

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

April 11, 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 11th day of April, 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 Michael Kim of MAK Development Group ("MAK"); Jennifer Curtis of META Planning and Design; 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 Laguarta of Inframark Water & Infrastructure Services ("Inframark"); and Greer Pagan, Allison Leatherwood, and Kerri Houck of Allen Boone Humphries Robinson LLP ("ABHR").

ENGINEERING MATTERS

Mr. Wagner updated the Board regarding potential new development on a tract adjacent to the District. Mr. Kim introduced himself to the Board and reviewed a presentation regarding the creation of a new municipal utility district ("MUD") that would be bordering the District. Mr. Pagan disclosed that ABHR has worked with Mr. Kim on other projects in the past but has not currently ben engaged to represent MAK on matters related to this property. A copy of the presentation is attached. Mr. Kim stated that they will be submitting a request to the District for water and sewer capacity. Mr. Wagner discussed the District's capability to provide this service capacity to the new MUD. Discussion ensued. Following review and discussion, the Board concurred to add a formal agenda item regarding this matter and to continue discussions with MAK in the future.

## 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 March 14, 2022, regular meeting. After review and discussion, Director Shook moved to approve the minutes of the March 14, 2022, regular meeting, as submitted. Director Blackwell seconded the motion, which passed unanimously.

## FINANCIAL AND BOOKKEEPING MATTERS; BUDGET FOR FISCAL YEAR END MAY 31, 2023

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.

Ms. Berry then reviewed a draft budget for the fiscal year end May 31, 2023, a copy of which is attached to the bookkeeper's report.

After review and discussion, Director Blackwell moved to approve the bookkeeper's report and payment of the bills. Director Porter seconded the motion, which passed unanimously.

## TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Arellano reviewed tax assessor/collector's written report for March 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 Blackwell 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 (CONT'D)

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. 13 in the amount of \$74,565.98 payable to C4 Partners, LLC.

Following review and discussion, Director Blackwell moved (1) to approve the engineering report; and (2) based on the engineer's recommendation, to approve Pay Estimate No. 13 in the amount of \$74,565.98 for the construction of the permanent wastewater treatment plant expansion. Director Shook seconded the motion, which passed unanimously.

#### STREET LIGHT PROPOSAL

The Board reviewed correspondence from Cypress Hill Municipal Utility District No. 1 regarding installing streetlights along Cypress Rose Hill. Discussion ensued. Following review and discussion, the Board concurred to table this matter until a future meeting to gather more information.

#### LAKE AND TURF MANAGEMENT REPORT

The Board reviewed updates from Lake Pro regarding lake maintenance throughout the District.

The Board then reviewed a proposal from Bluegrass Maintenance, Inc. ("BMI") to clean and remove graffiti throughout the District for a cost of \$6,400.00, a copy of which is attached. Following review and discussion, the Board concurred to table this proposal until the next meeting to obtain additional proposals for comparison.

After review and discussion, Director Backwell moved to approve the updates from Lake Pro. Director Shook seconded the motion, which passed unanimously.

#### MASTER PARKS AND FUTURE PARK DEVELOPMENT

Mr. DeForest reviewed a report from KGA, a copy of which is attached.

Mr. DeForest updated the Board regarding the irrigation enhancements for the medians on Louetta Road and reviewed and recommended approval of Pay Estimate No. 2 in the amount of \$3,023.59 payable to Triple E. Landscapes.

Following review and discussion, Director Porter moved (1) to approve the report from KGA; and (2) based on the landscape architect's recommendation, to approve Pay Estimate No. 2 in the amount of \$3,023.59 for the irrigation enhancements for the medians on Louetta Road. Director Blackwell seconded the motion, which passed unanimously.

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

Ms. Laguarda reviewed the operator’s report for February 2022, a copy of which is attached.

The Board next considered termination of utility service to delinquent accounts. Ms. Laguarda 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.

Ms. Laguarda discussed the District’s efforts to protect the identity of residents via the District’s Identity Theft Prevention Program (the “ITPP”). She presented and reviewed an annual report on the District’s ITPP, a copy of which is attached to the operator’s report. Ms. Laguarda stated that Inframark conducted the annual review of the ITPP and noted that there were no incidences to report. The Board concurred that it was not necessary to adopt a Program amendment.

Following review and discussion, Director Blackwell 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 Porter 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

There was no discussion on this item.

WEBSITE MATTERS

There was no discussion on this item.

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



Secretary, Board of Directors



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