

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

October 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 October, 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 Director Force, thus constituting a quorum.

Also present at the meeting were Justin Wagner of R.G. Miller Engineers, Inc. ("RG Miller"); Tonya Francis 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 September 12, 2022, regular meeting. After review and discussion, Director Shook moved to approve the minutes of the September 12, 2022, regular meeting, as submitted. Director Blackwell 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 Porter 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 the tax assessor/collector's written report for September 2022, and the 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 Blackwell seconded the motion, which passed unanimously.

2022 TAX RATE

Ms. Arellano stated that notice was published of the public hearing to be held at today's meeting regarding adoption of the District's proposed 2022 total tax rate of \$0.91.

The Board opened the public hearing. There being no comments from the public, the Board closed the public hearing.

Mr. Pagan presented an Order Levying Taxes reflecting the proposed 2022 tax rate. He then presented an Amendment to Information Form reflecting the tax rate and stated that the Amendment will be filed with the Texas Commission on Environmental Quality and recorded in the Official Public Records of Harris County.

After review and discussion, Director Blackwell moved to: (1) adopt the Order Levying Taxes reflecting a total 2022 tax rate of \$0.91 per \$100 of assessed valuation, comprised of \$0.56 to pay debt service on water, sewer, and drainage bonds, and \$0.35 for operations and maintenance; (2) authorize execution of the Amendment to Information Form; and (3) direct that the Order and Amendment be filed appropriately and retained in the District's official records. Director Porter seconded the motion, which passed unanimously.

NEW DEVELOPMENT ADJACENT TO THE DISTRICT

There was no discussion on this item.

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 Kelsey Seybold for a sign within an existing storm sewer easement.

Mr. Wagner updated the Board on future capital improvement projects and stated that RG Miller is coordinating a list of projects for Board consideration at a future meeting.

Following review and discussion, Director Porter moved to (1) approve the engineering report; and (2) approve the Consent to Encroachment, as recommended. Director Blackwell seconded the motion, which passed unanimously.

LAKE AND TURF MANAGEMENT REPORT, INCLUDING APPROVAL OF PROPOSALS FOR NECESSARY REPAIRS OR REPLACEMENTS, IMPROVEMENTS, RENEWAL OF PERMITS, OR LANDSCAPING AGREEMENTS

The Board discussed lake and turf management in the District. The Board then reviewed a proposal from Lake Pro to replace fountain number four and number five with one fountain on lake two for a cost of \$15,587.00, a copy of which is attached. Following review and discussion, Director Blackwell moved to authorize Lake Pro to replace fountain number four and number five with one fountain on lake two for a cost of \$15,587.00. Director Porter seconded the motion, which passed unanimously.

MASTER PARKS AND FUTURE PARK DEVELOPMENT

There was no discussion on this item.

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

Ms. Laguarta reviewed the operator's report for August 2022, a copy of which is attached and requested authorization to refer five delinquent accounts to collections.

Ms. Laguarta discussed landscaping maintenance of vacant lots located in the District.

Ms. Laguarta discussed a utilities assistance program, Texas Utility Help. She stated that the program can help households, that qualify for assistance, with paying outstanding or current water/sewer utility bills at no cost to the District. Ms. Laguarta noted that the District would need to be enrolled as a utility provider with Texas Utility Help for households to benefit from this program.

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 Blackwell moved (1) to approve the operator's report; (2) to approving joining and enrolling in the utilities assistance program, subject to final review; 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 Porter seconded the motion, which passed unanimously.

RENEWAL OF DISTRICT INSURANCE

There was no discussion on this item.

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.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY

At 12:23 p.m., Mr. Pagan announced that the Board would meet in executive session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with the Attorney to discuss pending or contemplated litigation, or a settlement offer. All attendees left the meeting except for the Board members, Mr. Pagan, and Ms. Houck.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 12:26 p.m. Director Porter moved to approve a legal services engagement letter with Feldman & Feldman, and direct that the legal services engagement letter be filed appropriately and retained in the District's official records. Director Blackwell 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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