

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

January 10, 2022

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 10th day of January, 2022 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
George Porter	Assistant Vice President
William "Gabe" Blackwell	Assistant Secretary

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

Also present at the meeting were Justin Wagner of R.G. Miller Engineers, Inc. ("RG Miller"); Demitra Berry of McLennan & Associates, LP ("McLennan"); Debbie Arellano of Bob Leared Interests ("BLI"); Teri Laguarta of Inframark Water & Infrastructure Services ("Inframark"); 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 December 13, 2021, regular meeting. After review and discussion, Director Sachs moved to approve the minutes of the December 13, 2021, regular meeting, as submitted. Director Shook 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 Blackwell moved to approve the bookkeeper's report and payment of the bills. Director Shook seconded the motion, which passed unanimously.

ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

Mr. Pagan stated that, in accordance with the District's Investment Policy, Ms. Berry, as the bookkeeper, and Mr. Diaz, as the Investment Officer, are required to execute disclosure statements that disclose any relationships with banks and brokers who seek to sell investments to the District. He added that the disclosure statement will be filed with the Texas Ethics Commission and the District Records and updated whenever necessary. After review and discussion, Director McShane moved that the Board accept the disclosure statements pursuant to the District's Investment Policy and the Public Funds Investment Act. Director Shook seconded the motion, which passed unanimously.

ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Mr. Pagan reported on the District's compliance activities during the prior calendar year related to bond financings. Mr. Pagan stated that no action is required at this time.

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Arellano reviewed tax assessor/collector's written report for December 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 Blackwell 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. 10 in the amount of \$85,283.87 payable to C4 Partners, LLC ("C4 Partners").

Mr. Wagner then reviewed and recommended approval of Change Order No. 1 to the contract with C4 Partners for the construction of the permanent wastewater treatment plant expansion to increase the contract in the amount of \$63,505.00. The Board determined that Change Order No. 1 is beneficial to the District.

Mr. Wagner stated that the surplus funds application has been submitted to the Texas Commission on Environmental Quality and is administratively complete.

Following review and discussion, Director Shook moved (1) to approve the engineering report; (2) based on the engineer's recommendation, to approve Pay Estimate No. 10 in the amount of \$85,283.87 for the construction of the permanent wastewater treatment plant expansion; and (3) to approve Change Order No. 1 in the amount of \$63,505.00 as an increase to the contract with C4 Partners, based upon the Board's finding that the Change Order is beneficial to the District and the engineer's recommendation. Director Porter seconded the motion, which passed unanimously.

LAKE AND TURF MANAGEMENT REPORT

Director Shook reported on lake and turf matters.

The Board reviewed a proposal from Bluegrass Maintenance, Inc. ("Bluegrass") for irrigation repairs throughout the District for a cost of \$1,669.60, a copy of which is attached. Following review and discussion, Director Shook moved to approve the proposal from Bluegrass for irrigation repairs for a cost of \$1,669.60. Director Sachs 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.

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

Ms. Laguarta reviewed the operator's report for December 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 Blackwell seconded the motion, which passed unanimously.

GARBAGE COLLECTION MATTERS

The Board discussed garbage collection matters in the District.

DEVELOPMENT IN THE DISTRICT

There was no discussion on this item.

SECURITY REPORT

The Board discussed security matters in the District.

SECURITY CONTRACT WITH HARRIS COUNTY

The Board reviewed an Interlocal Agreement for Law Enforcement Services from Harris County. After review and discussion, Director Blackwell moved to authorize execution of the Interlocal Agreement for Law Enforcement Services between the District and Harris County, and direct that it be filed appropriately and retained in the District's official records. Director Shook seconded the motion, which passed unanimously.

WEBSITE MATTERS

There was no discussion on this item.

2022 DIRECTORS ELECTION

Mr. Pagan discussed procedures related to the 2022 Directors Election. He reviewed a Resolution Designating an Agent of the Secretary of the Board of Directors During the 2022 Directors Election Period. Following review and discussion, Director Blackwell moved to adopt a Resolution Designating an Agent of the Secretary of the Board During the 2022 Directors Election Period appointing Kerri Houck as the agent of the Secretary of the Board of Directors to perform the duties of the District's Directors Election, authorize the agent to post the related notice as required, and direct that the Resolution be filed appropriately and retained in the District's official record. Director Sachs seconded the motion, which passed unanimously.

Mr. Pagan reported on requirements to post a Notice of Deadline to File Applications for Place on the Ballot for the 2022 Directors Election. Following review and discussion, Director Blackwell moved to authorize the Secretary's agent to post the notice as required. Director Sachs seconded the motion, which passed unanimously.

Mr. Pagan stated that the District may contract with Harris County (the "County") to conduct the District's 2022 Directors Election. Following review and discussion, Director Blackwell moved to contract with the County to administer the District's election. Director Sachs seconded the motion, which passed unanimously.

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




Secretary, Board of Directors

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