

MINUTES OF MEETING OF BOARD OF DIRECTORS
MARCH 19, 2026

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

§
§
§

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 March 19, 2026, at 6:00 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 Deputy Lopez of Harris County Constable, Precinct 4 (“Constables”); Mr. Simon Van Dyk, Mr. Calep Estes, and Ms. Jenna Craig of Touchstone District Services, LLC (“Touchstone”); Ms. Dona Washington of Wheeler & Associates, Inc. (“W&A”), tax assessor for the District; Ms. Nannette Ray of TNR Advisors & Management Consultants, LLC (“TNR”), bookkeepers for the District; Mr. Marcus Snell of EHRA Engineering (“EHRA”), engineer for the District; Mr. Tony Bonaventure and Mr. Juan Rojas 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, Mr. Charles Graham, Jr., and Ms. Jessica Leung of Norton Rose Fulbright US LLP (“NRF”), attorneys for the District; and various members of the public.

Call to Order. Mr. Wilson 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. Crumes addressed her comment regarding Municipal Operations and Consulting (“MOC”) at the March 18, 2026, meeting and urged the Board to not engagement MOC as the District’s operator.

Ms. Byrd said that Director Moses was being critical against Precision’s performance. She said that she reviewed the District’s bookkeeper’s reports since 2024 and asked why no one has noticed the lack of Magna Flow invoices for five consecutive months.

Ms. Monica addressed Director Allen’s comment from the March 18, 2026, meeting regarding helping out the community with water issues. She said that Precision assisted with water issues at her residence in a timely manner even outside of business hours and has been responding to other issues she reported.

Ms. Cawthon requested to be on the “do not call” list. She discussed potential residential home and commercial developments within the District. Mr. Wilson said that the Board will be discussing this matter at this meeting.

Ms. Johnson inquired about replacement of trees along T C Jester Boulevard that were destroyed during previous storms.

Mr. William addressed his comments regarding privacy violations at the March 18, 2026, meeting. Mr. Wilson said that this is not a District matter and will not be discussed during Board meetings.

Director Mayo stated that Captain Garza confirmed in writing that the case involving Maria Sorto is closed. She said the Ms. Sorto is still being harassed and bullied.

2. **Review and approve Minutes on February 19, 2026 regular meeting, and February 26, 2026, special meeting.** The Board reviewed the minutes of the meetings held on February 19, 2026, and February 26, 2026, copies of which were previously distributed to the Board. 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 approve the minutes of the meeting held on February 19, 2026, and February 26, 2026.

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.

Deputy Lopez said that the Constables performed extra traffic stops in the last month.

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 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 was one new website update and seven 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.

Ms. Craig provided updates on the proposal for A/V System Enhancement, stating that it is her understanding that Mr. LeBlanc is working on enhancement on the current A/V system.

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 Communication Consultant's Report.

5. **Discuss Touchstone District Services Consultant's Agreement and take any necessary actions.** Mr. Wilson said that discussion was conducted at the February 26, 2026, and asked if Board has any further questions for Touchstone.

Upon inquiry by Director Moses, Mr. Wilson stated that the District engaged Touchstone to perform due diligence on Bond elections, which is separated from their general services.

6. Discuss and consider Tax Assessor-Collector's Report and take any necessary action. Mr. Wilson recognized Ms. Washington, 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. Washington reported that 95.95% of 2025 taxes have been collected as of February 28, 2026.

Ms. Washington presented two wires and checks number 5385 through 5396 for approval.

Mr. Washington reviewed the delinquent tax report and stated that no action is required at this time.

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 Tax Assessor-Collector's Report.

7. 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 capital project funds.

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

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

Ms. Ray presented 80 bills on Bill.com for approval.

Ms. Ray stated that she is preparing the draft budget for the upcoming fiscal year and will coordinate with consultants for the proposed budget amounts.

Director Moses stated that the Board voted to not approve per diem and meal reimbursement for attending AWBD Mid-Winter Conference at the last meeting. Mr. Wilson said that the Board approved parking and mileage reimbursement, which is consistent with the current Ethics Policy regarding reimbursement for directors attending conferences within 60 miles from the District. He said that meals were not reimbursed. He said that per diem, mileage and parking reimbursement was approved. Mr. Wilson said that he will review meeting recordings and provide updates.

Upon inquiry by Director May, Mr. Wilson said that gift cards are reimbursable if submitted to the bookkeeper with proper documentation. Ms. Ray concurred.

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 approve the bookkeeper's report.

Ms. Ray said that the advances for attending AWBD Mid-Winter Conference were issued two months ago.

8. 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 Detention and Drainage Facilities 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 Detention and Drainage Facilities Report.

9. 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 contractor has completed all major work items and has addressed remaining punch-list items. He said that he will continue to monitor for turf establishment.

Mr. Snell provided updates on Silverchase/Silverglen North Pipeline Easement Drainage, stating that he is awaiting submission of final pay application from the contractor.

Mr. Snell reported on Wastewater Treatment Plant Access Road – Phase II, stating that design has been submitted for agency review and he is addressing comments from Harris County Flood Control District.

Mr. Snell provided updates regarding the Wastewater Treatment Plant Expansion Project. He stated that TPDES Permit Amendment was publicly advertised on July 24th and is under review by TCEQ, who has declined to provide a review schedule update.

Mr. Snell provided updates regarding Walter Meadows Subdivisions, stating that utility extensions are on-hold.

Mr. Snell reported on Harris County Precinct 1 – Sidewalk to Claughton Middle School, stating that the revised Interlocal Agreement was sent to Precinct 1 for final review. He reviewed the aerial images of the proposed alignment to extend and connect sidewalks along Spears Road, T C Jester Boulevard, and Walters Road.

Mr. Snell provided updates on GIS report, stating that the GIS application is being finalized. Upon inquiry by Director Ford, he said that the GIS report will show all facilities, equipment and utility lines owned by the District. He recommended designating subcommittee members to attend presentation and demonstration at EHRA offices on behalf of the Board. Directors Scott and Ford volunteered to be on the subcommittee.

Mr. LeBlanc said that the projector at the District Administrative Building is anticipated to be repaired by May. Mr. Snell said that he will prepare to conduct the presentation and demonstration at the May board meeting.

Mr. Snell reviewed with the Board options and opinion of probable cost for revitalization of the central park play structure and additional accessibility enhancement items for the park at Silverchase Meadows Drive. Discussion ensued. Upon inquiry by Director Ford, Mr. LeBlanc said that the North Silverglen Subdivision HOA is aware and have been in communication with him.

Mr. Wilson addressed Ms. Cawthon's public comment. He said that the property owner is currently under contract with Crow Holding Industrial for a 40 acres tract. He said that DR Horton was under contract but withdrew their offer since the November Bond Election failed and the District does not have sufficient funds for reimbursement. He said the Board has reviewed the current proposed plan for a 3,500,000 square feet grade A industrial building. He said that the projected taxable value that will be added to the District is \$43 million. He said that the developer is not requesting reimbursement nor replacement of District facilities. He said that the developer will be presenting at the next meeting and requesting District engineer to perform a feasibility study at the cost of the developer. He said that the District engineer will evaluate the District's equipment, facilities and infrastructure to ensure that the District has adequate capacity which may be increased with a Wastewater Treatment Plant expansion. Different than single family home builders who likely ask for reimbursements. Discussion ensued regarding the listing process and timeline of the development.

Upon inquiry by Director Moses, Mr. Snell said that he will follow up for any updates on the food truck park.

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.

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 designate Directors Scott and Ford as subcommittee members to attend presentation and demonstration at EHRA offices on behalf of the Board.

10. Discuss and consider Operator's Report and take any necessary actions in connection with operation and maintenance matters.

Mr. Wilson addressed the public comments and said that the Board did not terminate the contract with Precision who will continue to be the District's operator.

Mr. Wilson said that he coordinated with Mr. Bonaventure on implementing standard operating procedures. He said that resident information is automatically deemed confidential under the current Texas laws, therefore there is no "do not call list" in place and information will not be shared unless requested by the resident. He said that elected officials may have access to resident information if a discussion is conducted during board meeting and the Board approved to send District correspondence to the resident.

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 1887 active connections and 25 vacant connections. He provided the Revenue Recap for the past month.

Mr. Rojas reported on tagging delinquent customers. He stated that 45 letters were sent and 185 door hangers were hung.

Mr. Rojas reported that the District's accountability was 91.57% for the month of January.

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

Mr. Rojas provide updates on various completed and in progress projects within the district.

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

Mr. Rojas provided updates on Smart Meter Pilot Program, stating that Directors' comments have been incorporated to make the dashboard more interactive.

Mr. Rojas recommended approval of the estimate for repair of WWTP Pump 1 in the amount of \$20,232. Upon inquiry, Mr. Bonaventure said that the pump is 5 years old and the warranty is only applicable for parts. Discussion ensued.

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 repair of WWTP Pump 1 in the amount of \$20,232.

Mr. Rojas reported on various customer care efforts implemented in the last month.

Mr. Rojas reported that the District received an odor complaint this morning. He said that no mechanical and operation issues were found and the south-southwest winds at 7 mph was believed to be the contributing factor.

Upon inquiry by Director Allen, Mr. Wilson said that protruding manholes are caused by subsiding sidewalk due to dirt erosion around manhole. He said that the issue will not be the District's responsibility if the operator investigates and determines that the erosion is not caused by the manhole. He said that Harris County will inspect storm water manholes. He said that sidewalk issues will be directed to whichever entity that owns the sidewalks.

Mr. Bonaventure recommended performing an extensive manhole survey to determine the causes for protruding manholes or subsiding sidewalks.

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 Operator's Report.

11. 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 said that the all three plumbers were invited but none attended. Director Mayo said that Matthew, the representative for U-GOT-Flow, does not have enough information to produce a proposal, which is also outdated. Mr. Wilson: recommended establishing a scope and let the District's engineer reviews proposals before presenting to the Board.

Mr. LeBlanc reviewed with the Board six resident credit adjustment requests based on the Amended Rate Order. Discussion ensued regarding establishing standard operating procedures to efficiently process credit adjustment requests in the future.

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 six resident credit requests.

Mr. LeBlanc reviewed with the Board Annual Mosquito Fogging contract and Administration Building Contract with ABC Home & Commercial Services. The Board requested for detailed invoices and monthly reports.

Upon motion by Director Mayo, seconded by Director Ford, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Annual Mosquito Fogging contract and Administration Building Contract with ABC Home & Commercial Services.

Mr. LeBlanc reported that the District is no longer being considered for the Community Development Block Grant, as requested by the Board at the February meeting.

Mr. LeBlanc provided updates on Building A/V. Upon inquiry, he said that WiFi enhancement has been implemented at the District Administration Building.

Mr. LeBlanc reported that he is working with the Constables to address illegal activities at the outside restrooms. He said that Constables increased patrolling efforts around the building.

Upon motion by Director Ford, seconded by Director Allen, after full discussion and the question being put to the Board, the Board voted unanimously to approve the General Manager's/Administrative Building Report.

12. Discuss and consider Attorney's Report. Mr. Wilson presented to and reviewed with the Board the Amended Administration Building Rules and Regulations, a copy of which is attached hereto as *Exhibit I*.

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 adopt the Amended Ethics Policy and the Amended Administration Building Rules and Regulations.

Mr. Wilson presented to and reviewed with the Board the Amended Ethics Policy, a copy of which is attached hereto as *Exhibit J*.

Upon motion by Director Mayo, seconded by Director Ford, after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Amended Ethics Policy.

Mr. Wilson said that Best Trash CPI adjustment is an annual item according to the current contract. He said that no action is required.

Director Allen discussed the District's current cell phone policy. Mr. Wilson said that the previous counsel recommended approval of purchase of five cell phones. He said that information on director personal cell phones will not be subject to open records requests if separate cell phones are utilized for conducting personal and District business. Discussion ensued.

Upon inquiry by Director Moses, Mr. Wilson said that he will work with Mr. LeBlanc to update Microsoft 365 on all District devices.

Mr. Wilson stated that eight individuals volunteered to be the District's election workers. HE said that a training with Electronic Systems & Software has been scheduled for April 14, 2026. Director Mayo said that election workers cannot talk to voters.

Upon motion by Director Ford, seconded by Director Moses, after full discussion and the question being put to the Board, the Board voted unanimously to appoint Joyce Cawthon, Herbert Williams, Evelyn McGee, Astredia Newsome, Laverne Darnell, Verna Clark, Brandon Clark, and Ladi Doherty as election judges and clerks for the May 2, 2026, Directors Election.

13. 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 Ford, seconded by Director Moses, after full discussion and the question being put to the Board, the Board voted unanimously to convene at 8:05 p.m. in 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. At this time, all person left the meeting except the directors, Mr. Wilson and Ms. Leung.

Upon motion by Director Allen, seconded by Director Mayo, after full discussion and the question being put to the Board, the Board voted unanimously to reconvene at 8:16 p.m. in open session.

14. **Discuss matter concerning investigation of former employee and take any necessary action.** There were no discussions.

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

* * *

The above and foregoing minutes were passed and approved by the Board of Directors on April 16, 2026.



President, Board of Directors

ATTEST:



Secretary, Board of Directors