

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

April 16, 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 16th day of April, 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
Dan Moody, III	Vice President
Ben Pisklak	Secretary
Steven Goss	Assistant Secretary
William M. Mosley	Director
Perry Hicks	Director
Christian Johnson	Director
C. Beau Harrison	Director
Vacant	Director
Kirk Guilanshah	Director
Trevor Janecek	Director

and all of the above were present, except Directors Mosley, Hicks, and Janecek, thus constituting a quorum.

Also attending the meeting were: Gabrielle Luevano, Executive Director of the District; Jennifer Landreville of Equi-Tax, Inc.; Muhammad Ali of Gauge Engineering; Margaret Dunlap of METRO; Alex Garza of Lawn Management Company, LLC ("LMC"); 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 March 19, 2025, regular meeting. Following review and discussion, Director Harrison moved to approve the minutes, as presented. Director Moody seconded the motion, which passed by a vote of 6-to-0, as Director Johnson had not arrived yet.

Director Johnson joined the meeting.

## DIRECTOR MATTERS

The Board discussed the receipt of nominations for the vacant position and the creation of a subcommittee to review the applicants. Following discussion, the Board concurred to establish a subcommittee consisting of Directors Guilanshah, Moody, and Hicks.

Ms. Johnson discussed a letter requesting the City of Houston (the "City") consider reappointing the following Directors for a four-year term ending June 1, 2029: Ben Pisklak, Christian Johnson, Trevor Janecek, Ben Gillis, and Kirk Guilanshah. Following review and discussion, Director Pisklak moved to approve the letter and authorize submittal to the City. Director Goss seconded the motion, which passed unanimously.

## SECURITY MATTERS

Ms. Luevano presented a report prepared by the Harris County Precinct 5 Constable's Office on February patrols. She then reported on statistics from the District's Flock cameras.

## FINANCIAL REPORTS AND BOOKKEEPING MATTERS

Ms. Landreville reviewed the financial reports for March 2025 for the District and Defined Areas No. 1 and 2, including the quarterly investment reports, and invoices submitted for payment. Copies of the financial reports are attached. Following review and discussion, Director Goss moved to approve the financial reports, quarterly investment reports, and payment of invoices. Director Harrison seconded the motion, which passed unanimously.

Ms. Johnson reported that the District's audit for fiscal year end November 30, 2024 was finalized after the last meeting.

## CONDUCT ANNUAL REVIEW OF INVESTMENT POLICY

The Board then considered the District's Investment Policy to determine if any amendments were necessary. The Board determined to make no amendments at this time. Following review and discussion, Director Moody moved to adopt the Resolution

Regarding Annual Review of Investment Policy reflecting no changes being made to the Investment Policy. Director Pisklak seconded the motion, which passed unanimously.

ADOPT RESOLUTION ESTABLISHING THE AUTHORIZED DEPOSITORY INSTITUTIONS AND ADOPTING LIST OF QUALIFIED BROKER/DEALERS WITH WHOM THE DISTRICT MAY ENGAGE IN INVESTMENT TRANSACTIONS

The Board considered adopting a resolution that approves a list of authorized depository institutions and qualified broker/dealers with whom the District may engage in investment transactions. Ms. Johnson noted, and Ms. Landreville confirmed, that Equi-Tax provided an updated list of broker/dealers and depository institutions, which includes all banks where the District maintains deposits or investments. Following review and discussion, Director Moody moved to adopt the Resolution Establishing the Authorized Depository Institutions and Adopting List of Qualified Broker/Dealers with Whom the District May Engage in Investment Transactions, including the updated list of qualified broker/dealers. Director Pisklak seconded the motion, which passed unanimously.

ASSESSMENT AND COLLECTIONS MATTERS

Ms. Landreville reviewed the assessment collector's reports for March 2025 for the District and Defined Areas No. 1 and 2. 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 Moody moved to approve the assessment collector's reports. Director Johnson 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 reviewed and recommended approval of Change Order No. 1 from R. Miranda Trucking & Construction, LLC ("R. Miranda") to increase the contract in the amount of \$64,772.00 for work being done at night. The Board determined that Change Order No. 1 is beneficial to the District. Following review and discussion, Director Harrison moved to approve Change Order No. 1 from R. Miranda, based upon the Board's finding that the Change Order is beneficial to the District and the engineer's recommendation. Director Pisklak seconded the motion, which passed unanimously.

Mr. Ali reported on the pedestrian safety project for Frostwood Drive and Gessner Drive. He reviewed and recommended approval of a proposal from Gauge in the amount of \$46,500.00 for bid phase, advertisement, and construction administration related to the

project. Following review and discussion, Director Guilanshah moved to approve the proposal from Gauge. Director Goss seconded the motion, which passed unanimously.

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

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

Mr. Ali presented a proposal from Gauge in the amount of \$26,500.00 for surveying services and preparation of legal descriptions for Defined Areas No. 1 and 2.

Mr. Ali also presented an alternate proposal from Gauge in the amount of \$47,400.00 for surveying services and preparation of legal descriptions for the District and Defined Areas No. 1 and 2.

Following review and discussion, Director Pisklak moved to approve the proposal from Gauge in the amount of \$26,500.00 for Defined Areas No. 1 and 2. Director Moody seconded the motion, which passed unanimously.

Director Moody left the meeting.

REPORT FROM PROJECTS COMMITTEE

Mr. Ali reported on street construction and detention projects by the City of Houston along Kingsride Lane and Barryknoll Lane.

Ms. Luevano reported on the meeting of the Projects Committee.

The Board considered authorizing the Projects Committee to approve work on behalf of the District between Board meetings, so long as the total cost for such work does not exceed \$10,000.00 per month. Following discussion, Director Pisklak moved to grant the Projects Committee spending authority, as discussed. Director Guilanshah seconded the motion which passed by a vote of 6-to-0, with Director Moody being absent for the vote.

DISTRICT MAINTENANCE

Mr. Garza presented a report from LMC regarding maintenance and repair projects in the District, a copy of which is attached.

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. Dunlap updated the Board on projects by METRO.

ENGINEERING MATTERS (CONTINUED)

The Board further discussed the pedestrian safety project for Frostwood Drive and Gessner Drive, including the timeline for bidding and award of the project. Following discussion, Director Harrison moved to authorize Director Gillis to accept the low bid for the project, subject to the engineer's recommendation. Director Pisklak seconded the motion, which passed unanimously.

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

The Board concurred to schedule the next meeting for May 21, 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: Kif Gulshanah

Title: Director

Harris County Municipal Management District No. 1

ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Financial Reports.....	2
Assessment and Collections Reports .....	3
Engineering Report.....	3
Maintenance and Repairs Report .....	4