

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

April 17, 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 17th day of April, 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 Pisklak, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall of Equi-Tax, Inc.; Muhammad Ali of Gauge Engineering ("Gauge"); 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 March 20, 2024, regular meeting. Following review and discussion, Director Mosley 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 March 2024, including invoices submitted for payment. A copy of the financial report is attached.

The Board then considered the District's Investment Policy to determine if any amendments were necessary. The Board determined to make no amendments at this time.

The Board also considered adopting a resolution that approves a list of authorized depository institutions and qualified broker/dealers with whom the District may engage in investment transactions. Ms. Johnson noted, and Ms. Hall confirmed, that Equi-Tax provided an updated list of broker/dealers and depository institutions, which includes all banks where the District maintains deposits or investments.

Ms. Johnson reviewed a Resolution Changing and Appointing Investment Officer, which reflects the appointment Jennifer Landreville as the District's Investment Officer.

The Board then considered accepting the disclosure statement from the District's new Investment Officer for filing with the Texas Ethics Commission as required by the Public Funds Investment Act.

The Board also considered approving an Amended Exhibit A to the Depository Pledge Agreement with Wells Fargo providing for the appointment of Jennifer Landreville as Investment Officer.

Following review and discussion, Director Moody moved to: (1) approve the financial report and payment of invoices; (2) adopt a Resolution Regarding Annual Review of Investment Policy reflecting no changes being made to the Investment Policy; (3) adopt the Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions, including the updated list of qualified broker/dealers; (4) adopt the Resolution Changing and Appointing Investment Officer and direct that the Resolution be filed appropriately and retained in the District's official records; (5) accept the disclosure statement from the District's Investment Officer and authorize filing with

the Texas Ethics Commission; and (6) approve Amended Exhibit A to the Depository Pledge Agreement with Wells Fargo. Director Goss seconded the motion, which passed unanimously.

### ASSESSMENT AND COLLECTIONS MATTERS

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

### ENGINEERING MATTERS

Mr. Ali reported on the I-10/Bunker Hill Road U-Turn Improvements project, including discussions with the Texas Department of Transportation regarding the proposed design of the project.

Mr. Ali reported on the revised pedestrian safety study for Frostwood Drive, including findings and recommendations outlined in the study. Discussion ensued, including discussion regarding the installation of three sets of rectangular rapid flashing beacons and one crosswalk along Frostwood Drive.

Mr. Ali reported on the pedestrian safety study for Gessner Drive.

Following review and discussion, Director Gillis moved to authorize Gauge to: (1) submit the technical memorandum for the proposed pedestrian improvements along Frostwood Drive to the City of Houston, and (2) authorize Gauge to proceed with design of the I-10/Bunker Hill U-Turn improvements upon receipt of TxDOT approval, subject to approval by Director Gillis. Director Guilanshah seconded the motion, which passed unanimously.

### DISTRICT MAINTENANCE

Ms. Luevano updated the Board on desilting of the Conrad Sauer detention pond.

Ms. Luevano presented a report from Lawn Management Company ("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 proposal from LMC in the amount of \$5,801.04 for the installation of dianella plants in the medians along Bunker Hill Road ("Proposal No. 154778"). Discussion ensued. The Directors asked the Executive Director to research the viability of other plant options for this location, and they requested an itemized breakdown of the quote.

Ms. Luevano presented a proposal from LMC in the amount of \$2,832.64 to fill in plant material in three tree beds at the southeast corner of Queensbury Lane and Town and Country Boulevard ("Proposal No. 154783").

Ms. Luevano presented a proposal from LMC in the amount of \$9,905.16 for the installation of wedelia and turk's cap flowers at Conrad Sauer ("Propossal No. 153778").

Following review and discussion, Director Moody moved to approve: (1) Proposal No. 154783, subject to the Executive Director verifying the quantity of plants; and (2) Proposal No. 153778. Director Johnson seconded the motion, which passed unanimously.

Ms. Luevano presented a change order from LMC in the amount of \$12,625.88 per year for maintenance of the Memorial Green segment along Memorial Drive. Following review and discussion, Director Harrison moved to approve the change order from LMC in the amount of \$12,625.88 per year. Director Williamson seconded the motion, which passed unanimously.

SECURITY MATTERS

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

The Board discussed the off-duty constables for traffic management at the I-10/Bunker Hill U-turn, including the schedule and responsibilities of the officers. Ms. Luevano updated the Board on the status of the security services agreements with the various officers.

EXECUTIVE DIRECTOR'S REPORT

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

Ms. Luevano discussed a grant application by METRO through the Federal Trade Administration's Low or No Emission Bus Program and Bus and Bus Facilities Program. She stated that the application includes a proposal to build a new compressed natural gas

("CNG") fueling station, as well as add 100 CNG buses. Ms. Luevano stated that Ms. Dunlap requested a letter of support from the District for METRO's grant application.

Ms. Luevano discussed the art on various traffic signal cabinets throughout the District. She reviewed and presented a proposal from UP Art Studio, noting that the District has 2 traffic signal cabinets that don't have art, and the District has a credit of \$2500.00 with UP Art Studio for the installation of murals at those locations. Director Hicks asked the Executive Director to coordinate with Metro National's marketing department on proposed designs for the new murals. Director Johnson requested information on the dates of installation of the existing murals and whether any of those require new paint.

Following review and discussion, Director Steinberg moved to: (1) approve a letter of support from the District for METRO's grant application; and (2) approve the proposal from UP Art Studio in the amount of \$1,900.00. Director Harrison seconded the motion, which passed unanimously.

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

Director Gillis updated the Board on activities related to the renewal of the District's Service and Improvement Plan and Assessment Plan.

#### 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 May 15, 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

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