

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

March 10, 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 10th day of March, 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 Blackwell, thus constituting a quorum.

Also present at the meeting in person or by teleconference were Gabe Blackwell, resident of the District; Sergeant Kelley of Harris County Constable's Office; 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"); Renee Butler 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, 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 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.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Butler reviewed the bookkeeper's report, a copy of which is attached, and presented the District's bills for payment. Following review and discussion, Director

Porter 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. 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 Shook 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. Mr. Rabenaldt updated the Board on the Capital Improvements Plan and stated that bids for the water plant recoating have been received. The Board discussed publicly advertising for bids. Following discussion, Director Broom moved to (1) approve the engineering report; and (2) authorize the engineer to publicly advertise for bids for the water plant recoating project. Director Shook seconded the motion, which passed unanimously.

NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY MATTERS

Mr. Rabenaldt updated the Board on NHCRWA matters.

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 discussed bulkheads that will require repairing now or in the near future. Mr. Beyer then reviewed a proposal to repair a sink

hole in the District for a cost of \$18,750.00, a copy of which is attached. Discussion ensued regarding SWS inspecting the other lakes in the District for sink holes. Following discussion, the Board concurred to discuss this further at the next meeting.

SECURITY MATTERS

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

MASTER PARK PLAN AD FUTURE PARK DEVELOPMENT

The Board reviewed a KGA report, a copy of which is attached. The Board discussed the sidewalk enhancement project that is partnered with Harris County Precinct No. 3. The Board then considered authorizing the landscape architect to move forward with the installation of park site furniture. Following review and discussion, Director Force moved to (1) add an additional sidewalk to the scope of the sidewalk enhancement project; and (2) authorize the landscape architect to begin installing park site furniture for a cost not to exceed \$13,000.00. 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 February 2025, a copy of which is attached and requested authorization to refer seven delinquent accounts for collections.

Mr. Davila reviewed proposals for work noted from a site visit at Water Plant No. 1 and the wastewater treatment plant, copies of which are attached to the operator's report. Discussion ensued regarding the proposal to stain the fencing at lift station no. 1.

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 Force moved (1) to approve the operator's report; (2) approve the proposal from 24Hrs Network Inc. in the amount of \$18,402.50 for the fence staining at lift station no. 1; 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 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 Force 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.

EMERGENCY PREPAREDNESS PLAN

Mr. Davila stated that the Emergency Preparedness Plan ("EPP") requires updating and requested authorization to update the EPP and submit it to the TCEQ on the District's behalf. Following review and discussion, Director Force moved to authorize the updating of the EPP and submittal of the same to the TCEQ. Director Shook seconded the motion, which passed unanimously.

DROUGHT CONTINGENCY PLAN

Mr. Pagan reported that the District is required to review the District's Drought Contingency Plan annually. Mr. Davila confirmed that no changes need to be made 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 April 14, 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.



A handwritten signature in black ink, appearing to be "A. J.", is written over a horizontal line.

Secretary, Board of Directors

LIST OF ATTACHMENTS TO MINUTES

	Minutes
	<u>Page</u>
Bookkeeper's report.....	1
Tax assessor/collector's report	2
Engineering report.....	2
SWS report	2
Sink hole proposal	3
KGA report	3
Operator's report.....	3