

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

May 12, 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 12th day of May, 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; Avni Patel of Forvis Mazars, LLP (“Forvis”); 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 and Marilyn Marquez 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 April 14, 2025, regular meeting. After review and discussion, Director Porter moved to approve the minutes, as presented. Director Shook seconded the motion, which passed unanimously.

AUDIT FOR FISCAL YEAR END MAY 31, 2025

The Board discussed engagement of Forvis for fiscal year ending May 31, 2025. Ms. Patel requested approval of the engagement letter with an estimated fee of \$23,800 plus expenses to complete audit of the District’s financial records for the fiscal year

ending May 31, 2025. Following review and discussion, Director Porter moved to approve the fiscal year end audit proposal from Forvis. Director Shook seconded the motion, which passed unanimously.

SECURITY MATTERS

The Board discussed security matters in the District.

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

BUDGET FOR FISCAL YEAR END MAY 31, 2026

Ms. Berry reviewed a draft budget for the fiscal year end May 31, 2026, a copy of which is attached to the bookkeeper's report. Following review and discussion, Director Porter moved to adopt the proposed budget for the fiscal year ending May 31, 2026. Director Blackwell seconded the motion, which passed unanimously.

TRAVEL REIMBURSEMENT GUIDELINES AND DIRECTOR EXPENSES FOR ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE

The Board discussed the upcoming AWBD summer conference.

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 Shook 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. Mr. Rabenaldt reviewed an updated Capital Improvements Plan for 2025, a copy of which is attached to the engineering report. Following discussion and based upon the engineer's recommendation, Director Shook moved to approve the engineering report. 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 discussed standing water in a swale that requires regrading and stated that a survey of the area will need to be completed to submit a proposal. Following discussion, the Board concurred to authorize SWS to survey the swale and submit a proposal at the next meeting.

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. She then updated the Board on the installation of park site furniture for the lakes.

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

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

Mr. Davila reviewed a proposal to replace non-potable pump no. 3 at the sewer plant for an estimated cost of \$6,774.00.

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 non-potable pump no. 3 at the sewer plant for an estimated cost of \$6,774.00; 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.

CONSUMER CONFIDENCE REPORT

Mr. Davila reviewed the Consumer Confidence Report ("CCR"), a copy of which is attached to the operator's report, regarding the quality of the District's water and stated that it will be filed with the Texas Commission on Environmental Quality ("TCEQ") and distributed to District residents by July 1, 2025. Following review and discussion, Director Porter moved to approve the CCR, authorize the operator to mail the CCR to District customers, and to file the CCR with the TCEQ. 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 June 9, 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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