

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304
Minutes of Meeting of Board of Directors
August 15, 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:

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

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

Also present were Jared Bowlin of EHRA Engineering (the “District’s Engineer” or “EHRA”); Isabel Mata, a representative of Wheeler & Associates, Inc. (the “District’s Tax Assessor” or “Wheeler”); Juan Rojas of Precision Utility Services, LLC (the “District’s Operator” or “Precision”); Nannette Ray and 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”); Robert Garcia of Champions Hydro-Lawn, Inc. (“Champions”); Diondria Smith and Maria Sorto, Administrators of the District Administrative Building; Officers of the Harris County Precinct 4 Constables Office (“HCCO4”); Willie Hodge of Willsher Security, LLC (“Willsher”); and various members of the public.

Director Mayo opened the meeting and all consultants of the District introduced themselves and provided some background information.

PUBLIC COMMENTS

The Board was addressed by several members of the public. There were some questions regarding director’s fees vs. reimbursements and additional questions about law enforcement and security. Another resident addressed a concern about website compliance and posting of minutes and a concern about the residency of a current Director. Finally, there was a question related to billing and late fees and some additional discussions related to the foul smell at the waste water treatment plant. Director Garrett noted that the District will try to coordinate more communication regarding pumping efforts to reduce the smell.

MINUTES OF PRIOR BOARD MEETING(S)

Mr. Mitchell advised that the prior meeting minute drafts were distributed for review and approval. Director Garrett made a motion to approve the minutes as presented. The motion was seconded by Director Scott and passed 3-1 with Director Allen opposed. Mr. Mitchell then reviewed the requirements for posting minutes to the website once they have been approved.

LAW ENFORCEMENT REPORT

Officer Cipriano presented the law enforcement report. Director Allen asked questions about a specific incident that occurred in the District. Mr. Mitchell then presented the contract renewal as prepared by the County for four (4) deputies. Director Garrett moved to approve the contract and said motion was seconded by Director Scott. The motion passed 3-1 with Director Allen opposed. Mr. Hodge then presented the security patrol report and discussed his staff and their roles. Director Allen inquired to what additional benefits were provided by Willsher Security. Director Allen then referenced information about a stolen vehicle that occurred in the District.

TAX ASSESSOR'S REPORT, INCLUDING DELINQUENCIES

Ms. Mata presented and reviewed the Tax Assessor's Report; a copy is attached as Exhibit "A". After confirmation that the District signature cards were completed, Director Garrett motioned to approve the Tax Assessor's Report, including payment of invoices. The motion was seconded by Director Scott and carried unanimously.

RECEIVE FINANCIAL ADVISOR'S TAX RATE ANALYSIS AND RECOMMENDATION

This item was deferred until next month due to Harris County Appraisal District not having released certified values for the District yet.

BOOKKEEPER'S REPORT

Mrs. Ray presented the report, attached as Exhibit "B", and monthly invoices for payment. After reviewing the monthly report with income and expenses there were no unusual expenses to discuss. She then discussed the process for adopting the FYE2025 budget and presented the proposed budget for approval. Director Mayo made a motion to adopt the proposed budget as presented. Said motion was seconded by Director Scott and passed unanimously. Mr. Mitchell then discussed an invoice from Silverglen Chase HOA regarding unpaid assessments. He explained that the District is not required to pay HOA assessments and that he will be working with the HOA management company to address. After no further items for discussion, Director Mayo made a motion to approve the bookkeeper's report and payment of the invoices therein. The motion was seconded by Director Scott and passed unanimously.

ENGAGE AUDITOR TO BEGIN PREPARATION OF AUDIT FOR FYE 2024

Mr. Mitchell advised that he had been in communication with the District auditor who is preparing to begin the audit and presented the audit engagement letter. Director Mayo made a motion to accept the letter and Director Garrett seconded. The motion passed unanimously.

ENGINEER'S REPORT

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

- a. Water Distribution Improvements, He noted that he is still working with MZSLLP to obtain the necessary easements for the project. Mr. Mitchell explained that the easements have been prepared and we are just waiting on execution from the other entities.
- b. Water Plant Improvements, noting that the contractor has mobilized and is currently installing the booster pump cans. The contractor has submitted Pay Request No. one (1) in the amount of \$23,400 for approval.
- c. Silver Chase Meadows Park Project, noting Wild Magnolia Landscaping, LLC ("WML") has substantially completed the park, adequate vegetation, and punch list items. A reinspection was held on March 26th and showed minor deficiencies to be completed before the project can be closed out.
- 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, Mr. Bowlin noted that he is meeting with Harris County Flood Control to discuss the interlocal agreement and whether or not it will actually be necessary for the road.
- 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 TCEQ. Mr. Anderson noted the construction drawings can be created parallel to submitting the permit and once construction begins, the plant will take approximately one (1) 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. Anderson noted an updated set of construction drawings has been submitted for review, with additional comments being provided.
- h. Silverchase/Silverglen North Pipeline Easement Drainage, noting a topographic survey was obtained on the easement. Lansing Howl Lane is creating a dam, not allowing the water to flow properly to the northeast. There is sufficient elevation to allow proper drainage; however, drainage pipes will need to be installed under the roadway. The pipeline companies that have rights to the easement have been contacted for permission to construct drainage lines within the easement. Once approvals are obtained, plans will need to be submitted to Harris County Engineering.
- i. Other District Matters, noting that a request for capacity for a food truck park was requested to be north of Spears Road, east of Walters Road. Plans have not been submitted for review.

Mr. Bowlin then presented an updated agreement for Engineering Services with EHRA. After review, Director Garrett made a motion to accept the report and to approve the new contract. Said motion was seconded by Director Scott and passed unanimously.

OPERATOR'S REPORT

Mr. Rojas presented the Operator's Report, attached hereto as **Exhibit "D"**, including updates on repairs and other action items. He provided an update on water issues with the District and various reports that were completed. The valve and hydrant survey is underway and is about 33% completed. There was a proposal presented regarding a sidewalk and curb rehab in the amount of \$32/sqft. Bristol construction was given approval to commence sidewalk repairs. Additional locations for sidewalk repairs will be identified. There was discussion related to a desilting project by MagnaFlow with a cost of \$74,000. Mr. Mitchell noted that additional proposals should be solicited. The Board discussed issues related to a foul odor from the WWTP and Director Garrett discussed the benefits of implementing odor control abatement measures. Mr. Rojas then presented the normal reporting metrics related to the plants and the cut-off list. Director Garret then made a motion to accept the report and approve the odor control measures. The motion was seconded by Director Scott and passed 3-1 with Director Allen opposed.

GENERAL MANAGER / ADMINISTRATION BUILDING AND RECREATIONAL FACILITIES REPORT

Mr. Galvan introduced himself and his company and noted that Mrs. Smith and Ms. Sorto are now working with him. They then presented a report and reviewed concerns related to future repairs and expenditures needed. There was a concern about the bathroom facilities. Mr. Galvan presented some estimates for the items discussed. There was a motion by Director Garrett to approve the items that were approved to be repaired up to \$1500 except the generator installation and the tennis court repairs. Said motion was seconded by Director Mayo and passed unanimously. The Board then discussed the normal operating hours for the building and the new usage agreement. There was a motion by Director Allen seconded by Director Garrett to change the building hours to 10 am - 7- pm and accept the amended usage agreement. The motion passed unanimously.

DIRECTOR UPDATES

The Board discussed the acquisition of devices for the Directors and noted that it was all completed. Mr. Galvan noted that he would prepare a record of such. Mr. Mitchell noted that he would gather some information about grant writers and provide to Director Scott. Additional discussion was had regarding the mosquito control proposals. Director Mayo made a motion to accept the proposal from ABC Pest Control. The motion was seconded by Director Garrett and passed unanimously.

DETENTION AND DRAINAGE FACILITIES REPORT

Mr. Garcia presented the report and some photographs. There were no issues to report. Afte no questions from the Board, Director Garrett made a motion to approve the report. The motion was seconded by Director Mayo and passed unanimously.

REVIEW OF DISTRICT CONSULTANT CONTRACTS

The Board noted that they had requested a proposal from Touchstone District Services, LLC for services related to communications and website. After some discussion, a motion was made by Director Mayo to terminate the contract with Infinity Services and engage Touchstone. The motion was seconded by Director Garrett and passed unanimously. There was then some discussion related to a proposed cap on attorney's fees from Director Allen. A motion was made by Director Garrett to allow the attorney contract fees to remain as-is per the terms of the current agreement. Said motion was seconded by Director Mayo and passed 3-1 with Director Allen opposed.

ATTORNEY'S REPORT

Mr. Mitchell provided a brief overview of the required signage relating to government meetings and possession of firearms. The Board concurred with removal of the sign on the exterior of the building with the incorrect language and to authorize the GM to order new signs.

EXECUTIVE SESSION

The Board entered executive session at 8:11 p.m. for consultation with attorney.

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

The Board reconvened into open session at 8:25 p.m. The Board concurred to schedule a special meeting for August 20th at 6 p.m.

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

There were no additional request at this time and the meeting was adjourned.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Approved this 2nd day of October, 2024.

/s/Sandra Ford
Secretary, Board of Directors



LIST OF EXHIBITS

- Exhibit A - Tax Assessor Report
- Exhibit B - Bookkeeper's Report
- Exhibit C - Engineer's Report
- Exhibit D - Operator's Report