fiscal year end budget.

8. Assessment and Collections Matters

Ms. Hall reviewed the assessment collector's report for September with the Board. Following review and discussion, Director Williamson moved to approve the assessment collector's report. Director Pisklak seconded the motion, which passed unanimously. It was noted the District's supplemental assessment hearing will be held on October 31, 2019 at 10:00 a.m.

9. Bookkeeping Contract Renewal

Mr. Walters presented and reviewed a proposed an Agreement for Bookkeeping Services to increase the base fee by \$100.00 per quarter for a new base monthly fee of \$1,040.00, effective December 1, 2019. Following review and discussion, Director Guilanshah moved to approve the Amendment to Contract for Bookkeeping Services. Director Hicks seconded the motion, which passed unanimously.

10. TxDOT Maintenance Agreement

Mr. Walters updated the Board on maintenance in the District. He presented and reviewed Amendment No. 2 to the Landscape Cost Sharing Program for Governmental Entities with the State of Texas through the Texas Department of Transportation ("Amendment") for the Beltway 8 projects. After review and discussion, Director

Pisklak moved to approve the Agreement. Director Hicks seconded the motion, which passed unanimously.

11. Assessment Hearing

Mr. Walters discussed the assessment hearing and appointing a hearing examiner for the hearing. The Board voted unanimously to schedule the assessment hearing for October 31, 2019, at 10:00 a.m. at 920 Memorial City Way, Suite 170, and to appoint Ben Gillis as hearing examiner for the hearing.

12. Results of FY2020 Utility Burial Call for Projects

Mr. Walters reported that the deadline for District property owners to submit 2020 utility burial projects for reimbursement consideration was October 1, 2019. He reported that one request was received from Moody Rambin for a utility burial reimbursement agreement for its proposed utility burial project in the estimated amount of \$1,100,000. After review and discussion, the Board concurred to approve the request and authorize execution of a Reimbursement Agreement with Moody Rambin for the project.

13. METRONext - West Houston Corridor Presentation

Mr. Walters updated the Board regarding METRO's proposed METRONext plan and its impact to the District.

Mr. Walters then presented and reviewed the proposed Resolution Supporting METRONext Moving Forward Plan for West Houston Corridor ("Resolution"). After review and discussion, Director Hicks moved to approve and authorize execution of the Resolution. Director Pisklak seconded the motion, which passed unanimously.

14. Review of District Maintenance

Mr. Walters updated the Board on maintenance in the District.

15. Constable's Patrol

Deputy Fornesa reviewed the report on October patrols and activity in the District and updated the Board regarding initiatives to address homelessness in the District.

16. Community Relations Update and Contract Services

Ms. Myers reviewed website activity and statistics and updated the Board regarding community relations efforts for the District.

17. Executive Director's Report

Mr. Walters updated the Board on development in the District and surrounding areas.

Ms. Holoubek discussed recent legislation that could impact the District. Discussion ensued regarding various website requirements. The Board concurred it is not necessary to establish individual Director email addresses through the District at this time. The Board concurred to add minutes and agendas to the District's website moving forward. Ms. Holoubek noted the District's website requirements vary from other special districts because the District has not held an election allowing them to levy taxes. Discussion ensued regarding email policies and public records.

Mr. Walters discussed detention pond capacity and pumping down water during high water events. He noted that during Tropical Storm Imelda the ponds were not pumped down in a timely manner, which caused possible damage to the landscaping around the ponds. Mr. Walters stated it will cost approximately \$7,500 to clean up the damaged area and replant damaged plants as necessary.

Mr. Walters discussed graffiti in the District.

Mr. Walters stated the Cigna Street Event will be held Sunday, October 20, 2019. Director Gillis stated it was expressed to the City of Houston that all District facilities should be maintained to District standards during and after the event.

18. Adjourn

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



Approved:

A handwritten signature in blue ink, appearing to be "M. Walters", written over a horizontal line.

Secretary

Harris County Municipal Management District No. 1