

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

October 19, 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 19th day of October, 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
Christian Johnson	Director
C. Beau Harrison	Director
Alan Steinberg	Director
Kirk Guilanshah	Director

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

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall of Equi-Tax, Inc. ("Equi-Tax"); Muhammad Ali of Gauge Engineering "Gauge"); Sergeant Chris Sheffield of Harris County Precinct 5 Constable's Office; Marlene Gafrick of MetroNational Corporation ("MetroNational"); Courtney Speer of Smithco Development; Laura Vyrva of Houston Chronicle; Margaret Dunlap of METRO; and Suewan Johnson, La Tacha Kercheval, and Carnell Emanuel 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 9:30 a.m.

Public Comments

Director Gillis offered any members of the public attending the meeting the opportunity to make public comments. 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 from the Harris County Precinct 5 Constable's Office on August and September patrols and related activity in the District.

Minutes

The Board reviewed the minutes of the August 17, 2022, regular meeting. Following review and discussion, Director Williamson moved to approve the minutes, as submitted. Director Goss seconded the motion, which passed unanimously.

Financial Report and Bookkeeping Matters

Ms. Hall reviewed the financial reports for August and September 2022, including invoices submitted for payment and the budget for the fiscal year ending November 30, 2022. Discussion ensued regarding the profit and loss budget included in the reports. Following review and discussion, Director Pisklak moved to approve the financial report and payment of invoices, subject to revisions to the profit and loss budget, as discussed. Director Guilanshah seconded the motion, which passed unanimously.

Audit for Fiscal Year Ending November 30, 2022

The Board considered authorizing McCall Gibson Swedlund Barfoot PLLC ("McCall") to conduct the audit for fiscal year ending November 30, 2022, in accordance with the District's engagement letter with McCall. Following review and discussion, Director Steinberg moved to authorize McCall to conduct the audit for the fiscal year ending November 30, 2022, subject to reasonable fees. Director Pisklak seconded the motion, which passed unanimously.

Assessment and Collections Matters

Ms. Hall reviewed the assessment collector's report for August and September 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 Goss moved to approve the assessment collector's report. Director Steinberg seconded the motion, which passed unanimously.

Financial Report and Bookkeeping Matters (Continued)

Director Gillis reported on meetings by the Budget Subcommittee regarding the District's proposed budget for the fiscal year ending November 30, 2023. Ms. Luevano then presented the budget to the Board. Following review and discussion, Director Pisklak moved to adopt the budget for the fiscal year ending November 30, 2023. Director Mosley seconded the motion, which passed unanimously.

Utility Burial Reimbursement Program

There was no discussion on this matter.

Engineering Matters

Mr. Ali reported on the I-10/Bunker Hill traffic study project. He discussed two options to improve the U-turn Lane at the intersection of I-10 and Bunker Hill Road. Mr. Ali stated that the first option would add lane delineators ("Option 1") with costs estimated to be approximately \$15,000. Mr. Ali stated that the second option, with costs estimated to be approximately \$40,000, would also use lane delineators, as well as modify the existing concrete island at the intersection ("Option 2"). Discussion ensued. Following review and discussion, Director Guilanshah moved to authorize Gauge to proceed with Option 2 and submit an updated report to the Texas Department of Transportation. Director Pisklak seconded the motion, which passed unanimously.

Mr Ali reported on mobility and drainage improvements along Memorial Drive.

District Maintenance

Ms. Luevano presented a report from Lawn Management Company ("LMC") regarding maintenance and repair projects in the District.

Service Agreements and Proposals, Task Orders, and Payment of Invoices Under Previously Approved Service Agreements

Laura Lyrva of Houston Chronicle discussed brand awareness and outreach options for the District, including the use of geofencing to target advertising within certain zip codes in the District. Ms. Luevano requested that the Board consider approving a six-month marketing agreement with the Houston Chronicle, at a monthly rate of \$1,000 (the "Agreement"). Discussion ensued. Following review and discussion, Director Mosley moved to authorize and approve the Agreement, subject to final review. Director Steinberg seconded the motion, which passed unanimously.

Security Matters (Continued)

Ms. Johnson discussed the District's Interlocal Agreement for Additional Law Enforcement Services with the Harris County Constable's Office for the period of October 1, 2022 through September 30, 2023 (the "Interlocal Agreement"). The Board considered ratifying the Interlocal Agreement, which was executed by Director Gillis prior to the expiration of the current agreement due to the Board not meeting in September. Following discussion, Director Steinberg moved to ratify the Interlocal Agreement. Director Williamson seconded the motion, which passed unanimously.

Executive Director's Report

Ms. Luevano reported on the proposed call for projects for the District's fiscal year 2023 holiday lighting reimbursement program and the District's fiscal year 2023 utility burial reimbursement program. Discussion ensued.

Ms. Luevano and Ms. Johnson reported that the City of Houston has approved the permits for installation of the license plate cameras. Ms. Luevano further reported on the installation of license plate cameras at various locations within the District.

Ms. Luevano reported on the renewal of the District's insurance policies.

Ms. Luevano reviewed the monthly analytics report for the District's website.

Following discussion, Director Pisklak moved to authorize issuance of a call for projects for the fiscal year 2023 holiday lighting reimbursement program and the fiscal year 2023 utility burial reimbursement program, as discussed. Director Steinberg seconded the motion, which passed unanimously.

Meeting Schedule

The Board concurred to tentatively schedule the next meeting for November 16, 2022.

Attorney's Report

Ms. Johnson introduced Ms. La Tacha Kercheval of ABHR to the Board. She stated that Ms. Kercheval is managing the transfer and maintenance of the District's records.

Executive Session

The Board convened in executive session at 10:45 a.m. (a) pursuant to Section 551.071, Texas Government Code, in order to seek the advice of its attorney regarding pending or contemplated litigation or to seek and receive legal advice from the District's attorney; (b) pursuant to Section 551.074, Texas Government Code, in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; and (c) pursuant to Section 551.074, Texas Government Code, in order to deliberate the deployment, or specific occasions for implementation, of security personnel or devices, or a security audit.

Reconvene in Open Session and Authorize Appropriate Action

The Board reconvened in open session at 11:11 a.m. Director Pisklak moved to approve a legal services engagement letter with Feldman & Feldman, and direct that the legal services engagement letter be filed appropriately and retained in the District's official records. Director Goss seconded the motion, which passed unanimously.

Adjourn

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

Approved:

(SEAL)



Asst.

Secretary

Harris County Municipal Management District No. 1