

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

October 11, 2021

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 391 (the "District") met in regular session, open to the public on the 11th day of October, 2021 at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Houston, Texas, outside the boundaries of the District, and the roll was called of the members of the Board:

Robert McShane	President
John Sachs	Vice President
Catherine Shook	Secretary
William R. Skehan	Assistant Vice President
Vacant	Assistant Secretary

and all of the above were present except Director Skehan, thus constituting a quorum.

Also present at the meeting were William Blackwell, a resident of the District; Sherri Greenwood of BKD, LLP; Justin Wagner of R.G. Miller Engineers, Inc. ("RG Miller"); Bob DeForest of KGA/DeForest Design, LLC ("KGA"); Demitra Berry of McLennan & Associates, LP ("McLennan"); Debbie Arellano of Bob Leared Interests ("BLI"); Teri Laguarda of Inframark Water & Infrastructure Services ("Inframark"); Andrew Rue of Woodmere Development Company, Ltd. ("Woodmere"); and Greer Pagan and Kerri Houck of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENT

The Board opened the meeting for public comments. There being no members of the public requesting to make public comment, the Board moved to the next agenda item.

MINUTES

The Board considered approving the minutes of the September 13, 2021, regular meeting. After review and discussion, Director Shook moved to approve the minutes of the September 13, 2021, regular meeting, as submitted. Director Sachs seconded the motion, which passed unanimously.

APPROVE DEVELOPER REIMBURSEMENT REPORT FOR PARK/RECREATIONAL FACILITY PROJECT

Ms. Greenwood presented and reviewed a developer reimbursement report to reimburse Woodmere.

The Board considered adopting a Resolution Authorizing Application to the Texas Commission on Environmental Quality ("TCEQ") for use of Surplus Bond Funds to repay the General Fund. Discussion ensued.

Following review and discussion, Director Shook made a motion to (1) approve the developer reimbursement report and authorize disbursement of the funds to the developer; and (2) approve the Resolution Authorizing Application to the TCEQ for use of Surplus Bond Funds. Director Sachs seconded the motion, which passed unanimously.

APPOINTMENT OF A NEW DIRECTOR

Mr. Pagan introduced Mr. Blackwell to the Board and stated he is interested in serving on the Board of Directors. After discussion, Director Shook moved to appoint Mr. Blackwell to the Board. Director McShane seconded the motion, which passed unanimously.

Mr. Pagan stated that Mr. Blackwell must execute a Sworn Statement, Official Bond, and Oath of Office as required by the Texas Constitution and Texas Water Code.

The Board considered reorganizing the Board of Directors. Following discussion, the Board concurred to retain their current positions, with Mr. Blackwell to serve as Assistant Secretary.

Mr. Pagan stated the District Registration Form must be filed with the TCEQ to show the new slate of officers.

Mr. Pagan next reviewed a memorandum regarding Texas Open Meetings Act and Public Information Act training requirements for Directors and encouraged Mr. Blackwell to receive his training as soon as possible and forward his certificate of completion to ABHR for inclusion in the District's permanent records.

Mr. Pagan then reviewed with the Board legislation enacting Chapter 176 of the Texas Local Government Code, which requires directors and consultants to disclose certain conflicts of interest. Mr. Pagan reviewed with the Board the forms adopted by the Texas Ethics Commission for making disclosures under Chapter 176 and noted that the forms are required to be filed with the records administrator for the District. Mr.

Pagan encouraged Mr. Blackwell to contact ABHR if assistance is needed in determining whether a conflict requires disclosure or in making a required disclosure.

Following review and discussion, Director Shook moved to (1) approve Director Blackwell'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; and (2) authorize ABHR to file the District Registration Form with the TCEQ. Director McShane seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

The Board next received the bookkeeper's report and considered payment of invoices submitted to the District. Ms. Berry reviewed with the Board an investment report, budget comparisons, checks written since the report was prepared and tax transfers. Copies of the bookkeeper's report and list of bills presented for payment are attached. After review and discussion, Director Shook moved to approve the bookkeeper's report and payment of the bills. Director Sachs seconded the motion, which passed unanimously.

CONDUCT PUBLIC HEARING REGARDING DISTRICT'S TAX RATE, ADOPT ORDER LEVYING TAXES, AND AUTHORIZE EXECUTION OF AMENDMENT TO INFORMATION FORM

Ms. Arellano provided proof that notice was published of the public hearing to be held at today's meeting regarding adoption of the District's proposed 2021 total tax rate of \$0.97.

The Board opened the public hearing. There being no comments from the public, the Board closed the public hearing.

Mr. Pagan presented an Order Levying Taxes reflecting the proposed 2021 tax rate. He then presented an Amendment to Information Form reflecting the tax rate and stated that the Amendment will be filed with the Texas Commission on Environmental Quality and recorded in the Official Public Records of Harris County.

After review and discussion, Director Shook moved to (1) adopt the Order Levying Taxes reflecting a total 2021 tax rate of \$0.97 per \$100 of assessed valuation, comprised of \$0.62 to pay debt service on bonds and \$0.35 for operations and maintenance; (2) authorize execution of the Amendment to Information Form; and (3) direct that the Order and Amendment be filed appropriately and retained in the District's official records. Director McShane seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Arellano reviewed tax assessor/collector's written report for September 2021, and checks presented for payment from the tax account. Copies of the tax assessor/collector's report and list of checks presented for approval are attached. Following review and discussion, Director Shook moved to accept the tax assessor/collector's report and pay the bills described therein. Director Sachs seconded the motion, which passed unanimously.

ENGINEERING MATTERS

Mr. Wagner generally reported on engineering projects within the District. A copy of the engineering report is attached.

Mr. Wagner updated the Board regarding construction of the permanent wastewater treatment plant expansion and reviewed and recommended approval of Pay Estimate No. 7 in the amount of \$319,957.15 payable to C4 Partners, LLC ("C4 Partners").

Following review and discussion, Director Shook moved (1) to approve the engineering report; and (2) based on the engineer's recommendation, to approve Pay Estimate No. 7 in the amount of \$319,957.15 for the construction of the permanent wastewater treatment plant expansion. Director Sachs seconded the motion, which passed unanimously.

LAKE AND TURF MANAGEMENT REPORT

The board reviewed correspondence from a resident regarding standing water located near lake 2.

The Board then reviewed a proposal from Storm Water Solutions ("SWS") to regrade the backslope swale to repair the standing water near lake 2 for a cost of \$9,520.00, a copy of which is attached. Following review and discussion, Director Sachs moved to authorize SWS to regrade the backslope swale to repair the standing water near lake 2 for a cost of \$9,520.00. Director Shook seconded the motion, which passed unanimously.

MASTER PARKS AND FUTURE PARK DEVELOPMENT

The Board reviewed a report from KGA, a copy of which is attached. Mr. DeForest reported on park projects within the District. Following review and discussion, Director Shook moved to approve the report from KGA. Director Sachs seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES AND TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS

Ms. Laguarta reviewed the operator’s report for September 2021, a copy of which is attached.

The Board next considered termination of utility service to delinquent accounts. Ms. Laguarta reported that the customers on the termination list were mailed written notice prior to this meeting in accordance with the Rate Order, notifying them of the opportunity to appear before the Board of Directors to explain, contest, or correct the utility service bill and to show reason why utility service should not be terminated for reason of nonpayment.

Following review and discussion, Director Shook moved (1) to approve the operator’s report; and (2) that since the customers on the list were neither present at the meeting nor had presented any statement on the matter, to terminate utility service in accordance with procedures set forth in the Rate Order. Director Sachs seconded the motion, which passed unanimously.

GARBAGE COLLECTION MATTERS

The Board discussed garbage collection matters in the District.

DEVELOPMENT IN THE DISTRICT

Mr. Rue generally reported on Development in the District.

SECURITY REPORT

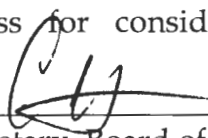
The Board discussed security patrolling for 2022 and concurred to review this further at the next meeting.

WEBSITE MATTERS

There was no discussion on this item.

There being no additional business for consideration, the meeting was adjourned.





Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

Minutes
Page

Bookkeeper’s report.....3
Tax assessor/collector's report.....4
Engineering report.....4
SWS proposal.....4
KGA Report4
Operator’s report.....5