

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

May 9, 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 9th day of May, 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 McShane, thus constituting a quorum.

Also present at the meeting were David Beyer of Storm Water Solutions, LLC; Wendy Ramirez of BKD, Inc. ("BKD"); 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.

2022 DIRECTORS ELECTION

The Board considered approving a Certificate of Election, reflecting the re-election of John Sachs and Catherine Shook and the election of Kevin Force to the Board of Directors of the District each for a four-year term of office.

The Board reviewed the Sworn Statements, Official Bonds and Oaths of Office for John Sachs, Catherine Shook, and Kevin Force.

After review and discussion, Director Sachs moved that the Board (1) approve the Certificate of Election and the distribution of same to Directors Sachs, Shook, and

Force and direct that the Certificate of Election be filed appropriately and retained in the District's official records; and (2) approve the Sworn Statements, Official Bonds and Oaths of Office and direct that the documents be filed appropriately and retained in the District's official records, and that the Oath of Office be filed with the Secretary of State, as required by law. Director Force seconded the motion, which passed unanimously.

REORGANIZE THE BOARD

The Board considered reorganizing the Board. After discussion, Director Sachs moved to reorganize the Board as following:

George Porter	President
John Sachs	Vice President
Catherine Shook	Secretary
Kevin Force	Assistant Vice President
William "Gabe" Blackwell	Assistant Secretary

Director Force seconded the motion, which passed unanimously.

The Board agreed to consider changing or rotating positions on an annual basis in May.

DISTRICT REGISTRATION FORM

The Board then considered authorizing filing of an updated District Registration Form with the Texas Commission on Environmental Quality ("TCEQ"), reflecting the new terms of office of the elected directors of the Board. Following review and discussion, Director Sachs moved to authorize filing of the updated District Registration Form with the TCEQ and direct that the District Registration Form be filed appropriately and retained in the District's official records. Director Force seconded the motion, which passed unanimously.

MINUTES

The Board considered approving the minutes of the April 11, 2022, regular meeting. After review and discussion, Director Porter moved to approve the minutes of the April 11, 2022, regular meeting, as submitted. Director Sachs 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 Shook moved to (1) approve the bookkeeper's report and payment of the bills; and (2) adopt the proposed budget for the fiscal year ending May 31, 2023. Director Blackwell seconded the motion, which passed unanimously.

AUDIT FOR FISCAL YEAR END MAY 31, 2022

The Board discussed engagement of BKD for fiscal year ending May 31, 2022. Ms. Ramirez requested approval of the engagement letter with an estimated fee of \$20,500 plus expenses to complete audit of the District's financial records for the fiscal year ending May 31, 2022. Following review and discussion, Director Porter moved to approve the fiscal year end audit proposal from BKD. Director Shook seconded the motion, which passed unanimously.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

The Board discussed the upcoming AWBD summer conference.

TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Arellano reviewed tax assessor/collector's written report for April 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.

REVIEW AMENDMENT TO THE AGREEMENT FOR SERVICES OF TAX ASSESSOR/COLLECTOR AND AUTHORIZE APPROPRIATE ACTION

There was no discussion on this item.

NEW DEVELOPMENT ADJACENT TO THE DISTRICT

Mr. Wagner updated the Board regarding potential new development on a tract adjacent to the District.

ENGINEERING MATTERS

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

Mr. Wagner reviewed and recommended approval of a Consent to Encroachment with SVR Interests Cypress, LLC and Janmark Fairfield, LLC to install a pylon sign, that will encroach onto the District.

Mr. Wagner then reviewed and recommended approval of a Special Warranty Deed to convey land back to the District from a previous director.

Mr. Wagner then requested authorization to proceed with a reduced flow factor to the TCEQ to determine the District's development feasibility pertaining to the new development adjacent to the District.

Following review and discussion, Director Porter moved (1) to approve the engineering report; (2) approve the Consent to Encroachment, as recommended; (3) approve the Special Warranty Deed, as recommended; and (4) authorize RG Miller to proceed with a reduced flow factor to the TCEQ. Director Sachs seconded the motion, which passed unanimously.

STREET LIGHT PROPOSAL

The Board reviewed correspondence from Cypress Hill Municipal Utility District No. 1 ("Cy Hill MUD 1") regarding installing streetlights along Cypress Rosehill. The Board then reviewed maps of potential light locations provided by Cy Hill MUD 1. Discussion ensued. Following review and discussion, the Board concurred to table this matter until a future meeting to gather additional information.

STORM WATER SOLUTIONS REPORT AND CONTRACT AMENDMENT

Mr. Beyer reviewed a drainage report with the Board, a copy of which is attached.

Mr. Beyer then presented and reviewed an amendment to the Master Service Agreement between the District and SWS. He stated that increase in pricing for service is due to increased pricing for labor and materials. Following review and discussion, Director Porter moved to approve the amendment and direct that it be filed appropriately and retained in the District's official records. Director Blackwell seconded the motion, which passed unanimously.

LAKE AND TURF MANAGEMENT REPORT

The Board reviewed updates from Lake Pro, Inc ("Lake Pro") regarding lake maintenance throughout the District.

The Board reviewed a proposal from Lake Pro to replace the fountain on lake six for a cost of \$14,502.00, a copy of which is attached.

The Board then reviewed proposals to clean and remove graffiti throughout the District, copies of which are attached.

Following review and discussion, Director Porter moved to (1) authorize Lake Pro to replace the fountain on lake six for a cost of \$14,502.00; and (2) approve the graffiti clean up proposal from JAK Environmental, LLC for a cost of \$7,750.00. Director Blackwell 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 March 2022, a copy of which is attached and requested authorization to refer fifteen 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.

Ms. Laguarta reviewed a proposed Consumer Confidence Report with the Board.

Following review and discussion, Director Porter moved (1) to approve the

operator's report; (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; and (3) to approve the Consumer Confidence Report, authorize the operator to mail the Consumer Confidence Report to District customers, and to file the Consumer Confidence Report with the TCEQ. Director Blackwell seconded the motion, which passed unanimously.

GARBAGE COLLECTION MATTERS

There was no discussion on this item.

DEVELOPMENT IN THE DISTRICT

There was no discussion on this item.

SECURITY REPORT

The Board discussed security matters in the District. Discussion ensued regarding the possibility of adding security cameras throughout the District.

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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