

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

May 17, 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 17th day of May, 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 Goss and Hicks, 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; Marlene Gafrick of MetroNational Corporation; Jerome Vanderburg and Karla Marroquin of Lawn Management Company ("LMC"); Jeanette Einkauf of Houston Citizens' Police Academy Alumni Association; 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.

## PRESIDENT'S REPORT

Director Gillis reported on concerns of pedestrian safety in front of a bar, including discussion with the City Council member's office on the cost of speed cushions. Discussion ensued. Following discussion, the Board concurred to table any further action, pending discussion with the property owner.

*Director Guilan Shah*  
The Board discussed a potential community service project to support a local Boy Scout troop. Mr. Gillis stated that the project could consist of tree installations within the W-140 drainage channel, and the participating troop would be responsible for raising all funds for supply costs. Following discussion, the Board expressed interest in the project subject to receipt of a proposal from the scout.

## MINUTES

The Board reviewed the minutes of the April 19, 2023, regular meeting. Following review and discussion, Director Moody moved to approve the minutes, as submitted. Director Williamson seconded the motion, which passed unanimously.

## FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Hall reviewed the financial report for April 2023, including invoices submitted for payment. A copy of the financial report is attached. Ms. Luevano discussed security and public safety expenses shown in the profit and loss budget included in the report. Following review and discussion, Director Harrison moved to approve the financial report and payment of invoices. Director Mosley seconded the motion, which passed unanimously.

## ASSESSMENT AND COLLECTIONS MATTERS

Ms. Hall reviewed the assessment collector's report for April 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 Pisklak seconded the motion, which passed unanimously.

## REQUESTS FOR REIMBURSEMENT FOR HOLIDAY DÉCOR PROJECTS

Ms. Luevano presented requests for reimbursement from MetroNational and Moody Rambin related to 2022 holiday décor installation and removal expenses. She stated that MetroNational is requesting \$41,165.05 in reimbursements, and Moody Rambin is requesting \$7,773.31 in reimbursements. Discussion ensued regarding whether the costs met the requirements set forth in the District's call for projects.

Following discussion, the Board deferred action and directed Ms. Luevano to follow up with the property owners, as discussed.

### ENGINEERING MATTERS

The Board discussed the status of the I-10/Bunker Hill Road U-Turn Improvements project, including prior comments received from the Texas Department of Transportation ("TxDOT") regarding the proposed project design. Following discussion, the Board deferred consideration of the matter at this time, pending additional discussion with TxDOT.

### DISTRICT MAINTENANCE

Ms. Luevano presented and reviewed a proposal from LMC in the amount of \$1,400.00 for the replacement of one bald cypress tree ("Proposal No. 139769").

Mr. Vanderburg then presented and reviewed a proposal from LMC in the amount of \$8,900 for the installation of 12 45-gallon crepe myrtles ("Proposal No. 139771") to replace 12 crepe myrtles that died. He also presented and reviewed an alternative proposal from LMC in the amount of \$18,600 for the installation of 12 100-gallon crepe myrtles ("Proposal No. 139775"). Discussion ensued.

Ms. Luevano presented a report from LMC regarding maintenance and repair projects in the District, a copy of which is attached.

Following review and discussion, and based on the recommendation of the Executive Director, Director Williamson moved to approve: (1) Proposal No. 139769 from LMC; and (2) Proposal No. 139775 from LMC. Director Johnson 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

Ms. Einkauf of the Houston Citizens' Police Academy Alumni Association ("HCPAAA") addressed the Board to explain what HCPAAA does and request a financial contribution from the District to support of the City of Houston Police Department, Westside and Gang Divisions. She stated that the funds would be used to supply water and food for officers while on duty. Discussion ensued, including discussion regarding opportunities to also support the Harris County Precinct 5

Constable's Office. Following discussion, the Board directed Ms. Luevano to present a proposal for the HCPAAA's request at the next meeting.

The Board then concurred to authorize a Safety Advisory Committee consisting of Directors Guilanshah and Harrison (the "Committee"), and directed Ms. Luevano, in collaboration with the Committee, to identify opportunities to support the Harris County Precinct 5 Constable's Office and other law enforcement agencies serving the District.

Sergeant Sheffield reviewed reports from the Harris County Precinct 5 Constable's Office on April 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.

Ms. Luevano also reported on the Houston Chronicle (the "Chronicle") media campaign project. She discussed the renewal of the District's marketing agreement with the Chronicle for geofencing and targeted advertising. The Board then directed Ms. Luevano to present a renewal proposal at the next meeting.

#### ATTORNEY'S REPORT

There was no discussion on this matter.

#### EXECUTIVE SESSION

The Board convened in executive session at 10:39 a.m. 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.

#### RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 10:46 a.m.

Follow discussion, the Board concurred to authorize a committee consisting of Directors Gillis, Moody, Mosley and Pisklak to work on matters concerning the evaluation of the Executive Director's performance and report findings and recommendations at the next Board meeting.

ADJOURN

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

(SEAL)



Approved:

Sign: \_\_\_\_\_

Title: \_\_\_\_\_

Harris County Municipal Management District No. 1

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