

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

March 3, 2021

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 3rd day of March, 2021, and the roll was called of the members of the Board being present by telephone:

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

and all of the above were present except Directors Guilanshah and Goss, 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; Margaret Dunlap of METRO; Suzy Hartgrove and Becky Myers of MyHart Communications; Muhammad Ali of Gage Engineering; 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 9:32 a.m.

2. Public Comments

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

3. Minutes of January 20, 2021, Meeting

The Board reviewed the minutes of the January 20, 2021, regular meeting. After review and discussion, Director Pisklak moved to approve the minutes, as submitted. The motion was seconded by Director Moody which was approved unanimously.

4. Financial Report and Bookkeeping Matters

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

5. Assessment and Collections Matters

Ms. Hall reviewed the assessment collector's reports for January with the Board. She discussed the status of various delinquent accounts. The Board reviewed the status of property valuation lawsuits filed by property owners in the District against the Harris County Appraisal District. Following review and discussion, Director Williamson, moved to approve the assessment collector's reports. Director DeLacey seconded the motion, which passed unanimously.

6. Gessner Paver Replacement Project

Mr. Ali discussed the Gessner Paver Replacement Project.

7. Review of District Maintenance

Mr. Walters updated the Board on maintenance in the District and discussed recently completed projects. Mr. Walters requested authorization to purchase three additional pedestrian lights to replace damaged lights as needed. He stated that on average, the lights need to be replaced every 18 months and typically cost \$8,500 each. Mr. Walters stated if the District purchases the lights as part of a bulk order, the lights can be purchased at a discounted price totaling \$14,160.99 for three lights. Following review and discussion, Director Hicks moved to authorize the purchase of three pedestrian lights in the amount of \$14,160.99. Director Williamson seconded the motion, which passed unanimously.

8. Constable's Patrol

Sergeant Sheffield reviewed the report on January and February patrols and activity in the District.

Mr. Walters presented and reviewed the Law Enforcement Agreement with the Harris County Constables (the "Agreement") in the amount of \$26,560 per month, for

additional law enforcement services in the District, effective March 1, 2021 through February 28, 2022 for ratification.

After review and discussion, Director Moody moved to ratify approval of the Agreement, as presented. Director Pisklak seconded the motion, which passed unanimously.

9. Community Relations Update and Contract Services

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

10. Executive Director's Report

Mr. Walters updated the Board regarding damages to District offices incurred during the recent freeze event and noted assessments are being performed throughout the District to determine any damage to landscaping or other district amenities. He stated the next meeting will be held on April 21, 2021.

11. Appoint New Director to the Board

The Board then discussed appointing Patrick Manchi to Director Position No. 4. Following discussion, Director Hicks moved appoint Patrick Manchi to Director Position No. 4. Director Pisklak seconded the motion, which passed unanimously.

12. Open Meetings Act and Public Information Act Training Requirements

Ms. Holoubek stated the Memorandum regarding the Open Meetings Act and Public Information Act training requirements will be discussed with Director Manchi. She stated that each elected or appointed public official is required to complete a course of training regarding responsibilities of the governmental body and its members under the Texas Open Meetings Act, Chapter 551, within 90 days of taking the oath of office.

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

Ms. Holoubek stated she will review the 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 with Director Manchi. Ms. Holoubek reviewed the updated List of Local Government Officers, which was unanimously approved by the Board.

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

The Board approved the Sworn Statement, Oath of Office and Official Bond for Director Manchi.

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

The Board discussed reorganizing the Board of Directors positions. After review and discussion, the Board concurred to maintain the Board positions as follows:

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

and authorize execution of the District Registration Form to reflect the positions as described above.

16. Policy and Procedures Manual

Ms. Holoubek reviewed proposed revisions to the District’s Administrative Policies and Procedures Manual, allowing the District’s Executive Director to act on behalf of the District for routine and administrative actions, including approval of proposals and payment of invoices subject to approved budget limitations. After review and discussion, Director Moody moved to approve the updated Administrative Policies and Procedures Manual. Director Pisklak seconded the motion, which passed unanimously.

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

At 10:06 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.

18. Reconvene in Open Session

At 10:20 a.m., Director Gillis announced that the Board would reconvene in open session. Upon reconvening in open session, Director Harrison moved to authorize execution of an employment letter extending an offer to the selected candidate for the Administrative Assistant position. Director Pisklak seconded the motion, which passed by unanimous vote.

19. Adjourn

The next meeting will be held April 21, 2021. There being no further business to come before the Board, Director Moody moved to adjourn the meeting. Director Pisklak seconded the motion, which passed unanimously.

Approved:

Secretary
Harris County Municipal Management District No. 1