

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

June 25, 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 25th day of June, 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:

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

and all of the above were present, except Directors Moody, Pisklak, and Gillis, thus constituting a quorum.

Also attending the meeting were: Jeremy Wheat, member of the public; Gabrielle Luevano, Executive Director of the District; Sergeant Nick Derkowski of Harris County Precinct 5 Constable's Office; Jennifer Landreville of Equi-Tax, Inc.; Muhammad Ali of HR Green, Inc. ("HRG"); 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 Goss called the meeting to order at 9:00 a.m.

PUBLIC COMMENTS

Director Goss 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 Goss moved to the next agenda item.

## MINUTES

The Board reviewed the minutes of the May 21, 2025, regular meeting. Following review and discussion, Director Hicks moved to approve the minutes, as presented. Director Guilanshah seconded the motion, which passed unanimously.

## FINANCIAL REPORTS AND BOOKKEEPING MATTERS

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

## ASSESSMENT AND COLLECTIONS MATTERS

Ms. Landreville reviewed the assessment collector's reports for May 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 Hicks moved to approve the assessment collector's reports. Director Janecek 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 pedestrian safety project for Frostwood Drive and Gessner Drive, including a tentative timeline for re-advertisement of the project.

Mr. Ali reported on preparation of legal descriptions for Defined Areas No. 1 and 2.

Mr. Ali reported on the I-10/Bunker Hill Road U-Turn Improvements project. He reviewed and recommended approval of Pay Estimate No. 2 from R. Miranda Trucking & Construction, LLC ("R. Miranda") in the amount of \$194,242.41.

Following review and discussion, Director Harrison moved to: (1) authorize HRG to re-advertise for bids for the pedestrian safety project for Frostwood Drive and Gessner Drive, subject to approval of the project schedule by the Projects Committee; and (2) based on the engineer's recommendation, approve Pay Estimate No. 2 from R. Miranda. Director Mosley seconded the motion, which passed unanimously.

## SECURITY MATTERS

Sergeant Derkowski reported on May patrols, as well as related activity in the District, and then responded to questions from the Board.

## REPORT FROM PROJECTS COMMITTEE

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

Ms. Luevano updated the Board on the scope of work related to the solicitation of bids for landscape maintenance services for the District.

Ms. Luevano updated the Board on the pursuit of federal grant funds by The Goodman Corporation.

Ms. Luevano updated the Board on the status of Gessner Road median landscape rehabilitation.

## DISTRICT MAINTENANCE

Ms. Luevano presented a report from Lawn Management Company, LLC 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.

## EXECUTIVE DIRECTOR'S REPORT

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

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

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

Ms. Luevano updated the Board on the District's holiday décor reimbursement program. She reported that a request for reimbursement was received from Moody Rambin for lights installed for the 2024 holiday season. She reported that the reimbursement request satisfied all of the program requirements. Following review and discussion, Director Hicks moved to approve the reimbursement to Moody Rambin in the amount of \$7,756.00. Director Harrison seconded the motion, which passed unanimously.

Ms. Luevano updated the Board on the relocation of the District's office. She requested that the Board approve and ratify Director Goss' execution of the sub-lease agreement with SP Partners at 9811 Katy Freeway, Suite 925B. The sub-lease payment is \$3,00.00 per month for a one-year term. Following review and discussion, Director Harrison moved to approve the sub-lease agreement. Director Johnson seconded the motion, which passed unanimously.

#### REPORTS FROM DIRECTORS AND COMMUNITY STAKEHOLDERS

There was no discussion on this matter.

#### ATTORNEY'S REPORT

Ms. Johnson also presented a Resolution Changing District Offices (the "Resolution"), which she stated reflects the change of address of the District's office to 9811 Katy Freeway, Suite 925B, Houston, Texas 77024, effective July 1, 2025. Following discussion, Director Harrison moved to adopt the Resolution. Director Johnson seconded the motion, which passed unanimously.

#### DIRECTOR MATTERS

Director Goss introduced Mr. Jeremy Wheat, who is interested in and qualified to serve on the Board. Following discussion, Director Guilanshah moved to appoint Mr. Wheat to fill the vacant director position for a term expiring June 1, 2027. Director Hicks seconded the motion, which passed unanimously.

The Board considered reorganizing the Board as follows:

Steven Goss	President
Dan Moody, III	Vice President
Ben Pisklak	Secretary
Kirk Guilanshah	Assistant Secretary
Ben Gillis	Director
C. Beau Harrison	Director
Perry Hicks	Director
Trevor Janecek	Director
Christian Johnson	Director
William M. Mosley	Director
Jeremy Wheat	Director

The Board considered filing an updated District Registration Form with the Texas Commission on Environmental Quality (the "TCEQ") to reflect the appointment of Director Wheat.

Ms. Johnson discussed a memorandum from ABHR provided to Director Wheat regarding Open Meetings Act and Public Information Act training requirements and noted that Director Wheat must complete his required training and provide his certificates of completion for inclusion in the District's permanent records.

Ms. Johnson also discussed a memorandum from ABHR provided to Director Wheat regarding conflict-of-interest disclosure required under Chapter 176 of the Texas Local Government Code. She encouraged Director Wheat to contact ABHR if assistance is needed in determining whether a conflict requires disclosure or in making a required disclosure. Ms. Johnson stated that, pursuant to Chapter 176 of the Texas Local Government Code, the District maintains a List of Local Government Officers (the "List"). She reviewed the updated List with the Board.

Following discussion, Director Guilanshah moved to: (1) approve Director Wheat's Sworn Statement, Official Bond, and Oath of Office, and direct that they be filed and retained in the District's official records and that the Oath of Office be filed with the Secretary of State of the State of Texas; (2) authorize ABHR to file the updated District Registration Form with the TCEQ; and (3) approve and authorize execution of the updated List and direct that the List be filed appropriately and retained in the District's official records. Director Hicks seconded the motion, which passed unanimously.

#### MEETING SCHEDULE

The Board concurred to schedule the next meeting for August 20, 2025, at 9:00 a.m., at 920 Memorial City Way, Suite 170A, Houston, Texas.

#### EXECUTIVE SESSION

The Board convened in executive session at 10:24 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. Ms. Johnson and Mr. Emanuel were also present.

#### RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 10:58 a.m. No action was taken.

#### ADJOURN

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



Approved:

Sign: \_\_\_\_\_

Title: \_\_\_\_\_

Harris County Municipal Management District No. 1

ATTACHMENTS TO MINUTES

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