

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

October 9, 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 9<sup>th</sup> day of October, 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 and Sergeant Setterbo of Harris County Sheriff's Office; Simon Van Dyk of Touchstone District Services ("Touchstone"); Spencer Day of Masterson Advisors LLC; Justin Wagner of R.G. Miller Engineers, Inc. ("RG Miller"); Stephanie Lee of KGA/DeForest Design, LLC ("KGA"); Pamela Redden of McLennan & Associates, LP ("McLennan"); Debbie Arellano of Bob Leared Interests ("BLI"); Randy Davila and Missy Steadman of Inframark Water & Infrastructure Services ("Inframark"); and Greer Pagan and Kerri Houck of Allen Boone Humphries Robinson LLP ("ABHR").

The District established a teleconference line for members of the public to listen to the meeting and address the Board. There were no persons attending the meeting by phone.

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 September 11, 2023, regular meeting. After review and discussion, Director Shook moved to approve the minutes of the September 11, 2023, regular meeting, as submitted. Director Blackwell seconded the motion, which passed unanimously.

## FINANCIAL AND BOOKKEEPING MATTERS

Ms. Redden reviewed the bookkeeper's report, a copy of which is attached, and presented the District's bills for payment. Following review and discussion, Director Blackwell moved to approve the bookkeeper's report and payment of the District's bills. Director Shook seconded the motion, which passed unanimously.

## SECURITY MATTERS

Lieutenant Rodriguez discussed security matters in the District and discussion ensued.

## 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 Force 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.

## 2023 TAX RATE

Ms. Arellano stated that notice was published of the public hearing to be held at today's meeting regarding adoption of the District's proposed 2023 total tax rate of \$0.82.

The Board opened the public hearing. There being no comments from the public, the Board closed the public hearing.

The Board discussed the operations and maintenance tax component.

Mr. Pagan presented an Order Levying Taxes reflecting the proposed 2023 tax rate. He then presented an Amendment to Information Form reflecting the tax rate and stated that the Amendment will be filed with the Texas Commission on Environmental Quality and recorded in the Official Public Records of Harris County.

After review and discussion, Director Porter moved to: (1) adopt the Order Levying Taxes reflecting a total 2023 tax rate of \$0.80 per \$100 of assessed valuation, comprised of \$0.50 to pay debt service on water, sewer, and drainage bonds, and \$0.30 for operations and maintenance; (2) authorize execution of the Amendment to Information Form; and (3) direct that the Order and Amendment be filed appropriately and retained in the District's official records. Director Force 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.

## ENGINEERING MATTERS

Mr. Wagner reported on engineering projects within the District. A copy of the engineering report is attached.

Mr. Wagner discussed the Environmental Protection Agency's ("EPA") revised lead and copper rule, a copy of which is attached. He stated that a complete service line inventory is due in October 2024 and requested authorization to begin gathering the required reports for an estimated cost of \$10,000.00.

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 Porter moved (1) to approve the engineering report; and (2) authorize RG Miller to begin working on the reporting for the lead and copper rule revisions for an estimated cost of \$10,000.00. 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 AD FUTURE PARK DEVELOPMENT

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

Ms. Lee updated the Board on the trail lighting project and recommended approval of Pay Estimate No. 1 in the amount of \$327,078.90 payable to Landecor, LLC.

Ms. Lee then updated the Board regarding sidewalks in the District and any potential partnerships for installation with Harris County Precinct No. 3 and discussion ensued.

Following review and discussion, Director Shook moved to (1) approve the KGA report; and (2) approve Pay Estimate No. 1 in the amount of \$327,078.90 for the trail lighting project. Director Blackwell seconded the motion, which passed unanimously.

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

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

The Board reviewed the District's Drought Contingency Plan. Mr. Davila recommended certain changes to the Drought Contingency Plan in response to the current drought conditions. Discussion ensued and the Board concurred to discuss this further at the next meeting.

Following review and discussion, Director Porter 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.

## RENEWAL OF DISTRICT INSURANCE

There was no discussion on this item.

## GARBAGE COLLECTION MATTERS

There was no discussion on this item.

## DEVELOPMENT IN THE DISTRICT

There was no discussion on this item.

## WEBSITE MATTERS AND COMMUNITY OUTREACH

Mr. Van Dyk updated the Board on website matters.

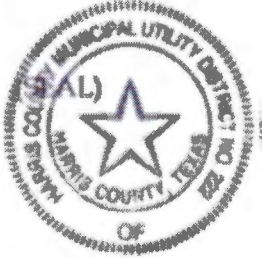


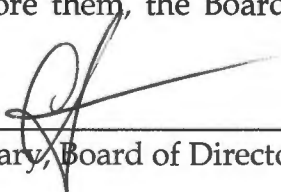
MEETING DATES

Discussion ensued regarding National Night Out.

The Board concurred to hold the next regular meeting on November 13, 2023, at ABHR and to include a call-in number on the agenda.

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.....	3
KGA report .....	3
Operator's report.....	4