

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

February 12, 2024

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 February, 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
John Sachs	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 were Rachel Broom, a resident of the District; Sergeant Setterbo of Harris County Sheriff's Office; Danae Dehoyos of Touchstone District Services ("Touchstone"); Justin Wagner and 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 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. Attending the meeting by telephone was Tory Johnson, a resident of the District.

PUBLIC COMMENTS

The Board opened the meeting for public comments.

Mr. Johnson discussed meeting locations with the Board and requested that the Board consider meeting in the District.

There being no further 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 January 8, 2024, regular meeting. After review and discussion, Director Blackwell moved to approve the minutes, as submitted. Director Shook 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 Shook seconded the motion, which passed unanimously.

ASSOCIATION OF WATER BOARD DIRECTORS CONFERENCES

The Board discussed the Association of Water Board Directors winter conference. The Board then considered authorizing attendance at the summer conference. After discussion, Director Shook moved to approve reimbursement of all eligible expenses for Directors who attended the winter conference, which the bookkeeper confirmed were submitted in accordance with the District's guidelines, and to authorize attendance of any interested Directors at the summer conference. 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 Porter 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.

ADOPT RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

Mr. Pagan reviewed previous tax exemptions with the Board. Mr. Pagan then presented and reviewed a Resolution Concerning Exemptions from Taxation reflecting that the Board grants a general residential homestead exemption of 20% (but not less than \$5,000) and grants an exemption of \$65,000 of the appraised value of residence homesteads of individuals who are disabled or are sixty-five years of age or older. Following review and discussion, Director Shook moved to adopt the Resolution Concerning Exemptions from Taxation and direct that the Resolution be filed appropriately and retained in the District's official records. Director Blackwell seconded the motion, which passed unanimously.

NEW DEVELOPMENT ADJACENT TO DISTRICT

Mr. Pagan and 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 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. He then requested authorization to conduct air scouring in the District for a cost not to exceed \$50,000.00.

Following review and discussion, Director Shook moved to (1) approve the engineering report; and (2) authorize RG Miller to conduct air scouring in the district for a cost not to exceed \$50,000.00. 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

The Board discussed lake and turf management matters. The Board then reviewed proposals from Lake Pro, Inc. to repair or replace fountain number one on lake seven for a cost of \$3,412.67 or \$12,498.00, respectively, copies of which are attached. Following review and discussion, Director Shook moved to authorize Lake Pro, Inc. to replace fountain number one on lake seven for a cost of \$12,498.00. 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. The Board considered approval of Pay Estimate No. 4 in the amount of \$10,139.40 payable to Landecor, LLC ("Landecor") for the trail lighting project, as recommended by the landscape architect. Following review and discussion, Director Porter moved to (1) approve the KGA report; and (2) approve Pay Estimate No. 4 in the amount of \$10,139.40 for the trail lighting project. Director Shook 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 January 2024, a copy of which is attached and requested authorization to refer three delinquent accounts to collections.

The Board discussed video monitoring of the District's facilities and discussion ensued.

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 Blackwell 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 Porter 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.

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. Following review and discussion, Director Porter moved to approve the website report. Director Blackwell seconded the motion, which passed unanimously.

MEETING DATES

The Board concurred to hold the next regular meeting on March 11, 2024, at ABHR and to include a call-in number on the agenda.

APPOINTMENT OF A NEW DIRECTOR

Mr. Pagan reported that Director Sachs has submitted his resignation from the Board of Directors. He then stated that Ms. Broom has expressed interest in joining the Board. Following discussion, Director Porter moved to (1) accept the resignation of Director Sachs; and (2) appoint Rachel Broom to the Board. Director Blackwell seconded the motion, which passed unanimously.

2024 DIRECTORS ELECTION

Mr. Pagan explained that the Harris County Clerk notified the District that Harris County will not contract with political subdivisions, such as the District, to administer the District's May 2024 Directors election. He stated that, as a result, the District will not contract with Harris County, as previously authorized, but instead the District will administer its own election.

Mr. Pagan then discussed exemptions from using electronic voting systems during the 2024 Directors Election. He stated that the basis of the District's exemption is cancellation of the 2022 Directors Election. Following discussion, Director Blackwell moved to authorize the Secretary's agent to publish Notice of Exemption in a newspaper of general circulation. Director Shook seconded the motion, which passed unanimously.

The Board discussed pay for election officials during the 2024 Directors Election. Following discussion, Director Blackwell moved to set the pay for election officials at \$20.00 per hour. Director Shook seconded the motion, which passed unanimously.

Mr. Pagan discussed procedures related to the 2024 Directors Election. He reviewed an Order Calling Directors Election. Following review and discussion, Director Blackwell moved to adopt the Order Calling Directors Election and direct that the Order be filed appropriately and retained in the District's official records. Director Shook seconded the motion, which passed unanimously.

Mr. Pagan discussed that Notice of Election may be required to be posted or published and provided to the County Clerk and Voter Registrar of Harris County. Following discussion, Director Blackwell moved to authorize the Secretary's agent to post or publish and provide to the County Clerk and Voter Registrar Notice of Election, if required, and to direct that the Notice be filed appropriately and retained in

the District's official records. Director Shook seconded the motion, which passed unanimously.

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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