

MINUTES OF MEETING OF BOARD OF DIRECTORS  
JANUARY 15, 2026

THE STATE OF TEXAS  
COUNTY OF HARRIS  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

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The Board of Directors (the "Board") of Harris County Municipal Utility District No. 304 (the "District") met in regular session, open to the public, at 12525 Wellington Parkway, Houston, Texas, on January 15, 2026, at 6:05 p.m.; whereupon the roll was called of the Board, to-wit:

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

All directors attended in person. Also attending all or parts of the meeting, in person or were Sergeant Glenn Berkheimer-Lubeck and Corporal Ramirez, of Harris County Precinct 4 Constable Office ("Constable"); Ms. Jenna Craig of Touchstone District Services, LLC ("Touchstone"); Ms. Yvonne Luevano of Wheeler & Associates, Inc. ("W&A"), tax assessor for the District; Ms. Nannette Ray and Mr. Terrence Ray of TNR Advisors & Management Consultants, LLC ("TNR"), bookkeepers for the District; Mr. Marcus Snell of EHRA Engineering ("EHRA"), engineer for the District; Mr. Juan Rojas and Mr. Dereck Noon of Precision Utility, LLC ("Precision"), operator for the District; Mr. Desmond LeBlanc of Special District Management Solutions, LLC ("SDMS"), general manager for the District; Mr. Reginald Wilson and Ms. Jessica Leung of Norton Rose Fulbright US LLP ("NRF"), attorneys for the District; and various members of the public.

**Call to Order.** The President called the meeting to order in accordance with notice posted pursuant to law, copies of certificates of posting of which are attached hereto as *Exhibit A*, and the following business was transacted:

1. **Public comments (3-minute limit per person).** Ms. Newsome said that the operator inspected her meter after the last meeting and found out that her meter was registering double the actual amount. She said that her defective meter was replaced with a Smart Meter. She requested (1) for her water bills to be adjusted and (2) Smart Meter tracking instructions. Mr. Rojas said that he will review the account when he is back in the office and will provide water usage tracking instructions once the dashboard is created.

Upon inquiry by Ms. Darnell, Mr. Rojas said that the HOA water rate is not posted on the water bill, but customers are billed according to their water usage. Mr. Wilson noted that the current Rate Order is posted on the website.

Ms. Bradshaw complained about odor from the sewer plant on Monday and Tuesday morning.

Mr. McKinney introduced himself to the Board, stating that he provides services as a municipal advisor.

Mr. Iwundu said that his checks were not deposited until three weeks after they were dropped off. Upon inquiry, he said that his checks were dropped off at the drop box at the District Building. Mr. LeBlance noted that the District Building staff checks the drop box twice a day.

2. **Review and approve Minutes on December 18, 2025 regular meeting.** The Board reviewed the minutes of the meeting held on December 18, 2025, copies of which were previously distributed to the Board. He said that the revisions previously requested by Director Moses have been incorporated. Upon motion by Director Scott, seconded by Director Ford, after full discussion and the question being put to the Board, the Board voted unanimously to approve the minutes of the meeting held on December 18, 2025.

3. **Discuss and consider Harris County Constables Precinct No. 4's Monthly Productivity Analysis Report and take any necessary action.** Mr. Wilson recognized Sergeant Berkheimer-Lubeck, who presented to and reviewed with the Board for approval of the Monthly Productivity Analysis Report.

Sergeant Berkheimer-Lubeck reported on various activities within the District in the past month.

Upon inquiry, Sergeant Berkheimer-Lubeck said that the Constables will be patrolling more frequently along T C Jester Boulevard during rush hours.

Upon motion by Director Allen, seconded by Director Moses, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Monthly Productivity Analysis Report.

4. **Discuss and consider Communications Consultant's Report and take any necessary actions.** Mr. Wilson recognized Ms. Craig, who presented to and reviewed with the Board the Communication Consultant's Report, a copy which is attached hereto as *Exhibit B*.

Ms. Craig stated that there were no website updates and new posts in the past month.

Ms. Craig reported on various website statistics and text alert activity.

Ms. Craig reviewed website inquiries received in the past month.

Ms. Craig discussed suggested articles regarding various district matters. Mr. Wilson recommended to the Board to approve posting articles regarding "Understanding Your Water Bill" and "Prepare Your Home for Freezing Weather."

Upon motion by Director Scott, seconded by Director Ford, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Communication Consultant's Report and to authorize Touchstone to post the article regarding "Prepare Your Home for Freezing Weather."

5. **Discuss and consider Tax Assessor-Collector's Report and take any necessary action.** Mr. Wilson recognized Ms. Luevano, who presented to and reviewed with the Board for approval the Tax Assessor-Collector's Report, a copy of which is attached hereto as *Exhibit C*.

Ms. Luevano reported that 12.31% of 2025 taxes have been collected as of December 31, 2025.

Ms. Luevano presented two wires and checks number 5372 through 5374 for approval.

Upon motion by Director Allen, seconded by Director Scott, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Tax Assessor-Collector's Report.

6. **Discuss and consider Bookkeeper's Report and Investment Report and take any necessary action.** Mr. Wilson recognized Ms. Ray, who presented to and reviewed with the Board for approval the Bookkeeper's Report and Investment Report, a copy of which is attached hereto as *Exhibit D*.

Ms. Ray reviewed the District's operating, debt service, and tax funds.

Ms. Ray reviewed the electricity report for the month of December.

Ms. Ray reviewed the water consumption report for the month of December.

Ms. Ray presented 74 bills on Bill.com for approval. She noted that the upcoming Monday is Martin Luther King Jr. Day, which is a holiday that banks observe.

Director Moses inquired about Touchstone invoice for election expenses. Ms. Craig said that she will follow up with the accounting department and provide updates to Director Moses and the bookkeeper.

Upon inquiry, Mr. Anderson reviewed the project timeline for the Water Distribution Improvements project. He said that the contractor will restore the site, rebuild the fence and backfill the yard, and any visible damages will be covered by the homeowner's and the contractor's insurance. Mr. Wilson said that the current contract allows the District to withhold retainage until restoration is completed. He said that if the homeowner experiences any issues inside of the house, a claim can be filed with the contract's insurance carrier.

Director Mayo inquired about the actual vs. budget comparison for building management expense. Mr. Wilson noted that the building administrator and the general manager are both billed under this line item.

Upon motion by Director Moses, seconded by Director Allen, after full discussion and the question being put to the Board, the Board voted unanimously to approve the bookkeeper's report and to withhold payment to Touchstone for election expenses in the amount of \$7,760.

Upon inquiry, Ms. Ray reviewed the E-payment approval levels for Bill.com.

Upon motion by Director Moses, seconded by Director Allen, after full discussion and the question being put to the Board, the Board voted unanimously to assign Director Moses to Level 1 and Director Allen to Level 2 for E-payment approval on Bill.com.

7. **Discuss and consider Champions Hydro-Lawn's report on maintenance of District facilities and take any necessary action.** Mr. Wilson recognized Mr. Patronella, who presented to and reviewed with the Board the Champions Hydro-Lawn's report, a copy of which is attached hereto as *Exhibit E*.

Mr. Patronella reviewed photographs of various ponds and channels throughout the District and discussed services completed and upcoming services needed.

Upon motion by Director Allen, seconded by Director Moses, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Champions Hydro-Lawn's report.

8. **Discuss and consider Engineer's Report and take any necessary actions in connection with engineering matters.** Mr. Wilson recognized Mr. Snell, who presented to and review with the Board the Engineer's Report, a copy of which is attached hereto as *Exhibit F*.

Mr. Snell provided updates on Water Distribution Improvements, stating that the contractor has installed the wateline within the casing underneath drainage channel. He said that connection is complete and backfilled with hydrostatic testing and bacteriological samples conducted this week. He said that site restoration is underway. He recommended approval of Pay Request No. 3 in the amount of \$146,834.10.

Upon inquiry by Director Allen, Mr. Snell discussed construction progress and project timeline. Mr. Rojas said that he is not aware of any water quality concerns as of yet.

Mr. Snell provided updates on Silverchase/Silverglen North Pipeline Easement Drainage. He said that no action is required at this time.

Mr. Snell reported on Wastewater Treatment Plant Access Road – Phase II, stating that he anticipates submitting final design for Phase II to Harris County for review.

Mr. Snell reported on Wastewater Treatment Plant Expansion Project, stating that TCEQ has yet to provide a review schedule update despite multiple follow-up attempts.

Mr. Snell provided updates on Walter Meadows Subdivision, stating that the project is on hold.

Mr. Snell reported on Harris County Precinct 1 – Sidewalk to Claughton Middle School, stating that comments on the draft Interlocal Agreement were issued and he is awaiting receipt of the revised agreement.

Mr. Snell provided updates on GIS report, stating that draft water and wastewater utility alignments are completed, which are under quality assurance review before adding depth information.

Upon inquiry by Director Moses, Mr. Snell said that Harris County will be connecting the two walking trails along the detention ponds to Claughton Middle School, and an interlocal agreement will be in place to indicate that the District will be responsible for maintaining the trails. He said that the County has not discussed installing parking spaces. Discussion ensued regarding potentially installing lighting for the walking trails.

Upon inquiry by Director Moses, Mr. Snell said that he will coordinate with Mr. Bowlin regarding options for installing coverings at the playground.

Upon motion by Director Allen, seconded by Director Moses, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Engineer's Report and to approve Pay Request No. 3 from ISJ Underground Utilities for Water Distribution Improvements in the amount of \$146,834.10.

9. **Discuss and consider Operator's Report and take any necessary actions in connection with operation and maintenance matters.** Mr. Rojas presented to and reviewed with the Board the Operator's Report, a copy of which is attached hereto as *Exhibit G*.

Mr. Rojas stated that there are currently 1889 active connections and 23 vacant connections. He provided the Revenue Recap for the past month.

Mr. Rojas reported on tagging delinquent customers. He stated that 28 letters were sent and 231 door hangers were hung.

Mr. Rojas reported that the District's accountability was 91.89% for the month of December.

Mr. Rojas reviewed wastewater treatment plant flow capacity and stated that there were no excursions.

Mr. Rojas reviewed the write-off list for the month of December.

Mr. Rojas reviewed the monthly Bac-T Sample Report and Nitrification Monitoring Report.

Mr. Rojas provide updates on various completed projects within the district. He said that the Smart Meter Pilot Program is completed and instructions on installing the water usage tracking app will be sent to eligible residents once the dashboard is established.

Mr. Rojas stated that the fire hydrant replacement project is on hold because an unexpectedly higher amount of residences will be impacted. He reviewed two options for the fire hydrant repair on Walters Road.

Upon motion by Director Allen, seconded by Director Ford, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the operator to proceed with install a 12" insertion valve by Koppl Pipe Services in the amount of \$38,860.

Mr. Rojas discussed the issues and concerns regarding the District's aging wastewater treatment plant ("WWTP"). He said that the low capacity of the WWTP is the cause of the odor issues. Discussion ensued regarding the District's financial capacity for building a new or expanding the existing WWTP.

Upon motion by Director Scott, seconded by Director Mayo, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Operator's Report.

10. **Discuss and consider General Manager's/Administrative Building Report and take any necessary actions.** Mr. Wilson recognized Mr. LeBlanc, who presented to and reviewed with the Board the General Manager's/Administrative Building Report, a copy of which is attached hereto as *Exhibit H*.

Mr. LeBlanc provided updates on the Community Development Block Grant ("CDBG"), stating that a meeting was conducted on December 17 to go over grant logistics and park details.

Mr. LeBlanc provided various updates on the Administrative Building maintenance and improvements.

Mr. LeBlanc reviewed updated quotes from NT Security for installation and access control system for two auto sliding gates in the amount of \$14,900 and \$15,306, respectively.

Upon inquiry by Director Ford, Mr. LeBlanc said that he received responses from two plumbers and waiting on a walk-through inspection.

Upon motion by Director Allen, seconded by Director Scott, after full discussion and the question being put to the Board, the Board voted unanimously (1) to approve to the 2026 Community Event Schedule; (2) to approve the proposal from NT Security USA LLA for additional cameras in

the amount of \$987.25; and (3) to authorize the General Manager to dispose of the old building lights and to donate the Christmas Tree.

11. **Discuss Management Services Agreement with Special Districts Management Solutions LLC and take any necessary actions.** Mr. Wilson stated that a draft Second Amendment to Management Service Agreement with comments from SDMS and NRF was previously distributed to the Board for review.

Director Mayo opened discussion regarding the duties and rates of the District's General Manager and Building Manager.

Discussion ensued. The Board is consensus to table further discussion to the next meeting.

12. **Discuss and consider Attorney's Report.** Mr. Wilson stated that Director Moses requested for an election of officers. The Board is in consensus to defer election of officers.

Mr. Wilson presented to and reviewed with the Board Order Calling Directors Election, a copy of which is attached hereto as *Exhibit I*. Upon motion by Director Moses, seconded by Director Ford, after full discussion and the question being put to the Board, the Board voted unanimously adopt the Order Calling Directors Election.

Mr. Wilson presented to and reviewed with the Board Order Adopting Exemption from Taxation for Individuals Who are Disabled or are 65 Years of Age or Older, a copy of which is attached hereto as *Exhibit J*. He stated that the District's Financial Advisor recommended to maintain the same exemption. Upon motion by Director Mayo, seconded by Director Allen, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Order Adopting Exemption from Taxation for Individuals Who are Disabled or are 65 Years of Age or Older.

Mr. Wilson presented to and reviewed with the Board Resolution Authorizing Additional Penalty on Delinquent Taxes under Sections 33.07, 33.11 and 33.08, Tax Code ("Resolution"), a copy of which is attached hereto as *Exhibit K*. He stated that the penalty amount is set by the statute and recommended adoption of the Resolution. Upon motion by Director Mayo, seconded by Director Scott, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Resolution .

Mr. Wilson stated that the District's current insurance policy with Gallagher expires on March 31, 2026, and asked if the Board would consider proposals from other insurance companies. The Board agreed that no additional proposal is needed.

Mr. Wilson said that the 2-acre tract acquisition will be discussed during the executive session.

13. **Discuss Neighborhood Traffic Calming Program.** Mr. Wilson recognized Director Scott, who reviewed the Neighborhood Traffic Calming Program ("Program") adopted by Commissioner Rodney Ellis. She said that if the Board is interested in participating, the application is due by January 31, 2026. She said that the Office of Commissioner Rodney Ellis will perform a study traffic in the neighborhood along T C Jester Boulevard and Walters Road and consider funding of any additional traffic control.

Mr. Wilson noted that participation in the Program may potentially bring in more officers, traffic controls, and enforcement in the area.

Upon motion by Director Allen, seconded by Director Moses, after full discussion and the question being put to the Board, the Board voted unanimously to authorize Mr. LeBlanc to prepare the application for the Program.

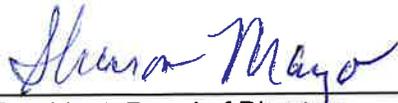
14. **Executive Session pursuant to Section 551.071 of the Open Meetings Act to seek advice of the District's attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** Upon motion by Director Scott, seconded by Director Mayo, after full discussion and the question being put to the Board, the Board voted unanimously to convene in Executive Session at 8:12 p.m. pursuant to Section 551.071 of the Open Meetings Act to seek advice of the District's attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. At this time, all person left the meeting except the directors, Mr. Wilson and Ms. Leung.

Upon motion by Director Mayo, seconded by Director Moses, after full discussion and the question being put to the Board, the Board voted unanimously to reconvene in open session at 8:27 p.m.

THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, the meeting was adjourned.

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The above and foregoing minutes were passed and approved by the Board of Directors on January 22, 2026.

  
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President, Board of Directors

ATTEST:

  
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Secretary, Board of Directors

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

In accordance with Chapter 551, Texas Government Code, and Section 49.063, both as amended, take notice that the Board of Directors of Harris County Municipal Utility District No. 304 will meet at 12525 Wellington Parkway, Houston, Texas 77014, at 6:05 p.m. on Thursday, January 15, 2026. Meeting documents can be found at [hcmud304.com/](http://hcmud304.com/).

At such meeting, the Board will consider and act on the following matters:

1. Public comments (3 minutes each);
2. Review and approve minutes on December 18, 2025 regular meeting;
3. Discuss and consider Harris County Constables Precinct No. 4's Monthly Productivity Analysis report and take any necessary actions;
4. Discuss and consider Communications Consultant's Report and take any necessary actions;
5. Discuss and consider Tax Assessor-Collector's Report and take any necessary actions;
6. Discuss and consider Bookkeeper's Report and Investment Report and take any necessary actions;
7. Discuss and consider Champions Hydro-Lawn's report on maintenance of District facilities and take any necessary actions;
8. Discuss and consider Engineer's Report and take any necessary actions in connection with engineering matters;
9. Discuss and consider Operator's Report and take any necessary actions in connection with operation and maintenance matters;
10. Discuss and consider General Manager's/Administrative Building Report and take any necessary actions;
11. Discuss Management Services Agreement with Special Districts Management Solutions LLC and take any necessary actions;
12. Discuss and consider Attorney's Report, including:
  - a) Election of Officers;
  - b) Adopt Order Calling Directors Election;
  - c) Adopt Order Authorizing Exemptions from Taxation;
  - d) Adopt Resolution Authorizing Additional Penalty on Taxes, Penalty and Interest remaining delinquent on April 1<sup>st</sup> (personal property) and July 1<sup>st</sup> (other property);
  - e) Consider need for insurance proposals (Current policy with Arthur J. Gallagher expires on March 31, 2026);
  - f) Discuss 2-acre tract acquisition for park development and any necessary actions;
13. Discuss Neighborhood Traffic Calming Program;
14. Executive Session pursuant to Sections 551.071 of the Open Meetings Act to seek advice of the District's attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

and such other matters that may come before the Board.

*1s/ Reginald Wilson*

Norton Rose Fulbright US LLP  
Attorneys for District

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any agenda item included in this Notice, then such closed or executive meeting or session, as authorized by the Texas Open Meetings Act, will be held by the Board at the date, hour, and place given in this Notice concerning any and all subjects for any and all purposes permitted by Sections 551.071-551.084 of the Texas Government Code and the Texas Open Meetings Act, including, but not limited to, Section 551.071 - for the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

DISTRITO DE LA UTILIDAD MUNICIPAL DEL CONDADO DE HARRIS NO. 304

A V I S O

De acuerdo con el Capítulo 551, Código de Gobierno de Texas, y la Sección 49.063, ambas modificadas, tome nota de que la Junta Directiva del Distrito de Servicios Públicos Municipales del Condado de Harris No. 304 se reunirá en 12525 Wellington Parkway, Houston, Texas 77014 a las 6:05 p.m. el miércoles 15 de enero de 2026.

12b. Adoptar Orden de Convocatoria de Elección de Director

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HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

T H Ô N G B Á O B Ò S U N G

Theo Chương 551, Bộ luật Chính phủ Texas và Mục 49.063, cả hai đều đã được sửa đổi, lưu ý rằng Ban Giám đốc của Harris County Municipal Utility District No. 304 sẽ họp tại 12525 Wellington Parkway, Houston, Texas 77014 lúc 6:05 chiều. Vào thứ Năm, ngày 15 tháng 1 năm 2026.

12b. Thông qua cuộc bầu cử của Giám đốc theo Lệnh Gọi

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HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

補充公告

根據經修訂的德克薩斯州政府法典第 551 章和第 49.063 節, 請注意 Harris County Municipal Utility District No. 304 董事會將於2026 年 1 月 15 日, 星期四, 下午 6:05 在德克薩斯州休斯頓 12525 Wellington Parkway, Houston, Texas 77014 召開會議。

12b. 通過命令召集董事選舉

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any agenda item included in this Notice, then such closed or executive meeting or session, as authorized by the Texas Open Meetings Act, will be held by the Board at the date, hour, and place given in this Notice concerning any and all subjects for any and all purposes permitted by Sections 551.071-551.084 of the Texas Government Code and the Texas Open Meetings Act, including, but not limited to, Section 551.071 - for the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

CERTIFICATE OF POSTING NOTICE  
OF MEETING OF BOARD OF DIRECTORS

THE STATE OF TEXAS §  
COUNTY OF HARRIS §  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304 §

I hereby certify that on January 9, 2026 I posted the Notice of a Regular Meeting of the Board of Directors of Municipal Utility District No. 304, a screenshot of which is attached hereto, on the District's webpage indicated on the attached screenshot no less than three business days prior to the meeting date and time, as required by law.

EXECUTED this 9th day of January, 2026.

  
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# Harris County MUD 304 Monthly Communications Report

January 15, 2026

The following report details updates for any communication projects and tasks for HCMUD 304 that have occurred since the last board meeting.

## WEBSITE UPDATES

The following updates have been made since the last meeting:

- The following has been posted to the Documents webpage:
  - Rate Order (adopted December 18, 2025)
  - Notice to Purchaser

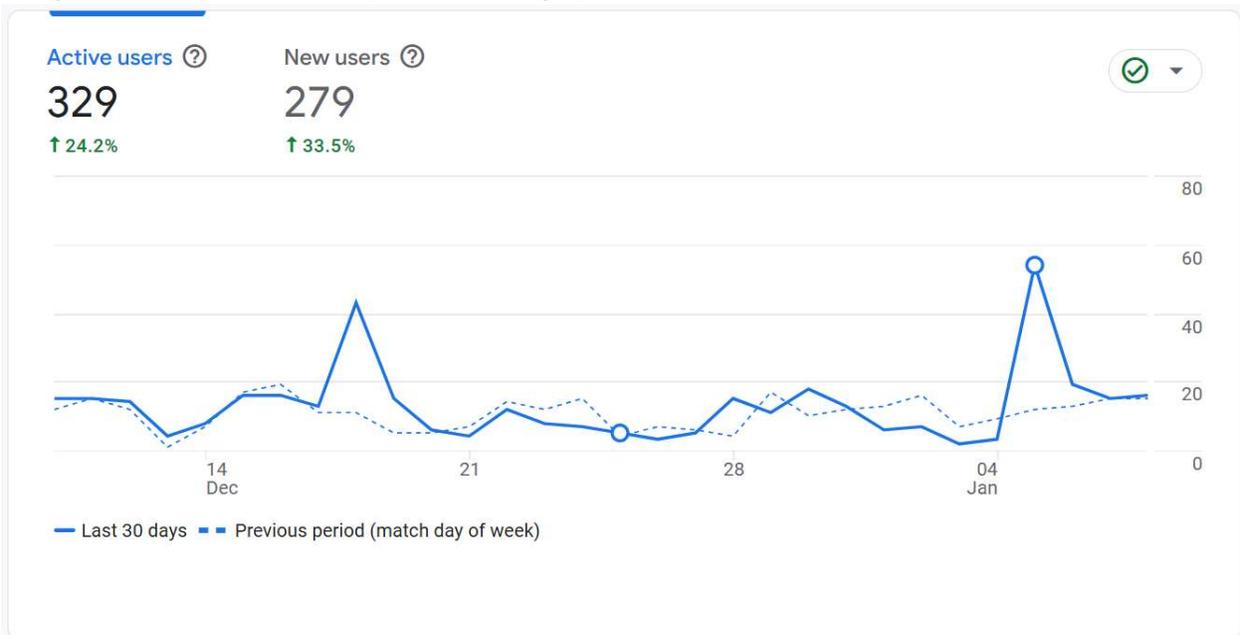
## NEWS POSTS

The following news post was posted since the last report:

- **Water Line Testing**
- **January 16, 2026 Public Meeting Notice**

## WEBSITE STATISTICS

Analytics Period: December 10, 2025 – January 8, 2026



**Simon VanDyk** (Primary)  
Director of Business Development  
s.vandyk@touchstonedistrictservices.com  
281-832-6143

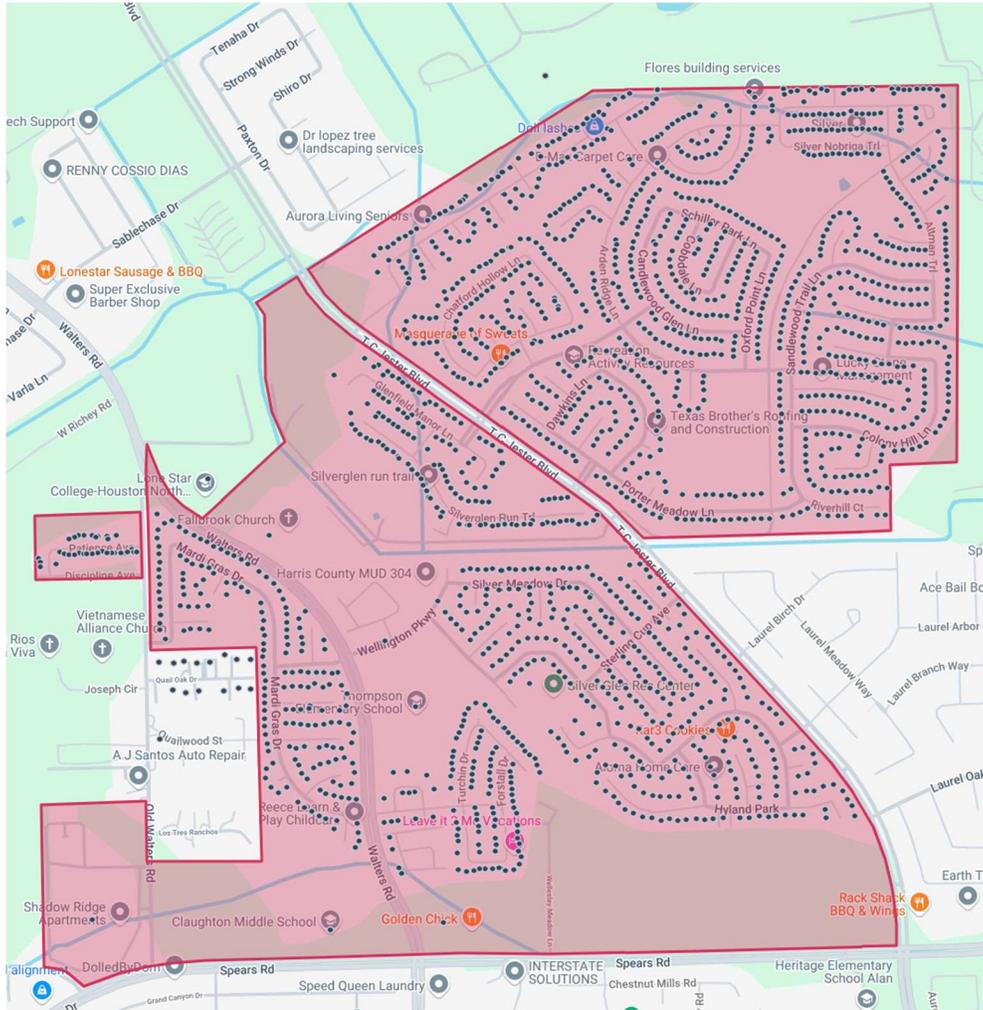
**Jenna Craig** (Secondary)  
Communication Liaison  
j.craig@touchstonedistrictservices.com  
713-503-1992

## WEBSITE STATISTICS CONTINUED

- 279 new and unique visitors to the website, 329 total users
- 155 users found the site organically while 181 were directly linked to the website
- 203 engaged sessions accounting for 2,192 navigational events (events being things such as page scrolls, clicks, downloads, etc.)
- Top Ten Pages are as follows:

<input type="text" value="Page title and screen name"/> <span style="float: right;">+</span>		↓ Views
Total		<b>452</b> 99.56% of total
1	Welcome to Harris County MUD No. 304 / Harris County MUD 304	71 (15.71%)
2	Bill Payment Information / Harris County MUD 304	64 (14.16%)
3	Board Meetings / Harris County MUD 304	49 (10.84%)
4	Photos: Annual Christmas Event 2025 / Harris County MUD 304	41 (9.07%)
5	Photos: 2025 Jewels & Gents / Harris County MUD 304	25 (5.53%)
6	Building Rental / Harris County MUD 304	24 (5.31%)
7	Board of Directors / Harris County MUD 304	21 (4.65%)
8	Contact Us / Harris County MUD 304	15 (3.32%)
9	Documents / Harris County MUD 304	15 (3.32%)
10	December 18, 2025 Public Meeting Notice / Harris County MUD 304	14 (3.1%)

## INTEN DISTRICT ALERTS SYSTEM



- Accounts Registered: 1832 mobiles in 1854 accounts
- Accounts Created in the last 30 days: 0
- Text alerts sent this cycle:
  - Water Line Testing – 01/05/2026
    - Sent: 1,832
    - Clickthrough: 230
    - Clickthrough Rate: 12.55%

**Simon VanDyk** (Primary)  
Director of Business Development  
s.vandyk@touchstonedistrictservices.com  
281-832-6143

**Jenna Craig** (Secondary)  
Communication Liaison  
j.craig@touchstonedistrictservices.com  
713-503-1992

## WEBSITE INQUIRIES

- Inquiry regarding leak in valve box
- Inquiry regarding resources environmental club for girls
- Inquiry regarding cleaning bid

## SUGGESTED ITEMS

- “Understanding Your Water Bill” article
- “How to Calculate Your Taxes”
- “Prepare Your Home for Freezing Weather”

## OPEN ITEMS

- No open items this cycle

## ACTION ITEMS

- No action items this cycle



**Wheeler & Associates, Inc.**

The Leader In Tax Information And Collection Systems

50 YEARS OF EXCELLENCE

# **TAX ASSESSOR COLLECTOR MONTHLY REPORT**

**HARRIS COUNTY MUD #304**

**AS OF DECEMBER 31, 2025**



**HARRIS COUNTY MUD #304**  
**TAX COLLECTOR MONTHLY REPORT : 10/1/2025 - 12/31/2025**

TAX COLLECTIONS								
TAX YEAR	BAL. FWD. AT 10/1/2025	SUPP/CORR / OTHER	WRITE OFF	ADJUSTED LEVY AT 12/31/2025	MONTHLY COLLECTIONS	TAX YEAR COLLECTIONS	AMT OUTSTDG. AT 12/31/2025	% COLL
2025	\$3,268,899.21	\$155,423.74	\$0.00	\$3,424,322.95	\$329,782.84	\$421,658.02	\$3,002,664.93	12.31
2024	\$30,163.48	\$0.00	\$0.00	\$30,163.48	\$2,434.40	\$9,825.77	\$20,337.71	32.57
2023	\$14,430.84	\$0.00	\$0.00	\$14,430.84	\$366.02	\$491.80	\$13,939.04	3.40
2022	\$9,098.37	\$0.00	\$0.00	\$9,098.37	\$232.59	\$232.59	\$8,865.78	2.55
2021	\$6,540.29	\$0.00	\$0.00	\$6,540.29	\$0.00	\$0.00	\$6,540.29	0.00
2020	\$6,201.73	\$0.00	\$0.00	\$6,201.73	\$0.00	\$238.68	\$5,963.05	3.84
2019	\$3,214.35	\$0.00	\$0.00	\$3,214.35	\$0.00	\$0.00	\$3,214.35	0.00
2018	\$2,141.75	\$0.00	\$0.00	\$2,141.75	\$0.00	\$0.00	\$2,141.75	0.00
2017	\$2,015.02	\$0.00	\$0.00	\$2,015.02	\$0.00	\$0.00	\$2,015.02	0.00
2016	\$1,786.92	\$0.00	\$0.00	\$1,786.92	\$0.00	\$0.00	\$1,786.92	0.00
2015	\$1,292.88	\$0.00	\$0.00	\$1,292.88	\$0.00	\$0.00	\$1,292.88	0.00
2014	\$1,304.04	\$0.00	\$0.00	\$1,304.04	\$0.00	\$0.00	\$1,304.04	0.00
2013	\$2,427.38	\$0.00	\$0.00	\$2,427.38	\$0.00	\$0.00	\$2,427.38	0.00
2012	\$2,111.93	\$0.00	\$0.00	\$2,111.93	\$0.00	\$0.00	\$2,111.93	0.00
2011	\$2,339.74	\$0.00	\$0.00	\$2,339.74	\$0.00	\$0.00	\$2,339.74	0.00
2010	\$2,339.74	\$0.00	\$0.00	\$2,339.74	\$0.00	\$0.00	\$2,339.74	0.00
2009	\$2,325.05	\$0.00	\$0.00	\$2,325.05	\$0.00	\$0.00	\$2,325.05	0.00
2008	\$1,485.65	\$0.00	\$0.00	\$1,485.65	\$0.00	\$0.00	\$1,485.65	0.00
2007	\$1,639.39	\$0.00	\$0.00	\$1,639.39	\$0.00	\$0.00	\$1,639.39	0.00
2006	\$1,730.47	\$0.00	\$0.00	\$1,730.47	\$0.00	\$0.00	\$1,730.47	0.00
2005	\$1,622.87	\$0.00	\$0.00	\$1,622.87	\$0.00	\$0.00	\$1,622.87	0.00
2004	\$1,825.42	\$0.00	\$0.00	\$1,825.42	\$0.00	\$0.00	\$1,825.42	0.00
2003	\$1,996.02	\$0.00	\$0.00	\$1,996.02	\$0.00	\$0.00	\$1,996.02	0.00
2002	\$1,915.29	\$0.00	\$0.00	\$1,915.29	\$0.00	\$0.00	\$1,915.29	0.00
2001	\$1,757.02	\$0.00	\$0.00	\$1,757.02	\$0.00	\$0.00	\$1,757.02	0.00
	<b>\$3,372,604.85</b>	<b>\$155,423.74</b>	<b>\$0.00</b>	<b>\$3,528,028.59</b>	<b>\$332,815.85</b>	<b>\$432,446.86</b>	<b>\$3,095,581.73</b>	<b>12.25</b>

**SUMMARY OF CASH ACCOUNT**

<b>BALANCE FORWARD 12/01/2025</b>	<b>\$166,420.54</b>
<b>TAXES ALL YEARS (2001-2025)</b>	<b>\$332,815.85</b>
<b>OTHER INCOME:</b>	
10% Rendition Penalty	\$144.47
Penalty & Interest	\$879.69
Statutory Delinquent Collection Charge	\$1,124.13
Voluntary Overpayment	\$10.00
<b>TOTAL OTHER INCOME:</b>	<b>\$2,158.29</b>
<b>VOIDED CHECKS:</b>	<b>\$0.00</b>
<b>TOTAL INCOME:</b>	<b>\$334,974.14</b>
<b>LESS DISBURSEMENTS:</b>	
Transfer Taxes	
Maintenance & Operating Fund	\$60,691.23
Checks	\$9,803.87
<b>TOTAL DISBURSEMENTS</b>	<b>\$70,495.10</b>
<b>ADJUSTMENTS:</b>	
Journal Entries	\$600.00
<b>TOTAL ADJUSTMENTS:</b>	<b>\$600.00</b>
<b>TOTAL EXPENSES:</b>	<b>\$71,095.10</b>



<b>CASH BALANCE - 12/31/2025</b>			<b>\$430,299.58</b>
<b>VOIDED CHECKS:</b>			<b>\$0.00</b>
<b>LESS DISBURSEMENTS 1/1/2026</b>			
Transfer Taxes			
	Interest & Sinking Fund	\$50,000.00	
	Maintenance & Operating Fund	\$196,146.20	
Checks		\$6,281.14	
<b>TOTAL DISBURSEMENTS 1/1/2026</b>		<b>\$252,427.34</b>	
<b>CASH BALANCE TO FORWARD - 1/1/2026</b>			<b>\$177,872.24</b>



HARRIS COUNTY MUD #304				
MONTHLY CHECK REGISTER AS OF JANUARY 2026				
CHECK #	DATE	PAYEE	DESCRIPTION	AMOUNT
5372	1/1/2026	Wheeler & Associates Inc Catherine Wheeler TAX A/C	January 2026 Billing Fee	\$2,590.50
5373	1/1/2026	Wheeler & Associates Inc Catherine Wheeler TAX A/C	January 2026 Billing Expenses	\$2,536.76
5374	1/1/2026	Ted A Cox, P.C.	Del Tax Atty Fee	\$1,153.88
Wire - Debt	1/1/2026	Harris County MUD # 304 - Debt Svc	Transfer of Funds	\$50,000.00
Wire - M&O	1/1/2026	Harris County MUD # 304 - M&O	Maintenance & Operating	\$196,146.20
			<b>TOTAL (5 Transactions)</b>	<b>\$252,427.34</b>
			<b>NET TOTAL:</b>	<b>\$252,427.34</b>



**HARRIS COUNTY MUD #304**

**HISTORICAL VALUATION AND COLLECTION DATA : 10/1/2025 - 12/31/2025**

TAX RATES / \$100 TOTAL TTV					VALUATION							
TAX YEAR	DEBT RATE	M & O RATE	C & R RATE	TOTAL RATE	LAND	IMPROV.	AG.	PER	EXE	TOTAL TV	SR	KR
2025	0.260000	0.380000	0.000000	0.640000	\$129,408,264	\$485,562,265	\$0	\$11,945,247	\$91,863,908	\$535,051,868	3	3
2024	0.258000	0.386818	0.000000	0.644818	\$124,154,346	\$478,810,703	\$0	\$10,726,358	\$87,828,086	\$525,863,321	13	14
2023	0.257500	0.387534	0.000000	0.645034	\$122,551,835	\$447,075,311	\$0	\$9,924,376	\$83,487,700	\$496,063,822	16	25
2022	0.277500	0.395900	0.000000	0.673400	\$75,651,397	\$433,895,219	\$0	\$9,990,818	\$73,129,549	\$446,407,885	22	37
2021	0.320000	0.430000	0.000000	0.750000	\$74,729,780	\$386,291,663	\$0	\$7,627,824	\$67,694,523	\$400,954,744	23	50
2020	0.350000	0.420000	0.000000	0.770000	\$73,912,998	\$350,172,699	\$0	\$6,959,712	\$66,906,961	\$364,138,448	35	61
2019	0.380000	0.410000	0.000000	0.790000	\$71,761,878	\$320,168,795	\$0	\$6,229,116	\$67,553,424	\$330,606,365	29	62
2018	0.430000	0.370000	0.000000	0.800000	\$70,258,471	\$271,007,114	\$0	\$5,140,618	\$63,951,586	\$282,454,617	34	44
2017	0.500000	0.300000	0.000000	0.800000	\$64,333,960	\$245,492,677	\$0	\$5,554,459	\$58,880,391	\$256,500,705	32	55
2016	0.530000	0.280000	0.000000	0.810000	\$57,740,294	\$215,822,617	\$0	\$5,350,907	\$58,179,998	\$220,733,820	29	43
2015	0.550000	0.260000	0.000000	0.810000	\$56,053,309	\$195,592,843	\$0	\$5,534,663	\$57,849,697	\$199,331,118	34	35
2014	0.750000	0.100000	0.000000	0.850000	\$53,668,250	\$167,986,446	\$0	\$5,087,445	\$55,777,247	\$170,964,894	51	50
2013	0.800000	0.100000	0.000000	0.900000	\$51,958,403	\$155,275,281	\$0	\$5,155,591	\$53,835,653	\$158,553,622	23	50
2012	0.650000	0.250000	0.000000	0.900000	\$51,208,444	\$155,134,394	\$0	\$4,806,914	\$53,250,985	\$157,898,767	34	61
2011	0.770000	0.080000	0.000000	0.850000	\$51,595,671	\$166,472,099	\$0	\$5,103,708	\$52,071,661	\$171,099,817	45	70
2010	0.770000	0.080000	0.000000	0.850000	\$51,365,379	\$165,874,143	\$0	\$4,990,809	\$50,023,035	\$172,207,296	56	81
2009	0.740000	0.110000	0.000000	0.850000	\$49,072,297	\$176,000,465	\$0	\$4,407,166	\$51,202,939	\$178,276,989	22	53
2008	0.740000	0.110000	0.000000	0.850000	\$49,861,199	\$179,790,005	\$0	\$4,191,725	\$39,784,719	\$194,058,210	23	59
2007	0.770000	0.130000	0.000000	0.900000	\$43,667,188	\$170,471,544	\$0	\$4,288,407	\$32,631,401	\$185,795,738	20	63
2006	0.810000	0.140000	0.000000	0.950000	\$35,473,477	\$145,842,638	\$0	\$3,610,020	\$30,840,068	\$154,086,067	25	120
2005	0.840000	0.140000	0.000000	0.980000	\$35,247,088	\$128,653,368	\$0	\$2,979,490	\$30,855,435	\$136,024,511	29	61
2004	1.000000	0.070000	0.000000	1.070000	\$24,075,970	\$87,938,170	\$0	\$2,747,610	\$502,220	\$114,259,530	12	22
2003	1.070000	0.100000	0.000000	1.170000	\$20,407,720	\$62,728,000	\$9,650	\$1,873,110	\$294,320	\$84,724,160	10	20
2002	1.070000	0.100000	0.000000	1.170000	\$13,239,540	\$51,972,950	\$1,390	\$1,574,060	\$91,660	\$66,696,280	7	15
2001	1.080000	0.100000	0.000000	1.180000	\$12,524,460	\$38,004,450	\$3,680	\$1,295,000	\$317,680	\$51,509,910	6	16

TAX COLLECTIONS							
TAX YEAR	TOTAL TAX LEVY TO DATE	CORRECTION TAX LEVY	WRITE OFF	ADJUSTED LEVY AT 12/31/2025	TAX YEAR COLLECTION	AMT. OUTSTDG. AT 12/31/2025	% COLL
2025	\$3,268,899.21	\$155,423.74		\$3,424,322.95	\$421,658.02	\$3,002,664.93	12.31
2024	\$3,390,861.85	\$0.00		\$3,390,861.85	\$3,370,524.14	\$20,337.71	99.40
2023	\$3,199,750.53			\$3,199,750.53	\$3,185,811.49	\$13,939.04	99.56
2022	\$3,006,101.13			\$3,006,101.13	\$2,997,235.35	\$8,865.78	99.70
2021	\$3,007,153.62	\$0.00		\$3,007,153.62	\$3,000,613.33	\$6,540.29	99.78
2020	\$2,803,857.07			\$2,803,857.07	\$2,797,894.02	\$5,963.05	99.78
2019	\$2,611,781.94		\$6.71	\$2,611,775.23	\$2,608,560.88	\$3,214.35	99.87
2018	\$2,259,630.20		\$0.00	\$2,259,630.20	\$2,257,488.45	\$2,141.75	99.90
2017	\$2,051,999.34		\$351.98	\$2,051,647.36	\$2,049,632.34	\$2,015.02	99.90
2016	\$1,787,936.63		\$219.90	\$1,787,716.73	\$1,785,929.81	\$1,786.92	99.90
2015	\$1,614,575.20		\$225.31	\$1,614,349.89	\$1,613,057.01	\$1,292.88	99.91
2014	\$1,453,195.13		\$12.91	\$1,453,182.22	\$1,451,878.18	\$1,304.04	99.91
2013	\$1,426,976.70		\$483.27	\$1,426,493.43	\$1,424,066.05	\$2,427.38	99.82
2012	\$1,421,082.92		\$195.20	\$1,420,887.72	\$1,418,775.79	\$2,111.93	99.85
2011	\$1,454,342.02		\$334.68	\$1,454,007.34	\$1,451,667.60	\$2,339.74	99.83
2010	\$1,463,755.58		\$336.77	\$1,463,418.81	\$1,461,079.07	\$2,339.74	99.84
2009	\$1,515,347.78		\$411.98	\$1,514,935.80	\$1,512,610.75	\$2,325.05	99.84
2008	\$1,649,487.46		\$610.23	\$1,648,877.23	\$1,647,391.58	\$1,485.65	99.90
2007	\$1,672,157.03		\$655.32	\$1,671,501.71	\$1,669,862.32	\$1,639.39	99.90



# Wheeler & Associates, Inc.

The Leader In Tax Information And Collection Systems

50 YEARS OF EXCELLENCE

2006	\$1,463,811.49	\$496.17	\$1,463,315.32	\$1,461,584.85	\$1,730.47	99.88
2005	\$1,333,033.56	\$269.74	\$1,332,763.82	\$1,331,140.95	\$1,622.87	99.87
2004	\$1,222,576.61	\$214.62	\$1,222,361.99	\$1,220,536.57	\$1,825.42	99.85
2003	\$991,272.39	\$122.85	\$991,149.54	\$989,153.52	\$1,996.02	99.79
2002	\$780,346.67	\$158.43	\$780,188.24	\$778,272.95	\$1,915.29	99.75
2001	\$607,817.05	\$418.08	\$607,398.97	\$605,641.95	\$1,757.02	99.71

### CURRENT COLLECTION COMPARISON TO PRIOR YEAR

	OCT 2025	NOV 2025	DEC 2025	JAN 2026	FEB 2026	MAR 2026	APR 2026	MAY 2026	JUN 2026	JUL 2026	AUG 2026	SEP 2026
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\$	\$0.00	\$92,475.18	\$329,782.84									
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%	0.00	2.77	12.31									
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	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	SEP 2025
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\$	\$0.00	\$111,769.30	\$2,178,785.35	\$818,691.99	\$133,455.67	\$30,360.48	\$37,400.17	\$9,120.71	\$15,682.93	\$23,831.16	\$11,857.68	\$1,993.60
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%	0.00	3.29	67.47	91.60	95.36	96.26	97.36	97.59	98.06	98.76	99.11	99.11
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HARRIS COUNTY MUD #304

CALCULATION OF CASH BALANCE FORWARD - AS OF 12/31/2025

DESCRIPTION	CURRENT MONTH 12/1/2025 - 12/31/2025	TAX YEAR 10/1/2025 - 12/31/2025	FISCAL YEAR 9/1/2025 - 12/31/2025
<b>BEGINNING BALANCE</b>	<b>\$166,420.54</b>	<b>\$91,100.51</b>	<b>\$133,707.25</b>
Taxes	\$332,215.85	\$432,446.86	\$435,043.75
Bankruptcy Payments	\$0.00	\$0.00	\$34.86
Voluntary Overpayment	\$10.00	\$10.00	\$10.00
Penalty & Interest	\$879.69	\$2,263.92	\$2,824.23
Collection Fee	\$1,124.13	\$2,792.67	\$3,375.43
10% Rendition Penalty	\$144.47	\$144.47	\$144.47
<b>INCOME</b>	<b>\$334,374.14</b>	<b>\$437,657.92</b>	<b>\$441,432.74</b>
Correction Roll Refund	\$0.00	\$246.26	\$5,015.98
M & O Fund	\$60,691.23	\$60,691.23	\$80,047.01
I & S Fund	\$0.00	\$0.00	\$15,000.00
Tax A/C Fee - CW	\$2,585.50	\$7,761.50	\$10,350.75
Delinquent Assistance/Water Termination	\$0.00	\$170.00	\$170.00
Delinquent Data File Transmissions	\$302.50	\$737.50	\$907.50
Evening Meeting	\$100.00	\$300.00	\$400.00
Travel Mileage	\$25.20	\$75.60	\$100.80
Special Request by BOD/District Consultant	\$297.50	\$767.50	\$852.50
Postage	\$1,502.53	\$1,512.67	\$1,514.52
Phone Calls	\$0.00	\$0.00	\$0.00
Processing and Balancing (CR)	\$0.00	\$3,312.00	\$3,312.00
Copies, Scans & Faxes	\$118.80	\$424.80	\$559.35
Research Requested	\$0.00	\$0.00	\$21.25
CAD Fees	\$0.00	\$6,807.00	\$6,807.00
Legal Notices	\$0.00	\$500.00	\$500.00
Record Retention	\$0.00	\$3,864.00	\$3,864.00
HB 1154	\$175.00	\$525.00	\$700.00
SB Website Documents	\$175.00	\$525.00	\$700.00
Correspondence With Taxpayer	\$21.25	\$21.25	\$42.50
Court Affidavits	\$0.00	\$218.75	\$218.75
Installment Agreement	\$85.00	\$642.50	\$817.50
Statements - CR	\$2,871.00	\$2,871.00	\$2,871.00
Statements - SR/KR/NC	\$18.00	\$18.00	\$18.00
Certificates of Value (CCOV) (EOV)	\$0.00	\$262.50	\$262.50
Required Forms	\$260.00	\$562.50	\$562.50
Internet E-check ACH / Credit Card	\$0.00	\$0.00	\$523.50
Bank Correspondence / Wires	\$0.00	\$85.00	\$85.00
Bank Handling Charges	\$21.78	\$100.38	\$122.62
Delinquent Tax Attorney Fees	\$1,069.81	\$2,526.91	\$5,218.88
Pledged Securities	\$175.00	\$525.00	\$700.00
Bankruptcies	\$0.00	\$42.50	\$85.00
Special Meeting/Extra Meeting Time	\$0.00	\$0.00	\$127.50
No New Revenue Rate Calculation	\$0.00	\$1,400.00	\$1,400.00
Newspaper Publishing Tracking Notice	\$0.00	\$962.50	\$962.50
<b>DISBURSEMENT</b>	<b>\$70,495.10</b>	<b>\$98,458.85</b>	<b>\$144,840.41</b>
<b>TOTAL</b>	<b>\$430,299.58</b>	<b>\$430,299.58</b>	<b>\$430,299.58</b>

# HARRIS COUNTY

## MUNICIPAL UTILITY DISTRICT No. 304

BOOKKEEPER'S REPORT  
FOR MONTH ENDING  
DECEMBER 31, 2025



**MEETING DATE:**

**January 15, 2025**

**PREPARED BY**

**TNR Advisors & Management Consultants, LLC**

**24285 Katy Freeway, Suite 300**

**KATY, TEXAS 77494**

**TELEPHONE: 832-398-6125**

**EMAIL: [BOOKKEEPER@HCMUD304.COM](mailto:BOOKKEEPER@HCMUD304.COM)**

# Harris County MUD 304

## Executive Summary – Bookkeeper Report as of Dec 2025 Board Meeting on January 15, 2025

- **Operating Fund – Cash Flow**
  - Investments:
    - YTD Interest income is \$97K, which is \$14K over budget FYTD.
  - Status:
    - YTD revenue is \$1.31M. Over budget by \$91K. Primarily due to the higher than projected water and sewer revenue (\$96K), higher than projected interest income (\$14K), which was offset by lower than plan tax collections (\$19K) which is related to timing.
    - YTD total expenses are \$1.95 million. Over budget by \$233K, primarily due to the timing of capital expenditures (\$207K).
  - General Operating Fund = **\$7,132,174.95**
- **Debt Service Fund**
  - Debt Service Fund = **\$1,244,995.24**
- **Tax Fund**
  - Transferred \$60,691 to GOF and \$0 to the DSF.
- **CPF Fund**
  - Capital Service Fund = **\$7,463,603.54**
- **Electricity Report – Dec 2025**
  - Total KWH Used (Dec 2025) = 80,992
  - Total Costs (Dec 2025) = \$6,798.77
  - Average Costs per KWH (For Month) = \$0.084
  - Average Costs per KWH (For Year) = \$0.081
- **Water Report – Dec 2025**
  - Total Gallons Purchased (Dec 2025) = 14,423
  - Total Costs (Dec 2025) = \$63,713.28
  - Average Costs per Gallon (For Month) = \$4.417
  - Average Costs per Gallon (For Year) = \$4.30
- **E-Payment Approvals**
  - **Total Bills in Bill.com = 74**
  - **Total Bill.com Amount = \$508,904.78**
  - **Total Checks = 1 for \$2907.72**
  - **Total with Payroll and checks = \$513,702.04**
  - E-payment Approval Levels for this month:
    - **Level 1 – Geri Scott**
    - **Level 2 – LaFrances Moses or Sharon Mayo**
    - **Level 3 – Larry Allen or Sandra Ford**
- **Action Required:**
  - Motion to approve bookkeeper report.

**OPERATING ACCOUNT - COMMUNITY BUILDING ACCOUNT**

**CENTRAL BANK - BUILDING ACCOUNT (XXXX7607)**

*(THIS IS THE ACCOUNT FOR THE COMMUNITY BUILDING RENTALS)*

	<b>BEGINNING BALANCE AS OF 12/01/2025</b>	\$ 37,622.24
<b>DEPOSITS/CREDITS</b>		
	BUILDING DEPOSIT RENTALS - TOTAL	1,739.00
	WIS Payment or Bill.com Voids	107.00
	INTEREST REVENUE	64.10
	<b>TOTAL RENTAL AND RENT DEPOSITS</b>	<u>1,910.10</u>
	DEPOSIT REFUND	(100.00)
	<b>BANK SERVICE FEES</b>	
	SWEEP FEES	0.00
	CHARGEBACK FEES	0.00
	SC MAINTENANCE FEES	(5.00)
	POSITIVE PAY	(25.00)
	TRANSFER TO ACCT. 5426	0.00
	<b>ENDING BLANCE AS OF 12/31/2025</b>	<u><b>\$ 39,402.34</b></u>

**OPERATING ACCOUNT**

**CENTRAL BANK - OPERATOR LOCKBOX ACCOUNT (XXXX4799)**

*(THIS IS THE ACCOUNT THE OPERATOR DEPOSITS ACCTS REC INTO)*

	<b>BEGINNING BALANCE AS OF 12/01/2025</b>	\$ 192,676.14
<b>DEPOSITS/CREDITS</b>		
	ACCOUNT RECEIVABLE COLLECTIONS	388,077.50
	CB INTERNAL SWEEPS TO XX4799	104,980.07
<b>CHECKS/PAYMENTS/DEBITS</b>		
	<b>BANK SERVICE FEES</b>	
	ACCOUNT ANALYSIS FEES	(5.00)
	PAYMENT TECH TRANSFERS	(4,135.60)
	SC MAINTENANCE FEES	(25.00)
	CHARGEBACKS - NSF CHECKS	0.00
	TRANSFER TO OPERATING ACCT (GOF)	(380,000.00)
	CB INTERNAL SWEEP TO XXX5426	(104,966.53)
	<b>ENDING BLANCE AS OF 12/31/2025</b>	<u><b>\$ 196,601.58</b></u>

**CENTRAL BANK - GOF OPERATING ACCT (XXXX5426)**

*(THIS IS THE ACCOUNT WE DISBURSE FUNDS FROM)*

	<b>BEGINNING BALANCE AS OF 12/01/2025</b>	\$ 11,364.01
<b>DEPOSITS/CREDITS</b>		
	CB INTERNAL SWEEPS FROM XX4799	151,364.01
	Bill.com Void Payments	350.00
	TAX Collection from Tax Assessor	0.00
	Other Deposits (void check)	128.43
	TRANSFER FROM CENTRAL ACCT XXX4799	380,000.00
	TRANSFER FROM TEXPOOL ACCT xx0001	15,000.00
<b>CHECKS/PAYMENTS/DEBITS</b>		
	CENTRAL BANK DEMAND ACCOUNT SWEPT TO SWEEP ACCOUNT (SWEPT TO OTHER BANKS)	(151,364.01)
	TRANSFER TO TEXPOOL ACCT xx0001	0.00
	TOTAL ELECTRONIC PAYMENTS	(392,448.42)
	CHARGEBACKS - NSF CHECKS	0.00
	DIRECTOR's FEES INTUIT Payroll and Taxes	(1,685.45)
	Checks Cleared	(128.43)
	<b>BANK SERVICE FEES</b>	(30.00)
	COLLATERAL MANAGEMENT FEE	0.00
	SWEEP MONTHLY MAINTENANCE FEE	0.00
	<b>ENDING BLANCE AS OF 12/31/2025</b>	<u><b>\$ 12,550.14</b></u>

**ELECTRONIC PAYMENTS FOR APPROVAL**

Bill	A&A Residential & Commercial	REPAIRS & MAINTENANCE BLDG	(1,400.00)
Bill	Airborne Locksmith LLC	REPAIRS & MAINTENANCE BLDG	(3,595.00)
Bill	Alesha BoB	COMMUNITY CENTER RENTAL DEPOSITS	(100.00)
Bill	Amazon Capital Services	PRINTING & OFFICE SUPPLIES	(1,375.17)
Bill	Amazon Capital Services	COMMUNITY EVENT EXPENSE	(94.25)
Bill	Andela S Gomez	CUSTOMER METER DEPOSITS	(121.54)
Bill	AT&T 159345340	TELEPHONE & WIFI - COMMUNITY BG	(293.59)
Bill	BEST TRASH, LLC	GARBAGE EXPENSE	(39,813.48)
Bill	BURT'S CLEANING SERVICES, LLC	REPAIRS & MAINTENANCE BLDG	(4,704.00)
Bill	BURT'S CLEANING SERVICES, LLC	BUILDING CLEANING & SUPPLIES	(2,318.75)
Bill	CHAMPIONS	PARK MAINTENANCE & OPERTATIONS	(1,166.25)
Bill	CHAMPIONS	PARK MAINTENANCE & OPERTATIONS	(1,641.25)
Bill	CHAMPIONS	PARK MAINTENANCE & OPERTATIONS	(7,200.00)
Bill	CHAMPIONS	PARK MAINTENANCE & OPERTATIONS	(87.50)
Bill	CHAMPIONS	PARK MAINTENANCE & OPERTATIONS	(550.00)
Bill	Chaparral Laboratories, Inc.	CHEMICALS- SEWER	(902.00)
Bill	CHCRWA	CHCRWA FEES - SW	(63,276.72)
Bill	CHCRWA	CHCRWA Fees - GW	(436.56)
Bill	CHRISTOPHER LANE	CUSTOMER METER DEPOSITS	(114.46)
Bill	ECHOSTATE SOLUTION, INC.	CUSTOMER METER DEPOSITS	(294.16)
Bill	EHRA	ENGINEERING FEES	(16,287.01)
Bill	EHRA	CAPITAL - ENGINEERING	(937.50)
Bill	EHRA	CAPITAL - ENGINEERING	(2,410.00)
Bill	EHRA	ENGINEERING FEES - OTHER	(4,295.00)
Bill	EHRA	CAPITAL - ENGINEERING	(1,375.00)
Bill	Super Cool AC & Heating	REPAIRS & MAINTENANCE BLDG	(1,300.50)
Bill	Super Cool AC & Heating	REPAIRS & MAINTENANCE BLDG	(220.00)
Bill	George Cao	BUILDING - EVENT SECURITY	(300.00)
Bill	George Cao	BUILDING - EVENT SECURITY	(300.00)
Bill	Green Real Estate Group, LLC	CUSTOMER METER DEPOSITS	(114.46)
Bill	HARRIS COUNTY TREASURER	PREPAID SECURITY	(29,037.00)
Bill	Houston Business Journal	MARKETING AND PUBLIC RELATIONS	(1,584.00)
Bill	Houston Business Journal	MARKETING AND PUBLIC RELATIONS	(1,584.00)
Bill	ISJ Underground Utilities	CAPITAL OUTLAY - MISC.	(146,834.10)
Bill	Jamie L Ferguson	CUSTOMER METER DEPOSITS	(171.16)
Bill	Jose Garza	BUILDING - EVENT SECURITY	(500.00)
Bill	Jose Garza	BUILDING - EVENT SECURITY	(500.00)
Bill	KELIN E TORRES	CUSTOMER METER DEPOSITS	(35.74)
Bill	MAGNA FLOW ENVIRONMENTAL, INC.	SLUDGE REMOVAL	(4,039.31)
Bill	MAGNA FLOW ENVIRONMENTAL, INC.	SLUDGE REMOVAL	(4,278.40)
Bill	McGrath & Co. , PLLC	AUDITING FEES	(1,500.00)
Bill	Nekia Telford	COMMUNITY CENTER RENTAL DEPOSITS	(100.00)
Bill	Ninyo & Moore	CAPITAL OUTLAY - MISC.	(1,042.50)
Bill	Norton Rose Fulbright US LLP	LEGAL FEES	(13,891.31)
Bill	PRECISION UTILITY, LLC	MAINTENANCE INVOICE	(86,031.99)
Bill	PRECISION UTILITY, LLC	OPERATIONS INVOICE	(8,411.84)
Bill	PVS DX, INC.	CHEMICALS - WATER	(769.60)
Bill	PVS DX, INC.	CHEMICALS - WATER	(384.80)
Bill	PVS DX, INC.	CHEMICALS - WATER	(1,154.40)
Bill	PVS DX, INC.	CHEMICALS - WATER	(210.00)
Bill	RELIANT , DEPT 0954	UTILITIES-DISTRICT BUILDING	(547.93)
Bill	RELIANT , DEPT 0954	UTILITIES	(156.37)
Bill	RELIANT , DEPT 0954	UTILITIES	(303.52)

**ELECTRONIC PAYMENTS FOR APPROVAL**

Bill	RELIANT , DEPT 0954	UTILITIES	(3,522.46)
Bill	RELIANT , DEPT 0954	UTILITIES	(2,268.49)
Bill	Rikeshia Lawson	COMMUNITY CENTER RENTAL DEPOSITS	(100.00)
Bill	SAIFEE SIGNS AND GRAPHICS, LLC	REPAIRS & MAINTENANCE BLDG	(3,953.00)
Bill	Salazar, Matthew	SECURITY PATROL	(300.00)
Bill	SHELITHIA LEWIS	CUSTOMER METER DEPOSITS	(96.18)
Bill	Special Districts Management	BUILDING - MANAGEMENT EXPENSE	(5,000.00)
Bill	Special Districts Management	GENERAL MANAGER EXPENSE	(5,833.40)
Bill	SuperAll Environmental LLC	CHEMICALS- SEWER	(8,408.28)
Bill	THE GMS GROUP, L.L.C.	OTHER EXPENSES	(1,900.00)
Bill	TNR Advisors	BOOKKEEPER	(5,363.29)
Bill	Touchstone District Services, LLC	MARKETING AND PUBLIC RELATIONS	(690.00)
Bill	Touchstone District Services, LLC	ELECTION EXPENSE	(7,760.00)
Bill	Touchstone District Services, LLC	MARKETING AND PUBLIC RELATIONS	(1,011.50)
Bill	U Got Flow Plumbing, LLC	REPAIRS & MAINTENANCE BLDG	(600.00)
Bill	U Got Flow Plumbing, LLC	REPAIRS & MAINTENANCE BLDG	(750.00)
Bill	VERITRUST	RECORD STORAGE FEE	(80.00)
Bill	VERIZON WIRELESS, LLC	TELEPHONE EXPENSE	(192.75)
Bill	VICKY GUERRERO	CUSTOMER METER DEPOSITS	(151.79)
Bill	WASTE CONNECTIONS OF TEXAS, LL	DUMPSTER AT STP	(717.86)
Bill	XCESS SECURITY SERVICES, INC.	SECURITY SYSTEM MONITORING	(113.66)
DD	US TREASURY	PAYROLL TAXES	(281.77)
DD	LARRY ALLEN (Director Fees)	DIRECTOR FEES: 12/18/2025	(204.10)
DD	SANDRA FORD (Director Fees)	DIRECTOR FEES: 12/18/2025	(204.10)
DD	SHARON MAYO (Director Fees)	DIRECTOR FEES: 12/11/2025 and 12/18/2025	(408.19)
DD	LAFRANCES MOSES (Director Fees)	DIRECTOR FEES: 12/18/2025	(179.10)
DD	GERALDINE SCOTT (Director Fees)	DIRECTOR FEES: 12/07/2025, 12/11/2025, 12/18/2025	(612.28)
<b>TOTAL OF GOF CHECKS/DISBURSEMENTS:</b>			<b>(510,794.32)</b>

**OPERATING ACCOUNT - SWEEP AND TIME DEPOSITS**

**CENTRAL BANK - SWEEP ACCOUNT - XXXXXX5426 AND XXXXXX4799**

<b>BEGINNING BALANCE AS OF 12/01/2025</b>	13.54
SWEEP INTO CENTRAL BANK OPERATING DEMAND (XXXX5426)	(151,364.01)
SWEEP FROM CENTRAL BANK OPERATING DEMAND (XXXX5426)	151,364.01
SWEEP INTO CENTRAL BANK OPERATING DEMAND (XXXX4799)	(104,980.07)
SWEEP FROM CENTRAL BANK OPERATING DEMAND (XXXX4799)	104,966.53
INTEREST EARNED	18.31
BANK FEES	0.00
<b>ENDING BLANCE AS OF 12/31/2025</b>	<u>\$ 18.31</u>

**INVESTMENTS: TEXPOOL (XXXX0001)**

<b>BEGINNING BALANCE AS OF 12/01/2025</b>	6,815,715.22
<b>TRANSFER FROM TAX ACCOUNT</b>	60,691.23
TRANSFER TO OPERATING ACCT	(15,000.00)
TRANSFERED FROM TEXPOOL DSF	0.00
CD INTEREST DEPOSITED INTO TEXPOOL	0.00
INTEREST EARNED	22,196.13
TRANSFER FROM CENTRAL BANK	0.00
<b>ENDING BLANCE AS OF 12/31/2025</b>	<u>\$ 6,883,602.58</u>

**INVESTMENTS: TEXAS CLASS (TX-01-XXXX-0002)**

<b>BEGINNING BALANCE AS OF 12/01/2025</b>	0.00
INTEREST EARNINGS	0.00
TRANSFER to CENTRAL BANK GOF	0.00
TRANSFER from TEXPOOL GOF	0.00
<b>ENDING BLANCE AS OF 12/31/2025</b>	<u>\$ -</u>
<b>TOTAL OPERATING FUNDS</b>	<u><b>\$ 7,132,174.95</b></u>

**DEBT SERVICE FUND****CENTRAL BANK - DEBT (XXXX2731)**

<b>BEGINNING BALANCE AS OF 12/01/2025</b>	\$	41,635.56
INTEREST EARNED		52.84
TRANSFER TO DSF TEXPOOL		(31,635.56)
TAX COLLECTIONS		0.00
BANK CHARGES		(50.00)
PREVIOUSLY APPROVED CHECKS		0.00
<b>TOTAL PREVIOUSLY APPROVED CHECKS</b>		<u>0.00</u>
<b>ENDING BLANCE AS OF 12/31/2025</b>	\$	<u>10,002.84</u>

**NET AMOUNT IN CENTRAL BANK - DEBT SERVICE ACCOUNTS**\$ 10,002.84**INVESTMENTS: TEXPOOL (XXXX0002)**

<b>BEGINNING BALANCE AS OF 12/01/2025</b>	1,183,533.75
INTEREST EARNINGS	3,846.90
TRANSFER to TEXPOOL GOF	0.00
BOND PAYMENT	0.00
TRANSFER FROM TAX ACCOUNT	0.00
<b>ENDING BLANCE AS OF 12/31/2025</b>	<u>\$ 1,187,380.65</u>

**INVESTMENTS: TEXAS CLASS (TX-01-XXXX-0002)**

<b>BEGINNING BALANCE AS OF 12/01/2025</b>	0.00
INTEREST EARNINGS	57.71
BOND CLOSING Funding	15,918.32
TRANSFER to CENTRAL BANK DSF	0.00
TRANSFER from CENTRAL BANK DSF	31,635.56
TRANSFER from TEXPOOL DSF	0.00
Bank Service Fee	0.16
<b>ENDING BLANCE AS OF 12/31/2025</b>	<u>\$ 47,611.75</u>

**TOTAL DEBT SERVICE FUND** \$ 1,244,995.24

**CAPITAL PROJECT FUND**

**CENTRAL BANK - CPF (XXXXTBD)**

<b>BEGINNING BALANCE AS OF 12/01/2025</b>	\$	-
INTEREST EARNED		0.00
TRANSFER FROM CPF TEXAS CLASS		0.00
BANK CHARGES		0.00
CHECKS		0.00
<b>ENDING BLANCE AS OF 12/31/2025</b>	<u>\$</u>	<u>-</u>

**NET AMOUNT IN CENTRAL BANK - CPF**

\$ -

**INVESTMENTS: TEXAS CLASS (TX-01-XXXX-0003)**

<b>BEGINNING BALANCE AS OF 12/01/2025</b>		0.00
INTEREST EARNINGS		11,163.20
TRANSFER to CENTRAL BANK CPF		0.00
BOND CLOSING Funding		7,452,439.57
Bank Service Fee		0.77
<b>ENDING BLANCE AS OF 12/31/2025</b>	<u>\$</u>	<u>7,463,603.54</u>
<b>TOTAL CAPITAL PROJECT FUND</b>	<u>\$</u>	<u>7,463,603.54</u>

**ELECTRONIC PAYMENTS FOR APPROVAL-CPF**

Wire	Ipreo LLC Data Analytics for HCMUD204 Texas Unlimited Tax Bonds Series 2025	(2,907.72)
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TOTAL OF CHECKS/DISBURSEMENTS:		(2,907.72)
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## Harris County MUD 304 Debt Service Requirements

	Principal 03/01	Interest 03/01	Total 03/01	Principal 09/01	Interest 09/01	Total 09/01	Total Year
<b>Year 2026</b>							
Series 2012R - BNY	-	90,100.00	90,100.00	630,000.00	90,100.00	720,100.00	810,200.00
Series 2016R - BNY	-	95,900.00	95,900.00	225,000.00	95,900.00	320,900.00	416,800.00
Series 2025 - BNY	-	84,273.44	84,273.44	-	168,546.88	168,546.88	252,820.32
Total	-	270,273.44	270,273.44	855,000.00	354,546.88	1,209,546.88	1,479,820.32
<b>Year 2027</b>							
Series 2012R - BNY	-	77,500.00	77,500.00	655,000.00	77,500.00	732,500.00	810,000.00
Series 2016R - BNY	-	91,400.00	91,400.00	230,000.00	91,400.00	321,400.00	412,800.00
Series 2025 - BNY	-	168,546.88	168,546.88	-	168,546.88	168,546.88	337,093.76
Total	-	337,446.88	337,446.88	885,000.00	337,446.88	1,222,446.88	1,559,893.76
<b>Year 2028</b>							
Series 2012R - BNY	-	64,400.00	64,400.00	750,000.00	64,400.00	814,400.00	878,800.00
Series 2016R - BNY	-	86,800.00	86,800.00	175,000.00	86,800.00	261,800.00	348,600.00
Series 2025 - BNY	-	168,546.88	168,546.88	-	168,546.88	168,546.88	337,093.76
Total	-	319,746.88	319,746.88	925,000.00	319,746.88	1,244,746.88	1,564,493.76
<b>Year 2029</b>							
Series 2012R - BNY	-	49,400.00	49,400.00	785,000.00	49,400.00	834,400.00	883,800.00
Series 2016R - BNY	-	83,300.00	83,300.00	180,000.00	83,300.00	263,300.00	346,600.00
Series 2025 - BNY	-	168,546.88	168,546.88	-	168,546.88	168,546.88	337,093.76
Total	-	301,246.88	301,246.88	965,000.00	301,246.88	1,266,246.88	1,567,493.76
<b>Year 2030</b>							
Series 2012R - BNY	-	33,700.00	33,700.00	825,000.00	33,700.00	858,700.00	892,400.00
Series 2016R - BNY	-	79,700.00	79,700.00	175,000.00	79,700.00	254,700.00	334,400.00
Series 2025 - BNY	-	168,546.88	168,546.88	-	168,546.88	168,546.88	337,093.76
Total	-	281,946.88	281,946.88	1,000,000.00	281,946.88	1,281,946.88	1,563,893.76
<b>Year 2031</b>							
Series 2012R - BNY	-	17,200.00	17,200.00	860,000.00	17,200.00	877,200.00	894,400.00
Series 2016R - BNY	-	76,200.00	76,200.00	180,000.00	76,200.00	256,200.00	332,400.00
Series 2025 - BNY	-	168,546.88	168,546.88	-	168,546.88	168,546.88	337,093.76
Total	-	261,946.88	261,946.88	1,040,000.00	261,946.88	1,301,946.88	1,563,893.76
<b>Year 2032</b>							
Series 2016R - BNY	-	72,600.00	72,600.00	1,160,000.00	72,600.00	1,232,600.00	1,305,200.00
Series 2025 - BNY	-	168,546.88	168,546.88	-	168,546.88	168,546.88	337,093.76
Total	-	241,146.88	241,146.88	1,160,000.00	241,146.88	1,401,146.88	1,642,293.76

**Harris County MUD 304**  
**Energy Consumption - Electricity**

	<i>Month</i>	<i>KWH/CCF</i>	<i>Amount Paid</i>	<i>Cost / kWh</i>
<b>2023</b>	January	124,657	\$8,989.52	\$0.072
	February	94,339	\$6,091.12	\$0.065
	March	199,392	\$15,066.24	\$0.076
	April			
	May	80,879	\$6,437.52	\$0.080
	June	39,036	\$6,748.16	\$0.173
	July	93,892	\$7,221.90	\$0.077
	August	126,921	\$8,593.29	\$0.068
	September	96,883	\$8,091.77	\$0.084
	October	94,042	\$7,367.82	\$0.078
	November			
	December	104,048	\$8,039.35	\$0.077
	<b>TOTAL</b>	<b>1,054,089</b>	<b>\$82,647</b>	

Average Cost / kWh	\$0.071
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	<i>Month</i>	<i>KWH/CCF</i>	<i>Amount Paid</i>	<i>Cost / kWh</i>
<b>2024</b>	January	104,048	\$8,039.35	\$0.077
	February	95,049	\$7,774.57	\$0.082
	March	87,530	\$6,602.08	\$0.075
	April	75,152	\$6,504.76	\$0.087
	May	72,316	\$6,094.83	\$0.084
	June	73,570	\$6,333.75	\$0.086
	July	57,122	\$5,608.12	\$0.098
	August	65,229	\$5,532.08	\$0.085
	September	93,246	\$7,040.21	\$0.076
	October	76,625	\$6,746.64	\$0.088
	November	70,044	\$5,899.10	\$0.084
	December	77,913	\$6,377.55	\$0.082
	<b>TOTAL</b>	<b>947,844</b>	<b>\$78,553</b>	

Average Cost / kWh	\$0.078
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	<i>Month</i>	<i>KWH/CCF</i>	<i>Amount Paid</i>	<i>Cost / kWh</i>
<b>2025</b>	January	69,841	\$5,736.43	\$0.082
	February	62,618	\$5,574.31	\$0.089
	March	64,437	\$5,595.29	\$0.087
	April	82,046	\$6,411.81	\$0.078
	May	91,895	\$7,434.13	\$0.081
	June	88,344	\$6,011.99	\$0.068
	July	90,238	\$6,392.25	\$0.071
	August	85,093	\$6,485.43	\$0.076
	September	73,599	\$6,342.16	\$0.086
	October	75,738	\$6,690.23	\$0.088
	November	89,443	\$7,435.92	\$0.083
	December	80,992	\$6,798.77	\$0.084
	<b>TOTAL</b>	<b>954,284</b>	<b>\$76,909</b>	

Average Cost / kWh	\$0.081
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**Harris County MUD 304**  
**Water Purchased**

	<i>Month</i>	<i>Gallons Purchased</i>	<i>Amount Paid</i>	<i>Cost / GAL</i>
2023	January	15,519	\$48,901.45	\$3.151
	February	11,861	\$37,540.33	\$3.165
	March	15,404	\$52,560.32	\$3.412
	April	15,684	\$54,210.24	\$3.456
	May	16,509	\$58,773.48	\$3.560
	June	18,633	\$64,146.98	\$3.443
	July	23,097	\$81,105.80	\$3.512
	August	29,136	\$96,264.48	\$3.304
	September	21,511	\$74,408.16	\$3.459
	October	17,866	\$61,158.32	\$3.423
	November	14,878	\$52,369.10	\$3.520
	December	15,201	\$53,201.76	\$3.500
2024	January	15,952	\$59,805.64	\$3.749
	February	13,924	\$52,490.84	\$3.770
	March	14,911	\$56,331.93	\$3.778
	April	14,851	\$56,453.51	\$3.801
	May	16,875	\$62,899.51	\$3.727
	June	17,445	\$65,737.29	\$3.768
	July	18,031	\$67,962.79	\$3.769
	August	22,121	\$73,547.45	\$3.325
	September	19,103	\$72,051.23	\$3.772
	October	21,216	\$79,429.10	\$3.744
	November	16,050	\$59,781.40	\$3.725
	December	15,833	\$59,716.39	\$3.772
2025	January	14,666	\$61,419.04	\$4.188
	February	12,612	\$52,470.94	\$4.160
	March	16,705	\$69,540.16	\$4.163
	April	18,352	\$73,324.80	\$3.995
	May	19,707	\$81,086.40	\$4.115
	June	16,787	\$74,198.54	\$4.420
	July	20,698	\$91,485.16	\$4.420
	August	19,442	\$85,918.00	\$4.419
	September	18,234	\$80,575.24	\$4.419
	October	19,292	\$84,822.52	\$4.397
	November	15,831	\$69,563.32	\$4.394
	December	14,423	\$63,713.28	\$4.417
<b>Average Cost /gallon</b>		<b>206,749</b>	<b>\$888,117.40</b>	<b>\$4.30</b>

# 2026 AWBD Midwinter Conference

## Harris County MUD 304

Friday, January 23, 2026

Marriott Marquis Houston 1777 Walker St, Houston, Texas

Director	Registration			Prior Conference Expenses
	Attending	Online	Paid	Paid
Larry Allen				N/A
Sharon Mayo	X			N/A
LaFrances Moses	X			N/A
Gerl Scott	X			N/A
Sharon Ford	X			N/A

### Note

Register on-line [www.awbd-tx.org](http://www.awbd-tx.org) (For log in assistance, contact Taylor Cavnar: [tcavnar@awbd-tx.org](mailto:tcavnar@awbd-tx.org))

This page only confirms registration for the conference, not hotel registrations.

All hotel reservations are the sole responsibility of each attendee.

Your conference registration confirmation will contain a housing reservation request web link.

The link will require registration number from your conference registration before you can reserve a room.

All requests for an advance of funds must be sent via email to the bookkeeper within 30 days of conference.

### Registration Dates

Early Registration:	Ends	TBD	\$390.00
Regular Registration:	Ends:	TBD	TBD
Late Registration	Begins	TBD	TBD

### Cancellation Policy

All cancellations must be made in writing.

A \$50.00 administrative fee is assessed for each conference registration cancelled on or before **TBD**.

**There will be no refunds after TBD.**

**All registrations are non-transferable.**

### Housing Information

Hotel reservations are only available to attendees who are registered with AWBD-TX for the Conference.

If you have questions, please call Taylor Cavnar at (281) 350-7090.

**Harris County MUD 304 - GOF**  
**Actual vs. Budget Comparison**  
**December 31, 2025**

	December 2025			YTD December 2025			Annual Budget
	Actual	Budget	Over/ (Under)	Actual	Budget	Over/ (Under)	
<b>Income</b>							
41100 WATER SERVICE REVENUE	116,377	64,044	52,333	487,302	256,177	231,125	768,532
41120 CHCRWA - SURFACE WATER FEE	58,659	72,000	(13,341)	291,987	288,000	3,987	864,000
41120 CHCRWA - GROUND WATER FEE	0	3,876	(3,876)	0	15,504	(15,504)	46,512
41300 RECONNECTION FEES	60	158	(98)	2,160	633	1,527	1,898
42100 SEWER- CUSTOMER SERVICE REVENUE	44,005	110,635	(66,630)	193,680	442,540	(248,860)	1,327,621
42200 INSPECTION FEES	0	490	(490)	0	1,960	(1,960)	5,880
43100 PENALTIES & INTEREST	6,672	5,734	938	27,322	22,935	4,387	68,804
43300 MISCELLANEOUS INCOME	6,104	2,899	3,205	(11,051)	11,597	(22,648)	34,791
43500 MAINTENANCE TAX COLLECTIONS	60,691	100,000	(39,309)	80,047	100,000	(19,953)	2,221,127
43600 GREASE TRAP INSPECTIONS	420	278	142	1,680	1,110	570	3,331
43700 GARBAGE REVENUE	36,204	0	36,204	144,736	0	144,736	0
53910 INTEREST EARNED	22,279	20,833	1,446	97,046	83,333	13,713	250,000
<b>Total Income</b>	<b>351,471</b>	<b>380,947</b>	<b>(29,476)</b>	<b>1,314,909</b>	<b>1,223,790</b>	<b>91,119</b>	<b>5,592,496</b>
<b>Expenses</b>							
60110 ADMINISTRATIVE EXPENSE	0	926	(926)	0	3,705	(3,705)	11,115
60120 OPERATIONS	10,499	8,500	1,999	47,844	34,000	13,844	102,000
60140 MARKETING AND PUBLIC RELATIONS	4,870	2,500	2,370	10,791	10,000	791	30,000
60150 GRANT WRITER	0	1,667	(1,667)	1,500	6,667	(5,167)	20,000
60100 BILLING SERVICE FEE	0	250	(250)	0	1,000	(1,000)	3,000
61300 MAINTENANCE & REPAIRS - WATER	42,276	38,501	3,775	163,388	154,005	9,383	462,016
61400 CHEMICALS - WATER	2,518	3,026	(508)	6,803	12,105	(5,302)	36,314
61500 LABORATORY EXPENSE -WATER	0	2,551	(2,551)	440	10,203	(9,763)	30,609
61600 UTILITIES	6,251	5,936	315	25,513	23,742	1,771	71,227
61800 RECONNECTIONS	0	1,667	(1,667)	0	6,667	(6,667)	20,000
62300 MAINTENANCE & REPAIRS - SEWER	15,280	24,987	(9,707)	87,456	99,947	(12,491)	299,841
62400 CHEMICALS- SEWER	9,310	2,672	6,638	46,756	10,688	36,068	32,063
62500 LABORATORY EXPENSE - SEWER	0	867	(867)	0	3,467	(3,467)	10,400

**Harris County MUD 304 - GOF**  
**Actual vs. Budget Comparison**  
**December 31, 2025**

	December 2025			YTD December 2025			Annual Budget
	Actual	Budget	Over/ (Under)	Actual	Budget	Over/ (Under)	
62600 SLUDGE REMOVAL/RESIDUIAL MGMT	8,318	9,341	(1,023)	33,990	37,366	(3,376)	112,097
62610 DUMPSTER AT STP	718	752	(34)	2,587	3,007	(420)	9,021
63110 DIRECTOR FEES	1,685	3,000	(1,315)	8,083	12,000	(3,917)	36,000
63300 LEGAL FEES	13,891	21,667	(7,776)	75,285	86,667	(11,382)	260,000
63400 AUDITING FEES	1,500	0	1,500	36,500	35,000	1,500	35,000
63500 ENGINEERING FEES	20,582	5,000	15,582	49,657	20,000	29,657	60,000
63590 OTHER EXPENSES	2,491	895	1,596	2,791	3,580	(789)	10,740
63700 ELECTION EXPENSE	7,760	4,167	3,593	43,295	16,667	26,628	50,000
63800 PERMIT FEES	193	833	(640)	193	3,333	(3,140)	10,000
64300 BOOKKEEPING FEES	5,245	5,833	(588)	21,021	23,333	(2,312)	70,000
64400 ARBITRAGE FEES	0	1,750	(1,750)	0	7,000	(7,000)	21,000
64600 PRINTING & OFFICE SUPPLIES	1,450	706	744	3,269	2,825	444	8,476
64610 WEBSITE EXPENSE	0	690	(690)	2,070	2,760	(690)	8,280
65200 POSTAGE	0	42	(42)	62	167	(105)	500
65300 INSURANCE & SURETY BOND	0	36	(36)	0	145	(145)	435
65400 TRAVEL EXPENSE	44	50	(6)	175	200	(25)	600
65450 GARBAGE EXPENSE	39,813	38,391	1,422	157,776	153,564	4,212	460,691
65500 SECURITY PATROL	300	28,957	(28,657)	87,411	115,828	(28,417)	347,484
65600 MISC. EXPENSE (MEETING ROOM)	0	173	(173)	0	692	(692)	2,075
65700 DIRECTORS REIMBURSED EXPENSES	0	600	(600)	82	2,400	(2,318)	7,200
65710 CONFERENCE EXPENSES	400	725	(325)	1,720	2,900	(1,180)	8,700
65800 RECORD STORAGE FEE	80	75	5	320	300	20	900
65900 CHCRWA Fees - GW	437	708	(271)	10,958	2,834	8,124	8,501
65910 CHCRWA FEES - SW	63,277	76,308	(13,031)	287,716	305,230	(17,514)	915,691
66700 TCEQ ASSESSMENT	0	1,741	(1,741)	7,159	6,963	196	20,890
70000 CAPITAL OUTLAY				0	0		
75060 CAPITAL - ENGINEERING	4,723	20,208	(15,485)	23,055	80,833	(57,778)	242,500
79990 CAPITAL OUTLAY - MISC.	174,265	56,042	118,223	489,696	224,167	265,529	672,500

**Harris County MUD 304 - GOF**  
**Actual vs. Budget Comparison**  
**December 31, 2025**

	December 2025			YTD December 2025			Annual Budget
	Actual	Budget	Over/ (Under)	Actual	Budget	Over/ (Under)	
<b>Total Expenses</b>	438,176	372,739	65,437	1,735,362	1,525,955	209,407	4,507,866
<b>Net Operating Income</b>	(86,705)	8,209	(94,914)	(420,453)	(302,166)	(118,287)	1,084,630
<b>Other Income</b>							
<b>59000 COMMUNITY CENTER RENTALS</b>	1,439	1,800	(1,800)	4,671	7,200	(2,529)	21,600
<b>Total Other Income</b>	1,439	1,800	(361)	4,671	7,200	(2,529)	21,600
<b>Other Expenses</b>							
<b>62960 INSURANCE - COMMUNITY BLDG</b>	0	4,597	(4,597)	0	18,388	(18,388)	55,164
<b>63000 REPAIRS &amp; MAINTENANCE BLDG</b>	16,523	2,083	14,440	55,869	8,333	47,536	25,000
<b>64000 UTILITIES-DISTRICT BUILDING</b>	548	243	305	1,755	972	783	2,915
<b>65510 SECURITY SYSTEM MONITORING</b>	114	0	114	314	0	314	0
<b>65650 COMMUNITY EVENT EXPENSE</b>	94	2,083	(1,989)	6,092	8,333	(2,241)	25,000
<b>65660 BUILDING - EVENT SECURITY</b>	1,600	417	1,183	3,050	1,667	1,383	5,000
<b>65950 TELEPHONE &amp; WIFI - COMMUNITY BG</b>	293	343	(50)	2,064	1,374	690	4,121
<b>66030 PARK MAINTENANCE &amp; OPERATIONS</b>	10,645	16,597	(5,952)	89,035	66,389	22,646	199,167
<b>66400 BUILDING CLEANING &amp; SUPPLIES</b>	2,319	1,749	570	9,903	6,994	2,909	20,983
<b>67500 BUILDING - MANAGEMENT EXPENSE</b>	10,833	13,750	(2,917)	43,308	55,000	(11,692)	165,000
<b>65801 RECORDS MANAGEMENT EXPENSE</b>	0	5,000	(5,000)	0	20,000	(20,000)	60,000
<b>Total Other Expenses</b>	42,969	46,862	(3,893)	211,390	187,450	23,940	562,350
<b>Net Other Income</b>	(41,530)	(45,062)	2,093	(206,719)	(180,250)	(26,469)	(540,750)
<b>Net Income</b>	(128,235)	(36,854)	(92,820)	(627,172)	(482,416)	(144,756)	543,880

# Harris County MUD 304 (GOF)

## Statement of Financial Position (001)

As of December 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1072 Bill.com Money Out Clearing	0.00
11001 CENTRAL BANK - 6035426 (new)	12,150.14
11002 SWEEP- CENTRAL BK - XXXXX426	18.31
11003 CENTRAL BANK - COMM CTR 7607	39,402.34
11100 PNC (BBVA) Checking-XXXXX1699	0.00
11102 CENTRAL BK - LOCKBOX - XXX4799	196,601.58
11301 TEXPOOL-OPERATING-XXXX00001	6,883,602.58
<b>Total Bank Accounts</b>	<b>\$7,131,774.95</b>
Accounts Receivable	
Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
11161 PREPAID SECURITY	87,027.00
11500 ACCOUNTS RECEIVABLE	421,268.53
11510 Allowance for Uncollectible Accounts	-22,600.00
11520 MAINTENANCE TAX RECEIVABLE	47,030.69
11580 ACCRUED INTEREST	0.00
11600 CHCRWA OPERATING RESERVE	4,914.00
11710 DUE FROM DIRECTORS	489.42
11711 DUE FROM OTHERS	0.95
11750 DUE FROM TAX ACCOUNT	16,107.29
13000 TIME DEPOSITS	0.00
QuickBooks Tax Holding Account	440.28
<b>Total Other Current Assets</b>	<b>\$554,678.16</b>
<b>Total Current Assets</b>	<b>\$7,686,453.11</b>
Fixed Assets	
121100 Fixed Assets	
121101 Fixed Assets-Computer	1,177.96
<b>Total 121100 Fixed Assets</b>	<b>1,177.96</b>
<b>Total Fixed Assets</b>	<b>\$1,177.96</b>
<b>TOTAL ASSETS</b>	<b>\$7,687,631.07</b>

# Harris County MUD 304 (GOF)

## Statement of Financial Position (001)

As of December 31, 2025

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 ACCOUNTS PAYABLE	510,264.36
<b>Total Accounts Payable</b>	<b>\$510,264.36</b>
Other Current Liabilities	
21000 PAYROLL LIABILITIES	3,952.56
Federal Taxes (941/943/944)	-2,651.18
Federal Unemployment (940)	114.94
TX Unemployment Tax	-20.34
<b>Total 21000 PAYROLL LIABILITIES</b>	<b>1,395.98</b>
21100 TRADE ACCOUNTS PAYABLE	0.00
21300 CONTRACTS PAYABLE	0.00
21400 DUE TO DEBT SERVICE FUND	0.00
24000 RETAINAGE PAYABLE	24,533.42
26100 CUSTOMER METER DEPOSITS	369,987.18
26105 COMMUNITY CENTER RENTAL DEPOSITS	1,000.00
26310 DUE TO OTHERS	0.00
27600 DUE TO TCEQ	10,068.05
27700 UNCLAIMED PROPERTY	749.89
27900 DEFERRED INFLOWS	47,030.69
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$454,765.21</b>
<b>Total Current Liabilities</b>	<b>\$965,029.57</b>
<b>Total Liabilities</b>	<b>\$965,029.57</b>
Equity	
30100 UNASSIGNED FUND BALANCE	7,349,773.00
Net Income	-627,171.50
<b>Total Equity</b>	<b>\$6,722,601.50</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$7,687,631.07</b>

# Harris County MUD 304 (DSF)

## Statement of Financial Position (002)

As of December 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
12000 BBVA DEBT -XXXX5519	0.00
12100 CENTRAL BANK-DSF	10,002.84
14000 TOTAL TIME DEPOSITS	
14000.01 TEXPOOL(Money Market Cash) XXX2	1,187,380.65
14000.02 TIME DEPOSIT(TEXAS CLASS 1202-002)	47,611.75
<b>Total 14000 TOTAL TIME DEPOSITS</b>	<b>1,234,992.40</b>
<b>Total Bank Accounts</b>	<b>\$1,244,995.24</b>
Other Current Assets	
13000 TIME DEPOSITS	0.00
15800 ACCRUED INTEREST RECEIVABLE	0.00
1740 DUE FROM OPERATING	0.00
1750 DUE FROM BANK	0.00
22000 DUE FROM OTHERS	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$1,244,995.24</b>
<b>TOTAL ASSETS</b>	<b>\$1,244,995.24</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
10200 ACCOUNTS PAYABLE	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
27300 DUE TO OPERATING FUND	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
30100 DRESTRICTRED FUND BALANCE	1,198,032.05
Net Income	46,963.19
<b>Total Equity</b>	<b>\$1,244,995.24</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,244,995.24</b>

# Harris County MUD 304 (CPF)

## Statement of Financial Position (003)

As of December 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
21100 Central Bank-CPF XXXX	0.00
<b>Total Bank Accounts</b>	<b>\$0.00</b>
Other Current Assets	
21300 Time Deposits (Texas Class 1202-003)	7,463,603.54
<b>Total Other Current Assets</b>	<b>\$7,463,603.54</b>
<b>Total Current Assets</b>	<b>\$7,463,603.54</b>
<b>TOTAL ASSETS</b>	<b>\$7,463,603.54</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
22000 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
22200 Due To Developer	0.00
22710 Due to Operating Fund	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
23010 Restricted Fund Balance	0.00
Net Income	7,463,603.54
<b>Total Equity</b>	<b>\$7,463,603.54</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$7,463,603.54</b>



**CENTRAL BANK - PUBLIC FUNDS  
DEPOSIT COLLATERAL REPORT  
DISTRICTS WITH COLLATERAL PLEDGED**

**Effective Date: 01/05/2026**

**Accounts Through: 01/04/2026 7:00 PM**

**Forecasting Through:**

**ICS Accounts Through: 01/04/2026 7:00 PM**

**HARRIS CO MUD 304**

Tax ID: 760158893

FHLB Pledge Code: 20512

1st Consultant: TNR

2nd Consultant:

**DEPOSIT COLLATERAL CALCULATION**

	<b>Account Balances</b>	<b>FDIC Insurance</b>	<b>Collateral Required</b>
<b>Subtotal Demand Deposits:</b>	\$214,749.30	\$214,749.30	\$0.00
<b>Subtotal Time/Svgs/MMA:</b>	\$39,410.89	\$39,410.89	\$0.00
<b>Subtotal Bond Fund Deposits:</b>	\$10,005.01	\$10,005.01	\$0.00
<b>TOTALS:</b>	<b>\$264,165.20</b>	<b>\$264,165.20</b>	<b>\$0.00</b>

**DEPOSIT COLLATERAL POSITION**

	<b>Deposits Requiring Collateral</b>	<b>Securities Pledged</b>	<b>Excess Collateral</b>	<b>% Pledged</b>
<b>At 100%</b>	\$0.00	\$160,000.00	<b>\$160,000.00</b>	
<b>At 105%</b>	\$0.00	\$160,000.00	<b>\$160,000.00</b>	



Central Bank — Public Funds  
11201 Clay Road, Houston, TX 77041

<u>Contact List</u>	<u>Email</u>	<u>Management</u>	
• Deposit Services	• <a href="mailto:PFDS@cbhou.com">PFDS@cbhou.com</a>	Christin Yokubaitis, SVP	832-782-5249
• Deposit Collateral & Funds Management	• <a href="mailto:PFFM@cbhou.com">PFFM@cbhou.com</a>	Susan Clark, VP	832-782-5247
• PF Treasury Management	• <a href="mailto:PFTM@cbhou.com">PFTM@cbhou.com</a>		

**Rates Effective 1/2/2026**

**REMEMBER A DISTRICT IS ELIGIBLE FOR  
\$250,000 FDIC EACH for Demand Deposits, Time/Savings/MMA Deposits & Bond Fund Deposits**

	<i>Rate</i>	<i>APY***</i>	<i>Rate</i>	<i>APY***</i>
<b>IntraFi ICS DDA Sweep</b>		<ul style="list-style-type: none"> <li>Rate is quoted monthly &amp; subject to change at any time.</li> <li>Subject to the terms of the TMMA Sweep Amendment, Sweep Cascade, TMMAA-Administrator, &amp; related documents.</li> </ul>	0.25%	0.25%
<b>IntraFi ICS MMA Sweep</b>		<ul style="list-style-type: none"> <li>Rate is quoted monthly &amp; subject to change at any time.</li> <li>Subject to the terms of the TMMA Sweep Amendment, Sweep Cascade, TMMAA-Administrator, &amp; related documents.</li> </ul>	1.98%	2.00%
<b>PF DDA*</b> Conditions per fee schedule.			0.00%	0.00%
<b>PF MMA**</b> Conditions per fee schedule and according to Money Market regulations.			1.98%	2.00%
<b>PF HIGH YIELD MMA**</b> Conditions per fee schedule and according to Money Market regulations.			3.77%	3.84%
<b>PF Special Development Escrow MMA**</b> Conditions per fee schedule and according to Money Market regulations.	<ul style="list-style-type: none"> <li><b>ACCOUNT CONDITIONS:</b> <ol style="list-style-type: none"> <li>No standard fees: no wire fees, no monthly service charges, nor any TM Service fees.</li> <li>Conditions per fee schedule and according to Money Market regulations.</li> <li>Must be one of the following:                             <ul style="list-style-type: none"> <li>Standard third-party escrow with TCEQ or TWBD, or</li> <li>Project development with special conditions that may or may not be monitored by Central Bank with agreement conditions provided to Central, or</li> <li>Project conditions between the developer and the district, etc.</li> </ul> </li> </ol> </li> </ul>		1.98%	2.00%

<i>Certificate of Deposit<sup>1</sup></i>	<i>Renewals Only</i>		<i>Term<sup>3</sup></i>	<i>CDARS<sup>2</sup></i>	
	<i>Rate</i>	<i>APY***</i>		<i>Rate</i>	<i>APY***</i>
90 – 179 days	0.50%	0.50%	13 week	Not quoting	Not quoting
180 – 364 days	0.65%	0.65%	26 week	3.50%	3.61%
1 year	0.75%	0.75%	52 week	3.44%	3.49%
18 months	0.90%	0.90%	2 year	3.30%	3.35%

**Rate Disclosure**    \*No minimum balance required.  
 \*\*No minimum balance required to earn the APY. \*\*Fees could reduce earnings.  
 \*\*\*APY = Annual Percentage Yield.

**Special Conditions**    <sup>1</sup> A penalty may be imposed for early withdrawal. No minimum balance required to earn the APY.  
<sup>2</sup> CDARS Deposit Placement Agreement and Account Placement form required. Restrictions apply.  
<sup>2</sup> Funds and Account Placement form due Tuesday and settlement is Thursday.  
<sup>3</sup> Specific term limits as stated. Deviation of maturity not permitted.

**Central Bank is locally owned and is a Texas State-Chartered bank.  
Member FDIC**

# Champions

## HYDRO - LAWN

Erosion Control Specialist since 1976

### HARRIS COUNTY MUNICIPAL UTILITY DISTRICT No. 304

### Detention and Drainage Facilities Report

January 15, 2026



13226 Kaltenbrun ~ Houston, Texas 77086 ~ Cell: 832-993-2615 ~ Office: 281-445-2614

Account Manager: Chip Patronella ~ Email: [cpatronella@chamhydro.com](mailto:cpatronella@chamhydro.com)

Silverleaf / Silverchase





Silverchase SWQ Feature (Annual Renewal Date July 7<sup>th</sup>)



# Silverglen North Park



**Green Belt beside Silverleaf / Silverchase**



2026-01-08 10:17:22-06:00  
Mmmb-y n



2026-01-08 10:17:17-06:00  
Mmmb-y n

At Lansing Holw Lane



### Silverglen North Section 3 pond



2026-01-08 10:26:32-06:00  
Mmbb, y n



2026-01-08 10:28:52-06:00  
Mmbb, y n





**SWQ feature**



**Silverglen North Section 3**



**Silverglen North Section 3 SWQ Feature (Annual Renewal Date December 16<sup>th</sup>)**







# Silverglen North Section 4 pond



2026-01-08 10:41:06:00  
Mmmmb y n



2026-01-08 10:42:17-06:00  
Mmmmb y n





Silverglen North P245 Extention Channel looking north











ENGINEERING THE FUTURE  
SINCE 1936

TBPE No. F-726  
TBPLS No. 10092300

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304  
MONTHLY ENGINEERING REPORT  
January 15, 2025**

**Water Distribution Improvements (151-057-00-13)**

Contractor:	ISJ Underground Utilities	
Contract Amount:	\$270,661.00	
Quantity Adjustment No. 1:	\$29,225.00	October 6, 2025
Current Amount:	\$299,886.00	
Pay Request No. 1:	\$103,229.55	October 6, 2025
Pay Request No. 2:	\$5,400.00	October 30, 2025
<b>Pay Request No. 3:</b>	<b>\$146,834.10</b>	<b>December 29, 2025</b>
Remaining:	\$44,422.35	

Project Status: The contractor has submitted Pay Request No. 3 in the amount of \$146,834.10.

Contractor has installed the waterline within the casing underneath the drainage channel. The connection is complete and backfilled, with hydrostatic testing and bacteriological samples conducted this week. Site restoration is underway.

**Board Action: Board to take action on Pay Request No. 3.**

**Silverchase/Silverglen North Pipeline Easement Drainage (151-057-00-14)**

Contractor:	Bull G Construction, LLC	
Contract Amount:	\$162,344.22	
Quantity Adjustment No. 1:	\$2,375.00	October 30, 2025
Current Amount:	\$164,719.22	
Pay Request No. 1:	\$70,144.40	September 9, 2025
Pay Request No. 2:	\$47,272.50	November 10, 2025
Remaining:	\$47,302.32	

Project Status: The contractor is pending submittal of the final pay application.

Contractor has completed all work items, addressed all punch-list items, and passed County inspection.

Board Action: No board action is required at this time.

**Wastewater Treatment Plant Access Road – Phase II (151-057-00-17)**

Design is being finalized for Phase II. Anticipate submitting to Harris County to review before next Board Meeting.

**Wastewater Treatment Plant Expansion Project (151-057-26)**

Construction drawings are advancing concurrent with TCEQ review of TPDES Permit Amendment. The permit was publicly advertised on July 24<sup>th</sup>. We have followed up several times with TCEQ but they declined to provide a review schedule update.

**Walter Meadows Subdivision**

Utility extensions are on-hold for the Walter Meadows subdivision. The developers have not reached out to the District regarding any agreements.

**April Wind Drive**

Prior update: The owner of the land was contacted, they currently have an offer for a multifamily development. They have asked the MUD to make him an offer to purchase the property, if the District is interested in pursuing a park project.

**Harris County Precinct 1 – Sidewalk to Claughton Middle School**

A draft Interlocal Agreement was received from Precinct 1 for review. Comments were issued and we are awaiting receipt of revised Agreement.

**GIS**

EHRA has completed draft water and wastewater utility alignments. Those are under QA/QC review before adding depth information.

**ACTION ITEMS**

- Board to take action on Pay Request No. 3 from ISJ Underground Utilities.



TBPE No. F-726

## Construction Progress Report and Pay Request No. Three

Date: December 29, 2025

Project No.: 151-057-00-13 (L)

**Owner:**  
 Ms. Nannette Ray - Bookkeeper  
 Harris County Municipal Utility District No. 304  
 c/o TNR Advisors & Management Consultants, LLC  
 24285 Katy Fwy, Suite 300-54  
 Katy, Texas 77494

**Project:**  
 Harris County Municipal Utility District No. 304  
 12-Inch Waterline Extension Along T C Jester Boulevard

**Contractor:** ISJ Underground Utilities  
 526 South Pine St  
 Arcola, Texas 77583

Period Ending:	December 23, 2025
Contract Date:	July 21, 2025
Notice to Proceed Date:	August 25, 2025
Contract Days:	60
Current Time Extensions (Days)	0
Previous Time Extensions (Days)	0
<b>Revised Contract Days:</b>	<b>60</b>
Days To Date:	120
Original Completion Date:	October 24, 2025
Previous Revised Completion Date:	October 24, 2025
<b>Current Revised Completion Date:</b>	<b>October 24, 2025</b>
Percent Time Used:	200%
Percent Project Complete:	95%

Original Contract Amount:	\$270,661.00
Contract Quantity Adjustments No. 1:	\$29,225.00
Change Order No. 1:	\$0.00
Contract Quantity Adjustments No. 2:	\$0.00
Total Contract Amount To Date:	<u>\$299,886.00</u>
Total Amount In Place To Date:	\$283,848.50
Less 10% Retainage:	<u>(\$28,384.85)</u>
Balance:	\$255,463.65
Less Previous Payments:	<u>(\$108,629.55)</u>
<b>Total Amount Due this Report:</b>	<b>\$146,834.10</b>

Enclosed is a copy of the Contractor's Affidavit of Bills Paid and a copy of the Contractor's Waiver and Lien Release Upon Partial Payment in the amount of this Construction Progress Report No. Three.

An EHRA Representative has conducted an on-site inspection to verify that all quantities have been installed and approved.

Recommended For Approval:  
**EDMINSTER, HINSHAW, RUSS & ASSOCIATES, INC. d/b/a EHRA**

Signed by: Joe Husband Date: 12/29/2025  
49BA0E6206440C...  
 Joe Husband  
 Construction Project Manager

Signed by: Kerrick Piercy Date: 1/5/2026  
A7C8F2B05EDC445  
 Kerrick Piercy, P.E.  
 Project Manager

**Please Remit Payment To:**  
**ISJ Underground Utilities**  
**526 South Pine St**  
**Arcola, Texas 77583**

cc:  
 Harris County Municipal Utility District No. 304  
 c/o Mitchell, Zientek & Scruggs, LLP  
 Texas Commission on Environmental Quality - Reg 12  
 Mr. Jose Vera - ISJ Underground Utilities  
 Jared Bowlin, P.E. - Firm

JH/slb

initial



## ISJ Underground Utilities

526 South Pine St  
Arcola, Texas 77583

Phone No.: 281-972-9097

### APPLICATION FOR PAYMENT

TO: Ms. Nannette Ray - Bookkeeper Harris County Municipal Utility District No. 304 c/o TNR Advisors & Management Consultants, LLC 24285 Katy Fwy, Suite 300-54 Katy, Texas 77494	APPLICATION NO: 3  APPLICATION DATE: 12/23/2025
--	---

DISTRICT: Harris County Municipal Utility District No. 304	PROJECT NO:	151-057-00-13 (L)
	PROJECT:	12-Inch Waterline Extension Along T C Jester Boulevard

CONTRACT DATE: July 21, 2025	NOTICE TO PROCEED:	August 25, 2025
APPLICATION PERIOD	TIME USED THIS APP.:	1.00
from:	TIME USED TO DATE:	1.00
to: 12/23/2025	CONTRACT TIME:	60
	PERCENT USED:	0%

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the attached Continuation Sheet.

1. ORIGINAL CONTRACT AMOUNT	\$270,661.00
2. Net change by Change Orders	\$0.00
2a. Net Change by Quantity Adjustments	\$29,225.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$299,886.00
4. TOTAL COMPLETED TO DATE	\$283,848.50
(Column M on Continuation Sheet)	
5. RETAINAGE: <u>10</u> % of Completed Work	\$28,384.85
( <u>  </u> % of Column M on Continuation Sheet)	
6. TOTAL EARNED LESS RETAINAGE	\$255,463.65
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS APPLICATIONS FOR PAYMENT	\$108,629.55
(Line 6 from prior APPLICATION)	
8. CURRENT PAYMENT DUE	\$146,834.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$16,037.50
(Line 3 less Line 4)	

SUBMITTED:  _____ ISJ Underground Utilities	APPROVED: _____ Ms. Nannette Ray - Bookkeeper
DATE: <u>12/23/2025</u>	DATE: _____



APPLICATION NO:  
 APPLICATION DATE:  
 PERIOD TO:  
 PROJECT NO: 151-057-00-13 (L)  
 PROJECT NAME: 12-Inch Waterline Extension  
 Along T C Jester Boulevard

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ITEM NO.	DESCRIPTION OF WORK	ORIGINAL QTY.	QTY. ADJUSTMENT	REVISED QTY.	UNIT PRICE	COST	UNIT	WORK COMPLETED				TOTAL COMPLETE TO DATE	% (G ÷ C)	BALANCE TO FINISH (D - I)
								FROM PREVIOUS APPLICATION (F) (Qty.)	THIS PERIOD (Qty.)	THIS PERIOD (\$)	COMPLETE TO DATE (Qty.)			
					(\$)	(\$)					(Qty.)	(\$)	(%)	(\$)
	WATERLINE EXTENSION													
1	Furnish and Install 12-Inch AWWA C-900 PVC Pipe (including fittings, thrust blocking and appurtenances with Standard bedding and backfill; complete in place)	144.00	0.00	144.00	\$111.00	\$15,984.00	LF	144.00	0.00	0.00	144.00	\$15,984.00	100.00%	\$0.00
2	Furnish and Install 12-Inch AWWA C-900 PVC Pipe with Restrained Joints (including fittings, thrust blocking and appurtenances with Standard bedding and backfill; complete in place)	111.00	0.00	111.00	\$169.00	\$18,759.00	LF	0.00	111.00	18,759.00	111.00	\$18,759.00	100.00%	\$0.00
3	Furnish and Install 12-Inch AWWA C- 900 PVC Pipe Using Trenchless Construction with (Steel) Casing and Restrained Joints (including fittings, spacers, and end seals, thrust blocking, access pits and appurtenances with Standard bedding and backfill; complete in place)	429.00	0.00	429.00	\$423.50	\$181,681.50	LF	195.00	234.00	99,099.00	429.00	\$181,681.50	100.00%	\$0.00
4	12-Inch Gate Valve and Box (furnish and install; complete in place)	3.00	0.00	3.00	\$8,359.00	\$25,077.00	EA	0.00	2.00	16,718.00	2.00	\$16,718.00	66.67%	\$8,359.00
5	6-Inch Gate Valve and Box (furnish and install; complete in place)	1.00	0.00	1.00	\$5,098.00	\$5,098.00	EA	0.00	1.00	5,098.00	1.00	\$5,098.00	100.00%	\$0.00
6	Standard Fire Hydrant with 6-Inch Gate Valve (furnish and install; complete in place)	1.00	0.00	1.00	\$8,228.00	\$8,228.00	EA	1.00	0.00	0.00	1.00	\$8,228.00	100.00%	\$0.00
7	6-Inch, AWWA C-900, PVC Fire Hydrant Lead (furnish and install, thrust blocking, all depths; complete in place)	15.00	0.00	15.00	\$27.00	\$405.00	LF	15.00	0.00	0.00	15.00	\$405.00	100.00%	\$0.00
8	12-Inch Wet Connection (furnish and install; complete in place)	2.00	0.00	2.00	\$1,251.00	\$2,502.00	EA	0.00	0.00	0.00	0.00	\$0.00	0.00%	\$2,502.00
9	Remove and Dispose of Existing 12-Inch Plug and Clamp and 2-Inch Blow-Off Valve and Box (complete in place)	2.00	0.00	2.00	\$250.00	\$500.00	EA	0.00	1.00	250.00	1.00	\$250.00	50.00%	\$250.00
10	Existing Guard Rail to be Removed and Replaced (complete in place)	1.00	0.00	1.00	\$500.00	\$500.00	LS	0.00	0.00	0.00	0.00	\$0.00	0.00%	\$500.00



APPLICATION NO:  
 APPLICATION DATE:  
 PERIOD TO:  
 PROJECT NO: 151-057-00-13 (L)  
 PROJECT NAME: 12-Inch Waterline Extension  
 Along T C Jester Boulevard

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ITEM NO.	DESCRIPTION OF WORK	ORIGINAL QTY.	QTY. ADJUSTMENT	REVISED QTY.	UNIT PRICE	COST	UNIT	WORK COMPLETED				TOTAL COMPLETE TO DATE	% (G ÷ C)	BALANCE TO FINISH (D - I)
								FROM PREVIOUS APPLICATION (F) (Qty.)	THIS PERIOD (Qty.)	THIS PERIOD (\$)	COMPLETE TO DATE (Qty.)			
					(\$)	(\$)					(Qty.)	(\$)	(%)	(\$)
11	Deep Wells, only as authorized in writing by the Engineer (furnish and install, complete in place)	2.00	13.00	15.00	\$1,000.00	\$15,000.00	EA	8.00	7.00	7,000.00	15.00	\$15,000.00	100.00%	\$0.00
12	Traffic Control Including, but not Limited to Plan Implementation, Set-Up, Takedown, Miscellaneous Construction Signs and Regular Maintenance as Required During Construction (complete in place)	1.00	0.00	1.00	\$500.00	\$500.00	LS	1.00	0.00	0.00	1.00	\$500.00	100.00%	\$0.00
13	Site Restoration to Restore All Disturbed Areas to Existing or Better Conditions (complete in place)	1.00	0.00	1.00	\$1,800.00	\$1,800.00	LS	0.00	0.00	0.00	0.00	\$0.00	0.00%	\$1,800.00
14	Trench Safety System (furnish and install; complete in place)	265.00	0.00	265.00	\$0.10	\$26.50	LF	0.00	0.00	0.00	0.00	\$0.00	0.00%	\$26.50
					subtotal	<b>\$276,061.00</b>			subtotal	<b>\$146,924.00</b>	subtotal	<b>\$262,623.50</b>	subtotal	<b>\$13,437.50</b>
<b>ALTERNATE BID ITEMS (ONLY AS DIRECTED AND APPROVED BY THE ENGINEER)</b>														
ALT 1.1	Air Release Valve with Manhole Assembly (furnish and install; complete in place; in lieu of bid items no. 6 and 7)	1.00	0.00	1.00	\$16,225.00	\$16,225.00	EA	0.00	1.00	16,225.00	1.00	\$16,225.00	100.00%	\$0.00
STORM WATER POLLUTION PREVENTION PLAN														
15	Storm Water Pollution Prevention Plan Compliance (including SWPPP implementation, performing project site inspections, completing inspection reports, filing notices, posting permits, certificates and notices, installation of new control measures, maintenance of existing control measures, etc.)	1.00	0.00	1.00	\$100.00	\$100.00	LS	0.00	0.00	0.00	0.00	\$0.00	0.00%	\$100.00
					subtotal	<b>\$100.00</b>			subtotal	<b>\$0.00</b>	subtotal	<b>\$0.00</b>	subtotal	<b>\$100.00</b>



APPLICATION NO:  
 APPLICATION DATE:  
 PERIOD TO:  
 PROJECT NO: 151-057-00-13 (L)  
 PROJECT NAME: 12-Inch Waterline Extension  
 Along T C Jester Boulevard

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
ITEM NO.	DESCRIPTION OF WORK	ORIGINAL QTY.	QTY. ADJUSTMENT	REVISED QTY.	UNIT PRICE	COST	UNIT	WORK COMPLETED				TOTAL COMPLETE TO DATE	% (G ÷ C)	BALANCE TO FINISH (D - I)
								FROM PREVIOUS APPLICATION (F) (Qty.)	THIS PERIOD (Qty.)	THIS PERIOD (\$)	COMPLETE TO DATE (Qty.)			
					(\$)	(\$)				(\$)	(Qty.)	(\$)	(%)	(\$)
	MISC ITEMS													
	Certificates of Insurance and Performance, Payment and Maintenance Bonds as Indicated in the Contract Documents	1.00	0.00	1.00	\$1,000.00	\$1,000.00	LS	1.00	0.00	0.00	1.00	\$1,000.00	100.00%	\$0.00
	Construction Permits	1.00	0.00	1.00	\$1,500.00	\$1,500.00	LS	1.00	0.00	0.00	1.00	\$1,500.00	100.00%	\$0.00
	One-Time Only Construction Staking Service to be performed by Edminster, Hinshaw, Russ & Associates, dba, EHRA, as Indicated in the Special Conditions section of the Contract Documents. All additional staking is at the expense of the Contractor. (minimum bid \$2,500.00)	1.00	0.00	1.00	\$2,500.00	\$2,500.00	LS	1.00	0.00	0.00	1.00	\$2,500.00	100.00%	\$0.00
	Post Construction Topographic Verification, As-Built Survey and Record Drawing Preparation to be performed by Edminster, Hinshaw, Russ & Associates, dba, EHRA, as Indicated in the Special Conditions section of the Contract Documents and in Accordance with Standards, Rules and Regulations and signed by Registered Professional Engineer. (minimum bid \$2,500.00)	1.00	0.00	1.00	\$2,500.00	\$2,500.00	LS	0.00	0.00	0.00	0.00	\$0.00	0.00%	\$2,500.00
					subtotal	\$7,500.00		subtotal		\$0.00	subtotal	\$5,000.00	subtotal	\$2,500.00
	<b>Rain Days</b>			0.00	0		DAY							
	<b>GRAND TOTALS</b>					\$299,886.00				\$163,149.00		\$283,848.50		\$16,037.50

# AFFIDAVIT OF BILLS PAID

THE STATE OF TEXAS  
COUNTY OF Harris

Jose Vera, being duly sworn that he/she is Owner of ISJ Underground Utilities, of Harris County, Texas (hereinafter called "Company"); and

That said Company has performed work and/or furnished material for Harris County MUD #304 (hereinafter called "Owner"), pursuant to a contract, dated December, 2025 (hereinafter called "Contract") for the construction of:

12. inch water line extension along T.C. Jester Blvd.

That all just and lawful invoices against the Company for labor, materials and expendable equipment employed in the performance of the Contract have been paid in full prior to acceptance of payments for the Owner; and

That no mechanic's or materialman's liens have been filed upon the property of the Owner or materials incorporated into the Facilities.

ISJ Underground Utilities  
By: J/V  
Printed Name: Jose Vera  
Title: owner

ATTEST:

Lizett Vera  
Printed Name: Lizett Vera

THE STATE OF TEXAS  
COUNTY OF Fort Bend

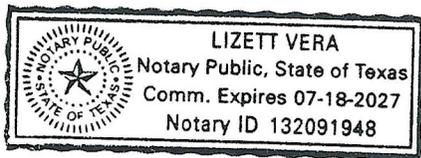
Before me, the undersigned authority, on this day personally appeared Jose Vera, owner of ISJ Underground Utilities, a LLC, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same as the act and deed of such Driver License, for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 22<sup>nd</sup> day of December, 2025

Lizett Vera  
Notary Public in and for the  
State of TEXAS

Printed Name: Lizett Vera  
Commission Expires: 7-18-27

(NOTARY SEAL)



### TEXAS CONDITIONAL WAIVER AND RELEASE ON PROGRESS PAYMENT

Project: 12 inch waterline Extension Along T.C. Jester  
Job No.: 151-057-00-12

On receipt by the signer of this document of a check from H.C. MUD304 [maker of check] in the sum of \$ 146,834.10 payable to ISJ Underground Utilities [payee or payees of check] and when the check has been properly endorsed and has been paid by the bank on which it is drawn or electronic payment deposited into payee's account, this document becomes effective to release any mechanic's lien right, any right arising from a payment bond that complies with a state or federal statute, any common law payment bond right, any claim for payment, and any rights under any similar ordinance, rule, or statute related to claim or payment rights for persons in the signer's position that the signer has on the property of H.C. MUD#304 [owner] located at T.C. Jester Blvd. [location] to the following extent: 12 inch waterline [job description].

This release covers a progress payment for all labor, services, equipment, or materials furnished to the property or to ISJ Underground [person with whom signer contracted] as indicated in the attached statement(s) or progress payment request(s), except for unpaid retention, pending modifications and changes, or other items furnished.

Before any recipient of this document relies on this document, the recipient should verify evidence of payment to the signer.

The signer warrants that the signer has already paid or will use the funds received from this progress payment to promptly pay in full all of the signer's laborers, subcontractors, materialmen, and suppliers for all work, materials, equipment, or services provided for or to the above referenced project in regard to the attached statement(s) or progress payment request(s).

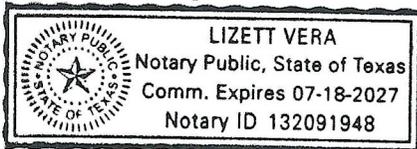
Date 12/22/2025  
ISJ Underground [Company name]  
By [Signature] [Signature]  
owner [Title]

STATE OF TEXAS           §  
  §  
COUNTY OF Fort Bend   §

Before me, the undersigned Notary Public in and for the State of Texas, on this day personally appeared Jose Vera, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that s/he executed such instrument for the purposes therein expressed, and in the capacity therein stated as the act and deed of such business entity.

[Signature]  
Name: \_\_\_\_\_  
Notary Public, State of Texas  
My commission expires: 7-18-2027

AFTER RECORDING RETURN TO:  
[INSERT ADDRESS]





10011 Meadowglen Ln.  
Houston, Texas 77042  
EHRAinc.com | 713.784.4500  
TBPE No. F-726 | TBPLS No. 10092300

### Request for Additional Time

Project Name: 12-inch water line Ext. Along T.C. Jester Blvd.

Project Number: 151-057-00-13

Month: December

Year: 2025

Calendar Date:

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31								

Additional Dates Requested due to: \_\_\_\_\_

\_\_\_\_\_

Contractor: *JVM*

Date: 12/22/2025

EHRA Site Rep: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

No. of Days Approved: \_\_\_\_\_

Declined By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_



# PRECISION UTILITY LLC

## HC MUD No. 304 OPERATIONS REPORT

THURSDAY, JANUARY 15, 2026

CONNECTION RECAP											
ACTIVE	1889	VACANT	23	TOTAL	1912	ESFC	2147				

REVENUE RECAP													
App Fee	Deposits	Disconnection Fee	GT Inspections	Garbage	Letter Fee	Miscellaneous	NSF	Penalty	CHCRWA	Sewer	Tap Fee	Water	TOTAL
\$0.00	\$0.00	\$0.00	\$420.00	\$36,204.40	\$0.00	\$0.00	\$0.00	\$0.00	\$58,659.25	\$44,004.98	\$0.00	\$116,151.89	\$255,440.52

RECEIVABLES AND AGING RECAP										
ACCOUNT	CURRENT	30 Day	60 Day	90 Day	120 DAY	UnApp Credits	TOTAL	DELINQUENT PROCESS		
App Fee	\$0.00	\$240.00	\$30.00	\$30.00	\$30.00	\$0.00	\$330.00			
Deposits	\$0.00	\$1,850.00	\$150.00	\$0.00	\$400.00	\$0.00	\$2,400.00			
Disconnection Fee	\$0.00	\$540.00	\$453.05	\$184.03	\$570.00	\$0.00	\$1,747.08	TAGS		231
GT Inspections	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00	TERMINATION		0
Garbage	\$36,204.40	\$9,364.02	\$3,613.15	\$857.19	\$0.00	\$0.00	\$50,038.76	THEFT		0
Letter Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	COLLECTIONS		0
Miscellaneous	\$0.00	\$5,733.27	\$0.00	\$0.00	\$0.00	-\$200.00	\$5,533.27	DISCONNECT LETTERS		28
NSF	\$0.00	\$511.57	\$75.00	\$146.65	\$125.00	\$0.00	\$858.22	METER REINSTALL		0
Penalty	\$0.00	\$11,644.74	\$2,157.35	\$444.13	\$528.27	\$0.00	\$14,774.49	PULLED METERS		0
CHCRWA	\$58,659.25	\$17,074.36	\$9,290.61	\$1,738.24	\$1,214.84	\$0.00	\$87,977.30	RECONNECTS		16
Sewer	\$44,004.98	\$11,523.95	\$4,480.20	\$800.92	\$2,401.98	\$0.00	\$63,212.03			
Tap Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Water	\$116,151.89	\$27,265.45	\$7,569.85	\$1,607.97	\$963.48	\$0.00	\$153,558.64			
OVERPAYMENTS							-\$11,936.04	-\$11,936.04		
TOTAL	\$255,440.52	\$85,747.36	\$27,819.21	\$5,809.13	\$6,233.57	-\$12,136.04	\$368,913.75			

WATER USAGE & ACCOUNTABILITY RECAP									
BILLING CYCLE 11/21/2025 - 12/21/2025									
	PUMPED	PURCHASED	TOTAL (1)	BILLED	SOLD	LEK/MAIN	NON BILLED	TOTAL (2)	P vs B
	107	14,221	14,328	11616	0	1,550	0	13,166	91.89%
WATER WELL	WATER PERMIT	EXPIRES	MONTHLY	YTD	PERMIT	YTD%			
CHCRWA		5/31/2026	14,221,000	117,205,000	200,000,000	59%			
Water Well #4037	WP2024-106337	5/31/2026	107,000	2,992,000	11,000,000	27%			
SAMPLING/TESTING	H2O SAMPLES	RESULTS	WATER	SEWER	DRAINAGE				
	7	GOOD	7	34	0				
TAPS	MONTH	YEAR	BACKLOG	RESIDENTIAL	COMMERCIAL				
	0	0	0	0	0				

WWTP	TCEQ PERMIT	WQ0013564001	Expires TCEQ Review		WATER	TX1012941
Harris County MUD No. 304					Harris County MUD No. 304	
November-25					November-25	
TEST	PERMITTED	ACTUAL	MEASURED	FLOW	Location	Test Results
FLOW AVG	0.65	0.32	MGD	VERSUS	2306 Milford Place	COLIFORM Absent
FLOW 2 HR	1482	1125	GPM	CAPACITY		E. COLI Absent
CBOD	10	2.32	MG/L	49.83	WP Interconnect	COLIFORM Absent
CBOD	54	6.19	LB/DAY			E. COLI Absent
TSS	15	1.00	MG/L	RAIN	2611 Bradburn Hill Ln	COLIFORM Absent
TSS	81	2.66	LB/DAY	2.25		E. COLI Absent
CL2 MAX	4	1.44	MG/L		13303 Arden Ridge Ln	COLIFORM Absent
CL2 MIN	1	1.01	MG/L			E. COLI Absent
NH3	3	0.43	MG/L		13418 Bella Chase Dr	COLIFORM Absent
NH3	16	1.17	LB/DAY			E. COLI Absent
ECOLI AVG	63	1.00	MG/L		12627 Mardi Gras Dr	COLIFORM Absent
ECOLI MAX	200	1.00	MG/L			E. COLI Absent
D. O. MIN	4	6.95	MG/L		2706 Glenfield Manor Ln	COLIFORM Absent
PH MAX	9	8.34	MG/L			E. COLI Absent
PH MIN	6	8.12	MG/L			E. COLI Absent

HARRIS COUNTY  
MUD NO. 304

9419 LAMKIN ROAD HOUSTON TEXAS 77049 | P.O. BOX 1852 CROSBY, TEXAS 77532  
100 WATERWOOD PARKWAY, HUNTSVILLE, TEXAS 77320

281-456-9825 MAIN | 281-456-0329 FAX | WWW.PRECISIONUTILITY.BIZ | SERVICE@PRECISIONUTILITY.BIZ

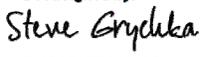


Actions Items List

- 1) Smart Meter Pilot Program - Complete - January 8, 2026
- 2) Water Utility Services
  - a) Monthly Bac-T Sample Report
  - b) Nitrification Monitoring - Report 12/17/2025
- 3) 12659 Mansfield Glen CT Leak - In Progress
- 4) Water Authority Leak - Complete
- 5) Fire Hydrant Replacement - Delayed
  - o Option 1 - Scheduled Water Outage
  - o Option 2 - Estimate for an Insertion Valve
- 6) WWTP Pulled Pump 1 - Waiting on Estimate
- 7) WWTP Pulled Pump 2 - Repairs In Progress
- 8) Delinquency List
- 9) Sample Bill

**Water Utility Services, Inc.**  
**Bacteriological Test Report**  
**November 2025**

Sample ID	PWSID	PWS Name	Sample Site	County	Collection Date	Collection Time	Collector	Analysis Date	Analysis Time	Sample Type	Chlorine Type	Chlorine mg/L	Total Coliform	<i>E. coli</i>
11252648	TX1012941	Harris County MUD 304	2306 Milford Place	Harris	11/17/25	9:07	BF	11/17/25	18:00	Routine	Total	1.69	not found	not found
11252649	TX - N/A	Harris County MUD 304	WP Interconnect	Harris	11/17/25	9:17	BF	11/17/25	18:00	Special	Total	2.26	not found	not found
11252650	TX1012941	Harris County MUD 304	2611 Bradburn Hill Ln	Harris	11/17/25	9:32	BF	11/17/25	18:00	Routine	Total	1.91	not found	not found
11252651	TX1012941	Harris County MUD 304	13303 Arden Ridge Ln	Harris	11/17/25	9:38	BF	11/17/25	18:00	Routine	Total	1.76	not found	not found
11252652	TX1012941	Harris County MUD 304	13418 Bella Chase Dr	Harris	11/17/25	9:43	BF	11/17/25	18:00	Routine	Total	1.88	not found	not found
11252653	TX1012941	Harris County MUD 304	12627 Mardi Gras Dr	Harris	11/17/25	9:53	BF	11/17/25	18:00	Routine	Total	2.44	not found	not found
11253205	TX1012941	Harris County MUD 304	2706 Glenfield Manor Ln	Harris	11/19/25	11:16	KWM	11/19/25	20:40	Routine	Total	1.21	not found	not found

DocuSigned by:  
  
 719D3D3EE9C243C...  
 Steve Grychka  
 Laboratory Director

Water Utility Services, Inc  
 21615 Rhodes Rd  
 Spring, Texas 77388  
 281-290-0704  
 Page 1 of 1

TCEQ Lab ID: T104704311  
 Certificate ID: TX-C25-00224  
 Method: Modified Colitag

# Water Utility Services, Inc.

21615 Rhodes Rd  
Spring, Texas 77388  
281-290-0704

Client: Precision Utility, LLC  
PO Box 5794  
Katy, TX 77491

## Test Report - Nitrification Monitoring

PROJECT LOCATION: Harris County MUD #304  
COLLECTION DATE: 12/16/25  
SAMPLE TYPE: Grab  
COLLECTED BY: BF  
SAMPLE MATRIX: Potable Water

SAMPLE LOCATION	Total Chlorine mg/L	Monochloramine mg/L	Free Ammonia mg/L	Nitrate-N mg/L	Nitrite-N mg/L	HPC* cfu/ml	Action
2306 Milford Place	1.76	1.74	0.11	1.09	0.099	16	A
WP GST	2.90	2.83	0.09	1.00	0.013	10	T
Surface Water Interconnect	3.03	3.02	0.08	1.03	< 0.01	4	N
2611 Bradburn Hill Ln	2.43	2.38	0.09	1.04	0.025	12	T
13303 Arden Ridge Ln	1.83	1.75	0.09	1.05	0.068	16	A
13418 Bella Chase Dr	2.36	2.31	0.12	1.02	0.014	12	T
12627 Mardi Gras Dr	2.51	2.43	0.15	1.03	< 0.01	14	N

Method: Hach 8167 Hach 10200 Hach 10200 EPA 300.0 EPA 300.0 SM 9215  
Analyst: BF BF BF TC TC TC  
Date: 12/16/25 12/16/25 12/16/25 12/16/25 12/16/25 12/16/25

\* HPC - Heterotrophic Plate Count, cfu - colony forming units TNTC - to numerous to count

Free ammonia of 0.15 mg/L or less is recommended.

N - none required B - breakpoint chlorination has occurred  
T - trace of nitrification - reduce water age  
A - active nitrification - flushing recommended  
R - reduce free ammonia  
O - offline

*Steve Grychka*

Steve Grychka  
Laboratory Director



## MUD #304 Walters Rd. Hydrant Repair

We are presenting 2 options for the hydrant repair on Walters Rd. The current valving will give a large shutdown impacting several homes and businesses. The first option will line out the effected homes, businesses, and schools. The second will line out the work to be completed to not affect any homes, businesses, or schools.

Option #1: Our first option is a repair with a system shutdown with the following effects to the residents. Projected shutdown time is 10 hrs.

- A. Homes - approximately 151 single family homes on the following streets. Mardi Gras Dr. (east of Walters), Turchin Dr, Alvar Dr, Forstall Dr, Marigny Dr, Wisner Cir, Pine Estate Ln, Timber Est Dr, Topiary Ln.
- B. Shadow Ridge Apartments.
- C. Claughton Middle School
- D. CVS Pharmacy on Spears Rd.
- E. Shell Gas Station on Spears Rd
- F. Golden Chick on Spears Rd.
- G. Subway on Spears Rd.
- H. Coincidentally there will be no fire protection for Walters rd. from Thompson Elementary School entrance South to Spears Rd. Spears Rd. East of Shell gas station West to Old Walters Rd. and turning North past the apartment complex. This will be for the duration of the work being performed.
- I. The Shadow Ridge Apartments and Claughton Middle School will be without fire protection for the duration of the work being performed.

This repair with the shutdown will include the labor, parts, and restoration. The estimate for option #1 \$11,510.00 subject to change once exposed.

Option #2: This option Includes installing an Insertion Valve first and then completing the hydrant repair. This option will allow the repair to be made without impacting any residents, schools, or businesses. This will also give the district a new valve that will greatly improve the abilities to perform future work with limited impact to the resident's daily life. We propose the valve to be installed on the Northwest corner of Mardi Gras dr. and Walters Rd. A valve at this location will allow isolation and water flow changes for future work utilizing the interconnect to 217.

A: Insertion Valve installation. Mickie Service -	\$23,351.40
Koppl Pipe Service -	\$22,200.00
Texas Hot Taps -	\$27,679.68
B: Excavation, labor, and restoration -	\$5,150.00
C: Hydrant repair cost for parts, labor, and restoration -	\$11,510.00
D: Proposed job total will be the sum of line A selection, B, and C.	



# PRECISION UTILITY LLC

P.O. Box 1852  
Crosby, TX 77532  
(281) 456-9825  
service@precisionutility.biz

## Estimate

<b>ESTIMATE#</b>	1082152993
<b>DATE</b>	01/14/2026
<b>PO#</b>	

CUSTOMER
Harris County MUD No. 304 TNR Advisors & Management Consultants, LLC Harris County MUD304 Houston , TX 77014 (713) 489-4411 (832) 398-6125

SERVICE LOCATION
Harris County MUD No. 304 TNR Advisors & Management Consultants, LLC Harris County MUD304 Houston, TX 77014 (713) 489-4411 (832) 398-6125

DESCRIPTION	12" Insertion Valve - Mickie Services
-------------	---------------------------------------

Estimate			
Description	Qty	Rate	Total
12" Insertion Valve Installing a new 12" Insertion Valve	1.00	23,351.40	23,351.40
Excavation, Labor, and Restoration Excavation, Labor, and Restoration	1.00	5,150.00	5,150.00
Hydrant Repair Parts, Labor, and Restoratuion	1.00	11,510.00	11,510.00

CUSTOMER MESSAGE

**Estimate Total: \$40,011.40**

PRE-WORK SIGNATURE

Signed By:



# PRECISION UTILITY LLC

P.O. Box 1852  
Crosby, TX 77532  
(281) 456-9825  
service@precisionutility.biz

## Estimate

<b>ESTIMATE#</b>	1082153370
<b>DATE</b>	01/14/2026
<b>PO#</b>	

CUSTOMER
Harris County MUD No. 304 TNR Advisors & Management Consultants, LLC Harris County MUD304 Houston , TX 77014 (713) 489-4411 (832) 398-6125

SERVICE LOCATION
Harris County MUD No. 304 TNR Advisors & Management Consultants, LLC Harris County MUD304 Houston, TX 77014 (713) 489-4411 (832) 398-6125

DESCRIPTION	12" Insertion Valve - Koppl Pipe Services
-------------	---

Estimate			
Description	Qty	Rate	Total
12" Insertion Valve Installing a new 12" Insertion Valve	1.00	22,200.00	22,200.00
Excavation, Labor, and Restoration	1.00	5,150.00	5,150.00
Hydrant Repair Parts, Labor, and Restoratuion	1.00	11,510.00	11,510.00

CUSTOMER MESSAGE

**Estimate Total: \$38,860.00**

PRE-WORK SIGNATURE

Signed By:



# PRECISION UTILITY LLC

P.O. Box 1852  
Crosby, TX 77532  
(281) 456-9825  
service@precisionutility.biz

## Estimate

<b>ESTIMATE#</b>	1082153871
<b>DATE</b>	01/14/2026
<b>PO#</b>	

CUSTOMER
Harris County MUD No. 304 TNR Advisors & Management Consultants, LLC Harris County MUD304 Houston , TX 77014 (713) 489-4411 (832) 398-6125

SERVICE LOCATION
Harris County MUD No. 304 TNR Advisors & Management Consultants, LLC Harris County MUD304 Houston, TX 77014 (713) 489-4411 (832) 398-6125

DESCRIPTION	12" Insertion Valve - Texas Hot Taps
-------------	--------------------------------------

Estimate			
Description	Qty	Rate	Total
12" Insertion Valve Installing a new 12" Insertion Valve	1.00	27,679.68	27,679.68
Excavation, Labor, and Restoration	1.00	5,150.00	5,150.00
Hydrant Repair Parts, Labor, and Restoratuion	1.00	11,510.00	11,510.00

CUSTOMER MESSAGE

**Estimate Total: \$44,339.68**

PRE-WORK SIGNATURE

Signed By:



# PRECISION UTILITY LLC

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## Harris County MUD 304 Delinquent List

5381	\$224.26	7399	\$204.12
5385	\$270.00	7402	\$229.65
258886	\$165.90	267386	\$426.11
5404	\$29.94	7429	\$121.96
5406	\$299.51	7435	\$138.12
5411	\$362.36	271545	\$265.81
5415	\$356.54	7473	\$94.80
5417	\$655.94	7475	\$106.79
5437	\$50.00	7481	\$366.75
5447	\$106.79	7488	\$220.67
5455	\$138.12	7497	\$183.54
5471	\$256.12	270128	\$200.00
5491	\$444.32	7524	\$253.99
268421	\$200.00	265989	\$113.88
5500	\$103.63	7562	\$340.37
5501	\$113.88	7579	\$307.93
5513	\$222.49	7583	\$113.17
5517	\$173.46	7585	\$214.95
5528	\$467.17	271283	\$113.18
268091	\$104.02	7591	\$154.56
5545	\$99.71	7604	\$409.41
5559	\$94.38	269303	\$227.99
5562	\$173.46	7612	\$20.00
312034	\$38.47	7620	\$248.04
265917	\$221.96	278257	\$185.99
5592	\$84.19	7631	\$721.48
5611	\$99.58	7655	\$113.88
5613	\$164.37	7668	\$224.26
5642	\$106.20	7670	\$92.63
274440	\$180.44	199108	\$490.39
264802	\$217.52	7678	\$201.39
5716	\$189.46	7680	\$89.25
239042	\$95.00	7685	\$232.06
5726	\$16.96	7688	\$110.08
271363	\$113.88	7690	\$110.00
5736	\$36.66	7691	\$99.71
5743	\$109.68	7692	\$99.71
5756	\$70.07	237237	\$271.70
5768	\$121.96	7713	\$105.63



# PRECISION UTILITY LLC

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5784	\$239.88	7721	\$106.79
5786	\$254.15	275849	\$348.78
5788	\$130.58	7731	\$92.63
5793	\$208.80	7758	\$120.91
5808	\$94.09	7759	\$162.22
5818	\$74.43	7773	\$231.93
5831	\$200.45	268404	\$898.89
5839	\$192.90	7787	\$107.18
5855	\$106.79	7820	\$107.63
5859	\$134.36	7822	\$172.59
5861	\$300.95	7829	\$106.79
5863	\$229.65	263961	\$399.05
5880	\$73.98	7842	\$228.06
5930	\$94.09	7846	\$208.78
5950	\$92.63	7858	\$136.00
5952	\$589.45	7859	\$170.00
5957	\$226.23	7860	\$100.00
5970	\$184.56	7862	\$75.63
6001	\$113.88	7865	\$106.79
6009	\$93.85	7881	\$125.80
269022	\$143.85	7896	\$186.52
6035	\$113.88	7900	\$90.40
6039	\$170.73	7912	\$312.23
6043	\$256.12	7916	\$96.79
6050	\$390.88	7928	\$144.65
6058	\$142.30	7934	\$269.95
6061	\$91.74	7938	\$237.70
6067	\$478.66	7958	\$15.00
6071	\$99.71	7994	\$117.47
6079	\$92.34	8001	\$55.31
6083	\$92.25	8012	\$120.75
6085	\$92.63	8021	\$164.37
6092	\$106.79	8027	\$171.69
6094	\$106.79	8031	\$327.78
6098	\$106.79	8035	\$268.06
6113	\$94.94	8069	\$143.04
6115	\$109.68	265766	\$664.52
6119	\$164.37	8086	\$222.31
6138	\$121.96	8124	\$205.87
6151	\$92.63	8139	\$92.63
6155	\$122.26	8151	\$152.74



# PRECISION UTILITY LLC

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6175	\$213.41	8166	\$180.73
6177	\$150.00	8173	\$385.00
259191	\$132.00	8177	\$155.29
6251	\$73.08	8183	\$85.54
6261	\$243.58	8191	\$121.16
6273	\$250.40	245074	\$113.88
6281	\$85.54	265320	\$139.00
6283	\$142.00	8210	\$89.32
6291	\$48.04	8214	\$152.50
265783	\$254.96	8251	\$109.68
6301	\$11.90	298306	\$282.99
6314	\$100.29	8278	\$1,057.20
6331	\$181.32	8301	\$62.09
6364	\$30.98	8323	\$335.75
6368	\$224.98	8327	\$220.67
6374	\$92.63	8338	\$336.36
6391	\$133.00	8355	\$550.14
281534	\$436.11	8356	\$243.47
6405	\$196.92	8358	\$239.62
6407	\$382.89	8373	\$106.79
6415	\$290.15	8375	\$623.23
6419	\$92.63	8376	\$238.01
6421	\$220.57	8388	\$502.13
6448	\$230.99	8399	\$242.80
6454	\$121.97	8405	\$125.27
6458	\$115.13	8408	\$117.47
16217	\$70.36	8444	\$246.82
6502	\$215.79	9480	\$94.22
6504	\$99.96	8451	\$254.17
6516	\$422.86	8452	\$141.31
280630	\$600.78	8457	\$113.88
6531	\$90.95	8458	\$239.92
6533	\$245.23	8461	\$150.77
6539	\$113.88	8466	\$86.00
6555	\$183.33	8477	\$273.91
6563	\$681.27	8486	\$23.19
6571	\$106.41	8501	\$121.96
6573	\$99.71	8508	\$93.00
6575	\$366.26	225792	\$137.62
6592	\$130.30	280985	\$117.47
6596	\$300.00	8527	\$129.08



# PRECISION UTILITY LLC

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268131	\$187.43	8529	\$337.02
6604	\$410.73	262984	\$283.30
6608	\$403.00	228590	\$122.00
6609	\$106.79	8541	\$310.00
6624	\$117.03	8555	\$75.33
36850	\$109.54	8559	\$136.36
269302	\$256.12	270303	\$232.06
6666	\$298.51	8568	\$138.12
6668	\$100.00	8569	\$102.60
6674	\$99.71	8576	\$119.79
6690	\$99.71	297350	\$200.88
6702	\$433.26	8594	\$99.71
268453	\$345.53	8602	\$19.81
6711	\$67.55	8617	\$92.63
6713	\$55.39	8620	\$129.00
6721	\$90.00	8629	\$300.88
265895	\$161.83	8632	\$92.63
6753	\$130.04	8633	\$92.16
6770	\$8,069.76	271824	\$172.55
6791	\$113.88	8650	\$121.17
6795	\$92.63	8664	\$78.46
6798	\$138.12	227112	\$113.88
6816	\$138.12	8669	\$98.17
6820	\$81.58	8670	\$612.54
6823	\$189.77	8672	\$160.91
6824	\$84.70	8696	\$413.00
275326	\$280.42	8697	\$123.89
6838	\$237.65	8700	\$357.55
6842	\$656.97	8711	\$130.04
6848	\$324.44	8712	\$415.77
6849	\$282.98	8713	\$288.47
281019	\$105.35	8714	\$113.88
6866	\$130.59	281533	\$184.48
6885	\$75.00	8729	\$130.24
6890	\$290.05	266008	\$187.43
229040	\$436.87	8769	\$92.63
6897	\$174.64	8791	\$456.09
6910	\$205.65	259460	\$106.79
6918	\$78.46	8803	\$100.00
6926	\$106.79	8807	\$313.90
6954	\$163.80	8811	\$29.53



# PRECISION UTILITY LLC

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6959	\$615.82	278031	\$160.83
6974	\$79.27	8833	\$192.82
6990	\$92.63	8838	\$106.12
6994	\$118.83	8846	\$103.05
6998	\$1,213.53	372292	\$376.21
7012	\$216.47	8850	\$78.46
7015	\$85.54	261322	\$1,836.43
7017	\$92.63	8867	\$261.69
7023	\$119.79	8870	\$106.79
7034	\$121.96	8872	\$106.79
7035	\$285.76	8878	\$106.79
7036	\$206.63	8879	\$199.30
7038	\$113.88	8884	\$206.59
7040	\$113.88	8886	\$113.88
7041	\$278.83	8923	\$149.62
272264	\$447.89	8930	\$179.60
7060	\$102.60	8937	\$384.00
7062	\$226.87	8939	\$209.68
7064	\$199.93	8942	\$193.59
7082	\$85.54	8949	\$158.01
7091	\$106.79	8955	\$8.92
7094	\$92.63	8966	\$141.78
7105	\$99.71	8976	\$296.00
7118	\$76.99	224691	\$259.45
7124	\$98.76	60886	\$172.13
7127	\$274.88	9006	\$353.00
7130	\$1,144.71	9009	\$149.98
7134	\$124.33	9021	\$245.96
7139	\$121.96	9034	\$130.04
7142	\$155.29	9035	\$232.42
7147	\$322.45	9054	\$374.35
7153	\$155.29	9066	\$149.82
7164	\$106.56	9091	\$121.96
7165	\$278.00	274684	\$121.96
264963	\$130.04	311515	\$221.10
7173	\$113.88	267151	\$121.96
272937	\$239.43	9224	\$114.98
7182	\$100.00	9229	\$248.97
7184	\$254.74	9231	\$162.20
7188	\$39.15	44588	\$455.36
7199	\$138.12	9255	\$174.25



# PRECISION UTILITY LLC

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7208	\$170.35	267055	\$32.77
7209	\$350.26	9267	\$163.43
199111	\$120.00	9281	\$92.63
7222	\$218.77	9300	\$100.00
7231	\$234.24	9320	\$100.96
7233	\$155.29	9323	\$273.89
7236	\$52.24	9325	\$133.17
7247	\$92.32	9346	\$210.10
7249	\$270.39	9352	\$235.00
7251	\$545.14	9354	\$88.90
7259	\$155.00	9356	\$189.47
7265	\$173.46	9369	\$24.92
7268	\$209.62	9371	\$305.52
7270	\$56.79	9378	\$102.49
7273	\$332.32	9380	\$206.51
7288	\$106.79	9383	\$63.53
7289	\$92.63	9394	\$99.71
7292	\$272.64	279487	\$114.63
7316	\$16.94	9403	\$121.79
85592	\$111.10	9406	\$134.22
7337	\$1,004.57	9428	\$213.09
7349	\$65.60	9455	\$57.27
7370	\$98.29	9459	\$117.47
7373	\$148.25	9463	\$138.12
7374	\$89.83	267048	\$224.26
263732	\$394.00	228803	\$89.13
260348	\$230.46	264282	\$138.12
262703	\$424.88		

# Monthly Water Bill Statement

Please Make Checks Payable to: Harris Co MUD 304

**P. O. BOX 24369 Houston Texas 77229-4369**

REGULAR BILL

**For Assistance Call: 281-456-9825**

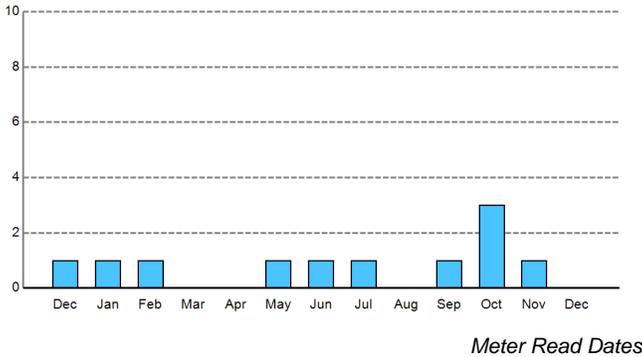
**Pay By Phone IVR System: 281-671-0901**

**Website: <https://precisionutility.biz/>**

ACCOUNT NAME	
IVR ID #	5515
STATEMENT DATE	01/05/26
BILLING PERIOD	11/21/25 - 12/21/25
SECURITY CODE	10-5515-VU2N
ACCOUNT NUMBER	70002-0000005515

METER NO.	SERVICE ADDRESS	PRIOR READ	CURRENT READ	TOTAL USAGE	READ DATE
67573719		238	238	0 KGAL	12/19/25

13 Month Usage (in 1,000 gallons)



### ACCOUNT SUMMARY

Description	Amount
Previous Balance	\$85.54
Payment - Thank You!	(\$85.54)
Balance	\$0.00
<b>Current Billing</b>	
Water Charges	\$43.22
Sewer Charges	\$35.24
<b>Total Current Billing Charges</b>	<b>\$78.46</b>
Due date applies to current charges only.	
<b>TOTAL DUE BY 01/29/26</b>	<b>\$78.46</b>
<b>TOTAL DUE AFTER 01/29/26</b>	<b>\$86.31</b>

### GENERAL INFORMATION

The due date applies to current charges only.  
NOTE: Past due balances are due immediately

Houston Office Location:  
9419 Lamkin Rd. Houston, TX 77049  
Ph: 281-456-9825 Fax: 281-456-0329  
Hours: Mon-Fri 8:00 AM - 5:00 PM

### MESSAGES

PLEASE HELP CONSERVE WATER.  
PENALTIES WILL BE CHARGED AFTER THE DUE DATE.  
MAKE CREDIT CARD PAYMENTS @ [www.precisionutility.biz](http://www.precisionutility.biz)  
TO PAY BY PHONE DIRECTLY CALL 281-671-0901 USING  
YOUR IVR ID # LISTED ABOVE.  
CONTACT EMAIL: [service@precisionutility.biz](mailto:service@precisionutility.biz)

For more information about the District, including information about the District's Board and Board Meetings, Please go to the Comptroller's Special Purpose District Public Information Database at <https://spdpid.comptroller.texas.gov/>

\*\*\*\*\*SEPARATE AND RETURN BELOW STUB WITH PAYMENT\*\*\*\*\*

**Harris Co MUD 304**  
P.O. BOX 24369  
HOUSTON, TX 77229-4369



**\*\*BANK DRAFT\*\* DO NOT PAY\*\***

NAME	
SERVICE ADDRESS	
ACCOUNT NUMBER	70002-0000005515
Statement Due Date <small>**Prev. Balance Due Immediately</small>	<b>01/29/26</b>
TOTAL DUE BY 01/29/26	<b>\$78.46</b>
TOTAL DUE AFTER 01/29/26	<b>\$86.31</b>
Amount Paid	<b>**BANK DRAFT** DO NOT PAY**</b>

PLEASE MAIL CHECK OR MONEY ORDER ONLY. DO NOT SEND CASH.

**Harris Co MUD 304**  
P.O. BOX 24369  
HOUSTON, TX 77229-4369

70002000000551500000863100000784600000784605

# HARRIS COUNTY MUD NO. 304

## General Manager's Report

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January 2026

Prepared by: Desmond LeBlanc, General Manager

Board Meeting Date: January 15, 2026

1. **Administrative Building Exterior Lighting**

- Installation has begun. Electrician is waiting for six more lights to be delivered to installed.
- Ten lights have been installed so far.

2. **Building Re-dedication Plaque Update**

- Saifee Signs & Graphics has installed the re-dedication plaque on Monday January 12, 2026.

3. **Events Calendar & Administrative Building Operating Schedule**

Attached are the following documents:

- MUD 304 Events for 2026
- Administrative Building Operating Schedule (December 1, 2025 – December 31, 2025)

**BOARD ACTION REQUEST:** Approval of 2026 Events

4. **Pavilion Camera Needed**

- An additional Camera is needed at the Pavilion in order to monitor and record from the opposite angle.

**BOARD ACTION REQUEST:** Approval of Additional Camera to be installed. Quote is attached.

5. **Disposal Request**

- Christmas Tree
- Old Building Lights



**BOARD ACTION REQUEST:** Approve Disposal Request

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## *Projects Update*

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1. **COMMUNITY DEVELOPMENT BLOCK GRANT** –We are now in the application review/interview stage and responding to requests from Harris County Housing & Community Development. County requested feedback from Silverglen West HOA and residents directly surrounding the April Wind property.
2. **SIDEWALK REPAIRS:** No Report.
3. **BUILDING A/V:** New A/V equipment has been installed and works. The A/V mixer was not replaced. It was serviced and attempted to salvage however, a new one is required. Awaiting Estimate. 
4. **Pavilion Lights:** Pavilion lights were repaired due to breakage. More details provided at board meeting.
5. **OUTDOOR BENCHES:** No Report this month. Look to have selected vendor by next board meeting.
6. **BUILDING OUTDOOR LIGHTS:** Installation has begun.
7. **SuperCool A/C & Heating:** The Building A/C system has been serviced and is currently working properly. Six filters were replaced and freon was added to A/C units.
8. **Building Repipe:** Reached out to other plumbers for consideration. Received three contractors from Marcus (EHRA). More details forthcoming.
9. **OUTSIDE RESTROOMS:** No Report
10. **GENERATOR UPDATE:** Installation is underway.
11. **Mail Delivery:** Awaiting Post Office Response.
12. **DISTRICT COMMUNICATION POLICY:** No updates.
13. **WALKING TRAIL IMPROVEMENTS:** No report.
14. **Shadow Ridge Apartments:** Reached out to the Apartment Complex within the District, no response.

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### *General Updates*

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- Jewels & Gents event was cancelled for January.
- All administrative building systems are functioning normally.
- Ice Machine drain line was found to be broken and caused a massive leak inside the wall. All sheetrock and insulation needed to be replaced.
- We have transitioned to Winter Property Hours – 5:45am-7:45pm. Building Hours remain the same 10am-4pm.
- Staff is continuing to monitor maintenance needs in coordination with contracted service providers.
- Burt’s Cleaning Services continue to do an excellent job with new cleaning schedule. Floors and grout have been cleaned.
- Building locks have been changed to one key for all doors. All Directors were issued a key for all doors at December board meeting.
- Our holiday Christmas lights are now stored at the MUD building at the request of Directors Moses and Allen.

### *Requested Board Actions for January Meeting*

1. Approve/Deny 2026 Events and authorize SDMS to proceed with planning, coordination, and implementation of the listed events.
2. Approve/Deny additional camera at pavilion.
3. Approve/Deny Disposal Requested Items

## 2026 Community Event Schedule For Board Review and Consideration

This document presents the official community event schedule for Harris County Municipal Utility District No. 304 (MUD 304) for calendar year 2026. The listed dates reflect district-sponsored holidays and community engagement events that will be hosted within the District and planned and supported by SDMS staff. Board acknowledgement of this schedule will allow SDMS staff to plan for event coordination, staffing assignments, facility use, vendor participation, and public communications.

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### 1. Easter Community Event

**Date:** Saturday, March 28, 2026

**Classification:** District Community Event

**Description:** Family-oriented community gathering hosted within MUD 304.

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### 2. Juneteenth Celebration

**Date:** Friday, June 19, 2026

**Classification:** District Community Event

**Description:** Community celebration recognizing Juneteenth, hosted within the District.

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### 3. Back to School Community Event

**Date:** Saturday, August 1, 2026

**Classification:** District Community Event

**Description:** Annual back-to-school event providing resources and engagement for District families.

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### 4. National Night Out

**Date:** Tuesday, October 6, 2026

**Classification:** National Community Safety Event (District-Hosted)

**Description:** Community safety and engagement event coordinated with public safety partners.

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### 5. Christmas Community Event

**Date:** Sunday, December 6, 2026

**Classification:** District Community Event

**Description:** Holiday-themed community event hosted for residents of MUD 304.

**Operational Impact:** Event staffing, decorations, and community engagement activities.

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NT SECURITY USA LLC

12775 Beechnut ST.  
Suite D300  
Houston, TX 77072

No. 250428  
Date 1/12/2026  
Promise Date 1/12/2026

**BILL TO**

Harris County MUD 304  
12525 Wellington Pkwy  
Houston, TX 77014  
(832) 544-9356  
generalmanager@hcmud304.com

**SHIP TO**

Harris County MUD 304  
12525 Wellington Pkwy  
Houston, TX 77014  
(832) 544-9356  
generalmanager@hcmud304.com

TERMS	REP	QUOTE DATE	VALID TO	AMOUNT DUE	PROJECT NAME
7 days	Johnny, Lam	1/12/2026	1/19/2026		Additional Pavilion Security Camera Installation - MUD 304

LINE NO.	ITEM	DESCRIPTION	QUANTITY	PRICE	UOM	IMAGE	TOTAL
1	IPC3638SB-ADZK-I0-BK	IPC3638SB-ADZK-I0-BK: IP Camera, 8MP@20FPS, Motorized Turret, 2.8-12mm, 1/ 2.8", IR(131ft), True WDR, Starlight	1.00	485.75	EA		485.75
2	NST-CAT6-1000-BLK	Wirepath™ Cat 6 550MHz Unshielded Wire Black	200.00	0.25	FT		50.00
3	TR-JB03-H-IN-BK	TR-JB03-H-IN-BK junction box for 814 fisheyes, ipc363x, ipc361	1.00	31.50	EA		31.50
4	labor Camera Install	Run cable / install/ configure/ remote setup	1.00	385.00	HR		385.00
5	exempted material	Materials not including the quote such as accessories of the project	1.00	35.00	EA		35.00

**Purchase Term of payment :**

Subtotal 987.25

Total Amount 987.25

Scope of Work

CERTIFICATE FOR  
ORDER CALLING DIRECTORS ELECTION

THE STATE OF TEXAS  
COUNTY OF HARRIS  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

§  
§  
§

We, the undersigned officers of the Board of Directors (the "Board") of Harris County Municipal Utility District No. 304 (the "District"), hereby certify as follows:

1. The Board convened in regular session, open to the public, on January 15, 2026 at 6:05 p.m. at 12525 Wellington Parkway, Houston, Texas 77014, and the roll was called of the members of the Board, to-wit:

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

All members of the Board were present, except the following: \_\_\_\_\_  
thus constituting a quorum. Whereupon among other business, the following was transacted at such Meeting: A written

ORDER CALLING DIRECTORS ELECTION

was duly introduced for the consideration of the Board and read in full. It was then duly moved and seconded that such Order be adopted; and, after due discussion, such motion, carrying with it the adoption of such Order, prevailed and carried by the following votes:

AYES: 5                      NOES: 0

2. A true, full, and correct copy of the aforesaid Order adopted at the Meeting described in the above and foregoing paragraph is attached to and follows this Certificate; such Order has been duly recorded in the Board's minutes of such Meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of such Meeting pertaining to the adoption of such Order; the persons named in the above and foregoing paragraph are the duly chosen qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of such Meeting, and that such Order would be introduced and considered for adoption at such Meeting and each of such officers and members consented, in advance, to the holding of such Meeting for such purpose; and such Meeting was open to the public, and public notice of the time, place, and purpose of such Meeting was given, all as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code, both as amended.

SIGNED AND SEALED this 15<sup>th</sup> day of January, 2026.

  
Secretary, Board of Directors

  
President, Board of Directors



## ORDER CALLING DIRECTORS ELECTION

WHEREAS, Harris County Municipal Utility District No. 304 (the "*District*") is required to hold a Directors Election on the first Saturday in May unless each candidate in the election is unopposed; and

WHEREAS, the Board of Directors (the "*Board*") of the District deems it necessary and appropriate to establish the procedures whereby such election may be held;

IT IS, THEREFORE, ORDERED BY THE BOARD THAT:

1. Pursuant to Section 49.103 of the Texas Water Code and Section 41.001 of the Election Code, an election shall be held for the District on May 2, 2026, for the election of two Directors for the District, each of whom shall serve a four-year term.
2. The Board finds that it is not practicable to hold the election in a public building. Pursuant to Section 49.104 of the Texas Water Code, the election shall be held at 12525 Wellington Parkway, Houston, Texas 77014. The entire District shall be and its boundaries are designated as one election precinct
3. The Board finds that it is not practicable to hold the early voting in a public building within the District. Accordingly, early voting in such election by personal appearance shall be conducted at 12525 Wellington Parkway, Houston, Texas 77014, being the main early voting polling place, from 9:00 a.m. to 6:00 p.m. on April 20, 2026 through April 24, 2026 and on April 27, 2026 through April 28, 2026.
4. The early voting clerk's official mailing address and street address at which the clerk may receive delivery by common or contract carrier is: Early Voting Clerk, Harris County Municipal Utility District No. 304, c/o Jessica Leung, Election Agent, 1550 Lamar Street Suite 2000, Houston, Texas 77010. The Early Voting Clerk's email address is [jessica.leung@nortonrosefulbright.com](mailto:jessica.leung@nortonrosefulbright.com). Her telephone number is 713.651.5151.

5. The ballots for such election shall be prepared in sufficient number and in conformity with the Texas Election Code, as it may be amended from time to time, and shall be substantially as follows:

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HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

DIRECTORS ELECTION  
MAY 2, 2026

OFFICIAL BALLOT

Vote for none, one, or two candidates of your choice by placing an "X" or filling in the shape beside the candidates' names.

[ ]	_____
[ ]	_____
[ ]	_____
[ ]	_____
[ ]	_____
[ ]	_____

---

6. Such election shall be held and conducted in all respects as provided by applicable law. Notice of the election will be given by posting notice of the election on the bulletin board within the District used for posting notices of the meetings of the Board and in a public place in each election precinct in the District at least 21 days before the election.

7. In the event the Secretary of the Board certifies that a candidate is unopposed for election to an office, the Board hereby determines that, pursuant to Sections 2.051 through 2.054 of the Election Code, it will declare such unopposed candidate elected to the office without an election.

8. Voting will be conducted by paper ballot or by electronic voting system certified by the Texas Secretary of State as complying with the requirements of an accessible voting system established by the Help America Vote Act, if requested by a qualified voter in the District not later than the 45<sup>th</sup> day before the date of the election.

9. The election shall be conducted as a joint election pursuant to Chapter 271 of the Texas Election Code and Section 49.104 of the Texas Water Code, and the President of the Board is hereby authorized to execute and the Secretary of the Board is hereby authorized to attest an Interlocal Agreement Regarding Election Procedures in substantially the form presented to the Board.

10. The officers of the Board are each authorized to evidence adoption of this Order and directed to do any and all things legal and necessary to hold such election and otherwise to carry out the intent hereof.

11. In case any provision in this Order shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

\* \* \*

CERTIFICATE FOR ORDER ADOPTING EXEMPTION FROM TAXATION FOR INDIVIDUALS WHO ARE DISABLED OR ARE 65 YEARS OF AGE OR OLDER

THE STATE OF TEXAS §  
COUNTY OF HARRIS §  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304 §

We, the undersigned officers of the Board of Directors (the "Board") of Harris County Municipal Utility District No. 304 (the "District"), hereby certify as follows:

1. The Board convened in regular session, open to the public, on Thursday, January 15, 2026, at 12525 Wellington Parkway, Houston, Texas 77014, whereupon the roll was called of the members of the Board, to-wit:

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

All members of the Board were present, except Director \_\_\_\_\_, thus constituting a quorum. Whereupon among other business, the following was transacted at such Meeting: A written

ORDER ADOPTING EXEMPTION FROM TAXATION FOR INDIVIDUALS WHO ARE DISABLED OR ARE 65 YEARS OF AGE OR OLDER

was duly introduced for the consideration of the Board and read in full. It was then duly moved and seconded that such Resolution be adopted; and, after due discussion, such motion, carrying with it the adoption of such Resolution, prevailed and carried by the following votes:

AYES: 5 NOES: 0

2. A true, full, and correct copy of the aforesaid Order adopted at the Meeting described in the above and foregoing paragraph is attached to and follows this Certificate; such Order has been duly recorded in the Board's minutes of such Meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of such Meeting pertaining to the adoption of such Order; the persons named in the above and foregoing paragraph are the duly chosen qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of such Meeting, and that such Order would be introduced and considered for adoption at such Meeting and each of such officers and members consented, in advance, to the holding of such Meeting for such purpose; and such Meeting was open to the public, and public notice of the time, place, and purpose of such Meeting was given, all as required by Chapter 551, Texas Government Code, as amended, and Section 49,063, Texas Water Code, as amended.

SIGNED AND SEALED this January 15, 2026.

HARRIS COUNTY MUNICIPAL  
UTILITY DISTRICT NO. 304

  
\_\_\_\_\_  
President, Board of Directors

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Directors

ORDER ADOPTING EXEMPTION FROM TAXATION  
FOR INDIVIDUALS WHO ARE DISABLED  
OR ARE 65 YEARS OF AGE OR OLDER

THE STATE OF TEXAS §  
COUNTY OF HARRIS §  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304 §

WHEREAS, pursuant to article VIII, section 1-b of the Constitution of the State of Texas and pursuant to section 11.13(d) of the Texas Tax Code, as amended, the Board of Directors (the "Board") of Harris County Municipal Utility Utility District (the "District") is authorized to adopt exemptions from taxation of not less than \$3,000 of the appraised value of the residence homesteads of individuals who are disabled or are 65 years of age or older;

WHEREAS, the Board has been advised that granting such an exemption will not impair the District's obligation to levy taxes for payment of its debts or cause a substantial negative impact on the tax rolls of the District;

WHEREAS, the Board deems it appropriate to adopt such exemption;

IT IS, THEREFORE, ORDERED THAT:

I.

Effective January 1, 2026, and thereafter until modified by order of the Board, an exemption of \$5,000.00 of the appraised value of residence homesteads within the District is available for individuals who are disabled or are 65 years of age or older.

II.

Such individuals may be granted such exemption upon direct application to the chief appraiser for the Harris Central Appraisal District.

III.

The President or Vice President is authorized to execute and the Secretary or Assistant Secretary is authorized to attest this Order on behalf of the Board and to do all things necessary and proper to carry out the purposes and intent hereof.

\*

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\*

RESOLUTION AUTHORIZING ADDITIONAL PENALTY  
ON DELINQUENT TAXES UNDER SECTIONS 33.07, 33.11 AND 33.08, TAX CODE

WHEREAS, Harris County Municipal Utility District No. 304 (the "District") has contracted with private legal counsel to enforce collection of delinquent property taxes pursuant to Section 6.30, Texas Tax Code or, alternatively, another taxing unit that collects taxes for the District has contracted with private legal counsel under Section 6.30;

WHEREAS, such private legal counsel is entitled to compensation as set forth in the contract equal to 20 percent of the amount of delinquent tax, penalty, and interest collected and subject to the contract;

WHEREAS, Section 33.07 of the Texas Tax Code authorizes the District to provide that taxes that become delinquent on or after February 1 of a year but not later than May 1 of that year and remain delinquent on July 1 of the year in which they become delinquent incur an additional penalty which may not exceed the amount of compensation specified in the contract with an attorney under Section 6.30 of the Tax Code, in order to defray costs of collection

WHEREAS, Section 33.11 of the Texas Tax Code authorizes the District to provide that taxes on tangible personal property that become delinquent on or after February 1 of a year may incur an additional penalty on a date that occurs before July 1 of the year in which the taxes become delinquent if the District has contracted with an attorney under Section 6.30 and the taxes on the personal property become subject to the attorney's contract before July 1 of the year in which the taxes become delinquent; and

WHEREAS, Section 33.08 of the Texas Tax Code authorizes the District to provide that taxes that become delinquent on or after June 1 under Sections 26.075(j), 26.15(e), 31.03, 31.031, 31.032, 31.04, or 42.42 incur an additional penalty which may not exceed the amount of compensation specified in the contract with an attorney under Section 6.30 of the Tax Code, in order to defray costs of collection;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that:

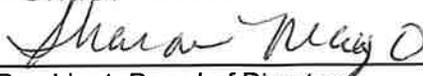
(1) all 2025 taxes on tangible personal property which become delinquent on or after February 1, 2026, and remain delinquent on April 1, 2026, incur an additional penalty equal to the compensation specified in the contract with the attorney to be paid in connection with the collection of the delinquent taxes.

(2) all 2025 taxes on property other than tangible personal property which become delinquent on or after February 1, 2026, but not later than May 1, 2026, and remain delinquent on July 1, 2026, incur an additional penalty of 20% on the delinquent tax, penalty and interest, in order to defray costs of collection.

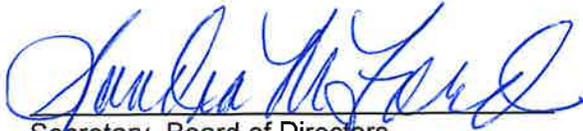
(3) all taxes which become delinquent on or after June 1 of the year in which they become delinquent under Sections 26.075(j), 26.15(e), 31.03, 31.031, 31.032, 31.04, or 42.42 incur an additional penalty of 20% of the delinquent tax, penalty and interest, in order to defray costs of collection.

**PASSED AND APPROVED** this 15<sup>th</sup> day of January, 2026.

HARRIS COUNTY MUNICIPAL UTILITY  
DISTRICT NO. 304

  
\_\_\_\_\_  
President, Board of Directors

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Directors