

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

Minutes of Meeting of Board of Directors

August 18, 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, except Director Scott, who arrived later during the meeting, 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”); Robert Garcia 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”); Henry Dibrell; 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.

BOOKKEEPER’S REPORT

Mrs. Ray presented the Bookkeeper’s Report, attached as Exhibit “A”. After additional discussion, there was a motion made by Director Allen, seconded by Director Moses to approve the Bookkeeper’s Report and payment of all invoices presented therein. The motion passed 3 -2 with Directors Mayo and Scott opposing the motion. Director Mayo noted her request for additional information on certain invoices.

Director Scott arrived during the Bookkeeper’s Report.

Mrs. Ray then presented the online purchasing policy. After discussion, Director Allen made a motion to approve the online purchasing policy. Director Ford seconded said motion, which passed unanimously.

APPROVAL OF MINUTES OF PRIOR MEETING(S)

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The Board reviewed the outstanding minutes of the District. After discussion, Director Mayo moved to approve the meeting minutes from the following meeting dates: May 15, 2025; June 5, 2025; June 19, 2025; July 1, 2025; July 17, 2025; and July 31, 2025. Director Scott seconded said motion, which passed unanimously.

LAW ENFORCEMENT REPORT

A Harris County Precinct No. 4 Constable deputy presented the Law Enforcement Report. Directors Ford and Mayo briefly stepped out during the Law Enforcement Report. The Board then considered and reviewed the Harris County Constable's Office Pct. 4 Law Enforcement Renewal Contract. Director Moses motioned to approve Harris County Constable's Office Pct. 4 Law Enforcement Contract as presented. Director Allen seconded said motion, which passed unanimously.

CONSIDER ORDER CALLING BOND ELECTION FOR NOVEMBER 4, 2025 (SUPPLEMENTAL AGENDA ITEM)

The Board considered whether to adopt the Order Calling a Bond Election. Mr. VanDyk discussed the results of the District bond election focus group. Director Mayo motioned to adopt an Order Calling a Bond Election to be held on November 4, 2025; appoint Harris County as the agent for the District in connection with the election; and authorize the District's consultants to complete any necessary steps to complete the election. Director Scott seconded the motion, which passed 3-1-1 with Directors Allen opposing the motion and Director Moses abstaining from the vote.

TAX ASSESSOR REPORT

Ms. Luevano presented the Tax Assessor Report, attached as Exhibit "B", and payment of checks therein. Director Scott made a motion to approve the report and payment of checks therein. The motion was seconded by Director Ford and passed unanimously 4-0 with Director Mayo, who briefly exited the meeting during the Tax Assessor Report, absent for the vote.

COMMUNICATIONS CONSULTANT REPORT

The Communications Consultant Report was presented by Ms. Craig. After discussion, Director Allen moved to add a District email address account for the general manager. Director Moses seconded the motion, which passed unanimously.

PRESENTATION FROM ENERGY BY 5

Mr. Mitchell noted that a representative from Energy by 5 could not attend tonight. The Board deferred at this time.

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DETENTION AND DRAINAGE FACILITIES REPORT

Mr. Garcia presented the Detention and Drainage Facilities Report and photographs of District drainage facilities. There were no action items. Mr. Garcia presented four previously requested proposals along with the annual maintenance items additional that included some of the items within the proposals. Director Moses moved to approve the proposals as presented. Director Ford seconded said motion, which passed unanimously.

UPDATE ON SPEARS RD. DEVELOPMENT

The Board did not hold any additional discussion regarding the Spears Road Development. Mr. Mitchell noted negotiations were ongoing regarding a reimbursement agreement.

ENGINEER'S REPORT

Mr. Bowlin presented the Engineer's Report, attached as **Exhibit "C"**. Director Allen briefly exited and returned to the meeting during the Engineer's Report. Mr. Scruggs provided an update on the property conveyance related to the Wastewater Treatment Plant Access Road Project. Director Allen made a motion to (1) approve Pay Request No. 3 for Teamwork Construction for the Wastewater Treatment Plant Access Road Project; (2) approve the CMT proposal for the construction materials testing for the Silverchase/Silverglen North Pipeline Easement Drainage Project; and (3) authorize Board members to execute closing documents and ratify the previously agreed to price plus any incidental closing costs to purchase the Sachs property. Director Scott seconded the motion, which passed unanimously.

UPDATE ON SERIES 2025 BOND ISSUANCE

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

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 which shall be any delinquency past two months delinquency. The motion was seconded by Director Ford and passed unanimously.

GENERAL MANAGER REPORT

Mr. LeBlanc presented the General Manager Report. He presented 9 items for approval, including repairs at the building, local Boy Scout Troop project, and additional cleaning. He discussed the security and law enforcement for the District and the District's administrative building. The Board concurred in increasing the cleaning and power washing for the outdoor restrooms at the District's Administrative Building. Mr. LeBlanc then presented a variety of quotes from NT Security related to additional security camera coverage at the District's Administrative Building.

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Director Mayo made a motion to engage Mr. Jose Garza to serve as the off-duty Officer Coordinator; (2) approve the NT Security quotes as discussed; (3) the installation of the pavilion security camera; (4) approve the additional cleaning and power washing of the outdoor restrooms at the District's Administrative Building; and (5) approve the cleaning of the playground equipment. Director Scott seconded said motion, which passed unanimously.

CONSIDERATION OF REENGAGEMENT OF SDMS FOR RECORDS MANAGEMENT SERVICES

The Board concurred in not re-engaging SDMS for Records Management Services and asked for requests for proposals to be sent out. Director Moses exited the meeting during this agenda item.

ATTORNEY REPORT

Mr. Mitchell briefly discussed items of a legal nature. The Board reviewed the proposed amended Rate Order. After discussion, Director Mayo moved to adopt the amended Rate Order as presented to be effective September 1, 2025. Director Scott seconded said motion, which passed unanimously.

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

The Board discussed the next meeting to be held on the regular meeting date in September on September 18, 2025, at 6:00 p.m.

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 18th day of September, 2025.

/s/Sandra Ford

Secretary, Board of Directors



LIST OF EXHIBITS

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