

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 391

July 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 July, 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 Force, thus constituting a quorum.

Also present at the meeting in person or by teleconference were Paul Jacob, Sonia Desouza, Dave Granado, Megan Jacob, Rick Bhakta, Donald Troy, Mikelle Meade, and Sherri Carr, residents of the District; Sergeant Pleytez of Harris County Constable's Office; Blake Kridel of Storm Water Solutions, LLC ("SWS"); Stephanie Lee of KGA/DeForest Design, LLC ("KGA"); Jack Neblett of EnGoPlanet; Brian Rabenaldt and Shaun Sallee of R.G. Miller Engineers, Inc. ("RG Miller"); Danae Dehoyos and Simon Van Dyk 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, and Kerri Houck of Allen Boone Humphries Robinson LLP ("ABHR").

PUBLIC COMMENTS

The Board opened the meeting for public comments.

Mr. Bhakta inquired regarding the District's debt service requirements and current tax rates. Mr. Pagan noted that the District's website contains historical tax information that residents can review.

Mr. Jacob inquired about District transparency and communication regarding the new development adjacent to the District. He stated that a construction fence has been installed around the golf course and inquired whether higher authorities have officially authorized this fence.

Ms. Jacob inquired if the new developer, MAK Development, would be attending a meeting for further updates regarding the new development adjacent to the District. Mr. Pagan noted that MAK Development is scheduled to provide an update at the August 11, 2025, meeting.

Mr. Bhakta inquired how the District intends to share information and communication regarding the new development adjacent to the District. Mr. Pagan noted that the District's website will contain updates, as available.

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 June 9, 2025, regular meeting. After review and discussion, Director Blackwell moved to approve the minutes, as presented. Director Shook seconded the motion, which passed unanimously.

SECURITY MATTERS

Sergeant Pleytez discussed security matters in the District.

PARTNERSHIP WITH CYPRESS HILL MUNICIPAL UTILITY DISTRICT NO. 1

The Board reviewed additional correspondence from Cypress Hill Municipal Utility District No. 1 ("Cy-Hill MUD 1") discussing a new constable building in Cypress. Mr. Pagan stated that Cy-Hill MUD 1 is requesting support and a \$50,000.00 contribution to the construction of the new constable building. Following review and discussion, Director Porter moved to approve the \$50,000.00 contribution by the District towards construction of the new constable building. Director Blackwell seconded the motion, which passed unanimously.

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

The Board discussed the AWBD summer conference and considered authorizing attendance at the winter conference.

Director Broom discussed performing an ultrasonic water accountability test in the District. Following discussion, the Board directed the operator to provide pricing information regarding such testing to the operations committee.

After discussion, Director Porter moved to approve reimbursement of all eligible expenses for Directors who attended the summer conference, which the District's

bookkeeper confirmed are in compliance with the District's Travel Reimbursement Guidelines, and to authorize attendance of any interested Directors at the winter conference. 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. 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.

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.

ADOPT RESOLUTION REGARDING DEVELOPMENT STATUS FOR 2025 TAX YEAR

Mr. Pagan discussed the "truth-in-taxation" property tax calculations and tax levy process for water districts and stated that Chapter 49 of the Texas Water Code establishes three main categories for water districts, based on a district's development status and/or tax rate. He reviewed the definitions for each of the three categories and said the Board must annually determine the District's category for that tax year and follow the associated notice and levy provisions in the Texas Water Code.

Discussion ensued regarding the District's development status. After fully considering relevant data, information, and statutory definitions, the Board determined that the District is a Developed District for the 2025 tax year.

Following review and discussion, Director Porter moved to adopt a Resolution Regarding Development Status for 2025 Tax Year establishing the District as a Developed District for the 2025 tax year, pursuant to Section 49.23602 for Developed, Texas Water Code, and direct that the Resolution be filed appropriately and retained in the District's official records. 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. Mr. Pagan stated that CenterPoint is not currently able to locate which

streetlights belong to which entity without further information. Following discussion, the Board concurred to obtain the requested information and to provide it to CenterPoint.

NEW DEVELOPMENT ADJACENT TO DISTRICT

Mr. Pagan updated the Board on the new development adjacent to the District and discussed a brief historical timeline of events. He noted that the Board's intent when they were approached to enter into a utility agreement by MAK Development was to regulate certain restrictions that would benefit the District as a whole. Mr. Pagan stated that the utility agreement will be posted to the District's website for residents to view. Director Blackwell then stated that his decision in voting for the utility agreement was to benefit the District as a whole, not just one area of the District.

Mr. Pagan then opened the meeting for additional public comments. Mr. Jacob made additional comments regarding the effects of the new development and the communication of the HOA regarding the agreement. Discussion ensued on the various topics.

ENGINEERING MATTERS

Mr. Rabenaldt reported on engineering projects within the District. A copy of the engineering report is attached. Discussion ensued regarding the water plant recoating and the need for a potential change order. The Board concurred to hold a special meeting, if necessary, to approve the potential change order. Mr. Rabenaldt then discussed the Capital Improvements Plan for 2025, and discussion ensued regarding completion of select projects in 2026.

The Board then considered approval of Pay Estimate No. 1 in the amount of \$67,270.50 payable to Pardalis Industrial Enterprises for the water plant recoating.

Following review and discussion, Director Broom moved to (1) approve the engineering report; and (2) approve Pay Estimate No. 1 in the amount of \$67,270.50 for the water plan recoating. Director Porter seconded the motion, which passed unanimously, with Director Blackwell being absent for the vote.

LAKE AND TURF MANAGEMENT REPORT, INCLUDING APPROVAL OF PROPOSALS FOR NECESSARY REPAIRS OR REPLACEMENTS, IMPROVEMENTS, RENEWAL OF PERMITS, OR LANDSCAPING AGREEMENTS

Mr. Kridel reviewed a maintenance report, a copy of which is attached. Discussion ensued regarding work not performed in the District due to rainfall and the Board concurred to reduce payment to SWS until the work is completed. Ms. Berry then noted that the original check payable to SWS would be voided and noted revised Check No. 2203 in the amount of \$45,253.00 payable to SWS.

Mr. Kridel then presented a proposal to trim tree limbs and repair a backslope swell in the District for a cost of \$1,506.00.

Following review and discussion, Director Blackwell moved to (1) approve the maintenance report; (2) release payment to SWS withholding \$5,000.00, bringing the total to \$45,253.00; and (3) approve the proposal for a cost of \$1,506.00, as recommended. Director Porter seconded the motion, which passed unanimously.

MASTER PARK PLAN AD FUTURE PARK DEVELOPMENT

Mr. Troy introduced himself to the Board and inquired regarding mile marker signs around the District's lakes. Discussion ensued, and the Board concurred to install new mile markers along the lakes in the District.

Mr. Neblett updated the Board regarding features and maintenance of the solar lights around the lakes. He stated that remote management software could be installed on the solar lights around the lakes for a cost not to exceed \$78,000.00 and discussion ensued.

Ms. Lee then reviewed the 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 and stated that bids have been received. She recommended awarding the contract for the sidewalk enhancement project to the lowest qualified bidder, StrickScapes, Inc. ("StrickScapes"), in the amount of \$577,062.79. The Board concurred that, in its judgment, StrickScapes 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.

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

Following review and discussion and based on the landscape architect's recommendation, Director Porter moved to (1) approve the KGA report; (2) install remote management software on the solar lights for a cost not to exceed \$78,000.00, as discussed; and (3) award the contract for the sidewalk enhancement project to StrickScapes in the amount of \$577,062.79, based upon 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.

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

Mr. Davila reviewed the operator's report for June 2025, a copy of which is attached.

Mr. Davila reviewed a list of repairs from the fire hydrant survey and noted the cost for repairs is \$47,689.00.

Mr. Davila reviewed a list of repairs from the main line valve survey and noted the cost for repairs is \$14,834.00.

Mr. Davila then stated that lift pump no. 2 requires repair or replacement. He stated that the cost to repair is \$16,523.00 and the cost to replace is \$30,112.00.

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 Blackwell moved (1) to approve the operator's report; (2) to approve the fire hydrant survey repairs for a cost of \$47,689.00, subject to the operations committee review and approval; (3) to approve the main line valve survey repairs for a cost of \$14,834.00; (4) to approve repair of lift pump no. 2 in the amount of \$16,523.00; and (5) to terminate utility service in accordance with procedures set forth in the Rate Order, given that the customers on the list were neither present at the meeting nor had presented any statement on the matter. Director Porter seconded the motion, which passed unanimously.

APPROVE SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

The Board considered approval of a Second Amendment to Professional Services Agreement (the "Second Amendment") for operations. Mr. Davila reviewed the updates to the Second Amendment with the Board. Discussion ensued regarding the annual price increase and Mr. Davila stated that he will remove that section from the Second Amendment. Following review and discussion, Director Blackwell moved to approve the Second Amendment, as discussed. Director Porter seconded the motion, which passed unanimously.

AMEND RATE ORDER

The Board concurred to defer action on this item until the next meeting.

GARBAGE COLLECTION MATTERS

There was no discussion on this item.

WEBSITE MATTERS AND COMMUNITY OUTREACH

Ms. Dehoyos updated the Board on website matters and discussion ensued regarding sending out District newsletters to assist with District transparency and communication. Following discussion, the Board concurred to hold a special meeting to approve a District newsletter. The Board then discussed use of social media by Directors when representing the District and the Board concurred to discuss this further at the next regular meeting.

UPDATE FROM BOARD COMMITTEES

The Board discussed updates from each committee.

MEETING DATES AND FUTURE AGENDA ITEMS

The Board discussed obtaining proposals from engineering firms and adding a formal item to the special meeting agenda.

The Board concurred to hold the next regular meeting on August 11, 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

	Minutes
	<u>Page</u>
Bookkeeper's report.....	3
Tax assessor/collector's report	3
Engineering report.....	4
SWS report	4
KGA report	5
Operator's report.....	6

