

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

March 11, 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 11th day of March, 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	Director
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; Lieutenant Rodriguez of Harris County Sheriff's Office; 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 February 12, 2024, regular meeting. After review and discussion, Director Shook moved to approve the minutes, as submitted. Director Force seconded the motion, which passed unanimously.

DIRECTOR MATTERS

Mr. Pagan stated that Rachel Broom has been appointed to the Board. He then stated that Director Broom must execute a Sworn Statement, Official Bond, and Oath of Office as required by the Texas Constitution and Texas Water Code.

The Board considered reorganizing the Board of Directors. Following discussion, the Board concurred to retain their current positions, with Director Broom to serve as Vice President.

Mr. Pagan stated the District Registration Form must be filed with the Texas Commission on Environmental Quality (“TCEQ”) to show the new slate of officers.

Mr. Pagan next reviewed a memorandum regarding Texas Open Meetings Act and Public Information Act training requirements for Directors and encouraged Director Broom to receive her training as soon as possible and forward her certificate of completion to ABHR for inclusion in the District’s permanent records.

Mr. Pagan then reviewed with the Board legislation enacting Chapter 176 of the Texas Local Government Code, which requires directors and consultants to disclose certain conflicts of interest. Mr. Pagan reviewed with the Board the forms adopted by the Texas Ethics Commission for making disclosures under Chapter 176 and noted that the forms are required to be filed with the records administrator for the District. Mr. Pagan encouraged Director Broom to contact ABHR if assistance is needed in determining whether a conflict requires disclosure or in making a required disclosure.

Following review and discussion, Director Blackwell moved to (1) approve Director Broom’s Sworn Statement, Official Bond, and Oath of Office, and direct that they be filed and retained in the District’s official records and that the Oath of Office be filed with the Secretary of State of the State of Texas; (2) appoint Director Broom as Vice President; and (3) authorize ABHR to file the District Registration Form with the TCEQ. Director Force 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.

Ms. Berry noted additional check no. 1623 in the amount of \$30,407.85 payable to Landecor, LLC (“Landecor”).

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.

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. Mr. Pachlhofer and Mr. Davila then updated the Board on the air scouring in the District. Following review and discussion, Director Broom moved to (1) approve the engineering report. Director Shook 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.

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. 5 in the amount of \$30,407.85 payable to Landecor for the trail lighting project, as recommended by the landscape architect.

Ms. Lee then updated the Board regarding sidewalks in the District and any potential partnerships for installation 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.

Following review and discussion, Director Force moved to (1) approve the KGA report; and (2) approve Pay Estimate No. 5 in the amount of \$30,407.85 for the trail lighting project. 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 February 2024, a copy of which is attached and requested authorization to refer two delinquent accounts to collections.

Mr. Davila reviewed a proposal of recommended repairs from the sanitary sewer manhole survey for an estimated total cost of \$393,230.00 plus time and materials, a copy of which is attached to the operator's report. Discussion ensued regarding bidding this project out for repair.

Mr. Davila stated that the TCEQ has conducted an inspection on the District's facilities. He then reviewed an exit interview form from the TCEQ requesting items from the District's engineer, a copy of which is attached.

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 Shook seconded the motion, which passed unanimously.

CRITICAL LOAD

Mr. Pagan reviewed the District's Critical Load List and explained that the District is now required to file annually with Harris County and State agencies, whether the District has made any facility or personnel changes. Mr. Pagan said that the District engineer, operator and bookkeeper have reviewed the revised Critical Load List and verified that the information is accurate. He stated that ABHR will file the Critical Load List with Harris County and State agencies. Following review and discussion, Director Blackwell moved to authorize the annual filing of the Critical Load Spreadsheet and direct that the Spreadsheet be filed appropriately and retained in the District's official records. Director Shook seconded the motion, which passed unanimously.

ORDER ADOPTING AMENDED AND RESTATED DROUGHT CONTINGENCY PLAN

Mr. Pagan stated that the TCEQ rules require that the District review and adopt an Amended and Restated Drought Contingency Plan in 2024, prior to May 1st. Mr. Pagan reviewed an Amended and Restated Drought Contingency Plan with the Board. After review and discussion, Director Blackwell moved to adopt an Order Adopting Amended and Restated Drought Contingency Plan; Providing for Implementation and Enforcement Thereof; Providing Penalties for Violations; and Containing Other Provisions Related to the Subject and direct that the Order be filed appropriately and

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

WATER CONSERVATION PLAN

Mr. Pagan stated that the TCEQ rules require that the District review and adopt an Amended and Restated Water Conservation Plan prior to May 1, 2024, if appropriate. After review and discussion, Director Blackwell moved, if appropriate, to adopt an Order Adopting Amended and Restated Water Conservation Plan, and direct that the Order be filed appropriately and retained in the District's official records. 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.

SECURITY MATTERS

Lieutenant Rodriguez 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 posting information regarding 2024 Directors Election on the District's website.

2024 DIRECTORS ELECTION

Mr. Pagan then reported on requirements to post a Notice of Election for the 2024 Directors Election. He also discussed that a Notice and Writ of Election is required to be provided to the election officials for the 2024 Directors Election.

Ms. Pagan discussed that early voting rosters must be posted during the early voting period for the 2023 Election.

Following discussion, Director Force moved to (1) authorize the Secretary's agent to post the Notice of Election and the Notice and Writ of Election; (2) authorize posting of the early voting rosters during the early voting period for the 2024 Directors Election, as required; and (3) direct that all documents related to the 2024 Directors Election be filed appropriately and retained in the District's official records. Director Shook seconded the motion, which passed unanimously.

MEETING DATES

The Board concurred to hold the next regular meeting on April 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 12:51 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.

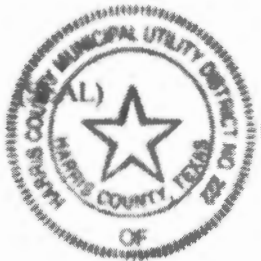
RECONVENE IN OPEN SESSION AND AUTHORIZE APPROPRIATE ACTION

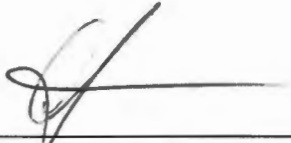
The Board reconvened in open session at 1:24 p.m. The Board did not take any action.

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.

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





Secretary, Board of Directors

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