

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

August 19, 2020

The Board of Directors (the "Board") of Harris County Municipal Management District No. 1 (Memorial Management District) (the "District") met in regular session by videoconference, 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, on the 19th day of August, 2020, and the roll was called of the members of the Board being present by telephone:

Ben Gillis	President/Director
Dan Moody, III	Secretary/Director
Steven Goss	Director
Glenn Airola	Director
Perry Hicks	Director
Charles DeLacey	Director
Ben Pisklak	Director
C. Beau Harrison	Director
Alan Steinburg	Director
Kirk Guilanshah	Director
Robert Williamson	Director

and all of the above were present except Director Harrison, thus constituting a quorum.

Also attending the teleconference were Marlene Gafrick of MetroNational Corporation; Pat Hall of Equi-Tax, Inc.; Pat Walters, Executive Director for the District; Sergeant Chris Sheffield of Harris County Precinct 5 Constable's Office; Marguerite Dunlap of METRO; Muhammad Ali of Gauge Engineering; Jared Rice of WeatherMatic; Jerome Vanderbuilt of Lawn Management Company; Megan Bradley of Triton Consulting Group; Suzy Hartgrove of MyHart Communications; 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 at 9:36 a.m.

2. Public Comments

Director Gillis offered any members of the public attending the meeting by telephone the opportunity to make public comment.

Ms. Dunlap introduced herself and stated METRO is opening its new rapid silver line on August 23, 2020. She discussed the route and access points.

3. Minutes of June 17, 2020, Meeting

The Board reviewed the minutes of the June 17, 2020, regular meeting. After review and discussion, Director DeLacey moved to approve the minutes, as submitted. The motion was seconded by Director Goss, which was approved unanimously.

4. Financial Report and Bookkeeping Matters

Ms. Hall reviewed the financial reports for June and July with the Board. Following review and discussion, Director Airola, moved to approve the financial reports and payment of the invoices listed in the reports. Director Williamson seconded the motion, which passed unanimously.

5. Assessment and Collections Matters

Ms. Hall reviewed the assessment collector's reports for June and July with the Board. She discussed the status of various delinquent accounts. Following review and discussion, Director Hicks, moved to approve the assessment collector's reports. Director Pisklak seconded the motion, which passed unanimously.

6. Simplified Employee Pension Program Amendment

Mr. Walters presented and reviewed the Simplified Employee Pension Program Amendment to allow new fulltime employees to participate in the SEPP immediately upon hiring. Following review and discussion Director Moody moved to approve the Amendment to allow new fulltime employees to participate in the SEPP immediately upon hiring. Director Airola seconded the motion, which passed unanimously.

7. Irrigation Water Conservation Project

Mr. Walters discussed irrigation in the District and stated he believes performing an irrigation evaluation and possibly installing automatic irrigation meters may be beneficial as well as provide a cost savings to the District. Mr. Vanderbuilt presented and reviewed information regarding the Irrigation Water Conservation Project. He recommended the Board consider installing flow management devices, which allows access 24 hours a day, seven days per week and also provides notification of any issues within the system. After discussion, the Board authorized Pat to proceed with further exploration of irrigation improvements.

8. Gessner Paver Replacement Project

Mr. Walters discussed the Gessner Paver Replacement Project. He stated the

design, engineering and bid phase is expected to be completed in December, 2020 with construction slated to begin in 2021. Mr. Ali discussed phases of the project beginning on Gessner Road. He stated a visual inspection was performed and discussed the bidding process and reviewed estimated costs with the Board.

9. Review of District Maintenance

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

Mr. Walters stated the main pump in the Conrad Sauer detention pond has failed and the pump's warranty expired two months ago. Mr. Walters stated Greenscape Pump Services, Inc. ("Greenscape") is willing to replace the pump for the cost of parts only in the amount of \$3,823. Following review and discussion, Director DeLacey moved to approve the proposal from Greenscape to replace the pump in the amount of \$3,823. Director Moody seconded the motion, which passed unanimously.

10. Constable's Patrol

The Board concurred to discuss this item after the Director appointment agenda items.

11. Appoint Director to Fill Board Vacancy Position

The Board considered appointing Alan Steinburg to fill the vacancy position number five on the Board for the unexpired term. Following review and discussion, Director Pisklak moved to appoint Alan Steinburg to fill the vacancy position number five on the Board. Director Goss seconded the motion, which carried unanimously.

12. Approve Sworn Statement, Official Bond, and Oath of Office of appointed directors

Director Williamson moved to accept the Sworn Statements, Official Bonds and Oath of Office of Alan Steinburg. Director Moody seconded the motion, and it carried by unanimous vote.

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

The Board discussed reorganizing the Board of Directors positions. After review and discussion, Director Williamson moved to reorganize the Board as follows:

Ben Gillis	President/Director
Dan Moody, III	Secretary/Director
Steven Goss	Director
Glenn Airola	Director
Perry Hicks	Director

Charles DeLacey	Director
Ben Pisklak	Director
C. Beau Harrison	Director
Alan Steinburg	Director
Kirk Guilanshah	Director
Robert Williamson	Director

and authorize execution of the District Registration Form to reflect the positions as described above. Director Moody seconded the motion, which passed by unanimous vote.

14. Open Meetings Act and Public Information Act Training Requirements

Ms. Holoubek reviewed a Memorandum from ABHR regarding the Open Meetings Act and Public Information Act Training Requirements, a copy of which is attached. She reported that state law requires each elected or appointed public official to complete a course of training of not less than one and not more than two hours regarding the responsibilities of the governmental body and its members under the Texas Open Meetings Act, Chapter 551, Government Code.

15. Conflict of interest disclosure required under Chapter 176 of the Texas Local Government Code, including review of disclosure forms adopted by the Texas Ethics Commission and List of Local Government Officers

Ms. Holoubek reviewed a memorandum from ABHR regarding conflict of interest disclosure required under Chapter 176 of the Texas Local Government Code and disclosure forms adopted by the Texas Ethics Commission. She stated that pursuant to Chapter 176 of the Texas Local Government Code, the District is required to maintain a List of Local Government Officers. Ms. Holoubek reviewed the updated List of Local Government Officers. After review and discussion, Director Williamson moved to approve and authorize execution of the List of Local Government Officers and direct that the List be filed appropriately and retained in the District’s official records. Director Moody seconded the motion, which passed unanimously. The Board concurred to discuss item number ten.

16. Constable’s Patrol

The Board concurred to discuss item number ten. Sergeant Sheffield reviewed the security report for July and August patrols and discussed activity in the District.

17. Maintenance of W140 Landscaping Improvements

Mr. Walters updated the Board regarding maintenance of W140 landscaping improvements. Director Gillis discussed the importance of drainage maintenance. Mr. Walters reviewed a letter from TIRZ 17 stating TIRZ 17 will maintain the area for a two-

year maintenance period, at which time the maintenance becomes District's responsibility. Mr. Walters noted a letter will be sent to the City of Houston notifying them of the District's maintenance responsibility. After review and discussion, Director Moody moved to approve the W140 landscape maintenance agreement with TIRZ 17. Director Williamson seconded the motion, Director Airola abstained and the motion passed by majority vote.

18. Community Relations Update and Contract Services

Ms. Hartgrove updated the Board regarding community relations in the District.

19. Executive Director's Report

Mr. Walters stated he has nothing to report regarding this matter. It was noted the next meeting will be held on September 16, 2020.

20. Executive Session Pursuant to Section 551.074, Texas Government Code

At 10:45 a.m., Director Gillis announced that the Board would convene in executive session pursuant to Section 551.074, Texas Government Code, to discuss employment matters.

21. Reconvene in Open Session

At 11:00 a.m., Director Gillis announced that the Board would reconvene in open session. After reconvening in open session, Director Kirk moved to approve a new employment letter for Mr. Walters with the terms discussed in executive session. Director Hicks seconded the motion, which passed unanimously.

22. Adjourn

There being no further business to come before the Board, Director Airola moved to adjourn the meeting. Director Goss seconded the motion, which passed unanimously.

Approved:

/s/ Dan Moody

Secretary

Harris County Municipal Management District

