

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

June 21, 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 21st day of June, 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 and Guilanshah, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall of Equi-Tax, Inc.; Marlene Gafrick of MetroNational Corporation; Margaret Dunlap of METRO; Omar Franklin and Moriah Ojo of METRO Police Department; 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 discussed the renewal of the District's Service & Improvement Plan and Assessment Plan.

MINUTES

The Board reviewed the minutes of the May 17, 2023, regular meeting. Following review and discussion, Director Harrison moved to approve the minutes, as revised. Director Williamson seconded the motion, which passed unanimously.

REQUESTS FOR REIMBURSEMENT FOR HOLIDAY DÉCOR PROJECTS

Ms. Luevano again 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. Ms. Luevano stated that the expenses were submitted in accordance with the District's call for projects and recommended approval of the requests for reimbursements from MetroNational and Moody Rambin.

Following review and discussion, Director Williamson moved to approve the requests for reimbursement from MetroNational and Moody Rambin, as presented. Director Pisklak seconded the motion, which passed unanimously.

SERVICE AND IMPROVEMENT PLAN AND ASSESSMENT PLAN ("SERVICE PLAN")

Discussion continued regarding the District's Service Plan, including the term of the existing Service Plan and schedule for renewal.

ENGINEERING MATTERS

Director Gillis updated the Board on the status of the I-10/Bunker Hill Road U-Turn Improvements project.

DISTRICT MAINTENANCE

Ms. Luevano presented and reviewed a proposal from Great Wall Construction ("GWC") in the amount of \$6,050.00 for the repair of the median monument near I-10 and Gessner Road ("Estimate No. 12830"). Following review and discussion, Director Steinberg moved to approve Estimate No. 12830 from GWC. Director Pisklak seconded the motion, which passed unanimously.

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

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

Ms. Luevano presented a Cost Sharing Agreement between the District and Spring Branch Management District for maintenance of the W-140 drainage channel (the "Agreement"). She stated that SPMD has requested reimbursement from the District quarterly. Following review and discussion, Director Goss moved to approve the Agreement. Director Hicks seconded the motion, which passed unanimously.

FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Hall reviewed the financial report for May 2023, including invoices submitted for payment. A copy of the financial report is attached. She also responded to questions from the Board regarding the use of interest income. Following review and discussion, Director Goss 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 May 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 Williamson moved to approve the assessment collector's report. Director Steinberg seconded the motion, which passed unanimously.

Ms. Johnson discussed a Certification of Official Custodian(s) - Government Depositor for Wells Fargo Bank (the "Certification"). She reported that the President of the Board will be designated as the District's Official Custodian for FDIC purposes. Following discussion, Director Hicks moved to authorize execution of the Certification. Director Harrison seconded the motion, which passed unanimously.

SECURITY MATTERS

Mr. Franklin of the METRO Police Department ("MPD") addressed the Board to explain services provided by the MPD C.A.R.E. Team.

Ms. Luevano presented reports on May patrols and related activity in the District provided by the Harris County Precinct 5 Constable's Office.

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 presented a proposal to provide a financial contribution in the amount of \$7,980.00 to the Houston Citizens' Police Academy Alumni Association ("HCPAAA"). She stated that the Safety Advisory Committee recommends approval of the proposal. Following review and discussion, Director Pisklak moved to approve the proposal. Director Harrison seconded the motion, which passed unanimously.

Ms. Luevano reported on the Houston Chronicle (the "Chronicle") media campaign project. She then presented a marketing agreement with the Chronicle for renewal of geofencing and targeted advertising services for an additional six-month period. Discussion ensued regarding the effectiveness of the geofencing program. The Board then directed Ms. Luevano to investigate performance metrics related to the Chronicle's services and other marketing options, and present to the Board for consideration at the January 2024 meeting. Following review and discussion, Director Hicks moved to approve the marketing agreement with the Chronicle for a period ending December 31, 2023. Director Williamson seconded the motion, which passed unanimously.

Ms. Luevano discussed the need for the Budget Subcommittee to assist in the preparation of the District's budget for fiscal year ending November 30, 2024. The Board concurred to organize the Budget Subcommittee to include Directors Goss and Steinberg. Ms. Luevano stated that she would poll Directors Moody and Guilanshah to determine their interest in participating in Budget Subcommittee.

ATTORNEY'S REPORT

There was no discussion on this matter.

EXECUTIVE SESSION

The Board convened in executive session at 10:42 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 11:03 a.m.

Following discussion, Director Pisklak moved to approve the revised salary and benefits for the Executive Director, as discussed in executive session. Director Mosley seconded the motion, which passed unanimously.

ADJOURN

The Board concurred to tentatively schedule the next meeting for August 16, 2023.

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

(SEAL)



Approved:

Sign: _____

Title: _____

[Handwritten signature]
Assistant Secretary

Harris County Municipal Management District No. 1

ATTACHMENTS TO MINUTES

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