

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

May 20, 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 20th day of May, 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
Vacant	Director
Kirk Guilanshah	Director
Robert Williamson	Director

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

Also attending the teleconference were Marlene Gafrick of MetroNational Corporation; Suzy Hartgrove and MyHart Communications; Pat Hall of Equi-Tax, Inc.; Pat Walters, Executive Director for the District; Andria Rondon, Project Manager of the District; Sergeant Chris Sheffield of Harris County Precinct 5 Constable's Office; Margarita Dunlap of METRO; Alan Steinburg, member of the public; Muhammad Ali of Gauge 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 9:30 a.m.

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.

3. Minutes of April 15, 2020, Meeting

The Board reviewed the minutes of the April 15, 2020, regular meeting. After review and discussion, Director Pisklak moved to approve the minutes, as amended. The motion was seconded by Director Williamson, which was approved unanimously.

4. Financial Report and Bookkeeping Matters

Ms. Hall reviewed the financial reports for April with the Board. The Board discussed the Wells Fargo Access for Positive Pay and Access ACH Fraud agreement. Following review and discussion, Director Moody, moved to approve the financial report and payment of the invoices listed in the report and approve the Wells Fargo Access for Positive Pay and Access ACH Fraud agreement. Director Airola seconded the motion, which passed unanimously.

5. Assessment and Collections Matters

Ms. Hall reviewed the assessment collector's report for April with the Board. She stated she the District's preliminary assessed value for 2020 is \$3,973,000,000, which is subject to change.

Mr. Walters discussed the District's preliminary forecast budget.

Following review and discussion, Director Goss, moved to approve the assessment collector's report. Director Harrison seconded the motion, which passed unanimously.

6. Utility Burial Reimbursement

Mr. Walters reported that a review of the budget forecast indicates that the District will be able to contribute \$1,300,000 to the Utility Burial Program this year.

Mr. Walters reported that the District is currently paying the Utility Burial Call for Projects for the 2017 and partial 2018 call for projects. He stated that MetroNational was the only applicant who answered the District's call and is subject to reimbursement for the Phase VI final and Phase VIb partial for the utility burial project in the total amount of \$1,300,000, in accordance with the Reimbursement Agreement between the District and MetroNational. After review and discussion, Director Pisklak moved to approve reimbursement to MetroNational for its Phase VI final and Phase VIb partial utility burial project in a total the amount of \$1,300,000, in accordance with the Reimbursement Agreement with MetroNational, subject to receiving an executed receipt. Director Williamson seconded the motion, which passed unanimously.

7. Holiday Décor Reimbursement

Mr. Walters requested the Board consider including maintenance costs in the reimbursement amount for fiscal year end 2019 and fiscal year end 2020. He reported maintenance costs for MetroNational is \$3,800 and maintenance costs for Moody Rambin is \$1,151. He stated there is \$30,000 in the budget for décor reimbursement and adding maintenance costs would bring the grand total to \$27,238. Mr. Walters discussed the possibility of modifying the agreements to include maintenance costs while decorations are up due to property owners' requests. He noted the District currently only pay for 50% of the equipment and installation costs. Mr. Walters discussed the various maintenance items and discussion ensued regarding responsibility for maintenance of the holiday décor. Directors Goss, DeLacy, Moody and Hicks abstained from discussion. After review and discussion, Director Pisklak moved to modify the existing agreements to include maintenance costs this year and annually moving forward. After failing to obtain a second to the motion, the motion failed.

8. Review of District Maintenance

Mr. Walters updated the Board on maintenance in the District. He stated the roses are performing poorly and that he would like to remove the roses and replace with plants that are more favorable to the area. He then presented and reviewed landscaping work authorizations in the total amount of \$6,800 from LMC Landscape and Tree Care.

Mr. Walters presented and reviewed the Master Services Agreement with Greenscape Pump Services for Conrad Sauer detention pond fountain and water feature on-call maintenance. He noted it is a time and materials contract, as needed, with the hourly rate of \$180. After review and discussion, Director Williamson moved to approve landscaping work authorizations in the total amount of \$6,800 and the Master Services Agreement with Greenscape Pump Services. Director Moody seconded the motion, which passed unanimously.

Mr. Walters updated the Board regarding the Internal Revenue Service's ("IRS") levy placed on the District's street cleaning contractor, Goldstone. He stated he canceled the District's contract with Goldstone and solicited proposals to sweep twice per month. Mr. Walters then presented and reviewed proposals from Mr. Sweeper in the amount of \$35,760 and a second proposal in the amount of \$132,000. After review and discussion, Director Hicks moved to approve proposal from Mr. Sweeper, including execution of the Service Agreement, in the amount of \$35,760. Director DeLacey seconded the motion, which passed unanimously.

Mr. Ali updated the Board regarding the previously approved paver replacement project. He reviewed a Letter Report and discussed proposed work

sequence, noting the proposed plan would consist of completing one intersection per year with intersections in poorest conditions being prioritized first. Mr. Ali discussed other area work and traffic controls plans. He stated the estimated cost for the project is \$1,200,000 for all intersections and noted it will take approximately three to four weeks to complete each intersection. Mr. Walters requested Board members submit any comments to him and stated the proposed timeline will be presented next month. No Board action was taken.

Mr. Walters discussed the Beltway 8 sidewalk enhancement, noting the District participating by maintaining the project and placing street furniture on pads poured by the Texas Department of Transportation ("TxDOT"). He requested approval to install three benches, two trash receptacles and bike repair station installation in the amount of \$4,449.02. Mr. Walters stated the District would be responsible for maintenance and emptying of the trash receptacles. The Board deferred a decision regarding this item until it is discussed with TxDOT and TIRZ 17.

9. Constable's Patrol

Sergeant Sheffield reviewed the security report for May patrols and discussed activity in the District. He discussed arrests and trespassers in the District. Sergeant Sheffield discussed his expectations in the next few months. He stated the Constables are educating the public regarding COVID-19 matters and stated they are wearing masks while patrolling and units are supplied with cleaning supplies. Sergeant Sheffield stated they are not issuing citations or arresting individuals for COVID-19 violations. Director Gillis discussed violent crimes in the Houston area.

10. Community Relations Update and Contract Services

Ms. Rondon updated the Board regarding community relations in the District and ways the District is promoting businesses and restaurants in the District. She stated this month she is focusing on businesses that are reopening.

Director Gillis stated the Governors Disaster Declaration is still in effect. Ms. Holoubek discussed current protocols related to conducting open meetings during the disaster and stated ABHR continues to monitor that situation.

11. Executive Director's Report

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

Mr. Ali stated TIRZ 17 received bids for Memorial Drive and stated construction is expected to begin in August and last 22 months, beginning on south end working towards the north.

Director Gillis stated the detention pond east of Lowes is under consideration to be excavated to provide additional capacity. Mr. Ali stated the proposed project is still in a preliminary phase, noting that geotechnical services need to be performed.

The next meeting on June 17, 2020.

12. Adjourn

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

Approved:

/s/ Dan Moody _____

Secretary

Harris County Municipal Management District No. 1

