

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

December 12, 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 12th day of December, 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 Blackwell, thus constituting a quorum.

Also present at the meeting were Lieutenant Rodriguez of Harris County Sheriff's Office; 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 Laguarda of Inframark Water & Infrastructure Services ("Inframark"); Dorothy Lavine of Environmental Development Partners, LLC ("EDP"); 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 November 14, 2022, regular meeting. After review and discussion, Director Shook moved to approve the minutes of the November 14, 2022, regular meeting, as submitted. Director Porter 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 Shook seconded the motion, which passed unanimously.

SECURITY REPORT

Lieutenant Rodriguez discussed security matters in the District with the Board.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR ASSOCIATION OF WATER BOARD DIRECTORS WINTER CONFERENCE

The Board discussed the District's Travel Reimbursement Guidelines with respect to the upcoming Association of Water Board Directors winter conference.

TAX ASSESSMENT AND COLLECTIONS MATTERS

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

Ms. Arellano then inquired if the Board wanted a new District aerial photo.

Following review and discussion, Director Porter moved to (1) accept the tax assessor/collector's report and pay the bills described therein; and (2) authorize a new District aerial photo. 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 Rosehill. Discussion ensued. Following review and discussion, the Board concurred to table this matter until a future meeting to gather more information.

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 Change Order No. 4 to the contract with C4 Partners, LLC (“C4 Partners”) for construction of the permanent wastewater treatment plant expansion to increase the contract in the amount of \$143,506.00. The Board determined that Change Order No. 4 is beneficial to the District.

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 approve the engineering report; and (2) approve Change Order No. 4 in the amount of \$143,506.00 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 Shook 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 matters in the District.

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. Laguarda reviewed the operator’s report for October 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. 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; and (2) to not terminate utility service for the month of December due to the holidays. Director Shook seconded the motion, which passed unanimously.

GARBAGE COLLECTION MATTERS

The Board discussed garbage collection matters in the District.

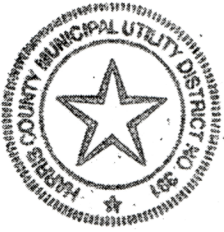
DEVELOPMENT IN THE DISTRICT

There was no discussion on this item.

WEBSITE MATTERS

The Board discussed website matters.

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



A handwritten signature in blue ink, consisting of a large, stylized initial followed by a long horizontal stroke.

Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

Minutes
Page

Bookkeeper’s report.....2
Tax assessor/collector's report.....2
Engineering report.....3
Operator’s report.....3