

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

March 13, 2023

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 13<sup>th</sup> day of March, 2023, at the offices of IDS Engineering Group, 13430 Northwest Freeway, Suite 700, 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	Asst. 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 Simon Van Dyk and Trisha Manning of Touchstone District Services ("Touchstone"); Stephanie Lee of KGA/DeForest Design, LLC ("KGA"); 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 Lagurta and Randy Davila of Inframark Water & Infrastructure Services ("Inframark"); and Greer Pagan and Kerri Houck of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

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 February 13, 2023, regular meeting. After review and discussion, Director Blackwell moved to approve the minutes of the February 13, 2023, regular meeting, as submitted. Director Shook seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Berry reviewed the bookkeeper's report, a copy of which is attached, and presented the District's bills for payment. Following review and discussion, Director

Shook moved to approve the bookkeeper's report and payment of the District's bills. Director Blackwell seconded the motion, which passed unanimously.

#### TAX ASSESSMENT AND COLLECTIONS MATTERS

Ms. Arellano reviewed the tax assessor/collector's report, delinquent tax report, and checks presented for payment from the tax account. A copy of the tax assessor/collector's report is attached.

Ms. Arellano discussed a homeowner in the District requesting a waiver of penalties in the amount of \$1,637.59 on their tax bill, and reviewed backup documentation provided by the resident. She stated that the tax payment was originally issued in January 2022 but that BLI did not receive the check. Discussion ensued.

Following review and discussion, Director Porter moved to (1) approve the tax assessor/collector's report and payment of the bills from the tax account; and (2) approve the resident's request to waive their penalties in the amount of \$1,637.59. Director Shook seconded the motion, which passed unanimously.

#### STREET LIGHT PROPOSAL

The Board reviewed a proposal from Cypress Hill Municipal Utility District No. 1 ("Cy-Hill MUD 1") regarding installing streetlights along Cypress Rosehill, a copy of which is attached. Mr. Wagner stated that the District's share will be \$49,171.43 should the Board approve the proposal. Following review and discussion, Director Blackwell moved to approve the proposal from Cy-Hill MUD 1 to install streetlights along Cypress Rosehill for the District's share of \$49,171.43. Director Shook seconded the motion, which passed unanimously.

#### NEW DEVELOPMENT ADJACENT TO DISTRICT

The Board discussed new development adjacent to the District. Director Porter updated the Board on the town hall meeting held in the District last month. Discussion ensued.

#### 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 on the construction of the permanent wastewater treatment plant expansion.

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.

Mr. Wagner reviewed a proposal from ELI Envirodyne to complete sampling in the District for a cost of \$345.00. Following discussion, the Board concurred to obtain additional proposals.

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.

The Board then reviewed new pricing from Lake Pro, Inc. ("Lake Pro") noting that the monthly price will increase by \$200.00. Following review and discussion, Director Blackwell moved to approve the new pricing from Lake Pro. Director Porter seconded the motion, which passed unanimously.

MASTER PARK PLAN AND FUTURE PARK DEVELOPMENT

Ms. Lee reviewed a KGA report with the Board, a copy of which is attached, and discussed adding lighting around the lakes.

Ms. Lee requested the Board authorize her to begin design of adding lakes around the lakes for a fee of \$13,250.00. Following review and discussion, Director Shook moved to authorize the landscape architect to begin design of adding lighting around the lakes. Director Blackwell seconded the motion, which passed unanimously.

Ms. Lee then discussed correspondence received from a resident of the District regarding a previously conducted sidewalk survey. Ms. Lee reviewed a map of the areas that potential sidewalks could be installed, a copy of which is attached. She stated that she will contact Harris County Precinct No. 3 regarding any potential partnerships for installation of these sidewalks.

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

Ms. Laguarda reviewed the operator's report for February 2023, a copy of which is attached and requested authorization to refer four 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.

Mr. Pagan reported that the District is required to review the District's Drought Contingency Plan annually. Ms. Laguarta confirmed that no changes need to be made at this time.

Mr. Pagan reviewed the District's Critical Load List and explained that the District is now required to file annually with Harris County and State agencies, whether the District has made any facility or personnel changes. Mr. Pagan said that the District engineer, operator and bookkeeper have reviewed the revised Critical Load List and verified that the information is accurate. He stated that ABHR will file the Critical Load List with Harris County and State agencies.

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 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.

#### SECURITY MATTERS

The Board discussed security matters in the District.

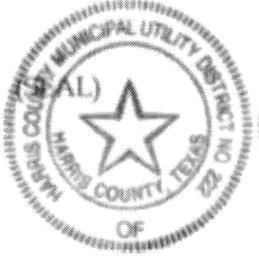
#### WEBSITE MATTERS AND COMMUNITY OUTREACH

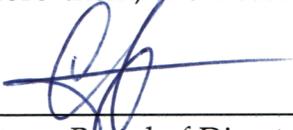
Mr. Van Dyk reviewed the new website with the Board. Discussion ensued. Following review and discussion, Director Shook moved to approve the new website. Director Blackwell seconded the motion, which passed unanimously.

MEETING DATES

The Board concurred to hold the next regular meeting date on April 10, 2023, at ABHR.

There being no further business to come before them, the Board concurred to adjourn the meeting.



  
\_\_\_\_\_  
Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report.....	1
Tax assessor/collector's report .....	2
Streetlight proposal.....	2
Engineering report.....	2
KGA report .....	3
Sidewalk map .....	3
Operator's report.....	3