

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

November 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 November, 2024, at 920 Memorial City Way, Suite 170, Houston, Texas 77024, 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 Moody, Pisklak, and Mosley, 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"); Margaret Dunlap of METRO; 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 October 16, 2024, regular meeting. Following review and discussion, Director Williamson moved to approve the minutes, as presented. Director Goss seconded the motion, which passed unanimously.

FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Hall reviewed the financial report for October 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 Goss seconded the motion, which passed unanimously.

Ms. Luevano then presented the District's proposed budgets for the fiscal year ending November 30, 2025, including budgets for the proposed Defined Area Nos. 1 and 2. Following review and discussion, Director Goss moved to adopt the budgets for the fiscal year ending November 30, 2025. Director Hicks seconded the motion, which passed unanimously.

AUDIT FOR FISCAL YEAR ENDING NOVEMBER 30, 2024

The Board considered authorizing McCall Gibson Swedlund Barfoot PLLC ("McCall") to conduct the audit for fiscal year ending November 30, 2024, in accordance with the District's engagement letter with McCall. Following review and discussion, Director Williamson moved to authorize McCall to conduct the audit for the fiscal year ending November 30, 2024. Director Steinberg seconded the motion, which passed unanimously.

ASSESSMENT AND COLLECTIONS MATTERS

Ms. Hall reviewed the assessment collector's report for October 2024. The Board reviewed the status of various delinquent accounts. A copy of the assessment collector's report is 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 Steinberg moved to approve the assessment collector's report. Director Harrison seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Mr. Ali reviewed the engineer's report, a copy of which is attached.

Mr. Ali reported on the I-10/Bunker Hill Road U-Turn Improvements project. He stated that bids were received for the project and recommended that the Board award the contract to R. Miranda Trucking & Construction, LLC ("R. Miranda") in the amount of \$210,284.00. The Board concurred that, in its judgment, R. Miranda was a responsible

bidder who would be most advantageous to the District and would result in the best and most economical completion of the project. Following review and discussion, Director Johnson moved to award the contract to R. Miranda in the amount of \$210,284.00, based upon the engineer's recommendation and receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, provided by the contractor. Director Steinberg seconded the motion, which passed unanimously.

Mr. Ali next presented a proposal from Gauge in the amount of \$21,900.00 for engineering services related to the I-10/Bunker Hill Road U-Turn Improvements project. Following review and discussion, Director Harrison moved to approve the proposal from Gauge. Director Williamson seconded the motion, which passed unanimously.

Mr. Ali reported on the pedestrian safety projects for Frostwood Drive and Gessner Drive. Discussion ensued regarding the timeline for the projects. Mr. Ali then recommended combining the projects in an effort to achieve more favorable unit costs. He also requested authorization to advertise for bids for the combined project. Following review and discussion, Director Harrison moved to authorize Gauge to advertise for bids for the combined Frostwood Drive and Gessner Drive project.

Mr. Ali reported on the sidewalk and restriping assessment project.

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.

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

SECURITY MATTERS

Deputy Lewis reported on October patrols, as well as related activity in the District.

Director Hicks inquired about the benefits and usefulness of Flock cameras and related data.

Ms. Luevano reported on traffic control hours at the I-10/Bunker Hill Road U-turn during the 2024 holiday season.

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

Director Gillis and Ms. Luevano reported on the removal of a fallen tree along the W-140 channel, between Gessner Road and Witte Road, by the Spring Branch

Management District ("SBMD"). Ms. Luevano presented an invoice from SBMD for the tree's removal in the amount of \$5,100.00 for work done by SBMD's maintenance contractor. She stated that SBMD is requesting the District pay for the removal of the tree in accordance with the Cost Sharing Agreement between the District and SBMD. Discussion ensued regarding the cost sharing arrangement and SBMD getting prior approval from the District in the future for non-routine items. Following review and discussion, Director Steinberg moved to approve the proposal from Westco and authorize payment to SBMD in the amount of \$5,100.00. Director Harrison seconded the motion, which passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

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

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

Ms. Luevano updated the Board on the call for projects for the District's fiscal year 2025 holiday lighting reimbursement program. She reported that requests for reimbursement were received from MetroNational and Moody Ramin. Following review and discussion, Director Hicks moved to approve the submission from MetroNational in an amount not to exceed \$41,165.05, and Moody Ramin in an amount not to exceed \$7,850.00 for the fiscal year 2025 holiday lighting reimbursement program. Director Williamson seconded the motion, which passed unanimously.

Ms. Luevano presented updated renderings of artwork to be installed on one traffic signal cabinet in the District.

The Board concurred to tentatively schedule the next meeting for December 11, 2024, at 9:00 a.m., at 920 Memorial City Way, Suite 170A, Houston, TX 77024.

SERVICE AND IMPROVEMENT PLANS AND ASSESSMENT PLANS ("SERVICE PLANS")

Ms. Johnson stated that the hearing on the Service Plans is scheduled for December 4, 2024, at 9:00 a.m.

REPORTS FROM DIRECTORS

There was no discussion on this matter.

ATTORNEY'S REPORT

There was no discussion on this matter.

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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