

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

July 8, 2019

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 391 (the "District") met in regular session, open to the public, on the 8th day of July, 2019, 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:

Alan Greenwood	President
Robert McShane	Vice President
Catherine Shook	Secretary
John Sachs	Assistant Vice President
Nathan Giannelli	Assistant Secretary

and all of the above were present except Directors Giannelli and Greenwood, thus constituting a quorum.

Also present at the meeting were Justin Wagner of R.G. Miller Engineers, Inc. ("RG Miller"); Demitra Berry of McLennan & Associates, LP; Debbie Arrellano of Bob Leared Interests; Teri Laguarta of Inframark Water & Infrastructure Services ("Inframark"); Emily Luong of KGA DeForest/Design, LLC ("KGA"); Tom Engert and Bill Skehan, District residents; Andrew Rue of Woodmere Development Company, Ltd.; Ben Terry of Masterson Advisors, LLC; Treacy Ware of Off Cinco; and Greer Pagan and Jane Miller of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENT

Director Shook said she has received many compliments from District residents on the Lake 1 sidewalk and landscape improvements.

MINUTES

The Board considered approving the minutes of the June 10, 2019, regular meeting. After review and discussion, Director Shook moved to approve the minutes. Director Sachs seconded the motion, which passed by unanimous vote.

REPORT ON REFUNDING BOND ISSUE

Mr. Terry reviewed final and verified numbers for the District's Series 2019 Refunding Bonds and said George K. Baum & Company, the underwriter, submitted a financing structure which resulted in a net present value savings of \$248,992.

ASSOCIATION OF WATER BOARD DIRECTORS ("AWBD") SUMMER CONFERENCE, REIMBURSEMENT OF ELIGIBLE EXPENSES, AND WINTER CONFERENCE

Director Shook reported regarding summer conference topics and presentations. The Board considered expenses submitted by Director Shook and considered authorizing attendance of the AWBD winter conference. The bookkeeper noted the expenses are in compliance with the District's travel and reimbursement guidelines. Upon a motion made by Director Shook and seconded by Director Sachs, the Board unanimously authorized reimbursement of the expenses submitted for the summer conference and authorized attendance by all interested directors at the AWBD winter conference.

FINANCIAL AND BOOKKEEPING MATTERS

The Board next received the bookkeeper's report and considered payment of invoices submitted to the District. Ms. Berry reviewed with the Board an investment report, budget comparisons, checks written since the report was prepared and tax transfers. Copies of the bookkeeper's report and list of bills presented for payment are attached.

After review and discussion, Director Shook moved to approve the bookkeeper's report and payment of the bills, including check no. 6309 in the amount of \$5,649.78, payable to LakePro, Inc. Director Sachs seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTIONS MATTERS AND COLLECTION OF DELINQUENT TAXES

The Board next received the tax assessor/collector's written report for May, 2019, including updated certified values for 2018 and considered payment of the tax bills. Copies of the tax assessor/collector's report and list of checks presented for approval are attached.

Following review and discussion, Director Shook moved to accept the tax assessor/collector's report and pay the bills described therein. Director Sachs seconded the motion, which was approved by unanimous vote.

ENGINEERING MATTERS

Mr. Wagner generally reported on engineering projects within the District and requested authorization to advertise for bids for construction of water, sewer and drainage to serve Villages of Cypress Lakes, Section 18. A copy of the engineer's report is attached. Following review and discussion, Director Shook moved to (1) approve District engineer's report; and (2) authorize the District engineer to advertise for bids for construction of water, sewer and drainage to serve Villages of Cypress Lakes, Section 18. Director Sachs seconded the motion, which passed by unanimous vote.

LAKE AND TURF MANAGEMENT REPORT

Director Shook updated the Board regarding lake and fountain maintenance by LakePro, Inc.

MASTER PARKS AND FUTURE PARK DEVELOPMENT

Ms. Luong reviewed a report from KGA, updated the Board regarding of construction of Lake 1 and Lake 2 Walk Connection Landscape Improvements and recommended that the Board approve Pay Application No. 4 in the amount of \$44,045.28, payable to Stone Castle. Following discussion and review, Director Shook moved to (1) approve KGA's report; and (2) approve Pay Application No. 4 in the amount of \$44,045.28, payable to Stone Castle. Director Sachs seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES

Ms. Laguarda presented the operator's report for May, 2019, a copy of which is attached, and discussed significant repairs completed during the month.

Ms. Laguarda reviewed correspondence to the Board from District resident, Juan Mendoza, regarding rye seeding and maintenance of the drainage slopes in the District. Ms. Laguarda said she discussed with Bluegrass Maintenance and responded to Mr. Mendoza.

Upon a motion made by Director Shook and seconded by Director Sachs, the Board voted unanimously to (1) approve the operator's report; (2) authorize the District operator to refer 9 delinquent accounts to collection; and (3) authorize the District operator to write off one delinquent account as uncollectable.

TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS

The Board next considered termination of utility service to delinquent accounts. Ms. Laguarda 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. Director Shook moved that, since the customers on the list were neither present at the meeting nor had presented any statement on the matter, utility service should be terminated in accordance with procedures set forth in the Rate Order. Director Sachs seconded the motion, which carried unanimously.

DEVELOPMENT IN THE DISTRICT

Mr. Rue update from the developer regarding development in the District.

SECURITY REPORT

There was no additional discussion for this agenda item.

GARBAGE COLLECTION

There was no additional discussion for this agenda item.

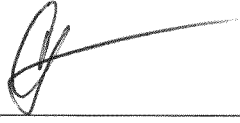
WEBSITE DEVELOPMENT

Ms. Ware reviewed a proposal for website development and administration. Following discussion, the Board concurred to defer discussion until the August, 2019 Board meeting.

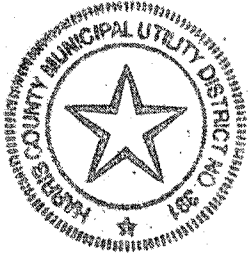
LEGISLATIVE MATTERS

Mr. Pagan reviewed a report regarding current legislative matters.

There being no additional business for consideration, the meeting was adjourned.



Secretary, Board of Directors



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