

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

May 15, 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 15th day of May, 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, Guilanshah, and Mosley, 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; Jeanette Einkauf of Houston Citizens' Police Academy Alumni Association; 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 April 17, 2024, regular meeting. Following review and discussion, Director Moody moved to approve the minutes, as presented. Director Pisklak seconded the motion, which passed unanimously.

FINANCIAL REPORT AND BOOKKEEPING MATTERS

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

ASSESSMENT AND COLLECTIONS MATTERS

Ms. Hall reviewed the assessment collector's report for April 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. He reviewed an updated design for the project. Discussion ensued regarding the proposed changes to the H-E-B driveway. Following review and discussion, Director Williamson moved to approve the design presented and authorize submission of the plans to the Texas Department of Transportation. Director Pisklak seconded the motion, which passed unanimously.

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

Mr. Risien reported on the pedestrian safety study for Gessner Drive, including findings and recommendations outlined in the study. Discussion ensued, including discussion regarding proposed improvements at Kingsridge Lane, the Memorial City Mall driveway, and the Target driveway, as well as potential sidewalk improvements to promote usage of the sky bridge at Memorial City Mall. Following discussion, the Board concurred to authorize a committee consisting of Directors Harrison, Hicks, and Johnson to evaluate the recommendations further.

Director Johnson discussed traffic concerns at I-10 and Beltway 8. The Board concurred to defer consideration of this matter pending completion of the I-10/Bunker Hill project.

DISTRICT MAINTENANCE

Ms. Luevano presented a proposal from Lawn Management Company ("LMC") for the installation of wedelia and turk's cap flowers in the amount of \$9,752.05.

Ms. Luevano presented three proposals for landscaping in the median along Westview Drive in the respective amounts of \$7,597.36, \$7,005.14, and \$9,895.62.

Ms. Luevano presented three proposals for installation of wedelia flowers along Bunker Hill in the respective amounts of \$8,832.86, \$9,987.86, and \$5,801.04.

Following review and discussion, the Board requested an itemized breakdown of materials and labor for each of the proposals from LMC. The Board then directed Ms. Luevano to request additional bids for the work outlined in the proposals from LMC.

Ms. Luevano also presented a proposal from Berkeley Services to paint three awnings at the Conrad Sauer Detention Basin in the amount of \$8,483.00. The Board deferred consideration of this matter.

Ms. Luevano then 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

There was no discussion on this matter.

SECURITY MATTERS

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

EXECUTIVE DIRECTOR'S REPORT

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

Ms. Luevano updated the Board on coordination with Metro National on proposed designs for artwork to be installed on various traffic signal cabinets throughout the District.

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

Ms. Einkauf of the Houston Citizens' Police Academy Alumni Association ("HCPAAA") presented a request for a financial contribution in the amount of \$8,700.00

to HCPAAA, which would be used to purchase water and meals for law enforcement officers. Following review and discussion, Director Williamson moved to approve the request from HCPAAA. Director Harrison seconded the motion, which passed unanimously. Director Williamson suggested that a contribution to HCPAAA be included in the District's budget going forward.

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

Director Gillis discussed the need to conduct the annual performance evaluation for the Executive Director. Following discussion, the Board concurred to authorize a committee consisting of Directors Gillis, Moody, Mosley and Pisklak to conduct the performance evaluation.

PRESIDENT'S REPORT

There was no discussion on this matter.

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 June 19, 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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