

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

June 13, 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 13th day of June, 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:

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

and all of the above were present except Directors Sachs and Force, thus constituting a quorum.

Also present at the meeting were Dane Turner of Best Trash, LLC; Josh Post of Sentriforce; 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"); Bob DeForest of KGA/DeForest Design, LLC ("KGA"); and Greer Pagan, Andrew Vaughan, 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 May 9, 2022, regular meeting. After review and discussion, Director Blackwell moved to approve the minutes of the May 9, 2022, 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.

Ms. Berry noted check nos. 1343, 1344, and 1345 are for reimbursement to directors who will be attending the Association of Water Board Directors summer conference and that these will be paid subject to the District's travel reimbursement guidelines.

Ms. Berry then noted additional check no. 1029 in the amount of \$74,568.98 for Pay Estimate No. 13 for the wastewater treatment plant expansion.

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.

AUTHORIZE DELINQUENT TAX ATTORNEY TO PROCEED WITH COLLECTION OF DELINQUENT TAXES

The Board considered authorizing Perdue, Brandon, Fielder, Collins & Mott, LLP to proceed with the collection of 2021 taxes that are delinquent on July 1, 2022. Following review and discussion, Director Porter moved to authorize Perdue, Brandon, Fielder, Collins & Mott, LLP to proceed with the delinquent tax collection when appropriate. Director Shook seconded the motion, which passed unanimously.

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 Porter 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

Ms. Arellano presented and reviewed an amendment to the Agreement for Services of Tax Assessor/Collector between the District and BLI. 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 Shook seconded the motion, which passed unanimously.

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 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 \$74,568.98 and Pay Estimate No. 14 in the amount \$217,533.37 payable to C4 Partners, LLC.

Following review and discussion, Director Porter 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 \$74,568.98 and Pay Estimate No. 14 in the amount of \$217,533.37 for the construction of the permanent wastewater treatment plant expansion. Director Blackwell seconded the motion, which passed unanimously.

LAKE AND TURF MANAGEMENT REPORT

The Board discussed lake and turf matters in the District.

MASTER PARKS AND FUTURE PARK DEVELOPMENT

The Board 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. 3 and Final in the amount of \$7,805.70 payable to Triple E. Landscapes. Mr. DeForest also presented a Certificate of Completion and Acceptance and recommended the Board accept the project.

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. 3 and Final in the amount of \$7,805.70 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 April 2022, a copy of which is attached and requested authorization to refer fifteen delinquent accounts to collections.

Ms. Laguarda presented and reviewed a proposal to clean up the fence at the water plant for a cost of \$2,250.00, a copy of which is attached to the operator's report.

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.

Following review and discussion, Director Porter moved (1) to approve the operator's report; (2) to approve the proposal to clean up the fence around the water plant for a cost of \$2,250.00; and (3) 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

Mr. Turner reviewed with the Board a letter from Best Trash, LLC notifying the District of the annual Consumer Price Index adjustment increasing the collection service rate per residence to \$20.08 per month. A copy of the letter is attached.

DEVELOPMENT IN THE DISTRICT

There was no discussion on this item.

SECURITY REPORT

Mr. Post introduced himself to the Board and discussed services that Sentriforce provides. He reviewed a presentation and proposal to install security cameras throughout the District for an installation cost of \$2,950.00 and a monthly cost of \$9,500.00, a copy of which is attached. Discussion ensued, and the Board concurred to discuss this further at a future 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



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