

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

January 15, 2025

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 January, 2025, at 920 Memorial City Way, Suite 170A, 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 Mosley, Hicks, and Guilanshah, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Pat Hall and Jennifer Landreville of Equi-Tax, Inc.; Muhammad Ali of Gauge Engineering; 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 December 11, 2024, regular meeting. Following review and discussion, Director Moody moved to approve the minutes, as presented. Director Pisklak seconded the motion, which passed unanimously.

DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

Ms. Johnson said the annual disclosure statement discloses relationships of the bookkeeper and investment officer with entities or individuals who are offering, have offered, or may offer to engage in an investment transaction with the District. After review and discussion, Director Steinberg moved to accept the disclosure statements from the District's bookkeeper and investment officer and authorize filing the disclosure statements with the Texas Ethics Commission and in the District's official records. Director Pisklak 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.

Mr. Ali reported on the pedestrian safety projects for Frostwood Drive and Gessner Drive.

Mr. Ali reported on the sidewalk and restriping assessment project, including an assessment and prioritization of existing sidewalk hazards and roadway/crosswalk restripings.

SERVICE AND IMPROVEMENT PLANS AND ASSESSMENT PLANS

Ms. Johnson discussed the need for the Harris Central Appraisal District to create jurisdiction codes for Defined Area No. 1 and Defined Area No. 2. Following discussion, Director Goss moved to adopt: (1) a Resolution to Harris Central Appraisal District Requesting Jurisdiction Code for Defined Area No. 1 of Harris County Municipal Management District No. 1; and (2) a Resolution to Harris Central Appraisal District Requesting Jurisdiction Code for Defined Area No. 2 of Harris County Municipal Management District No. 1. Director Pisklak seconded the motion, which passed unanimously.

Discussion ensued regarding the creation of a Projects Committee and the role and responsibilities of the committee. Following discussion, the Board concurred to establish a Projects Committee consisting of Directors Johnson, Moody, Williamson, Pisklak, and Hicks and an alternate.

DISTRICT MAINTENANCE

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

Ms. Luevano 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

Ms. Landreville reviewed an Amended and Restated Agreement for Bookkeeping Services with ETI Bookkeeping Services. Discussion ensued, including discussion regarding monthly fees for services related to the District, Defined Area No. 1, and Defined Area No. 2. Following review and discussion, Director Harrison moved to approve the agreement, with the changes discussed. Director Pisklak seconded the motion, which passed unanimously.

Ms. Landreville reviewed an Amended and Restated Agreement for Services of Assessor and Collector with Equi-Tax, Inc. Following review and discussion, Director Moody moved to approve the agreement. Director Pisklak seconded the motion, which passed unanimously.

FINANCIAL REPORT AND BOOKKEEPING MATTERS

Ms. Hall reviewed the financial report for December 2024 and invoices submitted for payment. A copy of the financial report is attached. She then responded to questions from the Board regarding the budgets for Defined Areas No. 1 and 2. Following review and discussion, Director Williamson moved to approve the financial report and payment of invoices. Director Goss seconded the motion, which passed unanimously.

ASSESSMENT AND COLLECTIONS MATTERS

Ms. Hall reviewed the assessment collector's report for December 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 Williamson moved to approve the assessment collector's report. Director Goss seconded the motion, which passed unanimously.

SECURITY MATTERS

Deputy Lewis reported on December patrols, as well as related activity in the District. Deputy Lewis and Ms. Luevano reviewed statistics from the District's Flock

cameras. Discussion ensued regarding the Flock cameras and Automated Fingerprint Identification System devices.

EXECUTIVE DIRECTOR'S REPORT

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

Ms. Luevano updated the Board on the call for projects for the District's fiscal year 2025 utility burial reimbursement program. She reported that no requests for reimbursement were received.

Ms. Luevano provided an update on artwork to be installed on one traffic signal cabinet in the District.

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

REPORTS FROM DIRECTORS

There was no discussion on this matter.

ATTORNEY'S REPORT

Ms. Johnson discussed legislation enacted by the Texas Legislature that requires all governmental entities to adopt a policy prohibiting the use of certain social media applications and services on government-owned or -leased devices. She stated that a model policy was developed by the Texas Departments of Public Safety and Information Resources for use by governmental entities. Ms. Johnson reviewed the proposed Covered Applications Policy with the Board. Following review and discussion, Director Steinberg moved to adopt a Resolution Adopting Covered Applications Policy and direct that the Resolution be filed appropriately and retained in the District's official records. Director Pisklak seconded the motion, which passed unanimously.

EXECUTIVE SESSION

The Board did not convene in executive session.

ADJOURN

The Board concurred to schedule the next meeting for February 19, 2025, at 9:00 a.m., at 920 Memorial City Way, Suite 170A, Houston, TX 77024.

There being no further business to come before the Board, the meeting was adjourned.



Approved:

Sign: 

Title: Secretary

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