

MINUTES  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

January 13, 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 13th day of January, 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 except Director Broom, thus constituting a quorum.

Also present at the meeting in person or by teleconference were Director Rachel Broom, as a member of the public; Emerson Hall, a resident of the District; Barry Hards of Texas Groundworks Management, Inc. ("TGM"); Matthew Malmquist of Meridiem; Sergeant Setterbo of Harris County Constable's Office; David Beyer of Storm Water Solutions, LLC ("SWS"); Stephanie Lee of KGA/DeForest Design, LLC ("KGA"); 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 and Kerri Houck of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

The Board opened the meeting for public comments.

Mr. Hards introduced himself to the Board and discussed services that TGM provides to municipal utility districts and homeowner associations.

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 December 9, 2024, regular meeting. After review and discussion, Director Shook moved to approve the minutes, as presented. Director Blackwell seconded the motion, which passed unanimously.

## SECURITY MATTERS

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

## REVIEW ARBITRAGE REPORT FOR THE SERIES 2014A AND 2014B BONDS

Mr. Pagan reviewed an Arbitrage Rebate Report for the District's Series 2014A and 2014B Bonds. He noted that the Report reflects no payments are due to the Internal Revenue Service and no action was needed by the Board.

## ADOPTION OF COVERED APPLICATIONS POLICY

Mr. Pagan discussed legislation enacted by the Texas Legislature that requires all governmental entities to adopt a policy prohibiting the use of certain social media applications and services on government-owned or -leased devices. She stated that a model policy was developed by the Texas Departments of Public Safety and Information Resources for use by governmental entities. Mr. Pagan reviewed the proposed Covered Applications Policy with the Board. After review and discussion, Director Shook moved to adopt a Resolution Adopting Covered Applications Policy and direct that the Resolution be filed appropriately and retained in the District's official records. Director Blackwell 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. She noted the following additional checks: (i) check no. 1968 in the amount of \$16,250.00 payable to SWS; (ii) check no. 1969 in the amount of \$13,039.15 payable to K-3BMI; and (iii) check no. 1970 in the amount of \$112,358.50 payable to Landecor, LLC. Following review and discussion, Director Shook moved to approve the bookkeeper's report and payment of the District's bills. Director Force seconded the motion, which passed unanimously.

## ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

Mr. Pagan stated that, in accordance with the District's Investment Policy, the District's bookkeeper and Investment Officer, are required to execute disclosure statements that disclose any relationships with banks and brokers who seek to sell investments to the District. He added that the disclosure statement will be filed with the

Texas Ethics Commission and the District Records and updated whenever necessary. After review and discussion, Director Shook moved that the Board accept the disclosure statements pursuant to the District's Investment Policy and the Public Funds Investment Act. Director Force seconded the motion, which passed unanimously.

#### ANNUAL REPORT REGARDING POST-ISSUANCE COMPLIANCE POLICY

Mr. Pagan reported on the District's compliance activities during the prior calendar year related to bond financings. Mr. Pagan stated that no action is required at this time.

#### 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.

#### 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. Rabenaldt 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. Following review and discussion, Director Blackwell moved to approve the engineering report. Director Force seconded the motion, which passed unanimously.

#### NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

Mr. Rabenaldt 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 Earthcare Management to trim trees obstructing a solar light along the walking trail for a cost of \$2,150.00, 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 Porter moved to authorize Earthcare Management to trim the tree for a cost of \$2,150.00. 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. Ms. Lee updated the Board on the sidewalk enhancement project that is partnered with Harris County Precinct No. 3.

Ms. Lee updated the Board on the trail lighting project and recommended approval of Pay Estimate No. 11 and Final in the amount \$112,358.50. Ms. Lee also presented a certificate of completion and recommended the Board accept the project.

Ms. Lee then reviewed a maintenance agreement from Engo Planet for maintenance of the trail lighting for a 2-year period at no cost to the District.

The Board then reviewed park sign and furniture options for around the lakes in the District.

Following review and discussion, Director Porter moved to (1) approve the KGA report; (2) approve releasing Pay Estimate No. 10; (3) approve Pay Estimate No. 11 and Final in the amount \$112,358.50, subject to the final walk through being completed; and (4) approve the maintenance agreement with Engo Planet, subject to ABHR final review. 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 December 2024, a copy of which is attached and requested authorization to refer seven delinquent accounts for collections.

Mr. Davila reviewed a proposal from Edustrial Solutions to repair the Brick wall at the water plant for a cost of \$6,472.59, 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 Porter moved (1) to approve the operator's report; (2) approve the proposal to replace the brick fence at the water plant for a cost of \$6,472.59; 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.

#### WEBSITE MATTERS AND COMMUNITY OUTREACH

Ms. Dehoyos updated the Board on website matters.

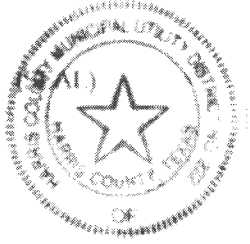
#### UPDATE FROM BOARD COMMITTEES

The Board discussed updates from each committee.

#### MEETING DATES

The Board concurred to hold the next regular meeting on February 10, 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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