

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

March 20, 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 20th day of March, 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 Director Johnson, 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; Sergeant Jerry Rodriguez of Harris County Precinct 5 Constable's Office; 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.

PRESIDENT'S REPORT

There was no discussion on this matter.

MINUTES

The Board reviewed the minutes of the February 28, 2024, regular meeting. Following review and discussion, Director Moody moved to approve the minutes, as presented. Director Williamson seconded the motion, which passed unanimously.

SECURITY MATTERS

Sergeant Rodriguez presented reports on February patrols, as well as related activity in the District.

The Board discussed the on-going employment of off-duty constables for traffic management at the I-10/Bunker Hill U-turn. Ms. Luevano and Ms. Johnson reported that agreements had been prepared for the officers and the coordinator, and the District's insurance provider has provided the application for a peace officer bond. Ms. Johnson reported that each officer is required by law to provide a peace officer bond to the District, that she recommends a \$10,000 bond for each officer, and that the District would be responsible for the cost of the premium. Ms. Luevano reported that officers will be paid twice a month going forward instead of weekly, and the proposed schedule will be reduced to 15 hours per week, with coverage from 4 - 6 p.m. Monday through Friday, and 2 - 7 p.m. on Saturday.

Following discussion, Director Pisklak moved to: (1) authorize the continued employment of off-duty officers subject to the following: (a) each officer executes the security services agreement with the District and obtains a peace officer bond, and (b) the coordinator, Lieutenant Jeffrey LeBeau, executes the security services coordination agreement; and (2) authorize payment of the premium for the peace officer bonds. Director Goss seconded the motion, which passed unanimously.

Director Williamson updated the Board on Midway's actions to address traffic issues at CityCentre near Town and Country Lane.

FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Hall reviewed the financial report for February 2024, including invoices submitted for payment. A copy of the financial report is attached. Following review and discussion, Director Hicks moved to approve the financial report and payment of invoices. Director Harrison seconded the motion, which passed unanimously.

ASSESSMENT AND COLLECTIONS MATTERS

Ms. Hall reviewed the assessment collector's report for February 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 Hicks moved to approve the assessment collector's report. Director Harrison 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 an updated timeline for the project.

Mr. Risien reported on the pedestrian safety study for Frostwood Drive, including findings and recommendations outlined in the study. Discussion ensued, including discussion regarding data collected, as well as alternative areas along Frostwood to observe.

Mr. Risien reported on the pedestrian safety study for Gessner Drive. He presented a proposal from Gauge in the amount of \$16,465.00 to perform the study. Discussion ensued and the Board asked Gauge to include at least one director in the kick-off meeting. Following review and discussion, Director Moody moved to approve the proposal from Gauge in the amount of \$16,465.00. Director Guilanshah seconded the motion, which passed unanimously.

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.

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

There was no discussion on this matter.

EXECUTIVE DIRECTOR'S REPORT

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

Ms. Luevano updated the Board on the District's holiday décor reimbursement program. She reported that a request for reimbursement was received from MetroNational for lights installed for the 2023 holiday season. She reported that the reimbursement request satisfied all of the program requirements. Following review and

discussion, Director Pisklak moved to approve the reimbursement to MetroNational in the amount of \$41,465.05. Director Guilanshah seconded the motion, which passed unanimously.

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

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

PRESENTATION FROM METRO

Ms. Dunlap informed the Board that new appointments to METROS's Board are pending, and she will give a presentation on METRO's plans at a later date.

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 April 17, 2024.

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

Approved:

Sign: _____

Title: Secretary

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