

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

August 12, 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 12th day of August, 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 Sergeant Setterbo of Harris County Sheriff’s Office; David Beyer of Storm Water Solutions, LLC (“SWS”); Stephanie Lee of KGA/DeForest Design, LLC (“KGA”); 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 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 July 16, 2024, regular meeting. After review and discussion, Director Porter moved to approve the minutes, as presented. 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 updated the Board on the sidewalk enhancement project that is partnered with Harris County Precinct No. 3 (the “County”). She reviewed questions from the County and stated she

will circulate a draft agreement for review. She then updated the Board on the trail lighting project and discussion ensued. Following review and discussion, Director Porter moved to approve the KGA report. Director Blackwell seconded the motion, which passed unanimously.

BOARD COMMITTEES

The Board discussed setting up committees of two Directors and/or Director liaisons to discuss certain matters with specific consultants. Discussion ensued. Following review and discussion, the Board concurred to set up the following committees: i) Directors Porter and Shook for security matters; ii) Directors Broom and Blackwell for engineering and operation matters; and iii) Directors Shook and Force for lake and turf matters.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Hernandez reviewed the bookkeeper's report, a copy of which is attached, and presented the District's bills for payment. Following review and discussion, Director Force moved to approve the bookkeeper's report and payment of the District's bills. Director Shook 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. Ms. Arellano requested authorization to terminate a resident's payment plan due to non-payment. Following review and discussion, Director Blackwell moved to (1) approve the tax assessor/collector's report and payment of the bills from the tax account; and (2) authorize termination of the resident's payment plan. 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. Following review and discussion, Director Poter moved to approve the engineering report. Director Force seconded the motion, which passed unanimously.

NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

Mr. Pachlhofer reviewed correspondence from the North Harris County Regional Water Authority (“NHCRWA”) regarding proposed acquisitions of a Right of Way and easement for Parcel 37F-1, Parcel 37F-5, Parcel 37F-8, and Parcel 37F-15. He stated that the NHCRWA has provided an offer to purchase the Right of Ways and easements in the District for a sum of \$13,576.00, \$9,900.00, \$9,395.00, and \$6,908.00 for each parcel, respectively. Discussion ensued regarding the conditions of each parcel.

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 a proposal from Lake Pro, Inc. to replace fountain number one on lake two for a cost of \$14,136.00, a copy of which is attached.

The Board reviewed a proposal from Earthcare Management to replace trees damaged from Hurricane Beryl around the District for a cost of \$9,775.00, a copy of which is attached. Discussion ensued regarding the warranty for the new trees and the Board concurred to discuss this further at the next meeting.

Following review and discussion, Director Shook moved to authorize Lake Pro, Inc. to replace fountain number one on lake two for a cost of \$14,136.00. Director Blackwell seconded the motion, which passed unanimously.

Mr. Beyer then reviewed a maintenance report, a copy of which is attached. He reported that the bulkhead at lake no. 3 is malfunctioning and requested to provide a proposal for an exploratory dig to locate the source of the issue. Following review and discussion Director Porter moved to authorize up to \$10,000.00 for SWS to conduct an exploratory dig. 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 July 2024, a copy of which is attached and requested authorization to refer one delinquent account for write-off.

The Board considered a request and disposition chart from the District’s operator, Inframark, to destroy certain utility records that are outdated.

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 authorize disposition of certain records in accordance with the District's Records Management Program; 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 Blackwell 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.

RENEWAL OF INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES

The Board reviewed an Interlocal Agreement for Law Enforcement Services from Harris County. Discussion ensued regarding adding an additional constable and an additional sergeant for patrolling. After review and discussion, Director Porter moved to authorize execution of the current Interlocal Agreement for Law Enforcement Services between the District and Harris County, and to authorize execution of a potentially updated contract reflecting two additional officers, nullifying the original agreement, and direct that the agreements be filed appropriately and retained in the District's official records. Director Blackwell seconded the motion, which passed unanimously.

WEBSITE MATTERS AND COMMUNITY OUTREACH

Ms. Dehoyos updated the Board on website matters.

MEETING DATES

The Board concurred to hold the next regular meeting on September 9, 2024, at ABHR and to include a call-in number on the agenda.

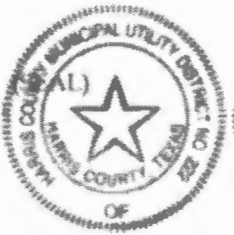
CONVENE IN EXECUTIVE SESSION PURSUANT TO SECTION 551.071, TEXAS GOVERNMENT CODE, TO CONDUCT A PRIVATE CONSULTATION WITH ATTORNEY

The Board did not convene in execution 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.



A handwritten signature in black ink, consisting of a large, stylized letter 'B' followed by a horizontal line.

Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

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