

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 **Thursday, November 21, 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);
- 4) Approve and authorize filing of audit for fiscal year end 2024;
- 5) Update on Rate Study from Superior Management, LLC, including amendment of rate order if necessary;
- 6) Tax Assessor’s report, including payment of invoices and update on delinquent tax collections;
- 7) Bookkeeper Report, including review, approval, and payment of any outstanding invoices and amendment of budget as necessary;
 - a) Investment Officer report including any actions as necessary with investment products;
 - b) Approval of credit card for District related purchases;
- 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) 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 and bids, 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) Approval of O&M/repair Proposals;

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- 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;
 - b) Updates on past District sponsored Events and planning of future District sponsored Events;
 - c) Update on District property purchases and/or disposal of surplus property; including adopting orders, declaring property as surplus, and authorizing disposal of same;
 - d) Update on repairs and improvements to Facilities, including approvals of proposals as needed;
- 11) Communications consultant report, including website updates and approval of additional services as needed;
- 12) Detention and Drainage Facilities Report (*Champions Hydro-Lawn*);
- 13) Receive request from HOA/POA for funds related to replacement/repairs of corporation assets (fence);
- 14) Discussion related to District liaison list positions and amendment of list as needed;
- 15) Director's Additional Updates on Items Not Previously Considered;
- 16) Attorney Report;
 - a) Authorize filing of eminent domain filing with Comptroller;
 - b) Review of fee increase from CHCRWA, including rate order amendments if necessary;
- 17) Discuss pending business and matters for future agendas.
- 18) Executive Session (**pursuant to Texas Government Code, Section 551.071, et. seq.*)
 - a) Discussion related to current legal matter Cause #202464643;
- 19) 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.*