

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

June 10, 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 teleconference, open to the public, on the 10th day of June, 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 teleconference were Tory Johnson, a resident of the District; Sergeant Setterbo of Harris County Sheriff's Office; Christie Leighton of Best Trash, LLC ("Best Trash"); Stephanie Lee of KGA/DeForest Design, LLC ("KGA"); Danae Dehoyos of Touchstone District Services ("Touchstone"); Shawn Pachhofer 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 May 13, 2024, regular meeting and the minutes of the May 30, 2024, special meeting. After review and discussion, Director Porter moved to approve the minutes, as presented. 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 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 Broom 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 2023 taxes that are delinquent on July 1, 2024. Following review and discussion, Director Broom 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.

NEW DEVELOPMENT ADJACENT TO DISTRICT

Mr. Pagan updated the Board regarding the potential new development on a tract adjacent to the District.

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. He stated that the NHCRWA is requesting additional easements. Discussion ensued.

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 management matters in the District.

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 sidewalk enhancement project that is partnered up with Harris County Precinct No. 3 (the "County"). She reviewed questions from the County and stated she will circulate a draft agreement for review.

The Board next considered approval of Pay Estimate No. 8 in the amount of \$178,023.24 payable to Landecor for the trail lighting project, as recommended by the landscape architect. Discussion ensued regarding the installation of the lights and the Board reviewed photos of the recently installed trail lighting.

Following review and discussion, Director Porter moved to (1) approve the KGA report; and (2) approve Pay Estimate No. 8 in the amount of \$178,023.24 for the trail lighting project, subject to KGA confirming that lights have been installed properly; and (2) authorize ABHR to send a letter to Landecor regarding contract performance for the trail lighting project. Director Broom 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 May 2024, a copy of which is attached and requested authorization to refer one delinquent account to collections and one account for write off.

Mr. Davila stated that electrical lines need to be installed at the gate of the wastewater treatment plant for the installation of the new security cameras and stated that the cost of installation is approximately \$11,213.00.

Mr. Davila reviewed repairs from the fire hydrant survey and stated that the approximate cost for the repairs is \$11,350.00.

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; (2) to approve installing electrical lines at the gate of the wastewater treatment plant for the installation of the new security cameras for an approximate cost

of \$11,213.00; (3) to approve the repairs from the fire hydrant survey for an approximate cost of \$11,350.00; and (4) 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

Ms. Leighton 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. She noted the letter reflects a CPI adjustment of 5.3%, resulting in an increase in the monthly fee for curbside service with recycling from \$22.22 to \$23.40 per residence, effective for the billing cycle beginning in June 2024 and continuing through May 2025.

DEVELOPMENT IN THE DISTRICT

There was no discussion on this item.

SECURITY MATTERS

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

WEBSITE MATTERS AND COMMUNITY OUTREACH

Ms. Dehoyos updated the Board on website matters. Discussion ensued regarding adding updates to the website about the trail lighting around the lakes.

MEETING DATES

The Board concurred to hold the next regular meeting on July 8, 2024, at ABHR and to include a call-in number on the agenda.

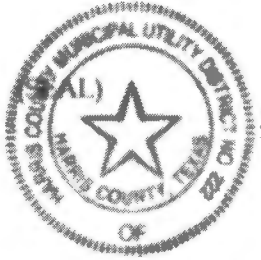
CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY

At 12:44 p.m., Mr. Pagan announced that the Board would meet in executive session pursuant to Section 551.071, Texas Government Code, to conduct a private consultation with the Attorney to seek legal advice.

RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

The Board reconvened in open session at 1:23 p.m. The Board did not take any action. Mr. Pagan discussed a timeline of approving the draft Utility Agreement for the potential new development adjacent to the District.

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





Secretary, Board of Directors

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