

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

May 8, 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 8th day of May, 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 Director Porter, thus constituting a quorum.

Also present at the meeting were Anvi Patel of Forvis, LLP ("Forvis"); Simon Van Dyk of Touchstone District Services ("Touchstone"); Justin Wagner of R.G. Miller Engineers, Inc. ("RG Miller"); Renee Butler of McLennan & Associates, LP ("McLennan"); Debbie Arellano of Bob Leared Interests ("BLI"); Randy Davila of Inframark Water & Infrastructure Services ("Inframark"); and Christina Miller 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 April 10, 2023, regular meeting. After review and discussion, Director Shook moved to approve the minutes of the April 10, 2023, regular meeting, as submitted. Director Blackwell seconded the motion, which passed unanimously.

AUDIT FOR FISCAL YEAR END MAY 31, 2023

The Board discussed engagement of Forvis for fiscal year ending May 31, 2023. Ms. Patel requested approval of the engagement letter with an estimated fee of \$21,500 plus expenses to complete audit of the District's financial records for the fiscal year ending May 31, 2023. Following review and discussion, Director Blackwell moved to

approve the fiscal year end audit proposal from Forvis. Director Shook seconded the motion, which passed unanimously.

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

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

Ms. Butler 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 (1) approve the bookkeeper's report and payment of the District's bills; and (2) adopt the proposed budget for the fiscal year ending May 31, 2024. Director Blackwell seconded the motion, which passed unanimously.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

The Board discussed the upcoming AWBD summer conference.

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

NEW DEVELOPMENT ADJACENT TO DISTRICT

Mr. Wagner updated the Board regarding potential new development on a tract adjacent to the District and stated that a Utility Commitment Letter is currently being drafted.

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.

Following review and discussion, Director Shook moved to approve the engineering report. 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.

The Board then reviewed a proposal from Earthcare Management for tree trimming throughout the District for a cost of \$56,800.00, a copy of which is attached. Following review and discussion Director Shook moved to approve the proposal for tree trimming for a cost of \$56,800.00. Director Blackwell seconded the motion, which passed unanimously.

MASTER PARK PLAN AD FUTURE PARK DEVELOPMENT

The Board reviewed a KGA report, a copy of which is attached.

Ms. Lee reviewed the plans and specifications and requested the Board authorize her to advertise for bids for lighting around the lakes. Following review and discussion, Director Force moved to approve the plans and specifications and to authorize the landscape architect to advertise for bids for the lighting around the lakes. Director Blackwell seconded the motion, which passed unanimously.

Ms. Lee updated the Board regarding sidewalks in the District and stated that she has a scheduled call with 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

Mr. Davila reviewed the operator's report for April 2023, a copy of which is attached and requested authorization to refer four delinquent accounts to collections.

Mr. Davila stated that booster pump no. 1 at water plant no. 2 requires replacement and reviewed a proposal to replace the booster pump for a cost of \$18,526.00, a copy of which is attached to the operator's report.

The Board next considered termination of utility service to delinquent accounts. Mr. Davila 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. Davila reviewed the Consumer Confidence Report (“CCR”), a copy of which is attached, regarding the quality of the District’s water and stated that it will be filed with the Texas Commission on Environmental Quality (“TCEQ”) and distributed to District residents by July 1, 2023.

Following review and discussion, Director Force moved (1) to approve the operator’s report; (2) to approve the proposal to replace booster pump no. 1 for a cost of \$18,526.00; (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; and (4) to approve the Consumer Confidence Report, authorize the operator to mail the Consumer Confidence Report to District customers, and to file the Consumer Confidence Report with the TCEQ. 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.

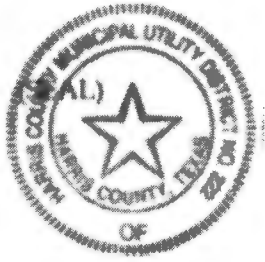
WEBSITE MATTERS AND COMMUNITY OUTREACH

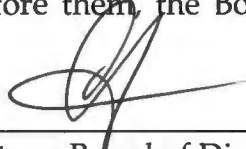
Mr. Van Dyk updated the Board on website matters. He then requested authorization to add a news post on the District’s website regarding a video presented by AWBD. Following review and discussion, Director Blackwell moved to authorize Touchstone to add a news post to the District’s website. Director Shook seconded the motion, which passed unanimously.

MEETING DATES

The Board concurred to hold the next regular meeting date on June 12, 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.....	2
Tax assessor/collector's report	2
Engineering report.....	2
Tree trimming proposal	3
KGA report	3
Operator's report.....	3
Consumer Confidence Report.....	4