

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

June 19, 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 19th day of June, 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, Hicks, and Harrison, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall of Equi-Tax, Inc.; Muhammad Ali and Taylor Risien of Gauge Engineering ("Gauge"); 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 May 15, 2024, regular meeting. Following review and discussion, Director Williamson moved to approve the minutes, as presented. Director Johnson seconded the motion, which passed unanimously.

FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Hall reviewed the financial report for May 2024, including invoices submitted for payment. A copy of the financial report is attached. She then addressed questions from the Board regarding interest rates for the TexPool accounts. Following review and discussion, Director Pisklak moved to approve the financial report and payment of invoices. Director Mosley seconded the motion, which passed unanimously.

ASSESSMENT AND COLLECTIONS MATTERS

Ms. Hall reviewed the assessment collector's report for May 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 Moody 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 ("TxDOT") regarding the design of the project. Ms. Johnson then reviewed an Agreement for Local On-System Improvement Project ("LOSA") with TxDOT and a Resolution Approving Agreement with State of Texas for Construction Project (the "Resolution") related to the project. Following review and discussion, Director Pisklak moved to: (1) authorize Gauge to advertise for bids for the project upon receipt of TxDOT approval; and (2) adopt the Resolution and authorize execution of the LOSA. Director Moody seconded the motion, which passed unanimously.

Mr. Ali reported on the pedestrian safety study for Frostwood Drive, including proposed costs for design and construction of the project. Following review and discussion, Director Gillis moved to approve Gauge's proposal for design of the project in an amount not to exceed \$30,000.00. Director Williamson seconded the motion, which passed unanimously.

Mr. Ali reported on the pedestrian safety study for Gessner Drive, including proposed costs for design and construction of the project. Following review and discussion, Director Gillis moved to approve Gauge's proposal for design of the project

in an amount not to exceed \$37,000.00. Director Guilanshah seconded the motion, which passed unanimously.

A copy of the engineering report is attached.

DISTRICT MAINTENANCE

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

Ms. Luevano then 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 three proposals from LMC, Terry's Landscape, LLC ("Terry's"), and Silversand Services ("Silversand") for landscaping in the median along Westview Drive in the amounts of \$7,117.66, \$8,928.14, and \$7,100.00, respectively.

Ms. Luevano presented three proposals from LMC, Terry's, and Silversand for landscaping in the median along Westview Drive, between Beltway 8 and Lumpkin Road, in the amounts of \$4,658.99, \$11,390.96, and \$4,715.00, respectively.

Ms. Luevano presented three proposals from LMC, Terry's, and Silversand for installation of wedelia flowers along Bunker Hill in the amounts of \$14,257.61, \$14,440.76, and \$18,090.00, respectively.

Following review and discussion, Director Moody moved to approve the proposals from LMC in the amounts of \$7,117.66, \$4,658.99, and \$14,257.61. Director Pisklak seconded the motion, which passed unanimously.

Ms. Luevano presented a proposal from Great Wall Construction ("GWC") in the amount of \$4,900.00 for paver repairs in three areas near I-10 and Gessner Road. Following review and discussion, Director Pisklak moved to approve the proposal from GWC, and authorize execution of a service agreement with GWC. Director Guilanshah seconded the motion, which passed unanimously.

SECURITY MATTERS

The Board reviewed the report from Harris County Precinct 5 Constable's Office on May patrols.

EXECUTIVE DIRECTOR'S REPORT

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

Ms. Luevano updated the Board on discussions with Berkeley Services regarding a previous proposal to apply sealant to three awnings at the Conrad Sauer Detention Basin. She stated that, according to Berkeley Services, applying a coat of sealant to the awnings is not necessary at this time.

Director Guilanshah asked the Board to consider a summer internship position for a recent graduate of Memorial High School. Discussion ensued regarding the tasks to be performed by the student.

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

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

PRESIDENT'S REPORT

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

ATTORNEY'S REPORT

There was no discussion on this matter.

MEETING SCHEDULE

The Board concurred to tentatively schedule the next meeting for August 21, 2024.

EXECUTIVE SESSION

The Board convened in executive session at 10:18 a.m. pursuant to Section 551.074, Texas Government Code, in order to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 11:07 a.m.

Following discussion, Director Pisklak moved to approve the revised salary and benefits for the Executive Director, as discussed in executive session and recommended by the Performance Evaluation Committee. Director Mosley seconded the motion, which passed by a vote of 7-to-1, with Director Steinberg opposing the motion.

Director Guilanshah then moved for the District to proceed with hiring an intern for the summer of 2024, with the position being for 20 hours per week at \$15 per hour for

no more than eight weeks. Director Williamson seconded the motion, which passed unanimously.

ADJOURN

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