

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

Minutes of Special Meeting of Board of Directors

July 1, 2025

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

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

All of said members were present thus constituting a quorum.

Also present were Frank Mitchell and Joshua Zientek of Mitchell, Zientek & Scruggs, LLP (the “District’s Attorney” or “MZS”); Nannette Ray and Terrance Ray of TNR Advisors & Management Consultants, LLC (the “District’s Bookkeeper” or “TNR”); representatives of Touchstone Communications (“Touchstone”); Desmond LeBlanc of Special Districts Management Solutions, LLC (“SDMS”); Manny Vahar of Precision Utilities (“Precision”) and various members of the public.

PUBLIC COMMENTS

The Board received comments from members of the public. No action was taken.

DISCUSSION RELATED TO AGREEMENT WITH SPECIAL DISTRICT MANAGEMENT SOLUTIONS, LLC

Mr. Mitchell provided an update on the proposed contract and insurance aspects of the District’s proposed relationship with SDMS. Mrs. Ray provided additional input and recommendations related to the proposed contract. She noted the proposed contract would result in additional responsibilities for TNR, up to ten (10) hours per month, to provide services that align with the proposed contract with SDMS. Director Mayo moved, and Director Scott seconded, to approve the recommendations by Mrs. Ray. There was additional discussion regarding deferring a decision and Director Allen exited the meeting temporarily. The motion passed 3-1-0 with Director Moses opposing and Director Allen absent for the vote. Director Allen then returned to the meeting.

The Board discussed the specifics of the proposed contract. After discussion, Director Moses moved, and Director Allen seconded, to approve the contract with the amendments to the rates and a start date of July 1, 2025. The motion passed 3-0-2 with Directors Mayo and Scott abstaining.

The Board, Mr. Mitchell, and Mr. LeBlanc then discussed security needs for the scheduled July 4th event. Director Mayo moved, and Director Ford seconded said motion, to authorize SDMS

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

Minutes of Special Meeting of Board of Directors

July 1, 2025

to procure security, on a temporary basis, for the July 4th event. The motion passed 4-0-1 with Director Moses abstaining.

ADOPT RESOLUTION ESTABLISHING A RECORDS MANAGEMENT POLICY AND DESIGNATION OF A RECORDS MANAGER

Mr. Mitchell gave an update on the draft resolution establishing a records management policy and selection of a records manager. The Board reviewed and discussed an addendum with SDMS to serve as Records Manager. Director Moses made a motion to hire SDMS as records manager and adopt the Resolution regarding the new records management policy. Director Mayo seconded the motion. The motion passed 4-1 with Director Allen opposing.

DISCUSSION RELATED TO ADMINISTRATION BUILDING

Director Moses discussed a quote on a building generator and reviewed it. The Board discussed the prior proposal from EHRA as well. Mr. Mitchell requested a 1295 for the current proposal and noted that due to the amount the District would need to solicit three bids. The Board then requested that Mr. LeBlanc solicit another bid. There was some additional discussion about outside bathroom repairs.

EXECUTIVE SESSION

The Board entered into executive session at 8:32 p.m. for consultation with attorney.

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

The Board returned to open session at 8:37 p.m. Director Mayo made a motion not to appeal the recent ruling in the Moses case and agreed to it becoming a permanent injunction. Director Scott seconded the motion and the motion passed 3-1 with Director Allen opposing and Director Moses abstaining.

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304
Minutes of Special Meeting of Board of Directors
July 1, 2025

Approved this 18th day of August, 2025.

/s/Sandra Ford
Secretary, Board of Directors

