

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

July 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 July, 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 Sachs, thus constituting a quorum.

Also present at the meeting were 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"); 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 June 12, 2023, regular meeting. After review and discussion, Director Shook moved to approve the minutes of the June 12, 2023, regular meeting, as submitted. Director Blackwell 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 Force seconded the motion, which passed unanimously.

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE, REIMBURSEMENT OF ELIGIBLE EXPENSES, AND ATTENDANCE AT WINTER CONFERENCE

The Board discussed the AWBD summer conference and considered authorizing attendance at the winter conference. After discussion, Director Blackwell moved to approve reimbursement of all eligible expenses for Directors who attended the summer conference, which the District's bookkeeper confirmed are in compliance with the District's Travel Reimbursement Guidelines, and to authorize attendance of any interested Directors at the winter conference. Director Force 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 Porter 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 regarding construction of the permanent wastewater treatment plant expansion and reviewed and recommended approval of Pay Estimate No. 16 in the amount of \$136,330.70 payable to C4 Partners, LLC.

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 (1) to approve the engineering report; and (2) based on the engineer's recommendation, to approve Pay Estimate No. 16 in the amount of \$136,330.70 for the construction of the permanent wastewater treatment plant expansion. 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

There was no discussion on this item.

MASTER PARK PLAN AND FUTURE PARK DEVELOPMENT

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

Ms. Lee updated the Board regarding sidewalks in the District and stated that she has had a call with Harris County Precinct No. 3 ("Precinct 3") regarding any potential partnerships for installation of these sidewalks. Ms. Lee stated that Precinct 3 requires a formal letter requesting the partnership and requested authorization to send Precinct 3 a letter. Following review and discussion, the Board concurred to authorize execution of a letter to Precinct 3 formally requesting a partnership for installation of sidewalks in the District.

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

Mr. Davila reviewed the operator's report for June 2023, 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. 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 discussed Fleet Zoom with the Board and stated that this will allow monitoring of the water plant system and will send alarms, as needed. He presented and reviewed a proposal for Fleet Zoom for an estimated installation cost of \$11,500.00 with an approximate annual renewal cost of \$750.00.

Following review and discussion, Director Force moved (1) to approve the operator's report; (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; and (3) to approve the proposal for Fleet Zoom for an estimated installation cost of \$11,500.00 and an approximate annual renewal cost of \$750.00. Director Blackwell seconded the motion, which passed unanimously.

GARBAGE COLLECTION MATTERS

There was no discussion on this item.

DEVELOPMENT IN THE DISTRICT

There was no discussion on this item.

SECURITY MATTERS

Lieutenant Rodriguez reported on security matters in the District and discussion ensued.

WEBSITE MATTERS AND COMMUNITY OUTREACH

Mr. Van Dyk updated the Board on website matters.

REPORT REGARDING LEGISLATIVE MATTERS

Mr. Pagan presented and reviewed a Capitol Report and updated the Board on legislative matters from the 88th Regular Texas Legislative Session.

DIRECTOR PER DIEMS

Mr. Pagan stated that House Bill No. 2815, which became effective on June 18, 2023, sets the maximum water district director fees of office at the per diem amount set by the Texas Ethics Commission for members of the legislature. He noted that, pursuant to House Bill No. 2815, the current maximum amount for director fees of office is \$221.00, and going forward, the maximum amount automatically will be indexed for inflation. After discussion, Director Blackwell moved to approve payment of directors' fees of office at the new maximum amount allowed by law, effective as of June 18, 2023. Director Shook seconded the motion, which passed unanimously.

EXECTUION OF AMENDED TO INFORMATION FORM

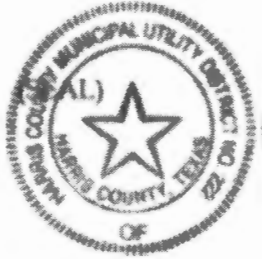
Mr. Pagan reported on legislation passed by the Texas Legislature to update the language for the Notice to Purchasers form that must be provided by persons proposing to sell or convey real property located in a water district. He said water districts that are required to maintain a website or have access to a website under Section 26.18, Tax Code, are also now required to post their Notice to Purchasers on the applicable website. The Board then considered authorizing execution of an Amendment to Information Form reflecting the District's new form of Notice to Purchasers attached thereto. Mr. Pagan explained that the District is required to file the Amendment to Information Form in the

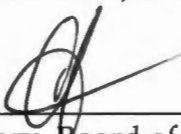
Official Public Records of Real Property of Harris County and with the Texas Commission on Environmental Quality ("TCEQ"). After review and discussion, Director Blackwell moved to authorize execution of the Amendment to Information Form and to authorize filing with Harris County and the TCEQ. Director Shook seconded the motion, which passed unanimously.

MEETING DATES

The Board concurred to hold the next regular meeting date on August 14, 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

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