

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

June 12, 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 12th day of June, 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 Dane Turner of Best Trash, LLC ("Best Trash"); 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 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 May 8, 2023, regular meeting. After review and discussion, Director Shook moved to approve the minutes of the May 8, 2023, regular meeting, as submitted. Director Force seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

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

Ms. Butler noted that check nos. 1318, 1319, and 1323 are for reimbursement to directors who will be attending the Association of Water Board Directors summer conference and that these will be paid subject to the District's travel reimbursement guidelines. Ms. Butler stated that her office will hold the checks until after the conference and all reimbursements have been submitted in accordance with the travel reimbursement guidelines.

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.

AUTHORIZE DELINQUENT TAX ATTORNEY TO PROCEED WITH COLLECTION OF DELINQUENT TAXES

The Board considered authorizing Perdue, Brandon, Fielder, Collins & Mott, LLP to proceed with the collection of 2022 taxes that are delinquent on July 1, 2023. Following review and discussion, Director Blackwell moved to authorize Perdue, Brandon, Fielder, Collins & Mott, LLP to proceed with the delinquent tax collection when appropriate. Director Shook seconded the motion, which passed unanimously.

REVIEW ARBITRAGE REPORT FOR THE SERIES 2013 REFUNDING BONDS

Mr. Pagan reviewed an Arbitrage Rebate Report for the District's Series 2013 Refunding Bonds. He noted that the Reports reflect no payments are due to the Internal Revenue Service.

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 requested approval of a Consent to Encroachment with the homeowner's association of a 5-foot waterline.

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 presented and reviewed a proposal from Weisinger to inspect and televise the water well for a cost of \$11,750.00. Mr. Wagner then requested authorization to install a temporary pump for a cost not to exceed \$100,000.00, should the televising of the water well take longer than expected.

Following review and discussion, Director Porter moved to (1) approve the engineering report; (2) approve the Consent to Encroachment, as recommended; and (3) approve the proposal from Weisinger for \$11,750.00 and to authorize a temporary well, if needed, for a cost not to exceed \$100,000.00. 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

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 had a call with Harris County Precinct No. 3 regarding any potential partnerships for installation of these sidewalks. She reviewed a map of the areas that potential sidewalks could be installed, a copy of which is attached to the parks report.

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

Mr. Davila reviewed the operator's report for May 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. 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.

Following review and discussion, Director Force 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 Blackwell seconded the motion, which passed unanimously.

GARBAGE COLLECTION MATTERS

Mr. Turner reviewed a letter from Best Trash providing notice of the annual Consumer Price Index ("CPI") adjustment to the District's rate for garbage collection services, a copy of which is attached. He noted the letter reflects a CPI adjustment of 6.9%, resulting in an increase in the monthly fee for curbside service with recycling from \$20.08 to \$21.47 per residence, effective for the billing cycle beginning in June 2023 and continuing through May 2024.

Mr. Turner then reviewed another letter from Best Trash requesting an additional 3.5% CPI adjustment due to increased costs for labor, fuel, and materials, which would bring the total monthly fee for curbside service with recycling to \$22.22 per residence, effective June 2023. Discussion ensued.

Following review and discussion, Director Porter moved to approve the additional 3.5% CPI adjustment for garbage collection services, for a total CPI adjustment of 10.4% (including the 6.9% annual adjustment discussed above). Director Blackwell seconded the motion, which passed unanimously.

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.

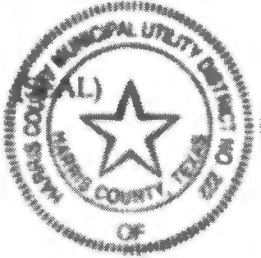
DIRECTOR MATTERS

The Board discussed their current Board positions and concurred to retain their current positions.

MEETING DATES

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

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



A handwritten signature in black ink, appearing to be "A. J. ...", written over a horizontal line.

Secretary, Board of Directors

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