

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

November 16, 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 16th day of November, 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 Director Moody, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall and Jennifer Landreville of Equi-Tax, Inc. ("Equi-Tax"); Muhammad Ali of Gauge Engineering ("Gauge"); Sergeant Chris Sheffield of Harris County Precinct 5 Constable's Office; Margaret Dunlap of METRO; and Suewan Johnson 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.

Minutes

The Board reviewed the minutes of the October 19, 2022, regular meeting. Following review and discussion, Director Pisklak moved to approve the minutes, as submitted. Director Steinberg seconded the motion, which passed unanimously.

Supplemental Assessment Matters

Ms. Johnson reported on the District's assessment hearing held on October 27, 2022. The Board reviewed the Hearing Examiner's Report and Proposal for Decision relating to the hearing.

The Board next reviewed the Order Supplementing the Assessment Roll; Levying Assessments Against the Property on the Supplemental Assessment Roll for the Remainder of the Ten-Year Period; and Setting the Rate of Assessment for the Year 2022 (the "Order"). Ms. Johnson stated the Order incorporates the recommendations in the Hearing Examiner's Report and Proposal for Decision.

Ms. Johnson stated the District's Amendment to Information Form (the "Amendment") has been updated to reflect the 2022 assessment rate. She said the Amendment will be filed with the TCEQ and filed in the Official Public Records of Harris County.

Following review and discussion, Director Williamson moved to: (1) accept the Hearing Examiner's Report and Proposal for Decision; (2) adopt the Order; and (3) authorize execution and filing of the Amendment. Director Goss seconded the motion, which passed unanimously.

Financial Report and Bookkeeping Matters

Ms. Hall reviewed the financial report for October 2022, including invoices submitted for payment and the budget for the fiscal year ending November 30, 2022. Discussion ensued regarding the presentation of certain items in the profit loss budget to actual information included in the report. Following review and discussion, Director Hicks moved to approve the financial report and payment of invoices. Director Williamson seconded the motion, which passed unanimously.

Assessment and Collections Matters

Ms. Hall reviewed the assessment collector's report for October 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 Johnson moved to approve the assessment collector's report. Director Steinberg 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.

Ms. Luevano reported on pedestrian safety concerns at the intersection near Gessner Road and Memorial City Mall/Memorial City Medical Center. Mr. Ali presented and discussed a proposal from Gauge in the amount of \$27,280.00 to perform an intersection safety analysis. Discussion ensued. The Board deferred action on the proposal pending receipt and review of additional information.

District Maintenance

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

Ms. Luevano presented and recommended approval of a quote from Lake Management Services, LP ("LMS") in the amount of \$3,352.75 for fountain repairs. Following review and discussion, Director Harrison moved to approve the quote from LMS. Director Steinberg seconded the motion, which passed unanimously.

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

Ms. Luevano presented and discussed a proposal from Color Specialists Landscaping, Inc. ("CSL") for seasonal color at Town and County Boulevard. Ms. Luevano recommended terminating the contract with CSL as LMC provided a quote of \$16,927.19 to provide the same service. Following review and discussion, Director Hicks moved to authorize termination of the District's master service agreement with CSL. Director Williamson seconded the motion, which passed unanimously.

District Maintenance (continued)

Ms. Luevano advised the Board that she solicited proposals from four landscaping companies, including LMC. The proposals included all areas being currently serviced by LMC, the seasonal color currently being provided by CSL and the Memorial Drive/Beltway 8 medians and setbacks. Based on the proposals received, Ms. Luevano recommended that the Board continue with LMC and approve their proposal for the 2023 scope of services in the amount of \$736,258.00. Discussion ensued, including the discussion of soliciting bids when the estimated cost of additional services exceeds \$10,000. Following review and discussion, Director Harrison moved to approve LMC's

2023 scope of services. Director Steinberg seconded the motion, which passed unanimously.

Security Matters

Sergeant Sheffield reviewed reports from the Harris County Precinct 5 Constable's Office on October patrols and related activity in the District.

Executive Director's Report

Ms. Luevano updated the Board on the call for projects for the District's fiscal year 2023 holiday lighting reimbursement program. She reported that requests for reimbursement were received from MetroNational and Moody Rambin. Following review and discussion, Director Pisklak moved to approve the submissions from MetroNational in an amount not to exceed \$41,465.05, and Moody Rambin in an amount not to exceed \$8,396.23 for the fiscal year 2023 holiday lighting reimbursement program. Director Williamson seconded the motion, which passed unanimously.

Ms. Luevano then updated the Board on the call for projects for the District's fiscal year 2023 utility burial reimbursement program. She reported that no requests for reimbursement were received. Discussion ensued, including discussion regarding the method by which business owners are notified of District programs. The Board then concurred to extend the deadline to receive requests for reimbursement until January 11, 2023.

Ms. Luevano reported on the installation of the license plate cameras within the District.

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

Meeting Schedule

The Board concurred to tentatively schedule the next meeting for January 18, 2023.

Attorney's Report

There was no report on this matter.

Director Matters

The Board concurred to not reorganize the Board at this time.

Executive Session

The Board convened in executive session at 10:42 a.m. (a) 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 (b) pursuant to Section 551.076, 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 10:59 a.m. Director Pisklak moved to approve a new employment agreement with Ms. Luevano to reflect her role as Executive Director and authorize execution by Director Gillis. Director Mosley seconded the motion, which passed unanimously.

Adjourn

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

Approved:

(SEAL)




Secretary
Harris County Municipal Management District No. 1