

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

April 15, 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 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, on the 15th day of April, 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
Augustus L. Campbell	Director
Kirk Guilanshah	Director
Robert Williamson	Director

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

Also attending the teleconference were Marlene Gafrick of MetroNational Corporation; Suzy Hartgrove and Becky Meyers of MyHart Communications; Pat Hall of Equi-Tax, Inc.; Pat Walters, Executive Director for the District; Andria Rondon, Project Manager of the District; Captain Mitchell Hutter and Sergeant Chris Sheffield of Harris County Precinct 5 Constable's Office; Margarita Dunlap of METRO; 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

Director Gillis offered any members of the public attending the meeting by telephone the opportunity to make public comment. There being no members of the

public requesting to make public comment, Director Gillis moved to the next agenda item.

Ms. Holoubek reviewed certain recommended protocols for conducting the District's meeting via teleconference. She announced that the meeting was being recorded and that consultant reports presented at the meeting were posted online and available to the public in the form of an "agenda packet" prior to the start of the meeting at www.districtdirectory.org/agendapackets/mmd/.

3. Declare Emergency

Ms. Holoubek reported on Governor Abbott's disaster declaration dated March 13, 2020, authorizing political subdivisions of the State of Texas to use all available resources to facilitate and expedite the use and deployment of District resources to enhance preparedness and response to the novel coronavirus (COVID-19). She stated in response to the Governor's declaration, an emergency may be declared within the District for the duration of this declared disaster and for the limited purposes authorized by Governor Abbott. After discussion, Director Moody moved to declare an emergency within the District for the duration of this declared emergency/disaster and for the limited purposes authorized by the Governor as a result of the novel coronavirus (COVID-19). Director Goss seconded the motion and the motion passed unanimously.

4. Consider Operations and Service Requirements Relating To Covid-19 Epidemic; Memorandum Regarding Preparation For Potential Effects Of Covid-19 ("Memorandum"); and Adopt Resolution Regarding Delegation Of Authority Due To An Emergency

The Board discussed the necessity of continuing District operations and services during the state of disaster and the likely inability of a majority of the Board to convene in person during the declared disaster. Ms. Holoubek also updated the Board regarding the "stay home" order issued by Harris County in response to COVID-19 (the "County Order"). Ms. Holoubek reviewed the Memorandum and a Resolution Regarding Delegation of Authority Due to an Emergency (the "Resolution"). A copy of the Memorandum is attached. She noted the Resolution reflects delegations of authority to take certain actions on behalf of the Board.

Following review and discussion, Director Pislak moved to adopt the Resolution and direct it be filed appropriately and retained in the District's official records. The motion was seconded by Director Campbell and the motion passed unanimously with all Directors voting in favor of the motion.

5. Order Adopting Electronic Signature Rules for Construction Contract

The Board considered adopting an Order Adopting Electronic Signature Rules for

Construction Contracts to set forth rules surrounding the receipt of electronic signatures on construction contracts. Following review and discussion, Director Harrison moved to adopt the Order Adopting Electronic Signature Rules for Construction Contracts and direct that the Order be filed appropriately and retained in the District's official records. Director DeLacey seconded the motion, which was approved by unanimous vote.

6. Order Adopting Section 49.2731 Electronic Bidding Rules

The Board considered adopting an Order Adopting Section 49.2731 Electronic Bidding Rules to permit the receipt of bids under Section 49.273 of the Texas Water Code through electronic transmission. Following review and discussion, Director Harrison moved to adopt the Order Adopting Section 49.2731 Electronic Bidding Rules and direct that the Order be filed appropriately and retained in the District's official records. Director DeLacey seconded the motion, which was approved by unanimous vote. Director Airola asked if the Order expires after the disaster declaration is lifted. Ms. Holoubek stated the rules and Order remain in perpetuity, but Board has option to solicit bids in both manners if they wish to do so.

7. Minutes of February 19, 2020, Meeting

The Board reviewed the minutes of the February 19, 2020, regular meeting. After review and discussion, Director Hicks moved to approve the minutes. The motion was seconded by Director Williamson, which was approved unanimously.

8. Financial Report and Bookkeeping Matters

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

9. Assessment and Collections Matters

Ms. Hall reviewed the assessment collector's report for March with the Board. Ms. Hall discussed the possible impact of a declared disaster to the value of commercial property. She stated the Texas Attorney General released an opinion, which determined the COVID-19 pandemic did not impact the assessed value of commercial property and noted no exemptions will be provided to commercial property as a result of the pandemic. Following review and discussion, Director Pislak, moved to approve the assessment collector's report. Director Campbell seconded the motion, which passed unanimously.

10. Review of District Maintenance

Mr. Walters updated the Board on maintenance in the District. He then presented

and reviewed two proposals from LMC Landscape and Tree Care: (1) to fill in missing fox tail along Gessner Road in the amount of \$500; and (2) to transplant plants to beds where plants are missing in the amount of \$5,644.39, totaling \$6,144.39. After review and discussion, Director Airola moved to approve both proposals from LMC Landscape and Tree Care, totaling \$6,144.39. Director Williamson seconded the motion, which passed unanimously.

Director Gillis stated the Board can discuss the Greenscape agreement next month.

Mr. Walters updated the Board regarding the Internal Revenue Service's ("IRS") levy placed on the District's street cleaning contractor, Goldstone. He stated the owner indicated he was working through levy, but stated he hasn't been able to contact the owner since the District received the second IRS notice. Mr. Walters requested the Board consider terminating the District's contract and soliciting new proposals for street sweeping. After review and discussion, Director Harrison moved to terminate the District's street sweeping contract with Goldstone and authorize Mr. Walters to solicit new proposals for the street sweeping service. Director Moody seconded the motion, which passed unanimously.

Mr. Walters updated the Board regarding the graffiti abatement in the District.

11. Constable's Patrol

Director Gills congratulated Captain Hutter on his recent promotion. Captain Hutter stated the Constables have received several calls regarding compliance with the Harris County "Stay-at-Home" Order.

Sergeant Sheffield reviewed the security report for March and April patrols and discussed activity in the District. Captain Hutter stated the civil division is not operating in its usual capacity and officers have now been placed on patrols to provide additional coverage for the District.

Sergeant Sheffield stated one of District's officers took a promotion and a new officer has been assigned to the District.

12. Community Relations Update and Contract Services

Ms. Rondon stated there has been increased traffic on the District's social media platforms and noted efforts have been focused on highlighting businesses still open and providing carry out dining options.

13. Executive Director's Report

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

areas. He stated he will be presenting a report on paver installation and utility reimbursements next month.

Director Campbell stated he accepted a new position as Executive Director of the Association of Water Board Directors and will resign his position on the District's Board of Directors next month. Director Gillis thanked Director Campbell for his service on the Board.

The Board concurred to schedule its next meeting on May 20, 2020.

14. Adjourn

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

Approved:

/s/ Dan Moody

Secretary

Harris County Municipal Management District No. 1

