

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

March 15, 2023

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 15th day of March, 2023, 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, Pisklak, Johnson, Harrison, and Guilanshah, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall of Equi-Tax, Inc. ("Equi-Tax"); Taylor Risien of Gauge Engineering; Sergeant Chris Sheffield of Harris County Precinct 5 Constable's Office; Jennifer Day of McCall Gibson Swedlund Barfoot PLLC; Marlene Gafrick of MetroNational Corporation; 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 February 15, 2023, regular meeting. Following review and discussion, Director Williamson moved to approve the minutes, as submitted. Director Goss seconded the motion, which passed unanimously.

## APPROVE AUDIT FOR FISCAL YEAR END NOVEMBER 30, 2022

Ms. Day of McCall Gibson Swedlund Barfoot reviewed the audit for the fiscal year ending November 30, 2022. Discussion ensued. Following review and discussion, Director Hicks moved to approve the audit for the fiscal year ending November 30, 2022, subject to final review. Director Williamson seconded the motion, which passed unanimously.

## FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Hall reviewed the financial report for February 2023, including the quarterly investment report and invoices submitted for payment. A copy of the financial report is attached. Following review and discussion, Director Mosley moved to approve the financial report and payment of invoices. Director Williamson seconded the motion, which passed unanimously.

Discussion ensued regarding a multifamily development project by Greystar, including a potential utility burial project.

## ASSESSMENT AND COLLECTIONS MATTERS

Ms. Hall reviewed the assessment collector's report for February 2023. She discussed the status of various delinquent accounts. A copy of the assessment collector's report is attached. The Board reviewed the status of property valuation lawsuits filed by property owners in the District against the Harris Central Appraisal District. Following review and discussion, Director Hicks moved to approve the assessment collector's report. Director Goss seconded the motion, which passed unanimously.

## ENGINEERING MATTERS

Mr. Risien of Gauge Engineering ("Gauge") reported on the I-10/Bunker Hill Road U-Turn Improvements project. He presented a proposal from Gauge in the amount of \$44,410.00 for design services related to the project. Mr. Risien also discussed comments received from the Texas Department of Transportation ("TxDOT") regarding the proposed project design. Following review and discussion, the Board deferred consideration of the proposal, pending additional discussion with TxDOT.

## DISTRICT MAINTENANCE

Ms. Luevano presented and recommended approval of a proposal from Lawn Management Company ("LMC") in the amount of \$5,200.00 for seeding at Conrad Sauer ("Proposal No. 136524").

Ms. Luevano presented and recommended approval of a proposal from LMC in the amount of \$2,782.65 for the replacement of freeze-damaged plants ("Proposal No. 136671").

Ms. Luevano presented a report from LMC regarding maintenance and repair projects in the District. She also reported that LMC is donating a dogwood tree to the District to celebrate Earth Day and suggested that it be planted at Conrad Sauer.

Following review and discussion, Director Steinberg moved to approve: (1) Proposal No. 136524; and (2) Proposal No. 136671. Director Williamson seconded the motion, which passed unanimously.

## SERVICE AGREEMENTS, CONTRACTS, PROPOSALS, TASK ORDERS, AND PAYMENT OF INVOICES UNDER PREVIOUSLY APPROVED SERVICE AGREEMENTS

There was no discussion on this matter.

## SECURITY MATTERS

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

## EXECUTIVE DIRECTOR'S REPORT

Ms. Luevano reported on activity since the last Board meeting.

Ms. Luevano reviewed the monthly analytics report for the District's website and reported on the Houston Chronicle media campaign project.

## MEETING SCHEDULE

The Board concurred to tentatively schedule the next meeting for April 19, 2023.

## ATTORNEY'S REPORT

Ms. Johnson discussed the respective appointments and reappointments of Directors Pisklak, Johnson, Williamson, Gillis, and Guilanshah by Houston City Council to terms expiring June 1, 2025. She also discussed correspondence and related documentation requested by the City of Houston regarding the appointment and

reappointment of Directors Moody, Goss, Mosley, Hicks, Harrison, and Steinberg to terms expiring June 1, 2027. She requested that directors complete and submit the requested forms to the City of Houston and provide a copy to the District's Executive Director for inclusion in the District's records.

EXECUTIVE SESSION

The Board did not convene in executive session.

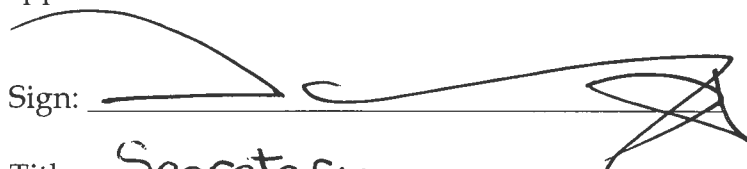
ADJOURN

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

(SEAL)



Approved:

Sign: 

Title: Secretary

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ATTACHMENTS TO MINUTES

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