

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

April 8, 2024

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 391 (the "District") met in regular session in person and by videoconference, open to the public and with access by video available to the public, on the 8<sup>th</sup> day of April, 2024, 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
Rachel Broom	Vice President
Catherine Shook	Secretary
Kevin Force	Asst. Vice President
William "Gabe" Blackwell	Assistant Secretary

and all of the above were present, thus constituting a quorum.

Also present at the meeting in person or by videoconference were Tory Johnson, a resident of the District; Sergeant Setterbo of Harris County Sheriff's Office; Brian Hooton of Engo Planets; Trevor Shuman of Today's Integration Security; Danae Dehoyos of Touchstone District Services ("Touchstone"); Shawn Pachlhofer 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 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 March 11, 2024, regular meeting. After review and discussion, Director Shook moved to approve the minutes, 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

Porter moved to approve the bookkeeper's report and payment of the District's bills. Director Shook seconded the motion, which passed unanimously.

#### BUDGET FOR FISCAL YEAR END MAY 31, 2024

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.

#### 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.

Ms. Arellano discussed a homeowner in the District requesting a waiver of penalties and interest in the amount of \$1,132.55 on their tax bill, and reviewed backup documentation provided by the resident. She stated that the resident has paid the base amount of \$4,596.44 as a good faith payment. Discussion ensued.

Following review and discussion, Director Broom moved to (1) approve the tax assessor/collector's report and payment of the bills from the tax account; and (2) approve the resident's request to waive their penalties and interest in the amount of \$1,132.55. Director Porter seconded the motion, which passed unanimously.

#### NEW DEVELOPMENT ADJACENT TO DISTRICT

The Board discussed potential new development on a tract adjacent to the District. No action was taken by the Board.

#### ENGINEERING MATTERS

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

#### NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

Mr. Pachlhofer reviewed correspondence from the North Harris County Regional Water Authority ("NHCRWA") regarding a proposed acquisition of a 0.2285-acre water line easement. Discussion ensued.

LAKE AND TURF MANAGEMENT REPORT, INCLUDING APPROVAL OF PROPOSALS FOR NECESSARY REPAIRS OR REPLACEMENTS, IMPROVEMENTS, RENEWAL OF PERMITS, OR LANDSCAPING AGREEMENTS

Mr. Beyer reviewed a maintenance report with the Board, a copy of which is attached. He then reviewed a proposal to replace the springs on a broken inlet lid for a cost of \$3,180.00. Discussion ensued regarding handrails near the District's lakes. Following review and discussion, Director Porter moved to approve the maintenance report; and (2) approve the proposal to replace the springs on a broken inlet lid for a cost of \$3,180.00. 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 presented and reviewed a design proposal for the sidewalk enhancement project that is partnered up with Harris County Precinct No. 3 (the "County"). She stated that the approximate cost of the sidewalk project is \$1,160,800.00 and that the County has received approval to contribute up to 40% of the cost to this project for an estimated contribution of \$464,320.00.

The Board next considered approval of Pay Estimate No. 6 in the amount of \$83,124.00 payable to Landecor for the trail lighting project, as recommended by the landscape architect.

Ms. Lee discussed the light poles that were delivered for the trail lighting project and noted that they were damaged during shipping. She stated that the damages are only cosmetic and introduced Mr. Hooton with Engo Planet. Mr. Hooten stated that Engo Planet will be able to repair the light poles once they are installed and that the light poles will be under a 15-year warranty. Discussion ensued regarding sending notification to residents regarding the repairs.

Following review and discussion, Director Porter moved to (1) approve the KGA report; (2) approve the design proposal for the sidewalk enhancement project; (3) approve Pay Estimate No. 6 in the amount of \$83,124.00 for the trail lighting project; and (4) authorize Engo Planet to install the light poles and repair the damaged poles. 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 March 2024, a copy of which is attached and requested authorization to refer three 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 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.

#### CONDUCT ANNUAL REVIEW AND RECEIVE REPORT FROM OPERATOR ON IDENTITY THEFT PREVENTION PROGRAM AND ADOPT IDENTITY THEFT PREVENTION PROGRAM AMENDMENT

Mr. Davila presented and reviewed the annual report on the District's Identity Theft Prevention Program, a copy of which is included in the operator's report. Mr. Davila stated that the annual report indicates no significant incidents of identity theft detection and recommended no changes to the program at this time.

#### GARBAGE COLLECTION MATTERS

There was no discussion on this item.

#### DEVELOPMENT IN THE DISTRICT

There was no discussion on this item.

#### SECURITY MATTERS

Sergeant Setterbo updated the Board on security matters in the District.

Mr. Shuman introduced himself to the Board and discussed the security systems at the District's facilities. He presented and reviewed a proposal to upgrade the security systems for a total cost of \$100,086.53. Discussion ensued. Following review and discussion, Director Porter moved to approve the proposal to upgrade the security systems at each of the District's facilities for a total cost of \$100,086.53, subject to final review. Director Blackwell seconded the motion, which passed unanimously.

WEBSITE MATTERS AND COMMUNITY OUTREACH

Ms. Dehoyos updated the Board on website matters. Discussion ensued regarding adding a Projects tab to the website.

MEETING DATES

The Board concurred to hold the next regular meeting on May 13, 2024, at ABHR and to include a call-in number on the agenda.

CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY

The Board did not convene in executive session.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board did not convene in executive session.

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



  
Secretary Board of Directors



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