

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

December 9, 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 9th day of December, 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:

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| George Porter | President |
| William "Gabe" Blackwell | Vice President |
| Catherine Shook | Secretary |
| Kevin Force | Asst. Vice President |
| Rachel Broom | 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 Constable's Office; Stephanie Lee of KGA/DeForest Design, LLC ("KGA"); Brian Hooton of Engo Planet; Brian Rabenaldt of R.G. Miller Engineers, Inc. ("RG Miller"); Michael Willett of Touchstone District Services ("Touchstone"); 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 November 11, 2024, regular meeting. After review and discussion, Director Blackwell moved to approve the minutes, as presented. Director Porter 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

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

SECURITY MATTERS

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

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 Blackwell seconded the motion, which passed unanimously.

DISCUSS COST SHARING AGREEMENT WITH HOMEROWNERS ASSOCIATION FOR STREETLIGHTS, AND AUTHORIZE APPROPRIATE ACTION

The Board discussed potentially entering into a cost sharing agreement with the homeowners association for streetlights on Louetta and Cypresswood. Following discussion, the Board concurred to have Acclaim Energy review the meters to determine who maintains each light.

NEW DEVELOPMENT ADJACENT TO DISTRICT

Mr. Rabenaldt updated the Board regarding the potential new development on a tract adjacent to the District and stated that there are no new updates.

ENGINEERING MATTERS

Mr. Rabenaldt reported on engineering projects within the District. A copy of the engineering report is attached. He updated the Board on the Capital Improvements Plan and requested authorization to solicit bids for the water plant recoating and appurtenances project. Following review and discussion, Director Porter moved to (1) approve the engineering report; and (2) authorize the engineer to solicit bids for the water plant recoating and appurtenances project. Director Force seconded the motion, which passed unanimously.

NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

Mr. Sanchez reviewed correspondence from the North Harris County Regional Water Authority regarding proposed acquisitions of a Right of Way and easement for Parcel 37F-19, Parcel 37F-29, Parcel 37F-31, and Parcel 37F-32.

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. The Board reviewed a proposal from Lake Pro, Inc. to replace fountain number three on lake three for a cost of \$14,461.00, a copy of which is attached.

Mr. Beyer reviewed a maintenance report, a copy of which is attached. He discussed bulkheads that will require repairing now or in the near future.

Following review and discussion, Director Blackwell moved to authorize Lake Pro, Inc. to replace fountain number three on lake three for a cost of \$14,461.00. Director Shook seconded the motion, which passed unanimously.

APPROVE LANDSCAPE ARCHITECTURAL TECHNICAL SERVICE PROPOSAL

The Board considered approving a Landscape Architectural Technical Service proposal from KGA. Following review and discussion, Director Force moved to approve the proposal. Director Shook 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 updated the Board on the trail lighting project. Discussion ensued regarding the maintenance of the lights in the future and Mr. Hooten discussed a two-year maintenance plan, free of charge. Ms. Lee then updated the Board on the sidewalk enhancement project that is partnered with Harris County Precinct No. 3.

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

Mr. Davila reviewed the operator's report for November 2024, a copy of which is attached and requested authorization to refer four delinquent account for collections.

Mr. Davila stated that lift pump no. 1 at the sewer plant requires repair or replacement. He reviewed a proposal to repair the pump for \$13,967.00 or to replace the pump for \$20,977.00.

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 Broom moved (1) to approve the operator's report; (2) approve replacement of lift pump no. 1 at the sewer plant for a cost of \$20,977.00; and (3) 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 Shook 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.

WEBSITE MATTERS AND COMMUNITY OUTREACH

Mr. Willett updated the Board on website matters.

UPDATE FROM BOARD COMMITTEES

The Board discussed updates from each committee.

MEETING DATES

The Board concurred to hold the next regular meeting on January 13, 2025, 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

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