

**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 regular 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 **Thursday, August 15, 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 with Harris County Constable’s Office Pct. 4;
  - b) Receive security report from Willsher Security, LLC;
- 4) Tax Assessor’s report, including payment of invoices and update on delinquent tax collections;
- 5) Receive Financial Advisor’s tax rate analysis and recommendation, including:
  - a) Adopt Resolution Concerning Developed District Status;
  - b) Authorize publication of notice of Public Hearing on Tax Rate;
- 6) Bookkeeper Report, including review, approval, and payment of any outstanding invoices and amendment of budget as necessary;
  - a) Consider and adopt operating budget for FY 2025;
  - b) Discussion regarding Silverglen Chase outstanding bill;
- 7) Engage Auditor to prepare audit for fiscal year ending August 31, 2024;
- 8) 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;
  - j) Update on proposed Series 2025 Bond application report, including financial schedules, summary of costs, and timeline for issuance;
- 9) 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*);

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- b) TCEQ FMT/90-day assessment update;
  - c) Status of District emergency interconnect contracts;
  - d) Review District Emergency Preparedness Plan;
  - e) Approval of O&M Proposals;
- 10) General Manager/Administration Building Report, including:
- a) Review and approve monthly expenditures, supply needs, maintenance/repairs of equipment, building cleanings, capital improvements, and security upgrades;
    - 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.) Update on generator installation for Administration Building;
  - b) Review of Building Usage Data, requests for events/usage of Building, and consider amendment of Usage Agreement, if necessary;
  - c) Updates on past District sponsored Events and planning of future District sponsored Events;
  - d) Update on District property purchases and/or disposal of surplus property; including adopting orders, declaring property as surplus, and authorizing disposal of same;
  - e) Consider approval of maintenance/replacement agreement with HVAC company;
  - f) Discussion regarding normal operating hours of the Building;
- 11) Director Updates;
- a) Update on purchases of District devices;
  - b) Discussion related to engagement of grant writer to explore grant opportunities for the District;
  - c) Consider proposals for mosquito control, including approve any action as necessary;
  - d) Update on trash collection days;
- 12) Detention and Drainage Facilities Report (*Champions Hydro-Lawn*);
- 13) Update on Rate Study from Superior Management, LLC, including amendment of rate order if necessary;
- 14) Review and consideration of District consultant contracts, including authorize any RFP/RFQ as necessary;
- a) Discussion related to proposed monthly cap on attorney fees;
- 15) Attorney Report;
- a) Discussion of required signage regarding unlawful carrying of weapons in open government meeting;

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- 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

  
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.*