

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304
Minutes of Meeting of Board of Directors
May 24, 2024

The Board of Directors (the “Board”) of Harris County Municipal Utility District No. 304 (the “District”) held their special meeting in accordance with the duly posted notice of meeting and the Texas Open Meetings Act. The roll was called of the duly constituted officers and members of said Board, as follows:

Larry Gene Allen Sr.	-	President
LaFrances Moses	-	Vice President
Geri Scott	-	Secretary
Sharon Mayo	-	Assistant Secretary
Michael Garrett	-	Director

All of said persons were present, thus constituting a quorum.

Also present were Frank Mitchell and Joshua Zientek, of Mitchell, Zientek & Scruggs, LLP (“MZSLLP”); and various residents, as noted on the sign-in sheet attached hereto as **Exhibit “A”**.

PUBLIC COMMENTS

Director Allen introduced himself and the new members of the Board to the public. He expressed concern related to past disputes and a desire to move forward for the benefit of the community. He then outlined how the Board could transition forward to accomplish its goals through teamwork and community involvement. A representative of Right Away Environmental (“Right Away”) outlined various concerns and mitigation/prevention strategies related to pest control within the District. There was extensive discussion related to methods by which the District and community could work together to minimize the impact of various pests. After this discussion, the Board reminded the members of the Public that, at a previous meeting, Right Away was approved to provide pest control within the District subject to execution of a proposal and agreement after review by MZSLLP. Director Garrett moved, and Director Mayo seconded, to approve the agreement, subject to final review by MZSLLP. The motion passed unanimously.

INTRODUCING A NEW ATTORNEY

Director Allen introduced Mr. Mitchell and Mr. Zientek and Mr. Mitchell explained how MZSLLP representatives will be attending meetings and serving as legal counsel for the District.

2024 DIRECTOR ELECTIONS, INCLUDING TRANSITION MATTERS, VERIFICATION OF QUALIFICATIONS, ACCEPTANCE OF AFFIDAVITS/STATEMENTS OF ELECTED OFFICERS, BONDS, OATHS OF OFFICE, ELECTIONS NOT TO DISCLOSE, AND TRAINING REQUIREMENTS (INCLUDING TOMA/PIA)

After the results of the Directors Election were reviewed and the associated directors’ documents were considered, Director Moses moved, seconded by Director Garrett, to accept and approve the new directors’ documents, as presented. The motion passed unanimously.

ADMINISTRATION BUILDING - OFFICE SUPPLIES, INCLUDING REPLACING PRINTER, INC PENS, PAPER, ETC...

Director Allen explained various issues related to the Administration Building (the "Building") including the need of an operating budget to maintain supplies and equipment within the Building at an acceptable level. After this discussion, Director Garrett moved, seconded by Director Moses, to approve a monthly operation budget not to exceed \$500 and approve purchase of a new all-in-one printer in an amount not to exceed \$1,000. The motion passed unanimously. The Board then discussed the need for use of a credit card as related to maintenance and operation of the Building. Mr. Mitchell recommended amending the District's annual budget related to the Building's newly adopted budget.

ELECTION COMMITTEE ITEM

Director Allen explained that there were concerns related to the reported costs associated with training of the election officials, including discrepancies and inconsistencies in the amount of training for the individual election officials. Mr. Zientek reviewed a prior set of minutes where an hourly pay rate of \$15 per hour was approved. The Board said that the District's bookkeeper mailed out payments. The Board requested that MZSLLP contact the third election official to verify the amount of training completed.

INTERNAL/EXTERNAL INVESTIGATION OF THEFT

There were no updates on this item.

EXECUTIVE SESSION

The Board did not enter Executive Session.

PENDING BUSINESS

Mr. Mitchell the process by which an agenda item may be requested. Director Moses moved, and Director Garrett seconded, to adjourn the meeting. The motion passed unanimously.

Approved this 20th day of June 2024.

/s/Geri Scott
Secretary, Board of Directors

