

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304**  
**Minutes of Meeting of Board of Directors**  
**June 20, 2024**

The Board of Directors (the “Board”) of Harris County Municipal Utility District No. 304 (the “District”) held their regular meeting in accordance with the duly posted notice of meeting and the Texas Open Meetings Act. The roll was called of the duly constituted officers and members of said Board, as follows:

Larry Allen	-	President
LaFrances Moses	-	Vice President
Geri Scott	-	Secretary
Sharon Mayo	-	Assistant Secretary
Michael Garrett	-	Director

All of said persons were present, thus constituting a quorum.

Also present were Jared Bowlin, a representative of EHRA Engineering (the “District’s Engineer” or “EHRA”); Yvonne Luevano, a representative of Wheeler & Associates, Inc. (the “District’s Tax Assessor” or “Wheeler”); Juan Rojas, representatives of Precision Utility Services, LLC (the “District’s Operator” or “Precision”); Terrance Ray, representatives of TNR Advisors & Management Consultants, LLC (the “District’s Bookkeeper” or “TNR”); Frank Mitchell and Daniel Scruggs of Mitchell, Zientek & Scruggs, LLP (the “District’s Attorney” or “MZS”); Luis Cebrian of Champions Hydro-Lawn, Inc. (“Champions”); Diondria Smith and Maria Sorto, Administrators of the District Administrative Building; Officer Berkheimer and Officer Jones of the Harris County Precinct 4 Constables Office; and various residents, as noted on the sign-in sheet attached hereto as **Exhibit “A”**.

Director Allen opened the meeting and reviewed some of the materials and information received at the annual conference of the Association of Water Board Directors (“AWBD”).

**PUBLIC COMMENTS**

Mrs. Charlene Johnson introduced herself and noted that she had won the democratic nominee position for the Texas House of Representatives District 139 at the November 2024, Election. She thanked the residents for their support.

Mrs. Sonya Garrett addressed a number of items related to a social media discussion within the community and specifically addressed the importance of director attendance at AWBD’s annual conference.

Mrs. Rosalind Caesar presented concerns regarding the current Board of the District and their management of the District.

There were additional comments from other members of the public regarding implementation of things learned from the conference.

## REORGANIZATION OF THE BOARD OFFICER POSITIONS

The Board opened up a discussion regarding the officer positions of the Board. After very brief discussion, Director Garrett moved to appoint Director Mayo as president of the Board. Director Scott seconded the motion, which led to discussion regarding the necessity of a change at the president position. After further discussion, Director Mayo called for a vote on the motion. The motion carried (3-2) with Directors Allen and Moses opposing. Director Allen exited the meeting at this time. Director Garrett then moved to appoint Director Scott as Vice President. Director Mayo seconded the motion, which carried (3-0-1) with Director Moses abstaining from the vote. Director Scott moved to appoint Director Garrett as Secretary. Director Mayo seconded said motion which carried (3-0-1) with Director Moses opposing the motion. After further discussion, the Board concurred in not seating an assistant secretary at this time. Therefore, the Board was reorganized as follows: Director Mayo as President, Director Scott as Vice President, Director Garrett as Secretary, and Directors Allen and Moses as Directors.

## MINUTES OF PRIOR BOARD MEETING(S)

The Board considered the meeting minutes for May 15, May 16, and May 24 for approval. Director Garrett made a motion, seconded by Director Scott, to approve the meeting minutes as presented. The motion passed (3-1-0), with Director Moses abstaining.

## LAW ENFORCEMENT REPORT

Officer Berkheimer presented the Law Enforcement Report on behalf of Harris County Precinct 4 Constables Office, including a review of incidents within the District. He also discussed a homicide event that occurred within the District during the month of June, which would be included in the following month's report. Mr. Mitchell noted that the Board was still reviewing their options for law enforcement contracts. The Board took no action at this time but noted that they may enter executive session to discuss the specifics related to the security of the District before taking any action.

## MOSQUITO CONTROL

The Board concurred to defer this item until additional bids had been received.

## BOOKKEEPER'S REPORT

Mr. Ray presented the Bookkeeper's Report, attached hereto as **Exhibit B**. He reviewed some of the invoices within the Bookkeeper's Report as well as the District's current budget. Director Moses inquired about two specific invoices; one related to exterminator services and the other related to District shirt creations. After discussion among the Board and Mr. Ray, Director Moses moved to approve the Bookkeeper's Report and to withhold payment on the two invoices discussed. The motion failed for lack of a second. Director Garrett then moved to approve the Bookkeeper's Report as presented, including all the invoices provided therein. Director Scott seconded the motion which passed (3-1) with Director Moses opposing the motion. Director Moses then exited the meeting at this time.

Mr. Ray then discussed the investment officer report for 2023 and noted that the filing needed to occur and asked for authorization to do so as the District's investment officer. Director Garrett moved to authorize TNR to file the investment officer report for 2023. Director Mayo seconded the motion, which passed unanimously. Mr. Ray then discussed the FYE 2025 draft budget and the process for adopting it.

### TAX ASSESSOR'S REPORT, INCLUDING DELINQUENCIES

Ms. Luevano presented and reviewed the Tax Assessor's Report; a copy is attached as Exhibit "C". After no further discussion, Director Garrett motioned to approve the Tax Assessor's Report, including payment of invoices. The motion was seconded by Director Mayo and carried unanimously.

### ENGINEER'S REPORT

Mr. Bowlin presented the Engineer's Report; a copy is attached as Exhibit "D", discussing the following:

- a. Water Distribution Improvements, noting the construction drawings have been submitted to the City of Houston, Harris County Engineering, and Harris County Flood Control District ("HCFCD"). He noted that he was working with MZSLLP to obtain the necessary easements for the project.
- b. Water Plant Improvements, He noted that the pre-construction meeting was held on March 20<sup>th</sup> and the Notice to Proceed was set for March 25<sup>th</sup>. The Board took no action at this time.
- c. Silver Chase Meadows Park Project, noting Wild Magnolia Landscaping, LLC ("WML") has substantially completed the park, adequate vegetation, and punch list items. Mr. Bowlin noted that the District was still holding retainage until all remaining items had been satisfactorily complete.
- d. District Trails, noting the trails will be reinspected upon completion of the land transaction and the owner is closing out tax statements.
- e. Wastewater Treatment Plant ("WWTP") Access Road Repair, noting construction drawings were submitted to Harris County and HCFCD for review, and the comments they sent back to the District's Engineer are currently being reviewed and addressed. Mr. Bowlin asked for Board authorization to advertise the project.
- f. Proposed WWTP Expansion Project, noting the project is currently underway and the permit will require a major amendment, which is about a nine-month process with the Texas Commission on Environmental Quality ("TCEQ"). Mr. Bowlin noted the construction drawings can be created parallel to submitting the permit and once construction begins, the plant will take approximately (1) one year to complete. He noted the existing permit is being renewed and is currently being publicly advertised.
- g. April Wind Drive, noting construction drawings were received for the development of nine

lots in Silverglen West and comments have been received and were provided. Mr. Bowlin noted an updated set of construction drawings has been submitted for review, with additional comments being provided.

- h. Other District Matters, noting the District's Engineer received a request for capacity for a food truck park. Mr. Bowlin explained that the proposed food truck park would be located north of Spears Road, east of Walters Road. Mr. Bowlin noted that there had not been any plans provided to EHRA for review.

After no further discussion, Director Scott moved to approve the Engineer's Report, including authorizing EHRA to advertise the WWTP Access Road Repair project as discussed. Director Garrett seconded the motion, which passed unanimously.

### **OPERATOR'S REPORT**

Mr. Rojas presented the Operator's Report, attached hereto as Exhibit "E", including updates on repairs and other action items. He noted that some of the services that had been previously quoted from outside vendors would need to be requoted to obtain actionable estimates. Director Garrett reviewed and explained a number of the items on the Operator's Report for the benefit of the public and the Board. Director Mayo illustrated some of the operational related items that she had learned from the AWBD annual conference and the related networking events. She also reiterated the importance of civility among the Board and the community. Directors Scott and Mayo highlighted the grant options that were presented at the AWBD annual conference and requested that MZSLLP add an action item to the next regular meeting agenda to consider engagement of a grant writer and review of the grants themselves.

Mr. Rojas then discussed the critical load status of the District's facilities with CenterPoint Energy. He noted that the 2024 Consumer Confidence Report had already been finalized and distributed, but that the Red Flag Policy would be reviewed at an upcoming meeting. After brief further discussion, Director Garrett moved to approve the Operator's Report and all action items contained therein, including the cut-off list. Director Scott seconded the motion, which passed unanimously.

### **DETENTION AND DRAINAGE FACILITIES REPORT**

Mr. Cebrian introduced himself and presented the Detention and Drainage Facilities Report. He noted that the District's previous representative had been transferred to cover another account and that he would be the point of contact going forward. A concern was raised regarding flooding in a number of cul-de-sacs in the Silverglen North community. Mr. Bowlin noted that it would be very beneficial for Champions to review those areas to ensure that the drains were functioning properly and not impeded. Another concern was raised regarding ponding of water near Silverchase on top of a pipeline easement. Mr. Bowlin noted that the Board had previously authorized EHRA to review the issues and perform a topological survey. He further noted that item was still being finalized but expected to discuss it and related actions at the next regular Board meeting. The Board took no additional action at this time.

## ADMINISTRATION BUILDING AND RECREATIONAL FACILITIES REPORT

Ms. Smith presented the Administration Building and Recreational Facilities Report. She suggested re-keying a number of the locks around the building to account for the missing access keys. She and Mr. Mitchell discussed the laws regarding surplus property of the District and what actions would be needed to assist with that effort. Lastly, Ms. Smith and Mr. Mitchell suggested revising the District's rental agreement and policies.

## REVIEW OF DISTRICT CONSULTANT CONTRACTS

Director Garrett requested that MZSLLP review each of the District's consultant contracts to ensure obligations were being met by each party and if there were any issues regarding terms and renewals. Mr. Mitchell noted that EHRA would like to present a contract amendment related to EHRA's rate schedule at a future meeting. The Board took no action at this time.

## RATE STUDY OPTIONS AND RATE ORDER REVIEW AS NECESSARY

Mr. Mitchell noted the benefits of a rate study and a general overview of the process involved in such a study. Additionally, he noted that he has most often worked with Mr. Phillip Givens, of Superior Rate Management, for district rate studies. The Board concurred in requesting a proposal from Mr. Givens.

## ATTORNEY'S REPORT

Mr. Mitchell provided a brief update on the District's legal counsel transition, noting no major issues. Mr. Mitchell then discussed the voting system annual filing form and requested authorization to complete that filing as discussed. Director Garrett moved to authorize MZSLLP to file the voting system annual filing form. Director Mayo seconded said motion, which passed unanimously.

## EXECUTIVE SESSION

The Board entered executive session at 7:39 p.m. for consultation with legal counsel.

## RECONVENE IN OPEN SESSION AND AUTHORIZE ANY ACTION RESULTING FROM EXECUTIVE SESSION

The Board reconvened into open session at 7:56 p.m. Director Garrett made a motion to (1) authorize the temporary holding of invoices to prior counsel, Roach & Associates, PLLC, until receipt of electronic records, (2) adopt the security contract with Willsher Security, LLC with schedules as discussed; and (3) request a contract proposal for six (6) officers from the Harris County Precinct 4 Constable's Office. Director Mayo seconded the motion, which passed unanimously.

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

Director Mayo requested that an agenda item to discuss grants and the engagement of a grant writer be added to the next regular meeting. The Board reviewed potential items for inclusion related to the administration of the District's Administrative Building. There being no additional items to discuss on the agenda, Director Mayo adjourned the meeting.

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Approved this 15<sup>th</sup> day of August, 2024.

/s/Geri Scott  
Secretary, Board of Directors



**LIST OF EXHIBITS**

- Exhibit A - Sign-in Sheet
- Exhibit B - Bookkeeper's Report
- Exhibit C - Tax Assessor's Report
- Exhibit D - Engineer's Report
- Exhibit E - Operator's Report