

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

January 24, 2024

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 24th day of January, 2024, 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 Williamson, Mosley, Steinberg, and Guilanshah, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall of Equi-Tax, Inc.; Sergeant Jerry Rodriguez of Harris County Precinct 5 Constable's Office; Taylor Risien of Gauge Engineering; Margaret Dunlap of METRO; and Suewan Johnson and Carnell Emanuel of Allen Boone Humphries Robinson LLP ("ABHR").

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 November 15, 2023, regular meeting. Following review and discussion, Director Moody moved to approve the minutes, as presented. Director Harrison seconded the motion, which passed unanimously.

PRESIDENT'S REPORT

Director Gillis updated the Board on the I-10/Bunker Hill Road U-Turn Improvements project, including coordination with the Texas Department of Transportation ("TxDOT").

Director Gillis reported on pedestrian safety concerns along Frostwood Drive and Gessner Road.

Director Gillis reported on activities related to the renewal of the District's Service and Improvement and Assessment Plan. The Board concurred to form a Service Plan Committee with Directors Gillis, Williamson, Moody, Hicks, Steinberg, and Johnson volunteering to serve.

FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Hall reviewed the financial reports for November and December, 2023, including invoices submitted for payment. Copies of the financial reports are attached.

Ms. Luevano discussed payments to off-duty Harris County Constable officers for traffic management at the Bunker Hill U-turn.

Following review and discussion, Director Johnson moved to approve the financial reports and payment of invoices. Director Pisklak seconded the motion, which passed unanimously.

DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

Ms. Johnson said the annual disclosure statement discloses relationships of the bookkeeper and investment officer with entities or individuals who are offering, have offered, or may offer to engage in an investment transaction with the District. After review and discussion, Director Goss moved to accept the disclosure statements from the District's bookkeeper and investment officer and authorize filing the disclosure statements with the Texas Ethics Commission and in the District's official records. Director Moody seconded the motion, which passed unanimously.

ASSESSMENT AND COLLECTIONS MATTERS

Ms. Hall reviewed the assessment collector's reports for November and December, 2023. She discussed the status of various delinquent accounts. Copies of the assessment collector's report are 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 reports. Director Harrison seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Mr. Risien of Gauge Engineering ("Gauge") further reported on the I-10/Bunker Hill Road U-Turn Improvements project, including the projected schedule for the project. He also presented invoices from Gauge in the amounts of \$951.44 and \$7,421.21 for professional services related to the project (respectively, "Invoice No. 2779" and "Invoice No. 2840"), which were not included in the financial reports. Following discussion, Director Pisklak moved to: (1) authorize Gauge to finalize plans and to advertise for bids for the project upon receipt of TxDOT approval; and (2) approve and authorize payment of Invoice Nos. 2779 and 2840 from Gauge. Director Hicks seconded the motion, which passed unanimously.

Ms. Luevano presented a proposal from Gauge in the amount of \$8,750.00 to perform a pedestrian safety study for Frostwood Drive. Following review and discussion, Director Harrison moved to approve the proposal from Gauge in the amount of \$8,750.00. Director Goss seconded the motion, which passed unanimously.

The Board further discussed pedestrian issues along Gessner Road. Director Harrison requested Gauge prepare and present a proposal for a pedestrian safety study for Gessner Road at the next regular meeting.

DISTRICT MAINTENANCE

The Board received a report from Lawn Management Company 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

There was no discussion on this matter.

SECURITY MATTERS

Sergeant Rodriguez presented reports on November and December patrols, as well as related activity in the District.

Sergeant Rodriguez discussed the use of Flock cameras and related benefits.

EXECUTIVE DIRECTOR'S REPORT

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

Ms. Luevano reported on a request from CityCentre to install Flock cameras on two District light poles. She stated that CityCentre will own the cameras and will pay for the installation. Following discussion, Director Moody moved to approve the request from CityCentre. Director Hicks seconded the motion, which passed unanimously.

Ms. Luevano updated the Board on the call for projects for the District's fiscal year 2024 utility burial reimbursement program. She reported that no requests for reimbursement were received.

Ms. Luevano reviewed the monthly analytics report on the District's website and social media activity.

Ms. Luevano further discussed activities related to the renewal of the District's Service and Improvement Plan and Assessment Plan, including the proposed schedule of related events.

ATTORNEY'S REPORT

There was discussion on this matter.

EXECUTIVE SESSION

The Board did not convene in executive session.

ADJOURN

The Board concurred to tentatively schedule the next meeting for February 28, 2024.

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

Approved:

Sign: _____

Title: _____

Secretary

Harris County Municipal Management District No. 1



ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Financial Reports.....	2
Assessment and Collections Reports	3
Maintenance and Repairs Report	3