

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

April 14, 2025

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 14th day of April, 2025, 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
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; Michael Kim of MAK Development; Brian Hooten of Engo Planet; David Beyer of Storm Water Solutions, LLC ("SWS"); Brian Rabenaldt of R.G. Miller Engineers, Inc. ("RG Miller"); Danae Dehoyos 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, Elizabeth Cone, Andrew Vaughan (representing MAK Development) 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 March 10, 2025, regular meeting. After review and discussion, Director Porter moved to approve the minutes, as presented. Director Shook seconded the motion, which passed unanimously.

PARTNERSHIP WITH CYPRESS HILL MUNICIPAL UTILITY DISTRICT NO. 1

The Board reviewed correspondence from Cypress Hill Municipal Utility District No. 1 ("Cy-Hill MUD 1") discussing a new constable building in Cypress, a copy of which

is attached. Mr. Pagan stated that Cy-Hill MUD 1 is requesting support and a contribution to the construction of the new constable building. He noted that the approximate cost for construction is \$2,000,000.00 or approximately \$52,000.00 per Constable. Following review and discussion, the Board concurred to discuss this further at a future meeting.

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

#### BUDGET FOR FISCAL YEAR END MAY 31, 2026

Ms. Berry then reviewed a draft budget for the fiscal year end May 31, 2026, a copy of which is attached to the bookkeeper's report.

#### 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 Porter 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, Cypresswood, Mueschke, and Cypress Rosehill. Following discussion, the Board concurred to have Acclaim Energy review the meters to determine who maintains each light.

#### NEW DEVELOPMENT ADJACENT TO DISTRICT

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

#### ENGINEERING MATTERS

Mr. Rabenaldt reported on engineering projects within the District. A copy of the engineering report is attached. Mr. Rabenaldt updated the Board on the Capital Improvements Plan and stated that bids for the water plant recoating have been received. He recommended the Board award the contract to the lowest qualified bidder, Pardalis Industrial Enterprises ("Pardalis"), in the amount of \$311,650.00. The Board concurred

that, in its judgment, Pardalis was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project. Following discussion and based upon the engineer's recommendation, Director Broom moved to (1) approve the engineering report; and (2) award the contract for the water plant recoating to Pardalis in the amount of \$311,650.00, subject to the engineering committee's approval and receipt of the payment and performance bonds and review of the certificate of insurance and endorsements, if any, provided by the contractor. Director Blackwell seconded the motion, which passed unanimously.

#### NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

There was no discussion on this item.

#### 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. Mr. Beyer reviewed a maintenance report, a copy of which is attached. He then reviewed a proposal to repair a sink hole in the District for a cost of \$19,850.75, a copy of which is attached. Mr. Beyer then reviewed a proposal to repair a bulkhead along Cypresswood Drive for a cost of \$50,253.00, a copy of which is attached. Lastly, Mr. Beyer reviewed a maintenance proposal to expand services to include monthly inspections and repairs of the lakes for an annual cost of \$53,180.00, a copy of which is also attached. Following review and discussion, Director Broom moved to approve each proposal, as discussed. Director Porter seconded the motion, which passed unanimously.

#### MASTER PARK PLAN AND 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.

Ms. Lee then stated that proposals were received for replacement of park site furniture for the lakes and recommended approval of the proposal from Stone Castle Constructors for a cost of \$13,212.00. Following review and discussion, Director Blackwell moved to approve the proposal from Stone Castle Constructors for a cost of \$13,212.00 for park site furniture for a cost of \$13,212.00. Director Porter seconded the motion, which passed unanimously.

Mr. Hooten then updated the Board on the maintenance of the lighting around the lakes and discussion ensued.

## SECURITY MATTERS

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

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

Mr. Davila reviewed the operator's report for March 2025, a copy of which is attached and requested authorization to refer thirteen delinquent accounts for collections.

Mr. Davila reviewed a proposal to replace the driveway at the sewer plant for an estimated cost of \$59,513.00.

Mr. Davila then reviewed a proposal to inspect and paint 266 fire hydrants in the District for an estimated cost of \$36,558.00.

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) approve the proposal to replace the driveway at the sewer plant for an estimated cost of \$59,513.00; (3) to approve the proposal to inspect and paint the fire hydrants in the District for an estimated cost of \$36,558.00; 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.

## CONDUCT ANNUAL REVIEW AND RECEIVE REPORT FROM OPERATOR ON IDENTITY THEFT PREVENTION PROGRAM AND ADOPT IDENTITY THEFT PREVENTION PROGRAM AMENDMENT

Mr. Davila presented and reviewed the annual report on the District's Identity Theft Prevention Program, a copy of which is included in the operator's report. Mr. Davila stated that the annual report indicates no significant incidents of identity theft detection and recommended no changes to the program at this time.

## 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

Ms. Dehoyos 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 May 12, 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

LIST OF ATTACHMENTS TO MINUTES

	<u>Minutes</u>
	<u>Page</u>
Letter from Cy-Hill MUD 1 .....	2
Bookkeeper's report.....	2
Tax assessor/collector's report .....	2
Engineering report.....	2
SWS report .....	3
Sink hole proposal .....	3
KGA report .....	3
Operator's report.....	4
Annual report on the District's Identity Theft Prevention Program .....	4