

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

April 19, 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 19th day of April, 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 Mosley, Hicks, Johnson, and Steinberg, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall of Equi-Tax, Inc. ("Equi-Tax"); Sergeant Chris Sheffield of Harris County Precinct 5 Constable's Office; Margaret Dunlap of METRO; Brian Nichols, member of the public; 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.

RESOLUTION REGARDING WAIVER OF AUTOMATIC RESIGNATION

Ms. Johnson explained that the Texas Water Code provides for an automatic resignation of a director who has missed three consecutive meetings. She further explained that the Texas Water Code also allows the Board to waive the automatic resignation. The Board considered adopting a Resolution Regarding Waiver of Automatic Resignation to waive the automatic resignation of Director Pisklak for absences at three consecutive Board meetings. Following review and discussion, Director Moody moved to adopt the Resolution and rescind the automatic resignation of Director Pisklak. Director Williamson seconded the motion, which passed unanimously.

PRESIDENT'S REPORT

Director Gillis reported on pedestrian safety concerns along Mathewson Lane and the I-10/Bunker Hill Road U-Turn Improvements project, and both issues were discussed by the Board.

MINUTES

The Board reviewed the minutes of the March 15, 2023, regular meeting. Following review and discussion, Director Goss moved to approve the minutes, as submitted. Director Harrison seconded the motion, which passed unanimously.

FINANCIAL REPORT AND BOOKKEEPING MATTERS

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

ASSESSMENT AND COLLECTIONS MATTERS

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

ANNUAL REVIEW OF INVESTMENT POLICY AND ADOPT RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY

The Board considered the District's Investment Policy to determine if any amendments were necessary. The Board then determined to make no amendments at this time. Following review and discussion, Director Williamson moved to adopt a

Resolution Regarding Annual Review of Investment Policy reflecting no changes being made to the Investment Policy. Director Harrison seconded the motion, which passed unanimously.

RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS

The Board 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 Williamson moved to adopt the Resolution Establishing the Authorized Depository Institutions and Adopting 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 Harrison seconded the motion, which passed unanimously.

LETTER TO CITY OF HOUSTON FOR REAPPOINTMENT REQUESTING APPOINTMENT OF DIRECTOR POSITION NOS. 1-6

Ms. Johnson discussed a letter requesting the City of Houston (the “City”) consider reappointing the following Directors for a four-year term ending June 1, 2027: Steven Goss, C. Beau Harrison, Dan Moody, III, William Mosley, Jr., Alan Steinberg, and Perry Hicks (the “Letter”). Following review and discussion, Director Pisklak moved to approve the Letter and authorize submittal to the City. Director Guilanshah seconded the motion, which passed unanimously.

ANNEXATION MATTERS

Ms. Johnson updated the Board on the proposed annexation of 3.371-acre of land into the District, noting that City Council consented to the inclusion of the land in the District, but the consent ordinance contained several errors, and ABHR is waiting on a response from the City. She explained that an Amendment to Information Form must be filed within seven days of adoption of an Order Adding Land and recommended that this item be tabled. The Board deferred consideration of the Order Adding Land at this time.

ENGINEERING MATTERS

There was no further discussion on this matter.

DISTRICT MAINTENANCE

Ms. Luevano presented and reviewed proposals from Lawn Management Company ("LMC"), HLS Enterprises of Texas, Inc., Westco Grounds Maintenance, LLC, and Yellowstone Landscape-Central, Inc. in the respective amounts \$12,577.17, \$25,550.00, \$18,200.00, and \$22,940.00 for flower bed rehabilitation at Conrad Sauer. She recommended approval of the proposal from LMC in the amount of \$12,577.17.

Ms. Luevano presented a report from LMC regarding maintenance and repair projects in the District, a copy of which is attached. She updated the Board on the installation of a dogwood tree, which was donated by LMC, at Conrad Sauer.

Following review and discussion, and based on the recommendation of the Executive Director, Director Pisklak moved to approve the proposal from LMC in the amount of \$12,577.17. 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 March 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.

ATTORNEY'S REPORT

Ms. Johnson presented and reviewed a legal conflicts waiver regarding ABHR's legal representation of the District and Spring Branch Management District ("SBMD") regarding the preparation and review of a cost sharing agreement between the District and SBMD for maintenance of the W-140 drainage channel between the District and the SBMD. Discussion ensued and Ms. Johnson noted that SBMD is still reviewing the agreement. Following review and discussion, Director Pisklak moved to approve the legal conflicts waiver. Director Williamson seconded the motion, which passed unanimously.

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
Harris County Municipal Management District No. 1

ATTACHMENTS TO MINUTES

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