

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

April 20, 2022

The Board of Directors (the “Board”) of Harris County Municipal Management District No. 1 (Memorial Management District) (the “District”) met in regular session, open to the public, on the 20th day of April, 2022, at 920 Memorial City Way, Suite 170, Houston, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Ben Gillis	President
Robert Williamson	Vice President
Dan Moody, III	Secretary
Ben Pisklak	Assistant Secretary
Steven Goss	Director
William M. Mosley	Director
Perry Hicks	Director
Charles DeLacey	Director
C. Beau Harrison	Director
Alan Steinberg	Director
Kirk Guilanshah	Director

and all of the above were present, except Directors Moody and Steinberg, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Interim Executive Director of the District; Pat Hall of Equi-Tax, Inc. (“Equi-Tax”); Muhammad Ali of Gauge Engineering (“Gauge”); Jerome Vanderburg of Lawn Management Company; Suzy Hartgrove of MyHart Communications; Sergeant Chris Sheffield of Harris County Precinct 5 Constable’s Office; Marlene Gafrick of MetroNational Corporation (“MetroNational”); and Suewan Johnson and Aidé Meza of Allen Boone Humphries Robinson LLP.

**Call Meeting to Order**

Having established that a quorum of the Board was present, Director Gillis called the meeting to order at 9:32 am.

**Public Comments**

Director Gillis offered any members of the public attending the meeting 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.

## **Security Matters**

Sergeant Sheffield reviewed reports on March patrols and activity in the District and a meeting held with stakeholders to discuss security matters.

## **Introduction of City of Houston Councilmember Mary Nan Huffman, District G**

There was no discussion on this matter.

## **Minutes**

The Board reviewed the minutes of the March 16, 2022, regular meeting. Following review and discussion, Director Goss moved to approve the minutes, as submitted. The motion was seconded by Director Williamson, which passed unanimously.

## **Financial Report and Bookkeeping Matters**

Ms. Hall reviewed the financial report for March 2022, including invoices submitted for payment. She also presented an additional check in the amount of \$12,000 to Gauge for the traffic signal project. Following review and discussion, Director Harrison moved to approve the financial report and payment of invoices, as discussed. The motion was seconded by Director Guilanshah, which passed unanimously.

Director Pisklak joined the meeting.

## **Assessment and Collections Matters**

Ms. Hall reviewed the assessment collector's report for March 2022. 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 Harrison moved to approve the assessment collector's report. Director Hicks seconded the motion, which passed unanimously.

## **Financial Report and Bookkeeping Matters (continued)**

The Board considered accepting the annual disclosure statements of the bookkeeper and investment officer.

The Board also considered the District's Investment Policy to determine if any amendments were necessary. After discussion, the Board determined to make no amendments at this time.

The Board then considered adopting a resolution that approves a list of authorized depository institutions and qualified broker/dealers with whom the District may engage

in investment transactions. Ms. Johnson noted, and Ms. Hall confirmed, that Equi-Tax provided an updated list of broker/dealers and depository institutions, which includes all banks where the District maintains deposits or investments.

Following review and discussion, Director DeLacey moved to: (1) accept the annual disclosure statements of the bookkeeper and investment officer; (2) adopt a Resolution Regarding Annual Review of Investment Policy reflecting no changes being made to the Investment Policy; and (3) adopt the Resolution Adopting a List of Authorized Depository Institutions and a List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions, including the updated list of qualified broker/dealers received from the District's bookkeeper. Director Williamson seconded the motion, which passed unanimously.

### **Engineering Matters**

Mr. Ali reported on the Gessner Road paver replacement project. He presented an invoice from Gauge in the amount of \$4,761.00 for services provided through February 28, 2022 ("Invoice No. 1801"). Mr. Ali also reviewed and recommended approval of Pay Estimate No. 3 and Final from Reytec Construction Resources, Inc. ("Reytec") in the amount of \$134,920.20.

Mr. Ali reported on the Gessner/Mathewson Lane traffic signal project. He presented an invoice from Gauge in the amount of \$12,000.00 for services provided through April 13, 2022 ("Invoice No. 1834").

Following review and discussion, Director Mosley moved to approve: (1) Invoice No. 1801; (2) Pay Estimate No. 3 and Final from Reytec, based on the engineer's recommendation; and (3) Invoice No. 1834. The motion was seconded by Director Pisklak, which passed unanimously.

### **District Maintenance**

Mr. Vanderburg of Lawn Management Company ("LMC") reported on maintenance and repair projects in the District.

### **Community Relations Update**

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

### **Executive Director's Report**

Ms. Luevano updated the Board on the status of the District's agreement with Flock Group, Inc. and the City of Houston's review of the permits for installation of the

cameras.

Ms. Luevano discussed potential utility burial projects.

Ms. Luevano further discussed the security meeting hosted by Sergeant Sheffield. Discussion ensued.

**Executive Session**

The Board did not convene in Executive Session.

**Adjourn**

The Board concurred to schedule the next meeting for May 18, 2022.

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

Approved:

(SEAL)



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Secretary  
Harris County Municipal Management District No. 1