

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

February 14, 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 14th day of February, 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 except Director Sachs, 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 January 10, 2022, regular meeting. After review and discussion, Director Shook moved to approve the minutes of the January 10, 2022, regular meeting, as submitted. Director Porter seconded the motion, which passed unanimously.

REVIEW ARBITRAGE REPORT FOR THE SERIES 2016A BONDS

Mr. Pagan reviewed an Arbitrage Rebate Report for the District's Arbitrage Rebate Report for the District's Series 2016A Bonds. He noted that the Reports reflect no payments are due to the Internal Revenue Service.

## 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 Blackwell seconded the motion, which passed unanimously.

## TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Arellano reviewed tax assessor/collector's written report for January 2022, 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 Porter moved to accept the tax assessor/collector's report and pay the bills described therein. Director Shook 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 requested authorization to begin the discharge permit renewal process for an approximate cost of \$15,000.00.

Mr. Wagner updated the Board regarding construction of the permanent wastewater treatment plant expansion and reviewed and recommended approval of Pay Estimate No. 11 in the amount of \$138,676.25 payable to C4 Partners, LLC ("C4 Partners").

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

Mr. Wagner stated that C4 Partners installed a new gravel driveway at the water plant as part of the permanent wastewater treatment plant expansion contract. He then reviewed and recommended approval of Change Order No. 2 to the contract with C4 Partners to increase the contract in the amount of \$33,096.00. The Board determined that Change Order No. 2 is beneficial to the District.

Following review and discussion, Director Shook moved (1) to approve the engineering report; (2) authorize the engineer to begin the discharge permit renewal process for an approximate cost of \$15,000.00; (3) based on the engineer's

recommendation, to approve Pay Estimate No. 11 in the amount of \$138,676.25 for the construction of the permanent wastewater treatment plant expansion; and (4) to approve Change Order No. 2 in the amount of \$33,096.00 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 Blackwell seconded the motion, which passed unanimously.

#### LAKE AND TURF MANAGEMENT REPORT

Director Shook reported on lake and turf matters.

#### 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 January 2022, a copy of which is attached and requested authorization to refer nine delinquent accounts to collections.

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 Porter 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.

WEBSITE MATTERS

There was no discussion on this item.

2022 DIRECTORS ELECTION

Mr. Pagan discussed procedures related to the 2022 Directors Election. He reviewed an Order Calling Directors Election and said that Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Harris County. Following review and discussion, Director Blackwell moved to (1) adopt the Order Calling Directors Election and direct that the Order be filed appropriately and retained in the District's official records; and (2) authorize the Secretary's agent to post or publish and provide to the County Clerk and Voter Registrar Notice of Election, if required, and to direct that the Notice be filed appropriately and retained in the District's official records. Director Shook seconded the motion, which passed unanimously.

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



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Secretary, Board of Directors



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