

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

February 28, 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 28th day of February, 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 Goss, Mosley, and Steinberg, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall of Equi-Tax, Inc.; Taylor Risien of Gauge Engineering; Margaret Dunlap of METRO; Jennifer Day of McCall Gibson Swedlund Barfoot PLLC; Bruce Nichols, member of the public; 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.

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 Guilanshah for absences at three consecutive Board meetings. Following review and discussion, Director Pisklak moved to adopt the Resolution and rescind the automatic resignation of Director Guilanshah. Director Moody seconded the motion, which passed by a vote of 7-to-0.

PRESIDENT'S REPORT

There was no discussion on this matter.

MINUTES

The Board reviewed the minutes of the January 24, 2024, regular meeting. Following review and discussion, Director Moody moved to approve the minutes, as presented. Director Williamson seconded the motion, which passed unanimously.

FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Hall reviewed the financial report for January 2024, including invoices submitted for payment. A copy of the financial report is attached.

Discussion ensued regarding payments to off-duty Harris County Constable officers for traffic management at the Bunker Hill U-turn.

Following review and discussion, Director Hicks moved to approve the financial report and payment of invoices. Director Moody seconded the motion, which passed unanimously.

ASSESSMENT AND COLLECTIONS MATTERS

Ms. Hall reviewed the assessment collector's report for January 2024. 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 Johnson moved to approve the assessment collector's report. Director Williamson seconded the motion, which passed unanimously.

APPROVE AUDIT FOR FISCAL YEAR END NOVEMBER 30, 2023

Ms. Day of McCall Gibson Swedlund Barfoot reviewed the audit for the fiscal year ending November 30, 2023. Following review and discussion, Director Harrison moved to approve the audit for the fiscal year ending November 30, 2023, subject to final review. Director Guilanshah 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, including modifications to the project scope based on further comments from TxDOT. Mr. Risien then presented a revised proposal from Gauge in the amount of \$69,125.00 for engineering services related to the project. Discussion ensued regarding the revised design, and the Board requested an updated schedule for the project. Following review and discussion, Director Pisklak moved to approve the revised proposal from Gauge. Director Hicks seconded the motion, which passed unanimously.

Mr. Risien reported on the pedestrian safety study for Frostwood Drive.

Ms. Luevano stated that the requested proposal for the pedestrian safety study for Gessner Road will be presented next month.

DISTRICT MAINTENANCE

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

Ms. Luevano presented two proposals for the removal of silt and debris at the Conrad Sauer detention pond from Lake Management Services and Stormwater Professionals Group ("SPG"). She noted that the SPG proposal would require the services of Hahn Equipment Co., Inc. ("HEC") for dewatering. Discussion ensued regarding timing of the work, which is dependent on the City of Houston desilting its portion of the detention pond. Following review and discussion, Director Harrison moved to approve the proposal from SPG, with HEC as the subcontractor, in the total amount of \$92,385 and authorize execution of a service agreement with SPG. Director Moody 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. Luevano presented a report from Harris County Precinct 5 Constable's Office on January patrols.

Discussion further ensued regarding traffic management at the Bunker Hill U-turn, including supervision of off-duty officers. Following discussion, Director Pisklak moved to authorize payment to off-duty officers for additional traffic management at the Bunker Hill U-turn in an amount not to exceed \$5,000 and asked that Ms. Luevano report back at the next meeting. Director Williamson seconded the motion, which passed unanimously.

Director Williamson discussed traffic issues at CityCentre near Town and Country Lane. He stated that Midway is requesting traffic management assistance from the District from 4:30 p.m. to 6:00 p.m., Monday to Friday. Discussion ensued. Director Williamson indicated that no traffic study has been done and Midway would prepare a proposal for the Board's consideration at the next meeting.

EXECUTIVE DIRECTOR'S REPORT

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

Ms. Luevano reported on the first committee meeting held to discuss the new Service and Improvement Plan and Assessment Plan (the "Plan"). Discussion ensued regarding the future assessment rates and the possibility of a second Plan for a subsection of the District.

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

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 March 20, 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 Report	2
Assessment and Collections Report	2
Maintenance and Repairs Report	3