MINUTES OF THE BOARD OF DIRECTORS MEETING

Harris County Municipal Management District No. 1

July 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 in person and by telephone, 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 July, 2021, and the roll was called of the members of the Board being present by in person or 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 either in person or by telephone except Directors Goss, Pisklak, Harrison, and Guilanshah, thus constituting a quorum.

Also attending the meeting, either in person or by telephone, were Brendan Traynor, a member of the public; 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; Marlene Gafrick of Metro National Corporation; Margaret Dunlap of METRO; Muhammad Ali of Gauge Engineering; Suzy Hartgrove of MyHart Communications; and Jessica Holoubek and Faye Simonds 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 9:38 a.m.

**2. Public Comments**

Director Gillis offered any members of the public attending the meeting in person or by telephone the opportunity to make public comment. There being no members of the public requesting to make comments, Director Gillis moved to the next agenda item.

**3. Minutes of June 16, 2021, Meeting**

The Board reviewed the minutes of the June 16, 2021, regular meeting. After review and discussion, Director Steinberg moved to approve the minutes, as submitted. The motion was seconded by Director Hicks which was approved unanimously.

**4.** **Financial Report and Bookkeeping Matters**

Ms. Hall reviewed the financial reports for June 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 Moody seconded the motion, which passed unanimously.

**5. Assessment and Collections Matters**

Ms. Hall reviewed the assessment collector’s reports for June 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 Hicks, moved to approve the assessment collector’s reports. Director Williamson seconded the motion, which passed unanimously.

**6.** **Gessner Paver Replacement Project**

Mr. Ali updated the Board regarding the status of the Gessner Paver Replacement Project. He stated that bids were received for the Gessner Paver Replacement Project, and he recommended that the Board award the contract to Reytec Construction Resources, Inc., (“Reytec”) in the amount of $420,000, including a 5% contingency. The Board concurred that, in its judgment, Reytec was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Following discussion, and based on the engineer’s recommendation, Director Moody moved to award the contract for the Gessner Paver Replacement project to Reytec in the amount of $420,000, subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director DeLacey seconded the motion, which passed unanimously.

1. **Fiscal Year 2022 Budget**

Mr. Walters reported on a meeting of the Budget Subcommittee to work on the District’s fiscal year 2022 budget.

**8.** **Review of District Maintenance**

Mr. Walters updated the Board on maintenance in the District and discussed landscaping throughout the District as a result of the recent freeze event. He presented five proposals from LMC totaling $37,518. Following discussion, Director Hicks moved to approve the five proposals from LMC totaling $37,518 for additional landscaping as a result of the recent freeze event. Director Williamson seconded the motion, which passed unanimously.

Mr. Walters stated that proposals were received for de-silting of the Conrad Sauer detention pond. He recommended that the Board award the contract to Bullock Construction in the amount of $56,000. The Board concurred that, in its judgment, Bullock Construction was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project. Following review and discussion, Director DeLacey moved to award the contract for the de-silting of the detention pond to Bullock Construction in the amount of $56,000, subject to approval of the payment and performance bonds and review of the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Gillis seconded the motion, which passed unanimously.

**9.**  **Constable’s Patrol**

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

**10.**  **Community Relations Update and Contract Services**

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

**11.**  **Executive Director’s Report**

Ms. Holoubek presented a report prepared by ABHR regarding legislative matters pertaining to the 87th Regular Session of the Texas Legislature.

Mr. Walters reviewed a presentation on demographics of the District with the Board, which will be posted on the District’s website.

Director Moody reviewed a proposed bike and pedestrian trail connection plan with the Board.

**12.**  **Adjourn**

The next meeting will be held August 18, 2021. There being no further business to come before the Board, Director Williamson moved to adjourn the meeting. Director Steinberg seconded the motion, which passed unanimously.

Approved:

Secretary

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