

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

April 10, 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 10th day of April, 2023, 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	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 Sergeant Cearley and Lieutenant Rodriguez of Harris County Sheriff's Office; Simon Van Dyk of Touchstone District Services ("Touchstone"); 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.

SECURITY MATTERS

Sargent Cearley reported on security matters in the District and discussion ensued.

MINUTES

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

FINANCIAL AND BOOKKEEPING MATTERS; BUDGET FOR FISCAL YEAR END
MAY 31, 2024

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

Ms. Berry then reviewed a draft budget for the fiscal year end May 31, 2024, a copy of which is attached to the bookkeeper's report.

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. Following review and discussion, Director Blackwell moved to approve the tax assessor/collector's report and payment of the bills from the tax account. Director Shook seconded the motion, which passed unanimously.

NEW DEVELOPMENT ADJACENT TO DISTRICT

The Board discussed new development adjacent to the District. Mr. Wagner reported that the developer of the new development would like to formally request a Utility Commitment Letter from the District. Discussion ensued and the Board concurred to authorize the engineer to proceed with the calculations for a Utility Commitment Letter.

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 a water utility services company to complete sampling in the District for a cost not to exceed \$250.00.

Following review and discussion, Director Shook moved to (1) approve the engineering report; and (2) approve the proposal for sampling in the District for a cost not to exceed \$250.00. 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 matters in the District and reviewed resident correspondence.

MASTER PARK PLAN AND FUTURE PARK DEVELOPMENT

The Board reviewed a KGA report, 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 2023, a copy of which is attached and requested authorization to refer five delinquent accounts to collections.

Ms. Laguarta reviewed a proposal to conduct a manhole survey in the District for a total cost of \$52,250.00, a copy of which is attached to the operator's report.

Ms. Laguarta then reviewed a proposal to conduct a fire hydrant survey in the District for a total cost of \$17,700.00, a copy of which is attached to the operator's report.

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 discussed the District's efforts to protect the identity of residents via the District's Identity Theft Prevention Program (the "ITPP"). She presented and reviewed an annual report on the District's ITPP, a copy of which is attached to the operator's report. Ms. Laguarta stated that Inframark conducted the annual review of the ITPP and noted that there were no incidences to report. The Board concurred that it was not necessary to adopt a Program amendment.

Following review and discussion, Director Blackwell moved (1) to approve the operator's report; (2) to approve the proposal for the man hole survey for a cost of \$52,250.00; (3) to approve the proposal for the fire hydrant survey for a cost of \$17,700.00; and (4) 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.

WEBSITE MATTERS AND COMMUNITY OUTREACH

Mr. Van Dyk reviewed the new website with the Board.

MEETING DATES

The Board concurred to hold the next regular meeting date on May 8, 2023, at ABHR.

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




Secretary, Board of Directors

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