

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

August 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 August, 2024, at 9821 Katy Freeway, Suite 125, 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 Williamson and Steinberg, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Muhammad Ali and Taylor Risien of Gauge Engineering ("Gauge"); Sergeant Jerry Rodriguez and Deputy Eric Lewis of Harris County Precinct 5 Constable's Office; 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 9:00 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 June 19, 2024, regular meeting. Following review and discussion, Director Mosley moved to approve the minutes, as presented. Director Goss seconded the motion, which passed by a vote of 7-to-0.

## FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Luevano reviewed the financial reports for June and July 2024 prepared by Equi-Tax, including invoices submitted for payment. Copies of the financial reports are attached. She then addressed questions from the Board regarding anticipated reimbursements for utility burials. Following review and discussion, Director Hicks moved to approve the financial reports and payment of invoices. Director Pisklak seconded the motion, which passed by a vote of 7-to-0.

## ASSESSMENT AND COLLECTIONS MATTERS

Director Guilanshah entered the meeting.

Ms. Luevano reviewed the assessment collector's reports for June and July 2024 prepared by Equi-Tax. The Board reviewed the status of various delinquent accounts. Copies of the assessment collector's reports are attached. The Board also 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 Pisklak moved to approve the assessment collector's reports. Director Mosley seconded the motion, which passed by a vote of 8-to-0.

## ENGINEERING MATTERS

Director Moody entered the meeting.

Mr. Ali reported on the I-10/Bunker Hill Road U-Turn Improvements project, including coordination with the Texas Department of Transportation ("TxDOT") and City of Houston regarding the project. He also reported on bids solicited and expected to be submitted for the project. Mr. Ali then recommended authorizing certain Directors to award the contract to the lowest qualified bidder when bids are received. Following review and discussion, Director Hicks moved to authorize Directors Gillis and Johnson to award the contract to the lowest qualified bidder, subject to the District engineer's recommendation, and authorize execution of all necessary documents. Director Pisklak seconded the motion, which passed unanimously.

Mr. Ali reported on the pedestrian safety study for Frostwood Drive, including design of the project, as well as coordination with the City of Houston.

Mr. Ali reported on the pedestrian safety study for Gessner Drive, including design of the project, as well as coordination with the City of Houston.

A copy of the engineering report is attached.

Ms. Luevano discussed potential sidewalk improvement and crosswalk restriping projects in various locations within the District. Following discussion, Director Moody moved to direct Gauge to prepare an inventory of areas needing sidewalk installations and/or crosswalk restriping, prioritizing each and including cost estimates. Director Pisklak seconded the motion, which passed unanimously.

#### DISTRICT MAINTENANCE

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

There was no discussion on this matter.

#### SECURITY MATTERS

Sergeant Rodriguez introduced Deputy Lewis, who will assume the role of coordinator for the District. Sergeant Rodriguez and Deputy Lewis reported on June and July patrols, as well as related activity in the District.

Ms. Luevano reviewed the terms of the District’s Interlocal Agreement for Additional Law Enforcement Services with Harris County, which is effective October 1, 2024 through September 30, 2025 (the “Interlocal Agreement”). Following review and discussion, Director Goss moved to approve the Interlocal Agreement. Director Mosley seconded the motion, which passed unanimously.

#### EXECUTIVE DIRECTOR’S REPORT

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

Ms. Luevano reported on the summer intern’s experience.

Ms. Luevano reported on the renewal of the District’s insurance policies. She reviewed a comparison of the expiring premiums and the estimated renewal premiums for the same coverages with the Texas Municipal League Intergovernmental (“TML”) Risk Pool. Discussion ensued regarding adjustments to cyber liability coverage provided through TML, and Director Harrison recommended the Core+ policy. Following review

and discussion, Director Johnson moved to authorize renewal of the District's insurance policies, as discussed. Director Guilanshah seconded the motion, which passed unanimously.

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.

The Board discussed next steps for adoption of a new service and improvement and assessment plan ("Plan") for the District and a separate Plan for a smaller sub-segment of the District, assessment rates and potential projects. The Board also discussed scheduling a meeting of the Service Plan Committee.

#### ATTORNEY'S REPORT

Ms. Johnson presented a Resolution Establishing Additional In-District Meeting Places, which she stated establishes additional in-district meeting places at (1) 820 Gessner Road, Houston, Texas 77024, and (2) 960 Memorial City Way, Houston, Texas 77024. Director Moody moved to adopt the Resolution. Director Pisklak seconded the motion, which passed unanimously.

Ms. Johnson then discussed the Texas Public Information Act ("TPIA") and noted that the Texas Legislature has made it explicit that officers and employees of governmental entities are temporary custodians of public information. She distributed a memorandum regarding Texas Open Meetings Act ("TOMA") and TPIA training requirements, noted that all Directors were required to take the TOMA training upon assuming office, and encouraged the Board of Directors to receive TPIA training as soon as possible and forward their certificate of completion to ABHR for inclusion in the District's permanent records.

#### PRESIDENT'S REPORT

There was no discussion on this matter.

#### MEETING SCHEDULE

The Board discussed moving the meeting time to 9:00 a.m.

The Board concurred to tentatively schedule the next meeting for September 18, 2024, at 9:00 a.m., at 820 Gessner Road, Houston, Texas 77024.

EXECUTIVE SESSION

The Board did not convene in executive session.

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

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