

# **HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304**

## **Minutes of Meeting of Board of Directors**

**July 17, 2025**

The Board of Directors (the “Board”) of Harris County Municipal Utility District No. 304 (the “District”) held a 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:

Sharon Mayo	-	President
Geri Scott	-	Vice President
Sandra Ford	-	Secretary
Larry Gene Allen Sr.	-	Director
LaFrances Moses	-	Director

All of said members were present thus constituting a quorum.

Also present were Paul Anderson and Jared Bowlin of EHRA Engineering (the “District’s Engineer” or “EHRA”); Yvonne Luevano of Wheeler & Associates, Inc. (the “District’s Tax Assessor” or “Wheeler”); Juan Rojas of Precision Utility Services, LLC (the “District’s Operator” or “Precision”); Nannette and Terrance Ray of TNR Advisors & Management Consultants, LLC (the “District’s Bookkeeper” or “TNR”); Frank Mitchell and Daniel Scruggs of Mitchell, Zientek & Scruggs, LLP (the “District’s Attorney” or “MZS”); Chip Patronella of Champions Hydro-Lawn, Inc. (“Champions”); Officers of the Harris County Precinct 4 Constable’s Office (“HCCO4”); Simon VanDyk and Jenna Craig of Touchstone Communications (“Touchstone”); representatives of D.R. Horton; Desmond LeBlanc of Special Districts Solutions, LLC (“SD”); and various members of the public.

### **PUBLIC COMMENTS**

The Board received comments from the public. No action was taken.

### **ATTORNEY REPORT (CPI NOTICE FROM BEST TRASH)**

A representative from Best Trash presented the CPI increase. He noted that the new rate will take effect in October of 2025. Director Allen inquired about the impact of holidays on pickup days.

### **RFPs FOR DISTRICT LEGAL COUNSEL**

Director Moses discussed why she had requested to add this item to the agenda. After significant discussions, Director Mayo motioned to remove the agenda item of RFPs for legal counsel off the agenda. Director Scott seconded said motion, which passed 3-0 with Directors Allen and Moses abstaining from the vote.

### **CONSIDERATION OF CONTRACT AMENDMENTS FOR GENERAL MANAGEMENT SERVICES, INCLUDING ACTION AS NECESSARY**

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Extensive discussions occurred. Mr. LeBlanc noted he planned to submit a resignation and contract amendment related to the records management portion of his current contract.

**APPROVAL OF MINUTES OF PRIOR MEETING(S)**

Extensive discussion occurred regarding the style of the minutes. The Board concurred in deferring the approval of minutes of prior meetings.

**LAW ENFORCEMENT REPORT**

A Harris County Pct. 4 Constable officer presented the Law Enforcement Report. The Board took no action at this time.

**COMMUNICATIONS CONSULTANT REPORT**

The Communications Consultant Report was presented by Ms. Craig, and no action was taken.

**AUTHORIZING PRESENTATION FROM ENERGY BY 5**

Mr. Mitchell noted that Energy by 5 requested that they attend a future meeting with information related to possible energy cost solutions. The Board concurred to have Energy by 5 attend a future meeting. Director Mayo exited the meeting briefly.

**TAX ASSESSOR REPORT**

Ms. Luevano presented the Tax Assessor Report, attached as Exhibit "A", and payment of checks therein. Director Allen made a motion to approve the report and payment of checks therein. The motion was seconded by Director Moses and passed unanimously with Director Mayo absent from the meeting.

**DETENTION AND DRAINAGE FACILITIES REPORT**

Mr. Patronella presented the Detention and Drainage Facilities Report and photographs of District drainage facilities. There were no action items. There was brief discussion about several possible proposals for the Board's future consideration.

**BOOKKEEPER'S REPORT**

Mrs. Ray presented the Bookkeeper's Report, attached as Exhibit "B". After additional discussion, there was a motion made by Director Allen, seconded by Director Scott to approve the bookkeeper's report and payment of all invoices presented therein. The motion passed unanimously.

**REVIEW AND ADOPTION OF FYE2026 BUDGET**

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Mrs. Ray presented the fiscal year end (“FYE”) 2026 budget and noted changes from the prior budget. After discussion, Director Ford motioned to approve the FYE2026 budget as discussed. Director Moses seconded said motion, which passed unanimously.

#### AUTHORIZE RFPS FOR FINANCIAL ADVISOR SERVICES, INCLUDING ANY ACTION AS NECESSARY

Mr. Mitchell noted that the District’s representative from the District’s financial advisor was leaving Huntington Securities, Inc. After discussion, Director Mayo moved to authorize RFPs for financial advisor services. Director Scott seconded said motion. The motion passed 3-2, with Directors Allen and Moses opposed.

#### UPDATE ON SPEARS RD. DEVELOPMENT

Mr. Mitchell discussed the Spears Road development. The Board discussed various developments in and near the District. The Board took no action at this time.

#### CONSIDER ADOPTION OF ORDER CALLING AN ELECTION IN NOVEMBER 2025 FOR PURPOSES OF REQUESTING ADDITIONAL BOND AUTHORIZATION

Mr. Mitchell discussed the potential bond authorization election. Mr. VanDyk discussed Touchstone’s potential role as an educator related to bonds and bond authorization elections. Director Moses moved to approve the engagement of Touchstone for the bond authorization election educator services and schedule a special meeting on July 31<sup>st</sup> at 6pm to interview financial advisors. Director Scott seconded said motion, which passed unanimously.

#### ENGINEER’S REPORT

Mr. Bowlin presented the Engineer’s Report, attached as Exhibit “C”. Director Scott briefly exited the meeting during the Engineer’s Report. Director Mayo made a motion to (1) approve the proposal for construction materials testing in the amount of \$4,900 with CMT Services; (2) adjust the mowing/maintenance coverage to include a pipeline easement area owned by the District; (3) approve Pay Request No. 2 in the amount of \$178,444.80 for the Wastewater Treatment Plant Access Road Project; (4) approve Change Order No. 1 in the amount of \$2,320.00 for the Wastewater Treatment Plant Access Road Project; (5) coordinate with Harris County to include sidewalk extensions and connectivity; and (6) authorize execution of the water extension contracts. Director Ford seconded the motion, which passed unanimously with Director Scott absent for the vote. The Board deferred action related to the proposed natural gas generator for the District’s administrative building.

#### UPDATE ON SERIES 2025 BOND ISSUANCE

Mr. Mitchell provided a brief update on the Series 2025 Bond Issuance.

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**OPERATOR'S REPORT**

Mr. Rojas presented the Operator's Report, attached as **Exhibit "D"**. Mr. Rojas provided an update on the collections within the District. Director Moses made a motion to approve the Operator's Report including the cut-off list and the installation of the lights and autodialers. The motion was seconded by Director Ford and passed unanimously.

**GENERAL MANAGER REPORT**

Mr. LeBlanc presented the General Manager Report. The Board agreed to terminate the current 1099 contractors for the building after the Saturday event within the District. Mr. LeBlanc presented 6 items requiring board approval. Director Moses made a motion to approve the items listed. Director Allen seconded said motion. The motion failed 2-3 with Directors Ford, Mayo, and Scott voting against the motion. Additional discussion ensued. Director Mayo moved to adopt all six items listed and Director Allen seconded said motion. The motion passed 3-0-2 with Directors Scott and Ford abstaining.

**ATTORNEY REPORT**

Mr. Mitchell briefly discussed items of a legal nature. The Board took no action at this time.

**PENDING BUSINESS, MATTERS FOR FUTURE AGENDAS, AND SCHEDULE FOR UPCOMING MEETINGS, ADJOURNMENT**

The Board discussed the next special meeting will be scheduled for July 31, 2025 and the next regular meeting was tentatively scheduled for August 18, 2025.

**EXECUTIVE SESSION**

The Board did not enter executive session.

**ADJOURNMENT**

There being no further agenda items, the meeting was adjourned by Director Mayo.

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Approved this 18<sup>th</sup> day of August, 2025.

/s/Sandra Ford

Secretary, Board of Directors



**LIST OF EXHIBITS**

Exhibit A - Tax Assessor's Report  
Exhibit B - Bookkeeper's Report  
Exhibit C - Engineer's Report  
Exhibit D - Operator's Report