

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304
NOTICE OF MEETING**

Notice is hereby given to all interested members of the public that the Board of Directors (“Board”) of the above captioned District will hold a special meeting, open to the public at **12525 Wellington Parkway, Houston, Texas 77014**, a designated meeting place inside the boundaries of the District. The meeting will be held on **Tuesday, July 16, 2024, at 6:00 p.m.**, to consider and authorize any action related to the following:

- 1) Public Comments (*Public Comment Policy in Effect*);
- 2) Approval of minutes of prior meeting(s);
- 3) Law Enforcement/Security Report(s);
 - a. Update on new law enforcement contract agreement with Harris County Constable’s Office Pct. 4;
 - b. Receive security report from Willsher Security, LLC;
- 4) Director matters:
 - a. Discussion related to director liaison/committee assignments;
 - b. Discuss options for purchase of District provided cell phones;
- 5) Consider/approve engagement of TXMGMT, LLC for general manager/administration building management services, including accept resignation of current district employees;
- 6) Consider proposal for Rate Study from Superior Management, LLC, including approve any action as necessary;
- 7) Discussion related to engagement of grant writer to explore grant opportunities for the District;
- 8) Consider proposals for mosquito control, including approve any action as necessary;
- 9) Consider CPI increase from Best Trash for garbage collection services, including discussion of upcoming auto renewal of agreement, or options regarding bids;
- 10) Tax Assessor’s report, including update on delinquent tax collections;
 - a. Update on bank signature cards;
- 11) Bookkeeper Report, including review, approval, and payment of any outstanding invoices and amendment of budget as necessary;
 - a. Review of draft operating budget for FY 2025;
 - b. Discussion regarding Silverglen Chase outstanding bill;
- 12) Discussion of proposed Series 2025 Bonds, including financial schedules, summary of costs, and timeline for issuance;
 - a. Authorization for Engineer to begin preparation of Bond Application Report;

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304
NOTICE OF MEETING**

- 13) Engineer's Report, including conveyances, development matters, facility improvements and CIP projects, related agreements and matters;
 - a. Water Distribution Improvements;
 - b. Water Plant Improvements;
 - c. Silver Chase Meadows Park Project;
 - d. District Trails Update;
 - e. Wastewater Treatment Plant ("WWTP") Access Road Repair;
 - f. Proposed WWTP Expansion Project;
 - g. April Wind Drive Development;
 - h. Update on developer (*Sachs*) property conveyance;
 - i. Consideration of contract amendment for Engineering Services;

- 14) Operator's Report, including approvals of requested repairs, delinquencies and write-offs, and approval of cutoff list;
 - a. Update on Identity Theft Prevention Program (*Red Flag Policy*);
 - b. TCEQ FMT/90-day assessment update;
 - c. Status of District emergency interconnect contracts;
 - d. Review District Emergency Preparedness Plan;
 - e. Consider request from Harris County to participate in public health wastewater monitoring program;

- 15) Detention and Drainage Facilities Report (*Champions Hydro-Lawn*);

- 16) Administration Building and Recreational Facilities Report, including alarm and building access, community events, building management report;
 - a. Discussion(s) related to Improvement Projects and approval of action as necessary:
 - i. Basketball and Tennis Court Rehab;
 - ii. Lighting Improvements;
 - iii. Playground equipment and covers and BBQ pit and bench replacements;
 - iv. Move mailbox to building;
 - v. Replacement of sign in front of building;
 - vi. Walking Trail Improvements;
 - vii. Consideration of engagement of maintenance company for splashpad;
 - viii. Building Security Issues;
 - ix. Generator for Administration Building and gas line installation;

- 17) Review/consideration of District consultant contracts, including authorize any action as necessary;

- 18) Attorney Report;
 - a. Update on District's legal counsel transition;
 - b. Discussion of required signage regarding unlawful carrying of weapons in open government meeting;
 - c. Declaration of any surplus property as necessary and adoption of order regarding same;

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304
NOTICE OF MEETING

- 19) Discuss pending business and matters for future agendas.
- 20) *Executive Session (*pursuant to Texas Government Code, Section 551.071, et. seq.*)
- 21) Reconvene in open session and authorize any action resulting from executive session;



Mitchell, Zientek & Scruggs, LLP

A handwritten signature in cursive script, appearing to read "Frank Mitchell", is written over a horizontal line.

Frank Mitchell, Partner
Attorney for the District

Persons with disabilities who require auxiliary aids or services at the meeting are asked to contact the District's attorney at 281-719-1990 at least three (3) business days prior to the meetings so that appropriate arrangements can be made.

**The District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney), Section 551.072 (Deliberations about Real Property), Section 551.073 (Deliberations about Gifts and Donations), Section 551.074 (Personnel Matters), Section 551.076 (Deliberations about Security Devices), Section 551.087 (Economic Development), and other matters as allowed by law.*