

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

April 21, 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 21st day of April, 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
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 all of the above were present except Directors Goss, Hicks and DeLacey 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; Gabrielle Luevano, Administrative Assistant of 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 Gauge Engineering; Jennifer Day of McCall Gibson Swedlund Barfoot PLLC; Jerome Vanderbuilt of Lawn Management Company; 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 March 3, 2021, Meeting

The Board reviewed the minutes of the March 3, 2021, regular meeting. After review and discussion, Director Moody moved to approve the minutes, as submitted. The motion was seconded by Director Pisklak which was approved unanimously.

4. Authorize execution of letter to City of Houston for reappointment

Ms. Holoubek reviewed a letter requesting the City of Houston (“City”) consider reappointing the following Directors for a four-year term ending June 1, 2025: Ben Pisklak, Charles DeLacey, Robert Williamson, Ben Gillis and Kirk Guilanshah (“Letter”). Following review and discussion, Director Harrison moved to approve the Letter and authorize submittal to the City. Director Manchi seconded the motion, which passed unanimously.

5. Financial Report and Bookkeeping Matters

Ms. Hall reviewed the financial reports for March with the Board. Following review and discussion, Director Pisklak, moved to approve the financial reports and payment of the invoices listed in the reports. Director Williamson seconded the motion, which passed unanimously. Mr. Walters then presented and reviewed a projected forecast budget.

6. Annual Disclosure Statements for Investment Officer and Bookkeeper

The Board reviewed the Public Funds Investment Act disclosure statements for the bookkeeper and Investment Officer. Ms. Holoubek noted that the disclosure statements will be filed with the Texas Ethics Commission. After review and discussion, Director Moody moved to accept the disclosure statements under the Public Funds Investment Act. Director Pisklak seconded the motion, which passed unanimously.

7. Annual Review of Investment Policy

The Board conducted its annual review of the District’s Investment Policy and concurred no changes were necessary. Ms. Holoubek presented a Resolution Regarding Annual Review of Investment Policy for the Board’s consideration. After review and discussion, Director Moody moved to adopt the Resolution Regarding Annual Review of Investment Policy reflecting no changes to the District’s Investment Policy. Director Manchi seconded the motion, which passed unanimously.

8. Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions

Ms. Holoubek presented a Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. She noted that the District's bookkeeper has provided an updated list of authorized depository institutions and qualified brokers/dealers, which is attached as an exhibit to the Resolution. After review and discussion, Director Moody moved to adopt the Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions. Director Manchi seconded the motion, which passed unanimously.

9. 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 Pisklak seconded the motion, which passed unanimously.

10. Approve audit for Fiscal Year End November 30, 2020

Ms. Day reviewed the audit for the fiscal year ending November 30, 2020, and reviewed a management letter. Following review and discussion, Director Harrison made a motion to approve the audit for the fiscal year ending November 30, 2020. Director Williamson seconded the motion and it carried unanimously.

11. Gessner Paver Replacement Project

Mr. Ali updated the Board regarding the status of the Gessner Paver Replacement Project. He stated he expects the project to be completed within a month and a half after receiving the necessary approvals.

12. Utility Burial Agreements

Ms. Holoubek reviewed an Amended and Restated Utility Burial Reimbursement Agreement with Moody Rambin to extend the term of the original agreement.

Mr. Walters discussed a reimbursement due to Metro National for the 2018/2019

utility burial projects in the amount of \$565,938. He stated this payment is the final reimbursement amount owed to MetroNational for all completed utility burial projects.

Following review and discussion, Director Pisklak moved to approve Amended and Restated Utility Burial Reimbursement Agreement with Moody Ramin to extend the terms of the original agreement and approve reimbursing Metro National for the 2018/2019 utility burial projects in the amount of \$565,938. Director Steinberg seconded the motion. Director Moody abstained and the motion passed by majority vote.

13. City Digital Kiosk Program

Mr. Walters updated the Board regarding the City's proposed digital kiosk program and discussed District concerns.

14. Office Lease and Possible Relocation

Mr. Walters discussed the possibility of moving into a new office space within the District. He stated in addition to providing new office space for staff, the proposed new lease would provide office space for the Constables as well. Mr. Walters stated the new office space would result in a budget increase of approximately \$6,000 annually. He stated the lease term runs month-to-month. Following review and discussion, Director Harrison moved to authorize a new office lease and relocation of the District offices, as proposed. Director Williamson seconded the motion, which passed unanimously.

15. Review of District Maintenance

Mr. Walters updated the Board on maintenance in the District and discussed damage to the landscaping throughout the District as a result of the recent freeze event. Mr. Vanderbilt discussed the condition of landscaping throughout the District and reviewed a proposal to replace damaged landscaping in the amount of \$70,513 for initial replacement and maintenance. Following review and discussion, Director Manchi moved to authorize the replacement of damaged landscaping as detailed in the proposal in the amount of \$70,513. Director Moody seconded the motion, which passed unanimously.

16. Constable's Patrol

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

17. Community Relations Update and Contract Services

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

18. Executive Director's Report

Mr. Walters and Ms. Holoubek announced that Ms. Cales would no longer be serving the District and thanked her for her service.

19. Adjourn

The next meeting will be held May 19, 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:

/s/ Dan Moody

Secretary

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