

MINUTES  
HARRIS COUNTY MUNICIPAL MANAGEMENT DISTRICT NO. 1

October 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 October, 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
Vacant	Director
C. Beau Harrison	Director
Perry Hicks	Director
Trevor Janecek	Director
Christian Johnson	Director
William M. Mosley	Director
Jeremy Wheat	Director

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

Also attending the meeting were: Jeff Johnson of MetroNational Corporation ("MetroNational"); Gabrielle Luevano, Executive Director of the District; Sergeant Nick Derkowski of Harris County Precinct 5 Constable's Office; Jennifer Landreville of Equi-Tax, Inc.; Terri Shepherd of McCall Gibson Swedlund Barfoot Ellis PLLC ("MGSBE"); Muhammad Ali of HR Green, Inc. ("HRG"); Margaret Dunlap of METRO; and Suewan Johnson and Shammara Polk 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 9:05 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 August 20, 2025, regular meeting. Following review and discussion, Director Pisklak moved to approve the minutes, as presented. Director Janecek seconded the motion, which passed unanimously.

## DIRECTOR MATTERS

Director Goss informed the Board of Ben Gillis' resignation from the Board. He discussed filling the vacancy and requested that recommendations include candidate resumes and be provided to the Executive Director. Ms. Johnson discussed qualifications to serve on the Board.

The Board then considered adopting a Resolution Commending Ben Gillis for Service to the District.

Following review and discussion, Director Mosley moved to: (1) accept the resignation of Ben Gillis; and (2) adopt the Resolution Commending Ben Gillis for Service to the District. Director Pisklak seconded the motion, which passed unanimously.

## SECURITY MATTERS

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

Ms. Luevano updated the Board on additional security matters, including activity by the Security Committee. She stated that proposals for the services of a security consultant have been received from Jensen Hughes, Inc., as recommended by MetroNational, and from Strategic Security Management Consulting, Inc., as recommended by Director Guilanshah, and are being reviewed by the Security Committee.

Ms. Luevano presented a proposal from Williams Architectural Signage & Consulting, LLC ("WASC") in the amount of \$4,896.00 for the purchase of 68 security signs. She also presented two design options for sign language. Discussion ensued, including discussion regarding coordination with property owners on placement of the signs. Following review and discussion, Director Pisklak moved to approve: (1) the proposal from WASC; and (2) design option #2. Director Wheat seconded the motion, which passed unanimously.

## AUDIT FOR FISCAL YEAR ENDING NOVEMBER 30, 2025

The Board considered authorizing MGSBE to conduct the audit for fiscal year ending November 30, 2025. Ms. Shepherd reviewed with the Board an engagement letter from MGSBE to perform the District's audit. Following review and discussion, Director

Harrison moved to authorize MGSBE to conduct the audit for the fiscal year ending November 30, 2025. Director Janecek seconded the motion, which passed unanimously.

#### FINANCIAL REPORTS AND BOOKKEEPING MATTERS

Ms. Landreville reviewed the financial reports for August and September 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. Ms. Landreville stated that check no. 12835 would not be issued. She also presented additional check nos. 12839 - 12841 in the respective amounts of \$2,089,100.10, \$14,696.80, and \$19,422.97, which were not included in the bookkeeper's report. Following review and discussion, Director Wheat moved to approve the financial reports and payment of invoices, including the additional checks. Director Pisklak seconded the motion, which passed unanimously.

Ms. Luevano then discussed the proposed budgets for fiscal year end 2026, which will be presented at the November meeting.

#### ASSESSMENT AND COLLECTIONS MATTERS

Ms. Landreville reviewed the assessment collector's reports for August and September 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. Following review and discussion, Director Wheat moved to approve the assessment collector's reports. Director Pisklak seconded the motion, which passed unanimously.

#### SERVICE AND IMPROVEMENT PLAN AND ASSESSMENT PLANS

Ms. Johnson requested the Board accept the Petitions for Inclusion of Additional Land in Defined Area No. 1 (the "Petitions"), and she noted that such land would be subject to the additional 3.5 cent assessment for the remaining nine years of the service plan. Following review and discussion, Director Pisklak moved to accept the Petitions. Director Mosley 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 presented and recommended approval of Pay Estimate No. 3 and Final in the amount of \$26,914.99, payable to R. Miranda Trucking & Construction, LLC ("R. Miranda"). Mr. Ali also presented and recommended approval of Change Order No. 2 from R. Miranda as a decrease to the contract in the amount of \$5,906.10. The Board determined that the Change Order is beneficial to the District.

Mr. Ali reported on the pedestrian safety project for Frostwood Drive and Gessner Drive. He recommended the Board award the contract to MetroCity, LLC ("MetroCity") in the amount of \$231,285.00. The Board concurred that, in its judgment, MetroCity 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.

Ms. Ali presented a proposal from HR Green in the amount of \$7,645.00 for supplemental boundary surveying services related to preparation of a sidewalk easement for Frostwood Drive.

Mr. Ali reported on I-10 U-Turn Safety Improvements at Gessner Road and Beltway 8.

Following review and discussion, and subject to the engineer's recommendation, Director Pisklak moved to: (1) approve Pay Estimate No. 3 and Final from R. Miranda; (2) approve Change Order No. 2 from R. Miranda; (3) award the contract for pedestrian safety project for Frostwood Drive and Gessner Drive in the amount of \$231,285.00 to MetroCity, subject to receipt of the payment and performance bonds and the certificate(s) of insurance and endorsements, if any, provided by the contractor; and (4) approve the proposal from HR Green in the amount of \$7,645.00. Director Johnson seconded the motion, which passed unanimously.

#### REPORT FROM PROJECTS COMMITTEE

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

Ms. Luevano stated that five proposals were received for landscape maintenance services for the District. She recommended that the Board accept the proposal from Lawn Management Company, LLC ("LMC") in the amount of \$639,158.21 annually. Discussion ensued, including discussion regarding attendance by an LMC representative at regular Board meetings. Following review and discussion, Director Pisklak moved to approve the proposal from LMC, and to amend the Master Service Agreement with LMC, as discussed. Director Wheat seconded the motion, which passed unanimously.

#### DISTRICT MAINTENANCE

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 discussed bookkeeping services, time spent, and monthly fees related to the District, Defined Area No. 1, and Defined Area No. 2. She then presented a

request for an increase in the monthly bookkeeping fees for the District and Defined Area No. 2, and a 5% increase in the fee annually for the District, Defined Area No. 1 and Defined Area No. 2 starting in 2027. Following review and discussion, Director Pisklak moved to: (1) approve the increase in the monthly bookkeeping fees to \$3,560 for the District and \$2000 for Defined Area No. 2, and to increase the fee for the District, Defined Area No. 1 and Defined Area No. 2 by 5% annually starting in 2027; and (2) approve a First Amendment to the Amended and Restated Agreement for Bookkeeping Services, subject to finalization. Director Guilanshah seconded the motion, which passed unanimously.

Director Guilanshah left the meeting.

#### 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 requested vision and dental insurance be included in the Executive Director's insurance plan. She stated that dental insurance is \$40.66 per month, totaling \$487.92 per year, and vision insurance is \$10.78 per month, totaling \$129.36 per year.

Ms. Luevano presented a request from Ben Gillis for a financial contribution in the amount of \$1,000.00 to the Houston Police Department to support the upcoming Trunk-or-Treat event to be held on Tuesday, October 28, 2025, at the Spring Branch Family Development Center.

Following review and discussion, Director Pisklak moved to: (1) add dental and vision coverage to the Executive Director's insurance plan, as discussed; and (2) approve the contribution to the Houston Police Department. Director Wheat seconded the motion, which passed unanimously.

Ms. Luevano reviewed the monthly analytics report on the District's social media and website activity and responded to questions from the Board.

Ms. Luevano presented a request for reimbursement for overhead utility burial costs in the amount of \$2,089,100.10, pursuant to the District's reimbursement agreement with Lipex Properties, L.P. ("Lipex"), dated February 16, 2022. Ms. Johnson discussed the terms of the agreement. She then presented and reviewed an Amended and Restated Reimbursement Agreement with Lipex. Ms. Shepherd then reviewed a developer reimbursement report for reimbursement for Phase VII Line Burial and related costs. Following review and discussion, Director Pisklak moved to: (1) approve the Amended and Restated Reimbursement Agreement; (2) approve the reimbursement request from Lipex; and (3) approve the developer reimbursement report and authorize disbursement

of funds in the amount of \$2,089,100.10. Director Wheat seconded the motion, which passed unanimously.

Ms. Johnson presented and reviewed a letter amendment with the City of Houston amending the District's Maintenance Agreement with the City to include maintenance requirements associated with the installation of certain pedestrian crosswalk and signal improvements along Frostwood Drive (the "Letter Amendment"). Following review and discussion Director Mosley moved to approve the Letter Amendment and authorize execution of same. Director Wheat seconded the motion, which passed unanimously.

Ms. Luevano reported that call for projects for the District's holiday lighting reimbursement and utility burial programs will go out after the Board meeting.

#### REAL ESTATE MATTERS

The Board considered accepting the following easements: (a) 0.0067-acre Sidewalk Easement from MetroNational, and (b) 0.0047-acre Sidewalk Easement from Lipex (collectively, the "Easements") for the Gessner Road pedestrian safety project. Following discussion, Director Pisklak moved to accept the Easements. Director Wheat seconded the motion, which passed unanimously.

#### REPORTS FROM DIRECTORS AND COMMUNITY STAKEHOLDERS

Ms. Dunlap updated the Board on METRO matters.

#### ATTORNEY'S REPORT

There was no discussion on this matter.

#### MEETING SCHEDULE

The Board concurred to schedule the next meeting for November 19, 2025, at 9:00 a.m., at 960 Memorial City Way, Training Room, Houston, Texas.

#### 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: President

Harris County Municipal Management District No. 1

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