

MINUTES OF MEETING OF BOARD OF DIRECTORS  
OCTOBER 16, 2025

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 October 16, 2025, at 6:0 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, except Director Ford who attended via teleconference. Also attending all or parts of the meeting, in person or were Corporal Gabriel Becerra, and Deputy Glenn Young II of Harris County Precinct 4 Constable Office ("*Constable*"); Mr. Simon VanDyk and 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 of TNR Advisors & Management Consultants, LLC ("*TNR*"), bookkeeper for the District; Mr. Chip Patronella of Champions Hdyro-Lawn ("*Champions*"); Mr. Jared Bowlin and Mr. Paul Anderson of EHRA Engineering ("*EHRA*"), engineer for the District; Mr. Juan Rojas of Precision Utility, LLC ("*Precision*"), operator for the District; Mr. Desmond LeBlanc of Special District Management Solutions, LLC, 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; Mr. John Howell and Ms. Alyssa Peruchini of The GMS Group, financial advisor 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. Morgan requested for assistance to register for water account. Director Allen said that Mr. Martin can assist.

Ms. Lyon stated that the operator mistakenly hung a water termination tag on her door. She said that she reached out to the operator's office to clarify that there is a credit on her account and was able to remove the delinquent status.

Ms. Newsome requested for further information on homestead exemption and the upcoming election. Mr. Wilson stated that 2025 homestead exemption has not been finalized and recommended Ms. Newsome to reach out to the District's General Manager for further information regarding the upcoming election.

Ms. Cawthon complimented Mr. LeBlanc for his services to the District and his assistance in various District events.

2. **Review and approve Minutes on September 18, 2025 regular meeting, and September 25, 2025 special meeting.** The Board reviewed the minutes of the meetings held on September 18, 2025, and September 25, 2025, copies of which were previously distributed to the Board.

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 minutes of September 18, 2025, subject to revisions.

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 minutes of September 25, 2025.

3. **Public hearing on proposed Tax Rate.** 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 convene in public hearing on proposed tax rate.

Mr. Wilson stated that the District published a tax rate of \$0.64 per \$100 assessed valuation, consisting of \$0.26 for debt service and \$0.38 for maintenance and operation expenses.

Upon inquiry, Mr. Wilson stated that there is a decrease in tax rate based on the financial advisor's recommendation.

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 close the public hearing.

4. **Discuss and adopt Order Setting Tax Rate and Levying Tax for 2025.** Mr. Wilson presented to and reviewed with the Board an Order Setting Tax Rate and Levying Tax for 2025, a copy of which is attached hereto as *Exhibit B*.

Mr. Howell stated that the tax rate study indicates a recommended tax rate of \$0.63-\$0.64.

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 Order Setting Tax Rate and Levying Tax for 2025, with a total tax rate of \$0.64 per \$100 assessed valuation, consisting of \$0.26 for debt service and \$0.38 for maintenance and operation expenses.

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

Corporal Becerra reported on various activities within the District in the past month.

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.

6. **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 C*.

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

Ms. Craig reviewed suggested articles regarding water bill and tax calculation.

Ms. Craig stated that she will reach out to each director to coordinate taking professional photos for the website.

Mr. VanDyk reported on the planning progress of the Bond Election Community Engagement Event at Fallbrook Church scheduled for October 18, 2025. He stated that an informational video will be posted on the district website and residents are welcomed to share the video.

Upon inquiry, Mr. Howell discussed the impact on the District's tax rate if additional bond is authorized.

Discussion ensued regarding communications between various entities and the District via Touchstone.

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 Communication Consultant's Report.

**7. 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 D*.

Ms. Luevano reported that 99.11% of 2024 taxes have been collected as of September 30, 2025.

Ms. Luevano presented checks number 5359 through 5364 for approval.

Ms. Luevano reviewed the Delinquent Tax Attorney Report.

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

**8. 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 E*.

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

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

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

Ms. Ray presented 75 bills on Bill.com for approval. Discussion ensued regarding bond counsel fee. Mr. Wilson recommended withholding the bond counsel payment to Mitchell, Zientek & Sruggs, LLP ("MZS"), stating that the payment is premature and the fees should be funded by bond proceeds instead of operating fund.

Discussion ensued regarding general counsel fee for the September 25, 2025, meeting.

Upon motion by Director Allen, seconded by Director Moses, after full discussion and the question being put to the Board, the motion failed, with Directors Scott, Mayo, and Ford opposing, to approve Bookkeeper's Report with the exclusion of general and bond counsel invoices from MZS.

Upon motion by Director Allen, seconded by Director Moses, after full discussion and the question being put to the Board, the Board voted 3-2, with Directors Scott and Mayo opposing, to approve the Bookkeeper's Report and to withhold the general counsel fee for September 25, 2025, meeting in the amount of \$1,850.

**9. 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 F*.

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 Champions to remove the trash can in the amount of \$750.

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

Mr. Bowlin provided updates on Water Distribution Improvements and recommended approval of Pay Request No. 1 in the amount of \$103,229.55. 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 Pay Request No. 1 for Water Distribution Improvements in the amount of \$103,229.55.

Mr. Bowlin provided updates on Wastewater Treatment Plant Access Road and recommended approval of Pay Request No. 4 & Final in the amount of \$19,064.60. 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 approve Pay Request No. 4 & Final for Wastewater Treatment Plant Access Road in the amount of \$19,064.60.

Mr. Bowlin reported on Silverchase/Silverglen North Pipeline Easement Drainage, stating that the project is nearing completion.

Mr. Bowlin reported on Wastewater Treatment Plant Access Road – Phase II, stating that top verification and design are underway.

Mr. Bowlin stated that Park improvement will be discuss under the General Manager's Report.

Mr. Anderson reported on Wastewater Treatment Plant Expansion Project, stating that construction drawings are advancing concurrent with TCEQ review of TPDES Permit Amendment. He stated that the permit was publicly advertised on July 24. He stated that TCEQ has declined to provide a review schedule update after several attempts.

Mr. Bowlin provided updates on Walter Meadows Subdivision, stating that the developers have not reached out regarding any agreements.

Mr. Bowlin provided updates on April Wind Drive, stating that the owner of the land currently has an offer for a multifamily development and asked the District to present an offer to purchase the property. He stated that the owner is also interested in turning the property into a park.

Mr. Bowlin stated that the proposal for GIS Services will be presented at the next meeting.

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 Engineer's Report.

**11. Discuss and consider proposed development by D. R. Horton and take any necessary actions.** Mr. Wilson stated that he is working with Mr. Howell and will report to the Board when they receive additional details. He said that no action is required at this time. The Board is in consensus to defer discussion to the next meeting.

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

Mr. Rojas provided the Revenue Recap for the past month.

Mr. Rojas reported on tagging delinquent customers. He stated that 111 letters were sent and 65 door hangers were hung.

Mr. Rojas reported that the District's accountability was 91.04% for the month of September.

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

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

Discussion ensued regarding the delinquent list. Upon inquiry, Mr. Rojas stated that as a measure to collect delinquent water bills, an amended Rate Order was recently adopted to include a provision allowing the District to remove water meter if payments are not made after a specific time. He stated that the finalized amended Rate Order has been submitted to Starnik and the billing process has been delayed by five business days due to the change.

Mr. Rojas reported that there was a 2" waterline leak at 2403 Hyland Park, which was determined to be the homeowner's responsibility. He said that initial report was made by Director Moses at 9 a.m., and repairs was already in progress by the time the resident report was received at 12 p.m. He said that the District is not at fault for the homeowner's water heater and he has consulted with the District's attorney. Mr. Wilson concurred and advised that the District's maintenance responsibility ends at the meter according to the State Law.

Upon inquiry, Mr. Rojas stated that he will invited vendors to present on Smart Meter at the next meeting.

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 approve the Operator's Report.

13. **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 I*.

Mr. LeBlanc reported on Community Development Block Grant-Public Facilities & Improvements ("CDBG-PFI"), stating that he is coordinating with consultants on items required for the application. He presented to and reviewed with the Board the Grant Writing, Administration, and Management Agreement, a copy of which is attached hereto as *Exhibit J*. He requested for the Board's approval to apply for an Unique Entity ID ("UEI").

Mr. LeBlanc provided updates regarding the sidewalk repairs.

Mr. LeBlanc reported on Building Oversight & Staffing, stating that a new staff member will be starting on Monday, September 22, and a new district inventory list will be implemented.

Mr. LeBlanc presented to and reviewed with the Board Agreement for Off-Duty Police Coordination, a copy of which is attached hereto as *Exhibit K*. He stated that Captain Jose Garza will be serving as the coordinator for off-duty patrol officers at District events.

Mr. LeBlanc reported on Rules Implementation, stating that the existing signages were removed and he will solicit quotes for new signages

Mr. LeBlanc provided updates regarding outdoor benches

Mr. LeBlanc provided updates on outdoor parking lights and reviewed with the Board a quote to repair photocell sensor in the amount of \$1,530. He noted that the District's General Manager is authorized to proceed with quotes/invoices under \$5,000 without Board's approval.

Mr. LeBlanc reported on Playground Equipment, stating that pressure washing is completed. He stated that the current doorknobs for the outside public restrooms are flawed and allow access after hour. He reviewed a quote to replace public restroom doorknobs in the amount of \$368.

Mr. LeBlanc provided updates on Electrical Port Gate & Building Security, stating that new gates, doorbells, and front door keypad have been installed.

Mr. LeBlanc provided updates on Tennis Court Gate Locking System, stating that a new door and security access have been installed and operational.

Mr. LeBlanc provided updates on District Communication Policy.

Mr. LeBlanc provided updates on Smart Meter Installation.

Mr. LeBlanc provided updates on Walking Trail Improvements.

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 Board the Grant Writing, Administration, and Management Agreement and to authorize the General Manager to apply for the District's UEI.

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 Agreement for Off-Duty Police Coordination.

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 Director Scott to sign on the procurement form.

Mr. Wilson stated that NRF reviewed and provided comments on the contract with Blaze Generator Services Inc. ("Blaze"), a copy of which is attached hereto as *Exhibit L*. He stated that Blaze accepted the comments and the contract is finalized. He noted that the contract was approved at the last meeting.

Mr. LeBlanc reported that a homeowner installed a gate at the back of his house to access the District's property. He stated that the homeowner also cut down trees and parked vehicles on District's property. 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 authorize NRF to proceed with sending a letter to homeowner.

**14. Discuss and consider Attorney's Report.** Mr. Wilson presented to and reviewed with the Board Resolution Establishing Additional Meeting Places, a copy of which is attached hereto as *Exhibit M*. 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 adopt the Resolution Establishing Additional Meeting Places and authorize publication with Houston Business Journal.

Mr. Wilson presented to and reviewed with the Board Order Adopting Records Management Officer and Program, a copy of which is attached hereto as *Exhibit N*. 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 Order Adopting Records Management Officer and Program.

Mr. Wilson presented to and reviewed with the Board Resolution Appointment 2025 Bond Election Agent, a copy of which is attached hereto as *Exhibit O*. 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 adopt the Resolution Appointment 2025 Bond Election Agent.

Ms. Peruchini reviewed with the Board a memorandum regarding the upcoming sale of Unlimited Tax Bonds, Series 2025.

Mr. Howell presented to and reviewed with the Board Notice of Sale and Preliminary Official Statement for the District's Unlimited Tax Bonds, Series 2025, copies of which are attached hereto as *Exhibit P*.

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 Resolution Approving Notice of Sale and Preliminary Official Statement.

**15. Discuss and consider AWBD 2026 Winter Conference and take necessary actions.** Discussion has been tabled to the next meeting.

**16. Discuss and consider sidewalk repairs in District and take necessary action actions.** Director Allen stated that the sidewalk between Silverchase and Silverglen is in terrible shape and impassable by wheelchairs. He stated that upon the HOA and engineer's inspection, it was determined that sidewalk repair is homeowner's responsibility.

Director Mayo reported that a walk was conducted with the County Representative last month and was told that responsibility for sidewalk repairs should fall 50% on the District and 50% on the County. She said that the District is on the County's list for their portion of sidewalk repairs. The Board agreed for Mr. LeBlanc to coordinate sidewalk repairs with the County.

17. **Discuss and consider rooftop repairs for District resident and take necessary actions.** This item was discussed during the General Manager's Report.

18. **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.** 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 convene in executive session at 9:06 p.m. 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. At this time, all person left the meeting except for the directors, Mr. LeBlanc, Mr. Wilson, Mr. Graham, and Ms. Leung.

19. **Return to Open Session.** 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 executive session at 9:20 p.m.

20. **Discuss and consider trespassing and harassment matters and take necessary actions.** This item has been discussed during executive session.

21. **Discuss and consider cancelling investigation of former employee and take any necessary actions.** This item has been discussed during executive session.

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 approve the Harris County Election Services Agreement, a copy of which is attached hereto as *Exhibit Q*.

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 November 20, 2025.

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

ATTEST:

  
\_\_\_\_\_  
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, and via teleconference and video conference at 6:05 p.m. on **Thursday, October 16, 2025**. Meeting documents can be found at [hcmud304.com/](http://hcmud304.com/).

**VIDEOCONFERENCE MEETING.** Directors, consultants, and the general public may attend the meeting by computer or any smart device with the Zoom app: <https://nortonrosefulbright.zoom.us/j/92894471301>.

**JOIN BY TELEPHONE.** If you decide not to use the Zoom app you can use the dial-in information below to connect by voice with any phone.

**DIAL IN INSTRUCTIONS**  
**CALL TOLL FREE: 1-346-248-7799**  
**MEETING ID: 928 9447 1301**

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 September 18, 2025 regular meeting and September 25, 2025 special meeting;
3. Public hearing on proposed Tax Rate;
4. Discuss and adopt Order Setting Tax Rate and Levying Tax for 2025;
5. Discuss and consider Harris County Constables Precinct No. 4's Monthly Productivity Analysis report and take any necessary actions;
6. Discuss and consider Communications Consultant's Report and take any necessary actions;
7. Discuss and consider Tax Assessor-Collector's Report and take any necessary actions;
8. Discuss and consider Bookkeeper's Report and Investment Report and take any necessary actions;
9. Discuss and consider Champions Hydro-Lawn's report on maintenance of District facilities and take any necessary actions;
10. Discuss and consider Engineer's Report and take any necessary actions in connection with engineering matters;
11. Discuss and consider proposed development by D.R. Horton and take any necessary actions;
12. Discuss and consider Operator's Report and take any necessary actions in connection with operation and maintenance matters;
13. Discuss and consider General Manager's/Administrative Building Report and take any necessary actions;
14. Discuss and consider Attorney's Report, including:
  - a) Resolution Establishing Additional Meeting Places,
  - b) Order Adopting Records Management Officer and Program,
  - c) Resolution Appointing 2025 Bond Election Agent, and
  - d) Resolution Approving Notice of Sale and Preliminary Official Statement and take any necessary actions;
15. Discuss and consider AWBD 2026 Winter Conference and take any necessary actions;
16. Discuss and consider sidewalk repairs in District and take necessary actions;
17. Discuss and consider rooftop repairs for District resident and take necessary actions;

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.

18. Discuss and consider trespassing and harassment matters and take necessary actions;
19. Discuss and consider cancelling investigation of former employee and take any necessary actions and such other matters that may come before the Board.

*/s/ 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.

CERTIFICATE OF POSTING NOTICE OF MEETING OF BOARD OF DIRECTORS

THE STATE OF TEXAS

§

COUNTY OF HARRIS

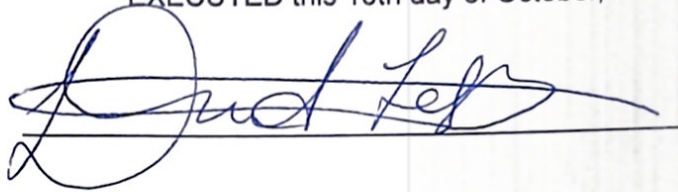
§

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

§

I hereby certify that on October 10, 2025 I posted the Notice of a Regular Meeting of the Board of Directors of Municipal Utility District No. 304, a true copy of which is attached hereto, at a place convenient to the public at 12525 Wellington Parkway, Houston, Texas 77014 no less than three business days prior to the meeting date and time, as required by law.

EXECUTED this 10th day of October, 2025

A handwritten signature in blue ink, appearing to read "Drew L...", is written over a solid horizontal line. The signature is fluid and cursive.

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 October 10, 2025 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 10th day of October, 2025



**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, and via teleconference and video conference at 6:05 p.m. on Thursday, October 16, 2025. Meeting documents can be found at [hcmud304.com/](https://hcmud304.com/).

**VIDEOCONFERENCE MEETING.** Directors, consultants, and the general public may attend the meeting by computer or any smart device with the Zoom app: <https://nortonrosefulbright.zoom.us/j/92894471301>.

**JOIN BY TELEPHONE.** If you decide not to use the Zoom app you can use the dial-in information below to connect by voice with any phone.

**DIAL IN INSTRUCTIONS**  
**CALL TOLL FREE: 1-346-248-7799**  
**MEETING ID: 928 9447 1301**

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 September 18, 2025 regular meeting and September 25, 2025 special meeting;
3. Public hearing on proposed Tax Rate;
4. Discuss and adopt Order Setting Tax Rate and Levying Tax for 2025;
5. Discuss and consider Harris County Constables Precinct No. 4's Monthly Productivity Analysis report and take any necessary actions;
6. Discuss and consider Communications Consultant's Report and take any necessary actions;
7. Discuss and consider Tax Assessor-Collector's Report and take any necessary actions;
8. Discuss and consider Bookkeeper's Report and Investment Report and take any necessary actions;
9. Discuss and consider Champions Hydro-Lawn's report on maintenance of District facilities and take any necessary actions;
10. Discuss and consider Engineer's Report and take any necessary actions in connection with engineering matters;
11. Discuss and consider proposed development by D.R. Horton and take any necessary actions;
12. Discuss and consider Operator's Report and take any necessary actions in connection with operation and maintenance matters;
13. Discuss and consider General Manager's/Administrative Building Report and take any necessary actions;
14. Discuss and consider Attorney's Report, including:
  - a) Resolution Establishing Additional Meeting Places,
  - b) Order Adopting Records Management Officer and Program,
  - c) Resolution Appointing 2025 Bond Election Agent, and
  - d) Resolution Approving Notice of Sale and Preliminary Official Statement and take any necessary actions;
15. Discuss and consider AWBD 2026 Winter Conference and take any necessary actions;
16. Discuss and consider sidewalk repairs in District and take necessary actions;
17. Discuss and consider rooftop repairs for District resident and take necessary actions;

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.

18. Discuss and consider trespassing and harassment matters and take necessary actions;
19. Discuss and consider cancelling investigation of former employee and take any necessary actions and such other matters that may come before the Board.

CERTIFICATE FOR ORDER SETTING  
TAX RATE AND LEVYING TAX FOR 2025

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 October 16, 2025, 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 Director(s) \_\_\_\_\_, thus constituting a quorum. Whereupon among other business, the following was transacted at such Meeting:

ORDER SETTING TAX RATE AND  
LEVYING TAX FOR 2025

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 Resolution; 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 16<sup>th</sup> day of October, 2025.

HARRIS COUNTY MUNICIPAL  
UTILITY DISTRICT NO. 304

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

ATTEST:

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



ORDER SETTING TAX RATE AND  
LEVYING TAX FOR 2025

WHEREAS, the Appraisal Review Board of the Harris Central Appraisal District (the “HCAD”) has finally approved the appraisal records of Harris County Municipal Utility District No. 304 (the “*District*”) and the chief appraiser of the HCAD has prepared and certified to the District’s tax assessor and collector the District’s tax roll for 2025;

WHEREAS, the Board of Directors (the “Board”) of the District is required to levy and cause to be assessed and collected ad valorem taxes upon all taxable property within the District in sufficient amount to pay the interest on bonds issued by the District payable in whole or in part from taxes, to create a sinking fund for the payment of the principal of the bonds when due or the redemption price at any earlier required redemption date, to pay when due the other contractual obligations of the District payable in whole or in part from taxes, and to pay the expenses of assessing and collecting the taxes, full allowance being made for expected delinquencies;

WHEREAS, the Board is authorized to levy and collect a tax for operation and maintenance purposes; and

WHEREAS, all actions required to be taken prior to levying such tax have been taken;

IT IS, THEREFORE, ORDERED BY THE BOARD OF DIRECTORS OF HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304 THAT:

I.

The Board hereby levies and causes to be assessed upon all taxable property within the District an ad valorem tax for the year 2025 at the rate of \$0.26 per \$100 assessed valuation to pay the debt service requirements on District bonds (TAX LEVY FOR BONDS); at the rate of \$0.38 per \$100 assessed valuation for operation and maintenance purposes (MAINTENANCE TAX). TOTAL TAX RATE = \$0.64 per \$100 assessed valuation. Such total tax rate shall consist of:

\$0.26 per \$100 assessed valuation, which shall, pursuant to the Texas Property Tax Code, comprise the District’s Debt Tax and shall be the rate that will impose the amount of taxes needed to pay the District’s debt service; and

\$0.38 per \$100 assessed valuation, which shall, pursuant to the Texas Property Tax Code, comprise the District’s Operation and Maintenance Tax and shall be the rate that will impose the amount of taxes needed to fund maintenance and operation expenditures of the District for the next year.

II.

Taxes shall be due and payable on receipt of the tax bill and shall be paid on or before January 31, 2026 or as otherwise provided by section 31.02 of the Texas Property Tax Code.

III.

The Tax Assessor and Collector for the District is hereby authorized and instructed to proceed to collect the aforesaid tax upon the basis of this Order.

IV.

Pursuant to Section 49.455 of the Texas Water Code, the District has filed an Amended Information Form indicating the most recent rate of District taxes on property located in the District. If such rate is changed by this Order, the District shall file within seven days an amendment to such Information Form indicating that the most recent rate of District taxes on property located in the District is \$0.64 per \$100 assessed valuation.

V.

The President or the Vice President and Secretary or Assistant Secretary are authorized on behalf of the Board to evidence adoption of this Order and to do any and all things appropriate or necessary to give effect to the intent hereof.

\* \* \*

# Harris County MUD 304 Monthly Communications Report

October 16, 2025

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:

- No updates to the website this cycle

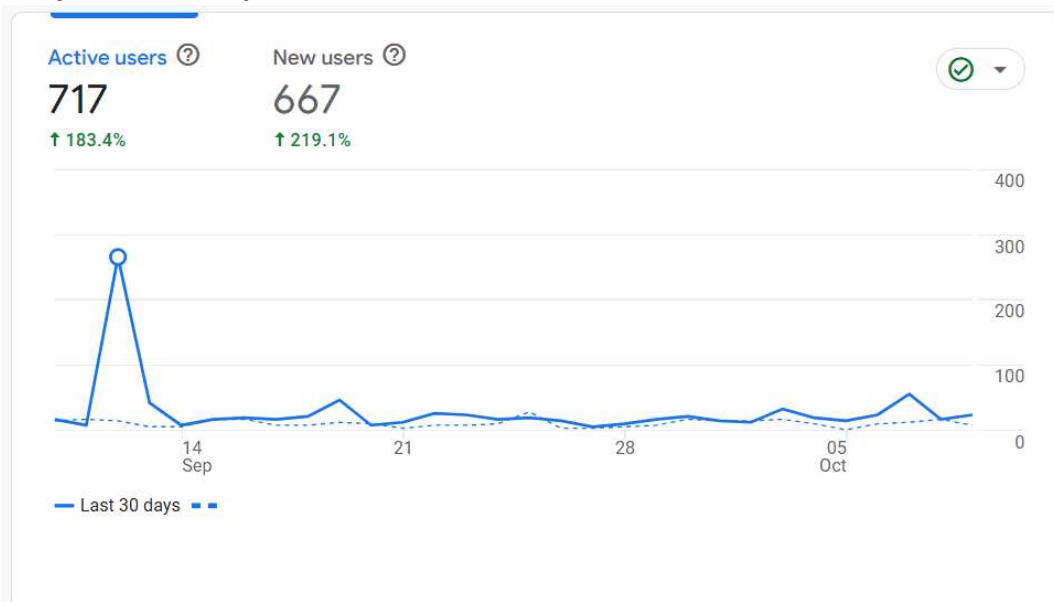
## NEWS POSTS

The following news post was posted since the last report:

- **National Night Out**
- **Maintenance Repair**
- **September 25, 2025 Board Meeting Notice (posted September 19)**

## WEBSITE STATISTICS

Analytics Period: September 10 – October 9, 2025



**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

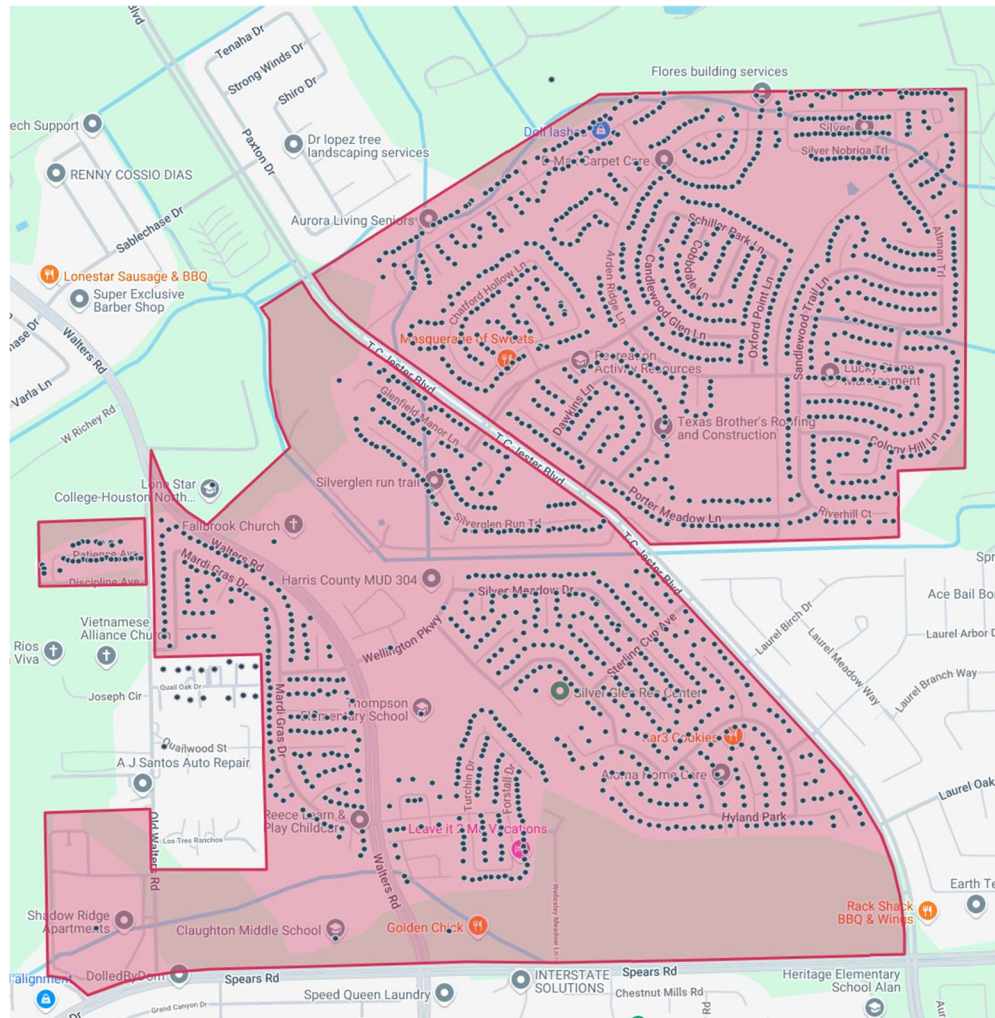
## WEBSITE STATISTICS CONTINUED

- 667 new and unique visitors to the website, 717 total users
- 161 users found the site organically while 588 were directly linked to the website
- 400 engaged sessions accounting for 4,594 navigational events (events being things such as page scrolls, clicks, downloads, etc.)
- Top Ten Pages are as follows:

<div> <div>Page title and screen name ▾</div> <div>+</div> <div>↓ Views</div> </div>	
<div> <div>Total</div> <div>771</div> <div>100% of total</div> </div>	
1	Board Meetings / Harris County MUD 304
2	Board of Directors / Harris County MUD 304
3	Welcome to Harris County MUD No. 304 / Harris County MUD 304
4	Bill Payment Information / Harris County MUD 304
5	Documents / Harris County MUD 304
6	Contact Us / Harris County MUD 304
7	Map of the District / Harris County MUD 304
8	District Alert System / Harris County MUD 304
9	Building Rental / Harris County MUD 304
10	September 25, 2025 Public Meeting Notice / Harris County MUD 304



## INTEN DISTRICT ALERTS SYSTEM



- Accounts Registered: 1823 mobiles in 1851 accounts
- Accounts Created in the last 30 days: 2

## Text Alert Activity

- Maintenance Repairs Glenleigh — September 26, 2025
  - Sent: 8
  - Clickthrough: 2
  - Clickthrough Rate: 25.00%
- Maintenance Repair 2 - Day Before Text
  - Sent: 4
  - Clickthrough: 3

**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

- Clickthrough Rate: 75.00%
- National Night Out (NNO) 1 of 2
  - Sent: 1823
  - Clickthrough: 123
  - Clickthrough Rate: 6.74%
- National Night Out (NNO) 2 of 2
  - Sent: 1823
  - Clickthrough: 123
  - Clickthrough Rate: 7.84%

## SUGGESTED ITEMS

- “Understanding Your Water Bill” article
- “How to Calculate Your Taxes”

## OPEN ITEMS

- Professional photos of board members for the website
- Election documents and ongoing activity
  - Community Engagement Event at Fallbrook Church
  - HCMUD 304 Bond Election Informational Video

## ACTION ITEMS

- No action items this cycle



**TAX ASSESSOR COLLECTOR MONTHLY REPORT**

**HARRIS COUNTY MUD #304**

**AS OF SEPTEMBER 30, 2025**

**WHEELER & ASSOCIATES, INC.**  
THE TAX ASSESSOR COLLECTORS™

**HARRIS COUNTY MUD #304 - JUR 179**  
**TAX COLLECTOR MONTHLY REPORT : 10/1/2024 - 9/30/2025**

TAX COLLECTIONS								
TAX YEAR	BAL. FWD. AT 10/1/2024	SUPP/CORR / OTHER	WRITE OFF	ADJUSTED LEVY AT 9/30/2025	MONTHLY COLLECTIONS	TAX YEAR COLLECTIONS	AMT OUTSTDG. AT 9/30/2025	% COLL
2024	\$3,220,114.74	\$170,747.11		\$3,390,861.85	\$1,993.60	\$3,360,698.37	\$30,163.48	99.11
2023	\$33,592.40	\$67.10		\$33,659.50	\$504.94	\$19,228.66	\$14,430.84	57.12
2022	\$12,252.22	(\$682.01)		\$11,570.21	\$0.00	\$2,471.84	\$9,098.37	21.36
2021	\$7,157.79	\$219.80		\$7,377.59	\$98.35	\$837.30	\$6,540.29	11.34
2020	\$6,201.73	\$0.00		\$6,201.73	\$0.00	\$0.00	\$6,201.73	0.00
2019	\$3,214.35	\$0.00		\$3,214.35	\$0.00	\$0.00	\$3,214.35	0.00
2018	\$2,141.75	\$0.00		\$2,141.75	\$0.00	\$0.00	\$2,141.75	0.00
2017	\$2,015.02	\$0.00		\$2,015.02	\$0.00	\$0.00	\$2,015.02	0.00
2016	\$1,824.39	\$0.00		\$1,824.39	\$0.00	\$37.47	\$1,786.92	2.05
2015	\$1,292.88	\$0.00		\$1,292.88	\$0.00	\$0.00	\$1,292.88	0.00
2014	\$1,304.04	\$0.00		\$1,304.04	\$0.00	\$0.00	\$1,304.04	0.00
2013	\$2,427.38	\$0.00		\$2,427.38	\$0.00	\$0.00	\$2,427.38	0.00
2012	\$2,111.93	\$0.00		\$2,111.93	\$0.00	\$0.00	\$2,111.93	0.00
2011	\$2,339.74	\$0.00		\$2,339.74	\$0.00	\$0.00	\$2,339.74	0.00
2010	\$2,339.74	\$0.00		\$2,339.74	\$0.00	\$0.00	\$2,339.74	0.00
2009	\$2,325.05	\$0.00		\$2,325.05	\$0.00	\$0.00	\$2,325.05	0.00
2008	\$1,485.65	\$0.00		\$1,485.65	\$0.00	\$0.00	\$1,485.65	0.00
2007	\$1,639.39	\$0.00		\$1,639.39	\$0.00	\$0.00	\$1,639.39	0.00
2006	\$1,730.47	\$0.00		\$1,730.47	\$0.00	\$0.00	\$1,730.47	0.00
2005	\$1,622.87	\$0.00		\$1,622.87	\$0.00	\$0.00	\$1,622.87	0.00
2004	\$1,825.42	\$0.00		\$1,825.42	\$0.00	\$0.00	\$1,825.42	0.00
2003	\$1,996.02	\$0.00		\$1,996.02	\$0.00	\$0.00	\$1,996.02	0.00
2002	\$1,915.29	\$0.00		\$1,915.29	\$0.00	\$0.00	\$1,915.29	0.00
2001	\$1,757.02	\$0.00		\$1,757.02	\$0.00	\$0.00	\$1,757.02	0.00
	<b>\$3,316,627.28</b>	<b>\$170,352.00</b>		<b>\$3,486,979.28</b>	<b>\$2,596.89</b>	<b>\$3,383,273.64</b>	<b>\$103,705.64</b>	<b>97.02</b>

**SUMMARY OF CASH ACCOUNT**

<b>BALANCE FORWARD 9/1/2025</b>	<b>\$133,707.25</b>
<b>TAXES ALL YEARS (2001-2024)</b>	<b>\$2,596.89</b>
<b>OTHER INCOME:</b>	
Penalty & Interest	\$560.31
Statutory Delinquent Collection Charge	\$582.76
Escrow - Bankruptcy Payments	\$34.86
<b>TOTAL OTHER INCOME:</b>	<b>\$1,177.93</b>
<b>VOIDED CHECKS:</b>	<b>\$250.40</b>
<b>TOTAL INCOME:</b>	<b>\$4,025.22</b>
<b>LESS DISBURSEMENTS:</b>	
Transfer Taxes	
	Interest & Sinking Fund \$15,000.00
	Maintenance & Operating Fund \$19,355.78
Checks	\$12,276.18
<b>TOTAL DISBURSEMENTS</b>	<b>\$46,631.96</b>
<b>ADJUSTMENTS:</b>	
	Returned Checks
	Journal Entries
<b>TOTAL ADJUSTMENTS:</b>	<b>\$0.00</b>
<b>TOTAL EXPENSES:</b>	<b>\$46,631.96</b>
<b>CASH BALANCE - 9/30/2025</b>	<b>\$91,100.51</b>

**VOIDED CHECKS:**

**\$0.00**

**LESS DISBURSEMENTS 10/1/2025**

Transfer Taxes

Interest & Sinking Fund

\$15,000.00

Maintenance & Operating Fund

\$19,355.78

Checks

\$14,595.64

**TOTAL DISBURSEMENTS 10/1/2025**

**\$48,951.42**

**CASH BALANCE TO FORWARD - 10/1/2025**

**\$42,149.09**

HARRIS COUNTY MUD #304 - JUR 179				
MONTHLY CHECK REGISTER AS OF OCTOBER 2025				
CHECK #	DATE	PAYEE	DESCRIPTION	AMOUNT
5359	10/1/2025	Wheeler and Associates Inc Cathy Wheeler TAC	October 2025 Billing Fee	\$2,588.00
5360	10/1/2025	Wheeler and Associates Inc Cathy Wheeler TAC	October 2025 Billing Expenses	\$10,675.69
5361	10/1/2025	Daily Court Review	Public Notices tax rate 2025	\$500.00
5362	10/1/2025	Ted A Cox, P.C.	Del Tax Atty Fee	\$585.69
5363	10/1/2025	Khanh Hoang	Kr refund ty 2024	\$162.40
5364	10/1/2025	Leticia Trujillo	Kr refund ty 2024	\$83.86
Wire - Debt	10/1/2025	Harris County MUD #304 Debt Svc	Debt Transfer Funds	\$15,000.00
Wire - M&O	10/1/2025	Harris County MUD #304 Operating	Maintenance & Operating	\$19,355.78
TOTAL (8 Transactions)				\$48,951.42
NET TOTAL:				\$48,951.42

**HARRIS COUNTY MUD #304 - JUR 179**

**HISTORICAL VALUATION AND COLLECTION DATA : 10/1/2024 - 9/30/2025**

TAX RATES / \$100 TOTAL TTV					VALUATION							
TAX YEAR	DEBT RATE	M & O RATE	C & R RATE	TOTAL RATE	LAND	IMPROV.	AG.	PERSONAL	EXEMPTION	TOTAL TV	SR	KR
2024	0.2580000	0.3868180	0.0000000	0.6448180	\$124,154,346	\$478,810,703	\$0	\$10,726,609	\$87,828,337	\$525,863,321	13	13
2023	0.2575000	0.3875340	0.0000000	0.6450340	\$122,551,835	\$447,075,311	\$0	\$9,924,376	\$83,487,700	\$496,063,822	16	25
2022	0.2775000	0.3959000	0.0000000	0.6734000	\$75,651,397	\$433,895,219	\$0	\$9,990,818	\$73,129,549	\$446,407,885	22	37
2021	0.3200000	0.4300000	0.0000000	0.7500000	\$74,729,780	\$386,291,663	\$0	\$7,628,143	\$67,694,842	\$400,954,744	23	49
2020	0.35000	0.42000	0.0000000	0.77000	\$73,912,998	\$350,172,699	\$0	\$6,959,712	\$66,906,961	\$364,138,448	35	61
2019	0.38000	0.41000	0.0000000	0.79000	\$71,761,878	\$320,168,795	\$0	\$6,229,116	\$67,553,424	\$330,606,365	29	62
2018	0.43000	0.37000	0.0000000	0.80000	\$70,258,471	\$271,007,114	\$0	\$5,140,618	\$63,951,586	\$282,454,617	34	44
2017	0.50000	0.30000	0.0000000	0.80000	\$64,333,960	\$245,492,677	\$0	\$5,554,459	\$58,880,391	\$256,500,705	32	55
2016	0.53000	0.28000	0.0000000	0.81000	\$57,740,294	\$215,822,617	\$0	\$5,350,907	\$58,179,998	\$220,733,820	29	43
2015	0.55000	0.26000	0.0000000	0.81000	\$56,053,309	\$195,592,843	\$0	\$5,534,663	\$57,849,697	\$199,331,118	34	35
2014	0.75000	0.10000	0.0000000	0.85000	\$53,668,250	\$167,986,446	\$0	\$5,087,445	\$55,777,247	\$170,964,894	51	50
2013	0.80000	0.10000	0.0000000	0.90000	\$51,958,403	\$155,275,281	\$0	\$5,155,591	\$53,835,653	\$158,553,622	23	50
2012	0.65000	0.25000	0.0000000	0.90000	\$51,208,444	\$155,134,394	\$0	\$4,806,914	\$53,250,985	\$157,898,767	34	61
2011	0.77000	0.08000	0.0000000	0.85000	\$51,595,671	\$166,472,099	\$0	\$5,103,708	\$52,071,661	\$171,099,817	45	70
2010	0.77000	0.08000	0.0000000	0.85000	\$51,365,379	\$165,874,143	\$0	\$4,990,809	\$50,023,035	\$172,207,296	56	81
2009	0.74000	0.11000	0.0000000	0.85000	\$49,072,297	\$176,000,465	\$0	\$4,407,166	\$51,202,939	\$178,276,989	22	53
2008	0.74000	0.11000	0.0000000	0.85000	\$49,861,199	\$179,790,005	\$0	\$4,191,725	\$39,784,719	\$194,058,210	23	59
2007	0.77000	0.13000	0.0000000	0.90000	\$43,667,188	\$170,471,544	\$0	\$4,288,407	\$32,631,401	\$185,795,738	20	63
2006	0.81000	0.14000	0.0000000	0.95000	\$35,473,477	\$145,842,638	\$0	\$3,610,020	\$30,840,068	\$154,086,067	25	120
2005	0.84000	0.14000	0.0000000	0.98000	\$35,247,088	\$128,653,368	\$0	\$2,979,490	\$30,855,435	\$136,024,511	29	61
2004	1.00000	0.07000	0.0000000	1.07000	\$24,075,970	\$87,938,170	\$0	\$2,747,610	\$502,220	\$114,259,530	12	22
2003	1.07000	0.10000	0.0000000	1.17000	\$20,407,720	\$62,728,000	\$9,650	\$1,873,110	\$294,320	\$84,724,160	10	20
2002	1.07000	0.10000	0.0000000	1.17000	\$13,239,540	\$51,972,950	\$1,390	\$1,574,060	\$91,660	\$66,696,280	7	15
2001	1.08000	0.10000	0.0000000	1.18000	\$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 9/30/2025		TAX YEAR COLLECTION	AMT. OUTSTDG. AT 9/30/2025		% COLL
2024	\$3,220,114.74		\$170,747.11				\$3,390,861.85		\$3,360,698.37	\$30,163.48		99.11
2023	\$3,200,821.06		(\$1,070.53)				\$3,199,750.53		\$3,185,319.69	\$14,430.84		99.54
2022	\$3,006,917.82		(\$816.69)				\$3,006,101.13		\$2,997,002.76	\$9,098.37		99.69
2021	\$3,006,933.82		\$219.80				\$3,007,153.62		\$3,000,613.33	\$6,540.29		99.78
2020	\$2,803,857.07		\$0.00				\$2,803,857.07		\$2,797,655.34	\$6,201.73		99.77
2019	\$2,611,781.94		\$0.00		\$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
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 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APR 2025	MAY 2025	JUN 2025	JUL 2025	AUG 2025	SEP 2025
\$	\$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
%	0.00	3.29	67.47	91.60	95.36	96.26	97.36	97.59	98.06	98.76	99.11	99.11
	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	JUL 2024	AUG 2024	SEP 2024
\$	\$0.00	\$46,513.46	\$445,434.45	\$2,482,616.65	\$125,775.41	\$15,034.97	\$21,506.76	\$13,458.53	\$18,183.88	\$9,014.60	\$12,498.41	\$9,840.45
%		1.44	15.32	92.15	96.02	96.43	97.09	97.48	97.98	98.26	98.64	98.95

**HARRIS COUNTY MUD #304 - JUR 179**  
**CALCULATION OF CASH BALANCE FORWARD - AS OF 9/30/2025**

DESCRIPTION	CURRENT MONTH 9/1/2025 - 9/30/2025	TAX YEAR 10/1/2024 - 9/30/2025	FISCAL YEAR 9/1/2025 - 9/30/2025
<b>BEGINNING BALANCE</b>	<b>\$133,707.25</b>	<b>\$71,196.59</b>	<b>\$133,707.25</b>
A/R Escrow - Transfer Fund		(\$303.16)	
Taxes	\$2,596.89	\$3,393,879.49	\$2,596.89
Bankruptcy Payments	\$34.86	\$34.86	\$34.86
Voluntary Overpayment		\$3,640.74	
Bad Check Charge		\$70.00	
Court Costs/Abstract & Filing Fees		\$1,210.00	
Penalty & Interest	\$560.31	\$19,447.52	\$560.31
Collection Fee	\$582.76	\$12,358.80	\$582.76
10% Rendition Penalty		\$497.68	
Tax Certificate		\$20.00	
<b>INCOME</b>	<b>\$3,774.82</b>	<b>\$3,430,855.93</b>	<b>\$3,774.82</b>
Correction Roll Refund	\$4,769.72	\$16,940.85	\$4,769.72
Correction Roll Rendition Refund		\$9.98	
M & O Fund	\$19,355.78	\$2,026,585.90	\$19,355.78
I & S Fund	\$15,000.00	\$1,255,000.00	\$15,000.00
Tax A/C Fee - CW	\$2,589.25	\$31,071.00	\$2,589.25
Water Termination / Delinquent Assistance		\$170.00	
Delinquent Assistance	\$170.00	\$1,748.75	\$170.00
Evening Meeting	\$100.00	\$1,200.00	\$100.00
Annual Website		\$1,800.00	
Travel Mileage	\$25.20	\$298.08	\$25.20
Continuing Disclosures		\$175.00	
Request District Consultation	\$85.00	\$1,281.25	\$85.00
Mailing - Postage	\$1.85	\$1,673.34	\$1.85
Phone Calls	\$0.00	\$0.00	\$0.00
Computer Processing - CR		\$3,316.50	
Copies, Scans & Faxes	\$134.55	\$2,107.80	\$134.55
Deliveries		\$12.51	
Delinquent Mailing		\$171.00	
Research	\$21.25	\$150.00	\$21.25
CAD Fees		\$24,373.00	
Bond Premium		\$100.00	
Legal Notices		\$854.90	
Unclaimed Property Payment		\$87.50	
Records Retention		\$3,869.25	
Computer Programming Legislative Updates	\$175.00	\$2,100.00	\$175.00
SB2 Website	\$175.00	\$1,925.00	\$175.00
Correspondence with taxpayer	\$21.25	\$597.50	\$21.25
Court Affidavits		\$350.00	
Installment Agreements	\$175.00	\$2,442.50	\$175.00
Statements - Regular		\$2,865.00	
Computer Process - SR/KR/NC		\$1,039.50	
Required Forms		\$990.00	
Internet E-Check / Credit Card	\$523.50	\$523.50	\$523.50
Bank Correspondence		\$655.00	
Bank Handling Charges	\$22.24	\$619.63	\$22.24
Delinquent Tax Attorney Fees	\$2,691.97	\$14,958.28	\$2,691.97
Tax Certificates		\$20.00	

Tax Certificate Research		\$43.75	
Pledged Securities	\$175.00	\$2,275.00	\$175.00
Bankruptcies	\$42.50	\$361.25	\$42.50
Special Meeting	\$127.50	\$361.25	\$127.50
Tax Rate Calculation		\$1,225.00	
Publishing Tracking Notice		\$962.50	
Voluntary Overpayment Refund		\$479.41	
Duplicate Payment Refund		\$3,161.33	
<b>DISBURSEMENT</b>	<b>\$46,381.56</b>	<b>\$3,410,952.01</b>	<b>\$46,381.56</b>
<b>TOTAL</b>	<b>\$91,100.51</b>	<b>\$91,100.51</b>	<b>\$91,100.51</b>

# **HARRIS COUNTY**

## **MUNICIPAL UTILITY DISTRICT No. 304**

**BOOKKEEPER'S REPORT  
FOR MONTH ENDING  
SEPTEMBER 30, 2025**



**MEETING DATE:**

**October 16, 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 Sep 2025 Board Meeting on October 16, 2025

- **Operating Fund – Cash Flow**
  - Investments:
    - YTD Interest income is \$26K, which is \$6K over budget FYTD.
  - Status:
    - YTD revenue is \$319K. Over budget by \$39K. Primarily due to the higher than projected water and sewer revenue (\$33K), higher than projected interest income (\$6K).
    - YTD total expenses are \$697K. Over budget by \$274K, primarily due to higher than projected legal expenses (\$124K) and the timing of capital expenditures (\$118K).
  - General Operating Fund = **\$7,547,371.96**
- **Debt Service Fund**
  - Debt Service Fund = **\$1,202,111.36**
- **Tax Fund**
  - Transferred \$0 to GOF and \$0 to the DSF.
- **Electricity Report – Sep 2025**
  - Total KWH Used (Sep 2025) = 73,599
  - Total Costs = \$6,342.16
  - Average Costs per KWH (For Month) = \$0.086
  - Average Costs per KWH (For Year) = \$0.079
- **Water Report – Sep 2025**
  - Total Gallons Purchased (Sep 2025) = 18,234
  - Total Costs (Sep 2025) = \$80,575.24
  - Average Costs per Gallon (For Month) = \$4.419
  - Average Costs per Gallon (For Year) = \$4.26
- **E-Payment Approvals**
  - **Total Bills in Bill.com = 75**
  - **Total Bill.com Amount = \$668,839.53**
  - **Total with Payroll = \$671,801.97**
  - 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)***DEPOSITS/CREDITS****BEGINNING BALANCE AS OF 09/01/2025** \$ 34,746.22**BUILDING DEPOSIT RENTALS - TOTAL** 0.00

WIS Payment or Bill.com Voids 0.00

INTEREST REVENUE 56.05

**TOTAL RENTAL AND RENT DEPOSITS** 56.05

DEPOSIT REFUND (1,139.03)

**BANK SERVICE FEES**

SWEEP FEES 0.00

COLLATERAL FEES 0.00

SC MAINTENANCE FEES (5.00)

POSITIVE PAY (25.00)

TRANSFER TO ACCT. 5426 0.00

**ENDING BLANCE AS OF 09/30/2025** **\$ 33,633.24****OPERATING ACCOUNT****CENTRAL BANK - OPERATOR LOCKBOX ACCOUNT (XXXX4799)***(THIS IS THE ACCOUNT THE OPERATOR DEPOSITS ACCTS REC INTO)***DEPOSITS/CREDITS****BEGINNING BALANCE AS OF 09/01/2025** \$ 146,576.27

ACCOUNT RECEIVABLE COLLECTIONS 220,398.56

CB INTERNAL SWEEPS TO XX4799 13,058.56

**CHECKS/PAYMENTS/DEBITS****BANK SERVICE FEES**

ACCOUNT ANALYSIS FEES (5.00)

PAYMENT TECH TRANSFERS (1,841.20)

SC MAINTENANCE FEES (25.00)

CHARGEBACKS - NSF CHECKS (430.68)

TRANSFER TO OPERATING ACCT (GOF) (290,000.00)

CB INTERNAL SWEEP TO XXX5426 (13,054.38)

**ENDING BLANCE AS OF 09/30/2025** **\$ 74,677.13****CENTRAL BANK - GOF OPERATING ACCT (XXXX5426)***(THIS IS THE ACCOUNT WE DISBURSE FUNDS FROM)***DEPOSITS/CREDITS****BEGINNING BALANCE AS OF 09/01/2025** \$ 9,558.94

CB INTERNAL SWEEPS FROM XX4799 346,188.26

Bill.com Void Payments 178.64

TAX Collection from Tax Assessor 0.00

Other Deposits 0.00

TRANSFER FROM CENTRAL ACCT XXX4799 290,000.00

TRANSFER FROM TEXPOOL ACCT xx0001 300,000.00

**CHECKS/PAYMENTS/DEBITS**

CENTRAL BANK DEMAND ACCOUNT SWEPT TO SWEEP ACCOUNT (SWEPT TO OTHER BANKS) (346,188.13)

TRANSFER TO TEXPOOL ACCT xx0001 0.00

TOTAL ELECTRONIC PAYMENTS (517,944.82)

CHARGEBACKS - NSF CHECKS 0.00

DIRECTOR's FEES INTUIT Payroll and Taxes (859.60)

Checks Cleared 0.00

**BANK SERVICE FEES** (30.00)

COLLATERAL MANAGEMENT FEE 0.00

SWEEP MONTHLY MAINTENANCE FEE 0.00

**ENDING BLANCE AS OF 09/30/2025** **\$ 80,903.29**

**ELECTRONIC PAYMENTS FOR APPROVAL**

Bill	CHRISTIAN CASILLAS	Utility Deposit Refund	(167.17)
Bill	Tony Nguyen	Utility Deposit Refund	(246.14)
Bill	Wilbert King	Utility Deposit Refund	(161.44)
Bill	Tracari Laster	Utility Deposit Refund	(84.89)
Bill	HIEP NGUYEN	Utility Deposit Refund	(102.25)
Bill	Muhammad Wasak	Utility Deposit Refund	(70.91)
Bill	Seth Anderson	Utility Deposit Refund	(24.70)
Bill	Vinny Bach	Utility Deposit Refund	(78.04)
Bill	Melissa Herman	Rental Deposit Refund-Admin Bldg	(100.00)
Bill	Chanda Hill Mcdonald (V)	Rental Deposit Refund - Admin Building	(100.00)
Bill	MAGNA FLOW ENVIRONMENTAL, INC.	Sludge Removal and Dewatering	(8,788.25)
Bill	PRECISION UTILITY, LLC	Maintenance Inv - Sep2025	(97,612.90)
Bill	PRECISION UTILITY, LLC	Base Fee Invoice - Sep2025	(8,659.84)
Bill	WATER UTILITY SERVICES, INC.	Nitrification Monitoring	(2,392.50)
Bill	MAGNA FLOW ENVIRONMENTAL, INC.	Sludge Removal and Dewatering	(990.44)
Bill	WATER UTILITY SERVICES, INC.	Nitrification Monitoring	(370.00)
Bill	RELIANT , DEPT 0954	Account Name: HARRIS COUNTY MUD #304	(397.49)
Bill	RELIANT , DEPT 0954	Account Name: WASTEWATER TREATMENT PLANT	(3,086.90)
Bill	RELIANT , DEPT 0954	Account Name: LIFT STATION #1	(314.37)
Bill	RELIANT , DEPT 0954	Account Name: WATER PLANT	(2,229.88)
Bill	RELIANT , DEPT 0954	Account Name: LIFT STATION #2	(313.52)
Bill	XCESS SECURITY SERVICES, INC.	Alarm System - Oct 2025	(99.98)
Bill	ISJ Underground Utilities	12-Inch Waterline Extension Along T C Jester Boulevar	(103,229.55)
Bill	George Cao	Off Duty Officer Invoice - Event on 09/26/2025 at \$50	(200.00)
Bill	HARRIS COUNTY TREASURER	Patrol Services - September 2025	(29,037.00)
Bill	CHAMPIONS HYDRO-LAWN, INC.	Annual Maintenance Budget-September2025	(6,628.50)
Bill	EHRA	ENGINEERING - Water Line Extension Along TC J ester	(1,430.00)
Bill	ABC Pest Control of Houston, Inc.	Mosquito Maintenance Commercial	(395.00)
Bill	EHRA	ENGINEERING -Permanent Access Road	(1,857.50)
Bill	EHRA	ENGINEERING - Engineering and Consultation	(7,569.50)
Bill	EHRA	ENGINEERING - Easement Drainage Improvements	(3,202.50)
Bill	CHAMPIONS HYDRO-LAWN, INC.	Annual Maintenance Budget-September2025	(1,641.25)
Bill	ABC Pest Control of Houston, Inc.	Mosquito Maintenance Commercial	(395.00)
Bill	ABC Pest Control of Houston, Inc.	Mosquito Maintenance Commercial	(395.00)
Bill	ABC Pest Control of Houston, Inc.	Mosquito Maintenance Commercial	(395.00)
Bill	CHAMPIONS HYDRO-LAWN, INC.	Annual Maintenance Budget-September2025	(4,116.00)
Bill	Touchstone District Services, LLC	Monthly Election Flat Rate	(7,760.00)
Bill	Touchstone District Services, LLC	Monthly Website Hosting and Maintenance	(690.00)
Bill	CHAMPIONS HYDRO-LAWN, INC.	Annual Maintenance Budget-September2025	(2,616.00)
Bill	CHAMPIONS HYDRO-LAWN, INC.	Annual Maintenance Budget-September2025	(1,962.50)
Bill	TNR Advisors & Management	CFO Services and Reimbursement -Sep 2025	(5,351.59)
Bill	ABC Pest Control of Houston, Inc.	Mosquito Maintenance Commercial	(395.00)
Bill	CHAMPIONS HYDRO-LAWN, INC.	Annual Maintenance Budget-September2025	(847.75)
Bill	ABC Pest Control of Houston, Inc.	Mosquito Maintenance Commercial	(395.00)
Bill	CHAMPIONS HYDRO-LAWN, INC.	Annual Maintenance Budget-September2025	(1,870.00)
Bill	Touchstone District Services, LLC	PR Services - Sep2025	(5,725.50)
Bill	CHAMPIONS HYDRO-LAWN, INC.	Annual Maintenance Budget-Sep2025	(2,271.25)
Bill	Special Districts Management Solutions	Contracted Building Mgmt- Sep 2025	(5,958.41)
Bill	Special Districts Management Solutions	Contracted General Mgr - Sep 2025	(5,225.00)

**ELECTRONIC PAYMENTS FOR APPROVAL**

Bill	BURT'S CLEANING SERVICES, LLC	Monthly Cleaning Service-Sep2025	(2,778.75)
Bill	BURT'S CLEANING SERVICES, LLC	Monthly Cleaning Service-Sep2025	(1,100.00)
Bill	ABC Pest Control of Houston, Inc.	Mosquito Maintenance Commercial	(395.00)
Bill	ABC Pest Control of Houston, Inc.	Mosquito Maintenance Commercial	(395.00)
Bill	VERITRUST	Records Storage-Oct2025	(80.00)
Bill	Mitchell, Zientek & Scruggs, LLP	Bond Counsel Legal Services-Sep2025	(113,658.48)
Bill	Mitchell, Zientek & Scruggs, LLP	General Counsel Legal Services-Sep2025	(31,990.32)
Bill	AWBD	AWBD Midwinter Conference - Jan 2026 - Sandra Ford	(440.00)
Bill	AWBD	AWBD Midwinter Conference - Jan 2026 - Sharon Mayo	(440.00)
Bill	AWBD	AWBD Midwinter Conference - Jan 2026 - Geri Scott	(440.00)
Bill	CHCRWA	Monthly Water Bill Statement -Sep2025	(80,346.76)
Bill	CHCRWA	Monthly Water Bill Statement -Sep2025	(228.48)
Bill	NT SECURITY USA, LLC	Building Repairs - Sep 2025MUD304	(9,304.59)
Bill	NT SECURITY USA, LLC	Building Repairs - Sep 2025MUD304	(1,981.98)
Bill	NT SECURITY USA, LLC	Building Repairs - Sep 2025MUD304	(475.00)
Bill	NT SECURITY USA, LLC	Building Repairs - Sep 2025MUD304	(6,366.11)
Bill	VERIZON WIRELESS, LLC	Sep2025 Invoice - Account Number 542727764-00001	(192.85)
Bill	WASTE CONNECTIONS OF TEXAS, LLC	HCMUD304 - WWTP Dumpster Services - Sep 2025	(874.62)
Bill	HARRIS COUNTY TREASURER	Patrol Services - October 2025	(29,037.00)
Bill	PVS DX, INC.	CHLORINE, 150# CYL	(210.00)
Bill	PVS DX, INC.	CHLORINE, 150# CYL	(769.60)
Bill	BEST TRASH, LLC	Residential Curbside Cart Trash Pick Up Service - Sep2	(38,226.80)
Bill	SuperAll Environmental LLC	Monthly Chemicals - Sep2025	(8,408.28)
Bill	SuperAll Environmental LLC	Monthly Chemicals - Oct 2025	(8,408.28)
Bill	PVS DX, INC.	CHLORINE, 150# CYL	(577.21)
Bill	TCEQ	Assessment - FY26	(3,763.01)
DD	US TREASURY	PAYROLL TAXES	(156.00)
DD	LARRY ALLEN (Director Fees)	DIRECTOR FEES: 09/18/2025	(204.10)
DD	SANDRA FORD (Director Fees)	DIRECTOR FEES: 09/18, 09/25, 10/07,10/08	(790.49)
DD	SHARON MAYO (Director Fees)	DIRECTOR FEES: 09/23, 09/25,10/01, 10/07	(816.38)
DD	LAFRANCES MOSES (Director Fees)	DIRECTOR FEES: 09/18/2025 and 09/25/2025	(383.18)
DD	GERALDINE SCOTT (Director Fees)	DIRECTOR FEES: 09/18/2025, 09/25/2025, 10/07/2025	(612.29)
		TOTAL OF CHECKS/DISBURSEMENTS:	(671,801.97)

CENTRAL BANK - SWEEP ACCOUNT - XXXXXX5426 AND XXXXXX4799

BEGINNING BALANCE AS OF 09/01/2025	4.31
SWEEP INTO CENTRAL BANK OPERATING DEMAND (XXXX5426)	(346,188.26)
SWEEP FROM CENTRAL BANK OPERATING DEMAND (XXXX5426)	346,188.13
SWEEP INTO CENTRAL BANK OPERATING DEMAND (XXXX4799)	(13,058.56)
SWEEP FROM CENTRAL BANK OPERATING DEMAND (XXXX4799)	13,054.38
INTEREST EARNED	5.26
BANK FEES	0.00
ENDING BLANCE AS OF 09/30/2025	<u>\$ 5.26</u>

INVESTMENTS:  
TEXPOOL (XXXX0001)

BEGINNING BALANCE AS OF 09/01/2025	7,631,789.93
TRANSFER FROM TAX ACCOUNT	0.00
TRANSFER TO OPERATING ACCT	(300,000.00)
TRANSFERED FROM TEXPOOL DSF	0.00
CD INTEREST DEPOSITED INTO TEXPOOL	0.00
INTEREST EARNED	26,363.11
TRANSFER FROM CENTRAL BANK	0.00
ENDING BLANCE AS OF 09/30/2025	<u>\$ 7,358,153.04</u>

CERTIFICATES OF DEPOSITS

ISSUE DATE	MATURITY DATE	INSTITUTION		
None	-	None	0.00%	0.00
TOTAL OF CERTIFICATES OF DEPOSITS				<u>\$ -</u>
TOTAL OPERATING FUNDS				<u>\$ 7,547,371.96</u>

**DEBT SERVICE FUND**

**CENTRAL BANK - DEBT (XXXX2731)**

<b>BEGINNING BALANCE AS OF 09/01/2025</b>	<b>\$ 41,520.40</b>
INTEREST EARNED	67.57
TRANSFER TO DSF TEXPOOL	0.00
TAX COLLECTIONS	0.00
BANK CHARGES	(30.00)
PREVIOUSLY APPROVED CHECKS	0.00
<b>TOTAL PREVIOUSLY APPROVED CHECKS</b>	<b>0.00</b>
<b>ENDING BLANCE AS OF 09/30/2025</b>	<b>\$ 41,557.97</b>

**NET AMOUNT IN CENTRAL BANK - DEBT SERVICE ACCOUNTS**

**\$ 41,557.97**

**CERTIFICATES OF DEPOSITS**

<b>ISSUE DATE</b>	<b>MATURITY DATE</b>	<b>INSTITUTION</b>			
NONE	-	NONE	NONE	0.00%	NONE
					0.00
<b>TOTAL OF CERTIFICATES OF DEPOSITS IN DEBT SERVICE FUND</b>					<b>\$ -</b>

**INVESTMENTS:**  
**TEXPOOL (XXXX0002)**

<b>BEGINNING BALANCE AS OF 09/01/2025</b>	<b>1,156,511.65</b>
INTEREST EARNINGS	4,041.74
TRANSFER to TEXPOOL GOF	0.00
BOND PAYMENT	0.00
TRANSFER FROM TAX ACCOUNT	0.00
<b>ENDING BLANCE AS OF 09/30/2025</b>	<b>\$ 1,160,553.39</b>
<b>TOTAL DEBT SERVICE FUND</b>	<b>\$ 1,202,111.36</b>

## 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
Total	-	186,000.00	186,000.00	855,000.00	186,000.00	1,041,000.00	1,227,000.00
<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
Total	-	168,900.00	168,900.00	885,000.00	168,900.00	1,053,900.00	1,222,800.00
<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
Total	-	151,200.00	151,200.00	925,000.00	151,200.00	1,076,200.00	1,227,400.00
<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
Total	-	132,700.00	132,700.00	965,000.00	132,700.00	1,097,700.00	1,230,400.00
<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
Total	-	113,400.00	113,400.00	1,000,000.00	113,400.00	1,113,400.00	1,226,800.00

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

	<i>Month</i>	<i>KWH/CCF</i>	<i>Amount Paid</i>	<i>Cost / kWh</i>
2023	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
--------------------	---------

	<i>Month</i>	<i>KWH/CCF</i>	<i>Amount Paid</i>	<i>Cost / kWh</i>
2024	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
--------------------	---------

	<i>Month</i>	<i>KWH/CCF</i>	<i>Amount Paid</i>	<i>Cost / kWh</i>
2025	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			\$0.000
	November			\$0.000
	December			\$0.000
	<b>TOTAL</b>	<b>708,111</b>	<b>\$55,984</b>	

Average Cost / kWh	\$0.079
--------------------	---------

**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			\$0.000	
	November			\$0.000	
	December			\$0.000	
Average Cost /gallon		157,203	\$670,018.28	\$4.26	

# 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
Name	Attending	Online	Paid	Paid
Larry Allen				N/A
Sharon Mayo	X			N/A
LaFrances Moses	X			N/A
Geri 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**  
**September 30, 2025**

	September 2025			YTD SEPTEMBER 2025			Annual Budget
	Actual	Budget	Over/(Under)	Actual	Budget	Over/(Under)	
<b>Income</b>							
41100 WATER SERVICE REVENUE	122,327	64,044	58,283	122,327	64,044	58,283	768,532
41120 CHCRWA - SURFACE WATER FEE	77,664	72,000	5,664	77,664	72,000	5,664	864,000
41120 CHCRWA - GROUND WATER FEE	0	3,876	(3,876)	0	3,876	(3,876)	46,512
41300 RECONNECTION FEES	600	158	442	600	158	442	1,898
42100 SEWER- CUSTOMER SERVICE REVENUE	49,931	110,635	(60,704)	49,931	110,635	(60,704)	1,327,621
42200 INSPECTION FEES	0	490	(490)	0	490	(490)	5,880
43100 PENALTIES & INTEREST	5,846	5,734	112	5,846	5,734	112	68,804
43300 MISCELLANEOUS INCOME	36,253	2,899	33,354	36,253	2,899	33,354	34,791
43500 MAINTENANCE TAX COLLECTIONS	0	0	0	0	0	0	2,221,127
43600 GREASE TRAP INSPECTIONS	420	278	142	420	278	142	3,331
53910 INTEREST EARNED	26,424	20,833	5,591	26,424	20,833	5,591	250,000
<b>Total Income</b>	<b>319,465</b>	<b>280,947</b>	<b>38,518</b>	<b>319,465</b>	<b>280,947</b>	<b>38,518</b>	<b>5,592,496</b>
<b>Expenses</b>							
60100 BILLING SERVICE FEE	0	250	(250)	0	250	(250)	3,000
60110 ADMINISTRATIVE EXPENSE	0	926	(926)	0	926	(926)	11,115
60120 OPERATIONS	8,660	8,500	160	8,660	8,500	160	102,000
60140 MARKETING AND PUBLIC RELATIONS	5,726	2,500	3,226	5,726	2,500	3,226	30,000
60150 GRANT WRITER	0	1,667	(1,667)	0	1,667	(1,667)	20,000
61300 Maintenance & Repairs - Water	70,128	38,501	31,627	70,128	38,501	31,627	462,016
61400 CHEMICALS - WATER	1,556	3,026	(1,470)	1,556	3,026	(1,470)	36,314
61500 Laboratory Expense - Water	0	2,551	(2,551)	0	2,551	(2,551)	30,609
61600 UTILITIES	5,945	5,936	9	5,945	5,936	9	71,227
61800 RECONNECTIONS	0	1,667	(1,667)	0	1,667	(1,667)	20,000
62300 MAINTENANCE & REPAIRS - SEWER	3,220	24,987	(21,767)	3,220	24,987	(21,767)	299,841
62400 CHEMICALS- SEWER	19,580	2,672	16,908	19,580	2,672	16,908	32,063
62500 LABORATORY EXPENSE - SEWER	0	867	(867)	0	867	(867)	10,400
62600 SLUDGE REMOVAL/RESIDUAL MGMT	9,779	9,341	438	9,779	9,341	438	112,097
62610 DUMPSTER AT STP	875	752	123	875	752	123	9,021
63110 DIRECTOR FEES	442	3,000	(2,558)	442	3,000	(2,558)	36,000
63300 LEGAL FEES	145,649	21,667	123,982	145,649	21,667	123,982	260,000

**Harris County MUD 304 - GOF**  
**Actual vs. Budget Comparison**  
**September 30, 2025**

	September 2025			YTD SEPTEMBER 2025			Annual Budget
	Actual	Budget	Over/(Under)	Actual	Budget	Over/(Under)	
63400 AUDITING FEES	0	2,917	(2,917)	0	2,917	(2,917)	35,000
63500 ENGINEERING FEES	7,570	5,000	2,570	7,570	5,000	2,570	60,000
63590 OTHER EXPENSES	110	895	(785)	110	895	(785)	10,740
63700 ELECTION EXPENSE	7,760	4,167	3,593	7,760	4,167	3,593	50,000
63800 PERMIT FEES	0	833	(833)	0	833	(833)	10,000
64300 BOOKKEEPING FEES	5,258	5,833	(575)	5,258	5,833	(575)	70,000
64400 ARBITRAGE FEES	0	1,750	(1,750)	0	1,750	(1,750)	21,000
64600 PRINTING & OFFICE SUPPLIES	50	706	(656)	50	706	(656)	8,476
64610 WEBSITE EXPENSE	690	690	0	690	690	0	8,280
65200 POSTAGE	0	42	(42)	0	42	(42)	500
65300 INSURANCE & SURETY BOND	0	36	(36)	0	36	(36)	435
65400 TRAVEL EXPENSE	44	50	(6)	44	50	(6)	600
65450 GARBAGE EXPENSE	38,227	38,391	(164)	38,227	38,391	(164)	460,691
65500 SECURITY PATROL	29,037	28,957	80	29,037	28,957	80	347,484
65600 MISC. EXPENSE (MEETING ROOM)	0	173	(173)	0	173	(173)	2,075
65700 DIRECTORS REIMBURSED EXPENSES	418	600	(182)	418	600	(182)	7,200
65710 CONFERENCE EXPENSES	1,320	725	595	1,320	725	595	8,700
65800 RECORD STORAGE FEE	80	75	5	80	75	5	900
65900 CHCRWA Fees - GW	228	708	(480)	228	708	(480)	8,501
65910 CHCRWA FEES - SW	80,347	76,308	4,039	80,347	76,308	4,039	915,691
66700 TCEQ ASSESSMENT	0	1,741	(1,741)	0	1,741	(1,741)	20,890
75060 CAPITAL - ENGINEERING	6,490	20,208	(13,718)	6,490	20,208	(13,718)	242,500
79990 CAPITAL OUTLAY - MISC.	188,427	56,042	132,385	188,427	56,042	132,385	672,500
<b>Total Expenses</b>	<b>637,616</b>	<b>375,656</b>	<b>261,960</b>	<b>637,616</b>	<b>375,656</b>	<b>261,960</b>	<b>4,707,033</b>
<b>Net Operating Income</b>	<b>(318,151)</b>	<b>(111,305)</b>	<b>(206,846)</b>	<b>(318,151)</b>	<b>(111,305)</b>	<b>(206,846)</b>	<b>885,463</b>
<b>Other Income</b>							
59000 COMMUNITY CENTER RENTALS	757	1,800	(1,043)	757	1,800	(1,043)	21,600
<b>Total Other Income</b>	<b>757</b>	<b>1,800</b>	<b>(1,043)</b>	<b>757</b>	<b>1,800</b>	<b>(1,043)</b>	<b>21,600</b>
<b>Other Expenses</b>							
62960 INSURANCE - COMMUNITY BLDG	0	4,597	(4,597)	0	4,597	(4,597)	55,164
63000 REPAIRS & MAINTENANCE BLDG	19,228	2,083	17,145	19,228	2,083	17,145	25,000
64000 UTILITIES-DISTRICT BUILDING	397	243	154	397	243	154	2,915

**Harris County MUD 304 - GOF**  
**Actual vs. Budget Comparison**  
**September 30, 2025**

	September 2025			YTD SEPTEMBER 2025			Annual Budget
	Actual	Budget	Over/(Under)	Actual	Budget	Over/(Under)	
65510 SECURITY SYSTEM MONITORING	100	0	100	100	0	100	0
65650 COMMUNITY EVENT EXPENSE	0	2,083	(2,083)	0	2,083	(2,083)	25,000
65660 BUILDING - EVENT SECURITY	200	417	(217)	200	417	(217)	5,000
65950 TELEPHONE & WIFI - COMMUNITY BG	192	343	(151)	192	343	(151)	4,121
66030 PARK MAINTENANCE & OPERATIONS	25,113	16,597	8,516	25,113	16,597	8,516	199,167
66400 BUILDING CLEANING & SUPPLIES	2,779	1,749	1,030	2,779	1,749	1,030	20,983
67500 BUILDING - MANAGEMENT EXPENSE	11,183	13,750	(2,567)	11,183	13,750	(2,567)	165,000
65801 RECORDS MANAGEMENT EXPENSE	0	5,000	(5,000)	0	5,000	(5,000)	60,000
<b>Total Other Expenses</b>	<b>59,192</b>	<b>46,862</b>	<b>12,330</b>	<b>59,192</b>	<b>46,862</b>	<b>12,330</b>	<b>363,183</b>
<b>Net Other Income</b>	<b>(58,435)</b>	<b>(28,465)</b>	<b>(29,970)</b>	<b>(58,435)</b>	<b>(28,465)</b>	<b>(29,970)</b>	<b>(341,583)</b>
<b>Net Income</b>	<b>(376,586)</b>	<b>(139,771)</b>	<b>(236,815)</b>	<b>(376,586)</b>	<b>(139,771)</b>	<b>(236,815)</b>	<b>543,880</b>

# Harris County MUD 304 (GOF)

## Statement of Financial Position (001)

As of September 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1072 Bill.com Money Out Clearing	0.00
11001 CENTRAL BANK - 6035426 (new)	19,970.91
11002 SWEEP- CENTRAL BK - XXXXX426	5.26
11003 CENTRAL BANK - COMM CTR 7607	34,590.24
11100 PNC (BBVA) Checking-XXXXX1699	0.00
11102 CENTRAL BK - LOCKBOX - XXX4799	74,677.13
11301 TEXPOOL-OPERATING-XXXX00001	7,358,153.04
<b>Total Bank Accounts</b>	<b>\$7,487,396.58</b>
Accounts Receivable	
Accounts Receivable (A/R)	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
11161 PREPAID SECURITY	29,037.00
11500 ACCOUNTS RECEIVABLE	586,962.22
11510 Allowance for Uncollectible Accounts	-22,600.00
11520 MAINTENANCE TAX RECEIVABLE	36,563.69
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	3,072.29
13000 TIME DEPOSITS	0.00
<b>Total Other Current Assets</b>	<b>\$638,439.57</b>
<b>Total Current Assets</b>	<b>\$8,125,836.15</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>\$8,127,014.11</b>

# Harris County MUD 304 (GOF)

## Statement of Financial Position (001)

As of September 30, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 ACCOUNTS PAYABLE	671,508.72
<b>Total Accounts Payable</b>	<b>\$671,508.72</b>
Other Current Liabilities	
21000 PAYROLL LIABILITIES	3,952.56
Federal Taxes (941/943/944)	-2,912.82
Federal Unemployment (940)	-17.29
TX Unemployment Tax	-66.75
<b>Total 21000 PAYROLL LIABILITIES</b>	<b>955.70</b>
21100 TRADE ACCOUNTS PAYABLE	0.00
21300 CONTRACTS PAYABLE	0.00
21400 DUE TO DEBT SERVICE FUND	0.00
24000 RETAINAGE PAYABLE	29,816.65
26100 CUSTOMER METER DEPOSITS	380,305.30
26105 COMMUNITY CENTER RENTAL DEPOSITS	-184.70
26310 DUE TO OTHERS	0.00
27600 DUE TO TCEQ	10,068.05
27700 UNCLAIMED PROPERTY	749.89
27900 DEFERRED INFLOWS	36,563.69
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$458,274.58</b>
<b>Total Current Liabilities</b>	<b>\$1,129,783.30</b>
<b>Total Liabilities</b>	<b>\$1,129,783.30</b>
Equity	
30100 UNASSIGNED FUND BALANCE	7,377,577.27
Net Income	-380,346.46
<b>Total Equity</b>	<b>\$6,997,230.81</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$8,127,014.11</b>

# Harris County MUD 304 (DSF)

## Statement of Financial Position (002)

As of September 30, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
12000 BBVA DEBT -XXXX5519	0.00
12100 CENTRAL BANK-DSF	41,557.97
14000 TEXPOOL(Money Market Cash) XXX2	1,160,553.39
<b>Total Bank Accounts</b>	<b>\$1,202,111.36</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>\$1,202,111.36</b>
<b>TOTAL ASSETS</b>	<b>\$1,202,111.36</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	4,079.31
<b>Total Equity</b>	<b>\$1,202,111.36</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,202,111.36</b>



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

Effective Date: 09/30/2025

Accounts Through: 09/30/2025 7:00 PM

Forecasting Through:

ICS Accounts Through: 09/30/2025 7:00 PM

**HARRIS CO MUD 304**

Tax ID: 760158893

FHLB Pledge Code: 20512

1st Consultant: TNR

2nd Consultant:

**DEPOSITS**

Acct No	Funds Type	Class	Balance	Interest	Total	Current Month Average	Prior Month Average	ICS Acct No	ICS Balance
<b>Bond Fund</b>									
6022731	PF/MMA SVGS	62	\$41,557.97	\$0.00	\$41,557.97	\$41,553.54	\$41,515.52	776022731	\$0.00
<b>Subtotal Bond Fund</b>			<b>\$41,557.97</b>	<b>\$0.00</b>	<b>\$41,557.97</b>	<b>\$41,553.54</b>	<b>\$41,515.52</b>		<b>\$0.00</b>
<b>Demand Deposits</b>									
6034799	PF/CKG DDA 06012021	65	\$74,677.13	\$0.00	\$74,677.13	\$156,498.20	\$174,466.59	776034799	\$0.53
6035426	PF/CKG DDA 06012021	65	\$80,903.29	\$0.00	\$80,903.29	\$66,993.32	\$45,601.45	776035426	\$4.73
<b>Subtotal Demand Deposits</b>			<b>\$155,580.42</b>	<b>\$0.00</b>	<b>\$155,580.42</b>	<b>\$223,491.52</b>	<b>\$220,068.03</b>		<b>\$5.26</b>
<b>Time/Savings/MMA</b>									
6037607	PF/MMA SVGS	62	\$33,633.24	\$0.00	\$33,633.24	\$34,463.01	\$32,362.16	776037607	\$0.00
<b>Subtotal Time/Savings/MMA</b>			<b>\$33,633.24</b>	<b>\$0.00</b>	<b>\$33,633.24</b>	<b>\$34,463.01</b>	<b>\$32,362.16</b>		<b>\$0.00</b>
<b>Total Deposits</b>			<b>\$230,771.63</b>	<b>\$0.00</b>	<b>\$230,771.63</b>	<b>\$299,508.07</b>	<b>\$293,945.72</b>		<b>\$5.26</b>

**SECURITIES**

Safekeeping	Agency	CUSIP	Pool No.	Maturity	Date Pledged	Units Pledged	Market Value
CH	LOC	10032358	LOC132358	10/16/2025	07/15/2025	115,000	\$115,000.00
CH	LOC	10032392	LOC132392	10/16/2025	07/18/2025	300,000	\$300,000.00
<b>Total Securities Pledged</b>						<b>415,000</b>	<b>\$415,000.00</b>



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

Effective Date: 09/30/2025

Accounts Through: 09/30/2025 7:00 PM

Forecasting Through:

ICS Accounts Through: 09/30/2025 7:00 PM

HARRIS CO MUD 304

Tax ID: 760158893

FHLB Pledge Code: 20512

1st Consultant: TNR

2nd Consultant:

DEPOSIT COLLATERAL CALCULATION

	Account Balances	FDIC Insurance	Collateral Required
Subtotal Demand Deposits:	\$155,580.42	\$155,580.42	\$0.00
Subtotal Time/Svgs/MMA:	\$33,633.24	\$33,633.24	\$0.00
Subtotal Bond Fund Deposits:	\$41,557.97	\$41,557.97	\$0.00
TOTALS:	\$230,771.63	\$230,771.63	\$0.00

DEPOSIT COLLATERAL POSITION

	Deposits Requiring Collateral	Securities Pledged	Excess Collateral	% Pledged
At 100%	\$0.00	\$415,000.00	\$415,000.00	
At 105%	\$0.00	\$415,000.00	\$415,000.00	



## Erosion Control Specialist since 1976

HARRIS COUNTY  
MUNICIPAL UTILITY DISTRICT No. 304

# Detention and Drainage Facilities Report

October 16, 2025



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

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

## Silverleaf / Silverchase





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



## Silverglen North Park



**Green Belt beside Silverleaf / Silverchase**



At Lansing Holw Lane



Silverglen North Section 3 pond







**SWQ feature**



### Silverglen North Section 3



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





Looking east



Silverglen North Section 4 pond







Silverglen North P245 Extention Channel looking north









**Thank you for your business !!**

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304**  
**MONTHLY ENGINEERING REPORT**  
**October 16, 2025**

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

Contractor:	ISJ Underground Utilities	
Contract Amount:	\$270,661.00	
Change Order No. 1:	\$24,225.00	October 6, 2025
Current Amount:	\$294,886.00	
<b>Pay Request No. 1:</b>	<b>\$103,229.55</b>	<b>October 6, 2025</b>
Remaining:	\$167,431.45	

**Project Status:** The contractor has submitted Pay Request No. 1 in the amount of \$103,229.55.

Added quantity adjustment for eight (8) dewatering deep wells and one (1) air release valve, approved last meeting. Excavating & dewatering next phase, estimated to take two weeks to dry before installation of new line.

**Board Action:** Board to take action on Pay Request No. 1.

**Wastewater Treatment Plant Access Road (151-057-00-12)**

Contractor:	Teamwork Construction Services, Inc.	
Contract Amount:	\$334,792.00	
Change Order No. 1:	\$2,325.00	July 15, 2025
Current Amount:	\$334,792.00	
Pay Request No. 1:	\$23,056.20	May 22, 2025
Pay Request No. 2:	\$178,444.80	June 24, 2025
Pay Request No. 3:	\$116,551.40	July 23, 2025
<b>Pay Request No. 4 &amp; Final:</b>	<b>\$19,064.60</b>	<b>September 18, 2025</b>
Remaining:	\$0.00	

**Project Status:** The contractor has submitted Pay Request No. 4 and Final in the amount of \$19,064.60.

**Board Action:** Board to take action on Pay Request No. 4 & Final.

## HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

### MONTHLY ENGINEERING REPORT

October 16, 2025

Page 2

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

Contractor:	Bull G Construction, LLC	
Contract Amount:	\$162,344.22	
Change Order No. 1:	N/A	
Current Amount:	\$162,344.32	
Pay Request No. 1:	\$70,144.40	September 9, 2025
Remaining:	\$92,199.92	

Project Status: Project is nearing completion. Contractor has completed excavation placed pipe under roadway. Minor work items & site restoration remain.

Board Action: No board action at this time.

#### **Wastewater Treatment Plant Access Road – Phase II**

Topo verification & design are underway for Phase II.

#### **District Trails**

The trails purchase has been completed. Final inspection is in coordination for final acceptance by Harris County Flood Control District.

#### **Park Improvements**

Consideration of pursuing Harris County's Housing & Community Development CDBG-PFI Grant.

#### **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**

Prior update: Utility extensions are underway for the Walter Meadows subdivision. The developers have not reached out to the District regarding any agreements.

**April Wind Drive**

The owner of the land was contacted, they currently has 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.

**GIS**

EHRA is requesting approval to provide GIS Services to the District. Our GIS Services team has the capability to develop a tailor-made web mapping application designed to provide the District and their consultants with access to essential spatially referenced utility infrastructure without the need for extensive document research. Users will be able to visualize the geographic location of utilities, with multiple layers of information.

The additional cost for these Services, if the District wishes to pursue this system, is \$40,000 to set up the system. Once active, there will be modifications & maintenance that will need to be made as repairs, utility extensions, and historical record errors are identified, in addition to an annual licensing fee for hosting & access. The updates will be charged at an annual rate and the licensing at an annual rate.

**Board Action:**            **Request the Board's approval for EHRA to Provide GIS Services to the District.**

**Other District Matters**

Construction is underway at the Spears Road Food Truck Park. Construction was initially stopped by the operator, after discussions showed they have not provided their plan approval to the plan revisions, and have not provided a permit.

The Park has since provided documents and construction has continued.



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

### **MONTHLY ENGINEERING REPORT**

**October 16, 2025**

**Page 4**

#### **ACTION ITEMS**

- Board to take action on Pay Request No. 1 from ISJ Underground Utilities on Water Distribution Improvements
- Board to take action on Pay Request No. 4 from Teamwork Construction Services, Inc. on Wastewater Treatment Plant Access Road
- Board to take action on approval of GIS Services from EHRA





TBPE No. F-726

## Construction Progress Report and Pay Request No. One

Date: October 6, 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:	October 3, 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:	39
---------------	----

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:	65%
Percent Project Complete:	42%

Original Contract Amount:	\$270,661.00
Change Order No. 1:	\$0.00
Change Order No. 2:	\$0.00
Contract Quantity Adjustments No.:	\$0.00
Total Contract Amount To Date:	\$270,661.00

Total Amount In Place To Date:	\$114,699.50
--------------------------------	--------------

Less 10% Retainage:	(\$11,469.95)
---------------------	---------------

Balance:	\$103,229.55
----------	--------------

Less Previous Payments:	\$0.00
-------------------------	--------

<b>Total Amount Due this Report:</b>	<b>\$103,229.55</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. One

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**

Date:

Joe Husband  
Construction Project Manager

Date:

Kenrick 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



## ISJ Underground Utilities, LLC

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:** 1  
**APPLICATION DATE:** October 3, 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**

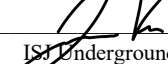
from: 09/15/2025  
to: 10/03/2025

**TIME USED THIS APP.:** 1.00  
**TIME USED TO DATE:** 1.00  
**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	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$270,661.00
4. TOTAL COMPLETED TO DATE (Column M on Continuation Sheet)	\$114,699.50
5. RETAINAGE: <u>10</u> % of Completed Work ( <u>  </u> % of Column M on Continuation Sheet)	\$11,469.95
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$103,229.55
7. LESS PREVIOUS APPLICATIONS FOR PAYMENT (Line 6 from prior APPLICATION)	\$0.00
8. CURRENT PAYMENT DUE	\$103,229.55
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 4)	\$155,961.50

SUBMITTED:   
ISJ Underground Utilities, LLC

APPROVED: \_\_\_\_\_  
Ms. Nannette Ray - Bookkeeper

DATE: 10/03/2025

DATE: \_\_\_\_\_



TBPE No. F-726

10011 Meadowglen Lane  
Houston, Texas 77042  
t-713-784-4500 f-713-784-4577

Contract Quantity Adjustment

District:	Harris County Municipal Utility District No. 304	Date:	October 6, 2025
Project Name:	12-Inch Waterline Extension Along T C Jester Boulevard	Project No.:	151-057-00-13 (L)
Contract For:		No.:	One

Item No.	Description (List attachments, if any)	Unit	Quantity	Quantity Adjustment	Revised Quantity	Unit Cost	Deductions	Additions
<u>Waterline Extension</u>								
11	Deep Wells, only as authorized in writing by the Engineer (furnish and install, complete in place)	EA	2	8	10	\$1,000.00		\$8,000.00
<u>Alternate Bid Items</u>								
ALT 1.1	Air Release Valve with Manhole Assembly (furnish and install; complete in place; in lieu of bid items no. 6 and 7)	LF	0	1	1	\$16,225.00		\$16,225.00
Sub-Totals:							\$0.00	\$24,225.00

Original Contract Period:	(calendar days) 60	Original Contract Amount:	\$270,661.00
Extension To Date:	0	Previous Deductions To Date:	\$0.00
Contract Period To Date:	60	Previous Additions To Date:	\$0.00
This Extension:	0	Net Total Contract To Date:	\$270,661.00
New Contract Period:	60	This Deduction:	\$0.00
Amended Completion Date:	October 24, 2025	This Addition:	\$24,225.00
		Final Contract Amount:	\$294,886.00

Recommended By:	Signed by:	
EHRA	Joe Husband	10/8/2025
(Engineer)	Joe Husband - Construction Project Manager	/ Date
	Signed by:	
	Jared Bowlin	10/8/2025
	Jared Bowlin, P.E. - Managing Senior Principal	/ Date
Accepted By:		
ISJ Underground Utilities		10/8/2025
(Contractor)		/ Date
Approved By:		
Harris County Municipal Utility District No. 304		
(District)		/ Date



TBPE No. F-726

## Construction Progress Report and Pay Request No. Four & Final

Date: September 18, 2025

Project No.: 151-057-00 (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  
Permanent Access Road

**Contractor:** Teamwork Construction Services, Inc  
16111 Hollister Street  
Houston, Texas 77066

Period Ending: September 15, 2025  
Contract Date: April 23, 2025  
Notice to Proceed Date: May 14, 2025

Contract Days:	45
Current Time Extensions (Days)	0
Previous Time Extensions (Days)	19
<b>Revised Contract Days:</b>	<b>64</b>

Days To Date: 124

Original Completion Date:	June 28, 2025
Previous Revised Completion Date:	July 17, 2025
<b>Current Revised Completion Date:</b>	<b>July 17, 2025</b>

Percent Time Used:	194%
Percent Project Complete:	100%

Original Contract Amount:	\$334,792.00
Change Order No. 1:	\$2,325.00
Change Order No. 2:	\$0.00
Contract Quantity Adjustments No.:	\$0.00
<b>Total Contract Amount To Date:</b>	<b>\$337,117.00</b>

Total Amount In Place To Date: \$337,117.00

Less 0% Retainage: \$0.00

Balance: \$337,117.00

Less Previous Payments: (\$318,052.40)

**Total Amount Due this Report: \$19,064.60**

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. Four & Final.

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**

Date:

\_\_\_\_\_  
Joe Husband  
Construction Project Manager

Date:

\_\_\_\_\_  
Jared Bowlin, P.E.  
Managing Senior Principal

**Please Remit Payment To:**

**Teamwork Construction Services, Inc**  
**16111 Hollister Street**  
**Houston, Texas 77066**

cc:

Harris County Municipal Utility District No. 304  
c/o Mitchell, Zientek & Scruggs, LLP  
Texas Commission on Environmental Quality - Reg 12  
Mr. John A. Greenwood - Teamwork Construction Services, Inc



## Teamwork Construction Services, Inc

16111 Hollister Street  
Houston, Texas 77066

Phone No.: 281-991-7330

Fax No.: 281-991-7340

### 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: 4  
APPLICATION DATE: September 15, 2025

DISTRICT: Harris County Municipal Utility District No. 304  
PROJECT NO: 151-057-00 (L)  
PROJECT: Permanent Access Road

CONTRACT DATE: April 23, 2025  
NOTICE TO PROCEED: May 14, 2025

APPLICATION PERIOD  
from: July 18, 2025  
to: September 15, 2025

TIME USED THIS APP.: 0.00  
TIME USED TO DATE: 56.00  
CONTRACT TIME: 56  
PERCENT USED: 100%

### CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT AMOUNT	\$334,792.00
2. Net change by Change Orders	\$2,325.00
2a. Net Change by Quantity Adjustments	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$337,117.00
4. TOTAL COMPLETED TO DATE (Column M on Continuation Sheet)	\$337,117.00
5. RETAINAGE: 10 % of Completed Work ( % of Column M on Continuation Sheet)	\$0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$337,117.00
7. LESS PREVIOUS APPLICATIONS FOR PAYMENT (Line 6 from prior APPLICATION)	\$318,052.40
8. CURRENT PAYMENT DUE	\$19,064.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 4)	\$0.00

SUBMITTED: Carleen Williams  
Teamwork Construction Services, Inc

APPROVED: \_\_\_\_\_  
Ms. Nannette Ray - Bookkeeper

DATE: 9/15/25

DATE: \_\_\_\_\_



HC MUD No. 304 OPERATIONS REPORT

THURSDAY, OCTOBER 16, 2025

CONNECTION RECAP												
ACTIVE	1892	VACANT	19	TOTAL	1911	ESFC	2271					

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	\$36,255.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77,664.27	\$50,035.62	\$0.00	\$121,947.80	\$286,322.69	

RECEIVABLES AND AGING RECAP									
ACCOUNT	CURRENT	30 Day	60 Day	90 Day	120 DAY	UnApp Credits	TOTAL	DELINQUENT PROCESS	
App Fee	\$0.00	\$180.00	\$0.00	\$30.00	\$90.00	\$0.00	\$300.00		
Deposits	\$0.00	\$1,520.00	\$0.00	\$0.00	\$200.00	\$0.00	\$1,720.00		
Disconnection Fee	\$0.00	\$1,784.57	\$110.62	\$0.00	\$480.00	\$0.00	\$2,375.19	TAGS	63
GT Inspections	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$420.00	TERMINATION	0
Garbage	\$36,255.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,255.00	THEFT	0
Letter Fee	\$0.00	\$8.00	\$0.00	\$0.00	\$88.00	\$0.00	\$96.00	COLLECTIONS	0
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	-\$887.82	-\$827.82	DISCONNECT LETTERS	111
NSF	\$0.00	\$650.00	\$50.00	\$0.00	\$350.00	\$0.00	\$1,050.00	METER REINSTALL	0
Penalty	\$0.00	\$8,821.86	\$1,219.58	\$390.83	\$1,784.29	\$0.00	\$12,216.56	PULLED METERS	0
CHCRWA	\$77,664.27	\$15,602.36	\$3,458.02	\$1,407.46	\$6,733.66	\$0.00	\$104,865.77	RECONNECTS	14
Sewer	\$50,035.62	\$18,629.44	\$6,523.27	\$1,814.84	\$12,537.02	\$0.00	\$89,540.19		
Tap Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Water	\$121,947.80	\$10,541.75	\$2,511.64	\$752.42	\$5,974.35	\$0.00	\$141,727.96		
OVERPAYMENTS						-\$15,067.24	-\$15,067.24		
TOTAL	\$286,322.69	\$57,737.98	\$13,873.13	\$4,395.55	\$28,297.32	-\$15,955.06	\$374,671.61		

WATER USAGE & ACCOUNTABILITYRECAP									
BILLING CYCLE 8/21/2025 - 9/21/2025									
	PUMPED	PURCHASED	TOTAL (1)	BILLED	SOLD	LEK/MAIN	NON BILLED	TOTAL (2)	P vs B
	59	18,618	18,677	15774	0	1,230	0	17,004	91.04%
WATER WELL	WATER PERMIT	EXPIRES	MONTHLY	YTD	PERMIT	YTD%			
CHCRWA		5/31/2026	18,618,000	125,306,000	0	Allotment to be received 06/01/2026			
Water Well #4037	WP2024-106337	5/31/2026	59,000	20,407,000	0	Allotment to be received 06/01/2026			
SAMPLING/TESTING	H2O SAMPLES	RESULTS	WATER	SEWER	DRAINAGE				
	7	GOOD	7	34	0				
TAPS	MONTH	YEAR	BACKLOG	RESIDENTIAL	COMMERICAL				
	0	0	0	0	0				

WWTP	TCEQ PERMIT	WQ0013564001	Expires TCEQ Review		HARRIS COUNTY MUD NO. 304	WATER			TX1012941
Harris County MUD No. 304						Harris County MUD No. 304			
August-25						August-25			
TEST	PERMITTED	ACTUAL	MEASURED	FLOW		Location	Test	Results	
FLOW AVG	0.65	0.35	MGD	VERSUS		2306 Milford Place	COLIFORM	Absent	
FLOW 2 HR	1482	1221	GPM	CAPACITY		WP Interconnect	E. COLI	Absent	
CBOD	10	2.50	MG/L	54.08			COLIFORM	Absent	
CBOD	54	7.29	LB/DAY				E. COLI	Absent	
TSS	15	1.33	MG/L	RAIN		2611 Bradburn Hill Ln	COLIFORM	Absent	
TSS	81	3.88	LB/DAY	1.85			E. COLI	Absent	
CL2 MAX	4	1.42	MG/L		13303 Arden Ridge Ln	COLIFORM	Absent		
CL2 MIN	1	1.02	MG/L			E. COLI	Absent		
NH3	3	0.55	MG/L		13418 Bella Chase Dr	COLIFORM	Absent		
NH3	16	1.60	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	6.64	MG/L		2706 Glenfield Manor Ln	COLIFORM	Absent		
PH MAX	9	7.60	MG/L			E. COLI	Absent		
PH MIN	6	7.41	MG/L						



---

HC MUD No. 304 OPERATIONS REPORT

THURSDAY, OCTOBER 16, 2025

Actions Items List

- 1) Water Utility Services
  - a) Monthly Bac-T Sample Report
  - b) Nitrification Monitoring – Report 09/19/2025
- 2) Water Plant Extra Lights - Complete
- 3) Water Plant Connecting Loop - Complete
- 4) Blower Two Repairs – Complete
- 5) Lift Station 2 Breaker Fix – Complete
- 6) Air Header Repair - Complete
- 7) Delinquency List
- 8) Sample Bill
- 9) Water Leak at 2403 Hyland Park
  - a) Looking into Water leak at 2403 Hyland Park
  - b) Interview Staff
  - c) Looked at the log sheet for water plant psi
  - d) Isolated leak
  - e) Determined Private Issue
  - f) No Fault of the Operating Company or MUD
  - g) Turning over to Harris County MUD 304 Attorney

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

08/28/2025

Sample ID	PWSID	PWS Name	Sample Site	County	Collection Date	Collection Time	Collector	Analysis Date	Analysis Time	Sample Type	Source	Chlorine mg/L	Total Coliform	<i>E. coli</i>
8252613	TX1012941	Harris County MUD 304	2306 Milford Place	Harris	08/19/25	9:21	BF	08/19/25	15:40	Routine	Lake	2.79	not found	not found
8252614	TX - N/A	Harris County MUD 304	WP Interconnect	Harris	08/19/25	9:27	BF	08/19/25	15:40	Special	Lake	3.27	not found	not found
8252615	TX1012941	Harris County MUD 304	2611 Bradburn Hill Ln	Harris	08/19/25	9:34	BF	08/19/25	15:40	Routine	Lake	3.15	not found	not found
8252616	TX1012941	Harris County MUD 304	13303 Arden Ridge Ln	Harris	08/19/25	9:38	BF	08/19/25	15:40	Routine	Lake	2.83	not found	not found
8252617	TX1012941	Harris County MUD 304	13418 Bella Chase Dr	Harris	08/19/25	9:42	BF	08/19/25	15:40	Routine	Lake	3.06	not found	not found
8252618	TX1012941	Harris County MUD 304	12627 Mardi Gras Dr	Harris	08/19/25	9:48	BF	08/19/25	15:40	Routine	Lake	3.28	not found	not found
8252981	TX1012941	Harris County MUD 304	2706 Glenfield Manor Ln	Harris	08/20/25	13:06	KWM	08/20/25	19:50	Routine	Lake	1.38	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

Chlorine: Lake-total, Well-free  
  
TCEQ Lab ID: T104704311  
Certificate ID: TX-C24-00297  
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: 09/18/25  
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	2.57	2.50	0.02	0.502	0.025	18	T
WP GST	3.55	3.46	0.03	0.472	< 0.01	12	N
Surface Water Interconnect	3.43	3.37	0.01	0.421	< 0.01	12	N
2611 Bradburn Hill Ln	2.86	2.84	0.01	0.325	< 0.01	6	N
13303 Arden Ridge Ln	2.44	2.44	0.02	0.492	0.025	10	T
13418 Bella Chase Dr	2.81	2.78	0.03	0.461	< 0.01	16	N
12627 Mardi Gras Dr	3.51	3.24	0.04	0.457	< 0.01	12	N

Method:	Hach 8167	Hach 10200	Hach 10200	EPA 300.0	EPA 300.0	SM 9215
Analyst:	BF	BF	BF	TC	TC	TC
Date:	09/18/25	09/18/25	09/18/25	09/18/25	09/18/25	09/18/25

\* 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



PRECISION  
UTILITY LLC

---

Harris County MUD 304 Delinquent List

5385	\$411.69	5970	\$251.24
5411	\$348.80	6019	\$259.20
5415	\$373.80	6061	\$257.05
5437	\$351.00	6067	\$373.59
5482	\$26.19	6083	\$285.13
5491	\$232.05	6222	\$222.74
5501	\$278.75	6236	\$327.64
5542	\$132.21	6251	\$261.50
5553	\$517.03	6267	\$318.43
5592	\$265.50	6283	\$466.32
5634	\$328.47	6384	\$160.59
5664	\$413.01	6415	\$334.53
5734	\$279.95	6435	\$346.00
5756	\$258.28	6516	\$403.05
5766	\$336.28	6525	\$1,992.67
5784	\$292.31	6592	\$423.11
5786	\$382.47	6608	\$468.27
5861	\$272.70	6609	\$317.52
5882	\$328.21	6666	\$371.65
5952	\$751.59	6668	\$342.96
6674	\$246.93	7134	\$307.90
6702	\$433.26	7138	\$423.62
6721	\$468.41	7147	\$258.97



# PRECISION UTILITY LLC

---

6723	\$165.87	7177	\$340.40
6836	\$153.36	7209	\$272.09
6842	\$546.19	7222	\$236.09
6849	\$374.44	7277	\$426.72
6863	\$948.51	7337	\$1,184.69
6872	\$211.62	7360	\$265.83
6875	\$318.48	7377	\$310.09
6942	\$131.52	7381	\$197.52
6959	\$491.65	7384	\$878.52
6998	\$1,210.40	7390	\$98.62
7017	\$313.09	7402	\$294.31
7040	\$325.52	7413	(\$80.00)
7064	\$469.53	7427	\$0.00
7077	\$316.25	7465	\$1,242.51
7090	\$1,379.88	7467	\$1,310.82
7118	\$270.69	7472	\$105.91
7127	\$548.50	7481	\$534.85
7483	\$342.79	7874	\$178.76
7521	\$204.19	7881	\$282.65
7535	\$231.90	7885	\$48.24
7557	\$266.82	7896	\$269.58
7562	\$534.20	7900	\$296.34
7585	\$293.75	7912	\$477.84
7639	\$328.46	7934	\$218.32



# PRECISION UTILITY LLC

---

7676	\$227.49	8030	(\$97.42)
7690	\$246.18	8031	\$330.85
7719	\$487.02	8116	\$237.64
7726	\$66.97	8124	\$314.63
7732	\$213.53	8139	\$277.28
7773	\$328.89	8200	\$481.88
7787	\$228.86	8217	\$1,283.21
7820	\$293.63	8277	\$89.20
7822	\$192.19	8278	\$871.38
7842	\$348.21	8323	\$560.37
7858	\$296.13	8325	\$229.62
7860	\$309.36	8355	\$705.32
7862	\$199.91	8375	\$685.05
8376	\$310.15	8712	\$415.77
8388	\$485.22	8791	\$452.64
8399	\$503.91	8803	\$352.00
8458	\$332.92	8823	\$146.15
8477	\$358.45	8828	\$350.30
8484	\$126.01	8833	\$416.37
8501	\$344.99	8842	\$64.51
8508	\$362.27	8846	\$415.18
8521	\$207.65	8870	\$366.53
8539	\$673.64	8884	\$340.73
8541	\$406.01	8922	\$788.04



# PRECISION UTILITY LLC

---

8559	\$274.08	8930	\$246.88
8561	\$44.59	8937	\$360.42
8567	\$232.89	8939	\$223.47
8568	\$285.65	8976	\$501.27
8620	\$337.14	9054	\$510.81
8633	\$361.71	9062	\$734.14
8650	\$307.08	9112	\$0.00
8664	\$354.76	9229	\$414.03
8670	\$504.36	9255	\$390.77
9300	\$299.45	230590	\$102.36
9346	\$307.12	237237	\$380.56
9394	\$392.22	258380	\$475.70
9398	\$749.15	258886	\$371.00
9479	\$2,535.14	259191	\$314.18
9480	\$94.22	259772	\$21.44
16217	\$363.01	261322	\$1,790.35
25284	\$44.49	261429	\$315.14
44233	\$517.56	262731	\$132.83
44588	\$570.67	262984	\$456.58
60886	\$348.41	263961	\$393.21
60892	\$323.34	264829	\$523.26
81800	\$366.01	265320	\$366.56
82584	\$527.06	265766	\$721.15
224691	\$436.41	265895	\$268.81



PRECISION  
UTILITY LLC

---

224841	\$439.79	266855	\$372.36
224860	\$91.34	267463	\$1.71
224987	\$56.06	268131	\$263.19
228807	\$108.81	268421	\$365.88
229040	\$550.43	268453	\$515.26
269302	\$328.20	271838	\$144.25
269305	\$158.04	274440	\$320.59
270303	\$328.20	275095	\$160.54
271283	\$378.78		



## Harris County MUD 304 Write Off List

Res. ID	Move Out Date	00: Account Classification	Balance
5482	05/12/25	Residential	\$26.19
5542	02/03/25	Residential	\$132.21
5553	06/23/25	Residential	\$517.03
5664	12/03/24	Residential	\$413.01
5734	02/13/25	Residential	\$279.95
6267	08/23/24	Residential	\$318.43
6384	07/15/24	Residential	\$160.59
6525	08/11/25	Residential	\$1,992.67
6702	12/23/24	Residential	\$433.26
6836	05/21/25	Residential	\$153.36
6863	07/22/25	Residential	\$948.51
6872	08/19/24	Residential	\$211.62
6942	07/22/25	Residential	\$131.52
7090	12/22/24	Residential	\$1,379.88
7138	12/22/24	Residential	\$423.62
7177	04/21/25	Residential	\$340.40
7277	12/30/24	Residential	\$426.72
7381	07/01/24	Residential	\$197.52
7384	03/29/24	Residential	\$878.52
7390	06/28/24	Residential	\$98.62
7465	05/06/24	Residential	\$1,242.51
7467	07/24/24	Residential	\$1,310.82
7472	06/24/25	Residential	\$105.91
7521	09/09/24	Residential	\$204.19
7535	06/04/25	Residential	\$231.90
7557	03/21/25	Residential	\$266.82
7676	09/21/23	Residential	\$227.49
7719	08/22/24	Residential	\$487.02
7726	06/25/25	Residential	\$66.97
7732	08/06/25	Residential	\$213.53
7874	04/04/24	Residential	\$178.76
7885	02/03/25	Residential	\$48.24
8116	01/06/25	Residential	\$237.64
8200	07/02/24	Residential	\$481.88
8217	07/31/25	Residential	\$1,283.21
8277	08/22/24	Residential	\$89.20
8325	12/22/24	Residential	\$229.62



# PRECISION UTILITY LLC

---

8484	08/21/25	Residential	\$126.01
8521	05/23/25	Residential	\$207.65
8539	02/21/24	Residential	\$673.64
8561	10/24/24	Residential	\$44.59
8567	08/22/25	Residential	\$232.89
8823	12/22/24	Residential	\$146.15
8828	08/21/25	Residential	\$350.30
8842	03/03/25	Residential	\$64.51
8922	07/24/24	Residential	\$788.04
9062	03/20/25	Residential	\$734.14
9398	05/22/25	Residential	\$749.15
9479	09/24/24	Residential	\$2,535.14
9480	05/22/25	Residential	\$94.22
25284	07/01/25	Residential	\$44.49
44233	06/20/25	Residential	\$517.56
82584	06/18/24	Residential	\$527.06
224841	01/07/25	Residential	\$439.79
224860	11/01/24	Residential	\$91.34
224987	02/17/25	Residential	\$56.06
228807	07/15/24	Residential	\$108.81
230590	08/06/24	Residential	\$102.36
258380	01/29/25	Residential	\$475.70
259772	08/28/24	Residential	\$21.44
262731	03/11/25	Residential	\$132.83
264829	02/21/25	Residential	\$523.26
266855	05/22/25	Residential	\$372.36
267463	05/02/25	Residential	\$1.71
269305	05/05/25	Residential	\$158.04
271838	06/03/25	Residential	\$144.25
275095	08/01/25	Residential	\$160.54

70002000000592000



Hello Juan Rojas

[Hide Tree](#)[My Home](#) [My Reports](#) [My Downloads](#) [My Notifications](#) [My Notes](#) [My Photos](#) [My Maps](#) [My Account](#) [Tutorials](#) [Help](#) [Log Out](#)

Org Tree

Facilities

Harris County Mud 304

Flushing Points

Sample Points

HC 304 Calibration

HC MUD #304 LS#1

HC MUD #304 LS#2

Harris County MUD #304 WP

Harris County MUD #304 WWTP 3 2

Operators

Search

172.68.7.104

[Refresh Tree](#)

## Please Notice

Edit By Element is limited to 32 readings at a time, so if you're date span is larger than 32 days, you'll need to edit 32 readings at a time.

Date / Time	System Pressure, In PSI
3/1/2025 8:47 AM	55
3/2/2025 7:54 AM	53
3/3/2025 11:23 AM	50
3/4/2025 12:22 PM	62
3/5/2025 11:28 AM	61
3/6/2025 1:22 PM	63
3/7/2025 2:33 PM	62
3/8/2025 10:54 AM	62
3/9/2025 9:04 AM	59
3/10/2025 4:25 PM	62
3/11/2025 4:26 PM	60
3/12/2025 1:59 PM	59
3/13/2025 3:37 PM	59
3/14/2025 1:52 PM	55
3/15/2025 10:42 AM	64
3/16/2025 11:30 AM	65
3/17/2025 10:07 AM	59
3/18/2025 11:02 AM	61
3/19/2025 8:42 AM	55
3/20/2025 2:28 PM	52
3/21/2025 9:27 AM	50
3/22/2025 9:00 AM	53
3/23/2025 8:06 AM	52
3/24/2025 5:17 PM	51
3/25/2025 4:04 PM	50
3/26/2025 3:15 PM	50
3/27/2025 3:32 PM	50
3/28/2025 2:32 PM	51
3/29/2025 12:49 PM	51
3/30/2025 11:57 AM	50
3/31/2025 10:50 AM	52

[Submit](#)[Cancel](#)



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

## **General Manager's Report**

Prepared by: Desmond LeBlanc, General Manager

Board Meeting Date: October 16, 2025

### **General Updates**

- National Night Out Event planning was a success. Over 200 guests were present.
- Sams does not offer charge accounts. They only allow for credit cards.
- Bench companies are still being researched for quotes.
- Burt's pressured washed the pavilion areas. Will be asking them for further cleaning along pavilions attached to MUD building.
- Building security upgrades are completed. New Cards have been issued to board members and SDMS contractors.
- 11 inside building LED lights have been replaced that were out. Outside lighting will be inspected by electrician as several lights are not working.
- Splashpad updates are pending. Awaiting quotes from vendor.
- Silverglen Townhomes Fence along walking trail has been repaired.
- Jewels & Gents event was a success this month.
- Awaiting quote from plumber for hot water heater for event room sink.
- Ventilation for Electrical Room, Event Storage Room and Safe Room is completed.
- Median Grass along Wellington by SG Townhomes has been cut.
- Received complaints from SGN resident regarding a homeowner using MUD property for personal use. Further Details and recommendations will be provided.
- Director Allen notified me of vandalism along the walking trail. Champions was contacted.
- We have transitioned to Winter Property Hours – 5:45am-7:45pm. Building Hours remain the same.
- Director Allen has requested quotes for automatic gates to be installed at the entrances of the parking lot. More details are forthcoming.
- MUD was recognized by State legislature for National Night Out Event.

## **Projects**

### **Community Development Block Grant-Public Facilities & Improvements (CDBG-PFI) Grant**

- At the request of Director Ford, I will be writing the grant application for the CDBG-PFI for MUD 304. Receiving support from engineer, attorney and bookkeeper for their respective items that is needed to complete grant. Further discussion and board action to officially proceed is required.

### **Sidewalk Repairs**

- Working with Director Allen and preliminary discussions are underway. Pictures are being taken of District sidewalks that need repair.

### **Building Oversight & Staffing**

- New Staff member started on Monday 9/22/2025.
- Dayana Cabrera has resigned, and we wish her the best.

### **Law Enforcement**

- Jose Garza to serve as our off-duty security patrol officer coordinator for events. Board action is required to sign his contract.

### **Rules Implementation**

- Rules for park, splash pad, tennis, and basketball courts are completed and posted on property.
- Rules are needed for walking trail regarding motor vehicles. Further discussion will take place

### **Outdoor Benches Updates**

- Did not hear from State Correction. Will reach out to other vendors for quotes. More details forthcoming.

### **Outdoor Parking Lights**

- Electrician has found that the photocell sensor on parking lot lights are not working. Quote provided in packet for board review.

### **Playground Equipment/Outside Restrooms & Tables •**

Pressure washing occurred and is completed.

- Outside public restroom doorknobs will be replaced for better security at night. More details will be provided.

### Electrical Port Gate & Building Security Upgrades •

New Gates have been installed.

- Doorbells have been installed.
- New front door keypad has been installed.

### Tennis Court Gate Locking System

- New door has been installed and security access is being installed and is working properly.

### Generator Update

- Blaze Contract was provided to Attorney for review. Signature is needed on contract to proceed.

### District Communication Policy

- A District Communication Policy outline was drafted and sent to touchstone for review. More details are forthcoming.

### Smart Meter Installation

Preliminary conversations with Directors Allen and Moses are underway. Suggestion was provided to begin a pilot style with having one household per community to have it installed.

### Walking Trail Improvements

Preliminary conversations with Director Allen are underway. Will be walking the trail to complete analysis.

### Items Requiring Board Approval

Item #	Item	Description	Requested Action
1	Blaze Generator	Contract Signature	Authorized needed
		Signature requested	
2	Drywall Repair	Repair for ceiling	Board Vote Required
		water damage at	
		Judy Jackson's home	
3	Grant SDMS to complete	Board vote required	
	Writer/Administrator	the CDBG-PFI Grant	
		application and serve	
		as the Grant	
		Administrator.	
4	Procurement Form	A Director signature	Board Vote Required
	Authorized Signature	is needed on	

*procurement forms.*

5.

*SGN Homeowner Complaint      Board needs to determine if they Board Vote Required  
want the attorney to  
send homeowner a  
notice regarding  
potential violations.*

# Grant Writing, Administration, and Management Agreement

---

(Supplemental to the Management Services Agreement between Harris County MUD No. 304 and Special Districts Management Solutions, LLC)

This Agreement is made and entered into this 16th day of October 2025, by and between Harris County Municipal Utility District No. 304 (“District”) and Special Districts Management Solutions, LLC (“Consultant”), collectively referred to as “Parties.”

## 1. Purpose

---

This Agreement establishes the terms under which Consultant will provide grant writing, administration, and management services to the District in connection with the Harris County Community Development Block Grant – Public Facility and Infrastructure (CDBG-PFI) Program.

This Agreement is supplemental to, but independent from, the existing Management Services Agreement between the District and Consultant. Services performed under this Agreement are considered separate and out-of-scope relative to the base management contract.

## 2. Scope of Services

---

Consultant shall provide the following services related to the CDBG-PFI Grant:

### *A. Grant Writing Phase*

---

1. Review the CDBG-PFI Request for Proposals, guidelines, and eligibility requirements.
2. Develop and receive support where necessary for the full grant narrative and budget request in alignment with District priorities, including but not limited to:
  - Land acquisition for new park development in Silverglen West
  - Enhancements to Silverglen Park
  - Redevelopment of Silverchase Park (demolition, drainage, and infrastructure upgrades)
  - Enhancements to existing walking trails (benches, lighting, shade trees)
3. Coordinate with District consultants (engineer, attorney, bookkeeper) to gather required documentation and certifications when needed.
4. Prepare and submit the complete grant application package to Harris County Housing and Community Development Department by the published deadline.
5. Respond to all pre-award questions or clarifications from County staff.

### ***B. Grant Administration and Management Phase (If Awarded)***

---

Upon successful award of the CDBG-PFI grant, Consultant will:

1. Serve as the Grant Administrator/Manager and primary point of contact between the District and Harris County.
2. Oversee compliance with all CDBG and HUD regulations, procurement rules, and reporting requirements.
3. Coordinate with District consultants to ensure all reimbursable activities are properly documented and submitted for draw requests.
4. Maintain all administrative records, correspondence, and financial documentation related to the grant and transport a copy of all records to the District's Records Management Officer.
5. Prepare and submit quarterly progress reports, reimbursement requests, and final closeout documentation.
6. Monitor subrecipient compliance, project timelines, and deliverables to ensure adherence to federal and County standards.
7. Provide ongoing communication to the District's Board regarding grant progress, obligations, and expenditures.

### **3. Compensation**

---

#### ***A. Grant Writing Fee***

---

Consultant shall be compensated at the rate of \$75.00 per hour, not to exceed 20 hours, for the preparation and submission of the CDBG-PFI grant application. Payment for this phase shall be made by the District upon submission of the application.

#### ***B. Grant Administration Fee (If Awarded)***

---

Upon successful award of the grant, Consultant shall receive twenty percent (20%) of total grant proceeds, which represents the portion allowable under the CDBG program for administrative and soft costs. This fee shall cover all ongoing management, reporting, and compliance work throughout the life of the grant. Payment shall be made from grant funds as disbursements are received by the District.

### **4. Term and Sunset Clause**

---

This Agreement shall become effective upon execution by both Parties and shall automatically terminate upon the earliest occurrence of any of the following:

1. The CDBG-PFI grant is not awarded to the District;
2. All awarded grant funds are expended and fully accounted for; or
3. The final closeout report has been accepted by Harris County and/or other grant governing entities.

Upon termination, no further payments shall be owed to Consultant except for compensation due for services rendered prior to the termination date.

## 5. Relationship of the Parties

---

Consultant acts as an independent contractor and not as an employee or agent of the District. Consultant shall have no authority to bind the District to any third-party contracts or obligations except as expressly authorized by the District's Board of Directors.

## 6. Compliance

---

Consultant shall comply with all applicable federal, state, and local laws and regulations related to CDBG program administration, procurement, and financial reporting, including 2 CFR Part 200 (Uniform Administrative Requirements).

## 7. Indemnification

---

Consultant agrees to indemnify and hold harmless the District, its officers, directors, and employees from and against all claims, damages, or liabilities arising out of Consultant's negligence or willful misconduct in performance of services under this Agreement.

## 8. Entire Agreement

---

This document constitutes the entire agreement between the Parties with respect to the subject matter herein and supersedes all prior understandings or representations. Any amendments must be in writing and approved by the District Board.

## 9. Governing Law

---

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Venue for any legal action related to this Agreement shall lie in Harris County, Texas.

### ***Fossil Fuels Boycott Verification***

As required by 2276.002, Texas Government Code, as amended, Operator hereby verifies that Operator, including any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, does not boycott energy companies, and will not boycott energy companies during the term of the Agreement. As used in the foregoing verification, "boycott energy companies" shall have the meaning assigned to the term "boycott energy company" in Section 809.001, Texas Government Code, as amended

### ***Firearms Discrimination Verification***

As required by Section 2274.002, Texas Government Code, as amended, Operator hereby verifies that Operator, including any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, (i) does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and (ii) will not discriminate against a firearm entity or firearm trade association during the term of the Agreement. As used in the foregoing verification, "discriminate against a firearm entity or trade association" shall have the meaning assigned to such term in Section 2274.001(3), Texas Government Code, as amended.

### ***12. Israel Boycott Verification***

As required by Chapter 2271, Texas Government Code, as amended, Operator hereby verifies that Operator, including any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, does not boycott Israel and will not boycott Israel through the term of the Agreement. As used in the foregoing verification, the term "boycott Israel" has the meaning assigned to such term in Section 808.001, Texas Government Code, as amended.

### ***Anti-Terrorism Representation***

Pursuant to Chapter 2252, Texas Government Code, Operator represents and certifies that, at the time of execution of this Agreement, neither Operator, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201 or 2252.153 of the Texas Government Code.

***Lone Star Infrastructure Protection Act Verification***

Pursuant to Chapter 2275 of the Texas Government Code, as amended, and to the extent the Agreement grants to Operator direct or remote access to the control of critical infrastructure, excluding access specifically allowed for product warranty and support, Operator verifies that neither Operator, including any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same, nor any of its sub-contractors are: (i) owned or controlled by (a) individuals who are citizens of China, Iran, North Korea, Russia or a designated country; or (b) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or (ii) headquartered in China, Iran, North Korea, Russia or a designated country. The term "designated country" means a country designated by the Governor as a threat to critical infrastructure under Section 2275.0103, Texas Government Code. The term "critical infrastructure" shall have the meaning assigned to such term in Section 2275.0101, Texas Government Code.

**10. Execution**

---

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written:

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

By: Sharon Mayo

Name: Sharon Mayo

Title: President

Date: 10/16/25

SPECIAL DISTRICTS MANAGEMENT SOLUTIONS, LLC

By: Desmond LeBlanc

Name: Desmond LeBlanc

Title: Managing Principal

Date: 10/16/2025

## Agreement for Off-Duty Police Coordination

This Agreement is made and entered into on this 16 day of October, 2025, by and between:

**Harris County Municipal Utility District No. 304** ("MUD 304"), hereinafter referred to as the **District**, and **Jose Garza**, hereinafter referred to as the **Coordinator**.

### 1. Purpose

The purpose of this Agreement is to set forth the terms under which the Coordinator will assist Harris County MUD 304 in coordinating with off-duty law enforcement officers for private events as approved by the District's Board.

### 2. Services

The Coordinator agrees to:

- a. Serve as the point of contact and work directly with **Mr. Desmond LeBlanc** on behalf of the District.
- b. Assist in securing and coordinating off-duty law enforcement officers for private events, subject to Board approval.
- c. Ensure communication between the District, Mr. LeBlanc, and the off-duty officers to facilitate smooth scheduling and operations.

### 3. Compensation

The District agrees to pay the Coordinator the sum of **Five Hundred Dollars (\$500.00)** per month for the services described above. Payment will be made on or about the 1st day of each month.

### 4. Term

This Agreement shall commence on October, 2025, and shall continue on a month-to-month basis unless terminated by either party with thirty (30) days' written notice.

### 5. Independent Contractor Status

The Coordinator shall perform services as an **independent contractor** and not as an employee of the District. Nothing in this Agreement shall be construed to create an employer-employee relationship.

### 6. Indemnification

The Coordinator agrees to indemnify and hold harmless Harris County MUD 304, its officers, directors, and agents, from and against any and all claims, damages, liabilities, and expenses arising out of or in connection with the Coordinator's services under this Agreement, except those resulting from the gross negligence or willful misconduct of the District.

### 7. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements, whether oral or written, with respect to the subject matter herein. Any modifications must be made in writing and signed by both parties.

**8. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

**Signatures**

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304

By: Sharon Mayo

Date: 10/16/25

Name: Sharon Mayo

Title: President

COORDINATOR - JOSE GARZA

[Signature]

Jose Garza

Date: 10/23/25

## **CONSTRUCTION AGREEMENT**

### **Between**

**Blaze Generators Services Inc.** ("Contractor") and  
**Harris County Municipal Utility District No. 304** ("Owner")

**Effective Date:** 10/16/2025

### **1. PARTIES**

This Construction Agreement (the "Agreement") is made and entered into by and between Blaze Generators Services Inc., a Texas limited liability company ("Contractor"), and Harris County Municipal Utility District No. 304 ("Owner"), a conservation and reclamation district and political subdivision of the State of Texas created pursuant to Article XVI, Section 59 of the Texas Constitution and operating pursuant to Chapters 49 and 54 of the Texas Water Code, as amended (Contractor and Owner may be referred to collectively as, the "Parties").

### **2. PROJECT LOCATION**

The work described in this Agreement shall be performed at the Owner's facilities located at 12525 Wellington Pkwy Houston, Texas 77014 (the "Project Site").

### **3. SCOPE OF WORK**

Contractor shall furnish all labor, equipment, materials, and supervision necessary to complete the following (the "Work"):

1. Modify existing perimeter fencing as needed for generator access and installation.
2. Provide and install one (1) 12-inch-thick reinforced concrete generator foundation pad.
3. Provide and install one (1) Generac 45kW standby generator, Model #RG04524ANSX
4. Provide and install one (1) 300 Amp Generac Automatic Transfer Switch (ATS).
5. Provide and install natural gas line from the meter to the generator.
6. Provide and install electrical conduit and wiring from the electric meter to the generator and ATS.
7. Perform startup, testing, and verification of complete system operation.

Contractor shall perform the Work in a professional and workmanlike manner consistent with industry standards and in compliance with all applicable codes, regulations, and manufacturer requirements.

### **4. CONTRACT PRICE AND PAYMENT TERMS**

Owner agrees to pay the Contractor a **lump sum of Forty-Eight Thousand Six Hundred Dollars (\$48,600.00)** for satisfactory completion of the Work.

**Payment Schedule:**

- **First Payment:** 50% of the contract price (\$24,300.00) shall be due upon completion of the concrete generator foundation and placement of the generator at the Project Site.
- **Final Payment:** The remaining 50% (\$24,300.00) shall be due upon full completion of the Work, including installation of the transfer switch, gas and electrical connections, and successful system startup and testing.

All payments shall be made within **forty-five (45) days** of invoice submission for each milestone.

## **5. TIME OF PERFORMANCE**

Work shall commence upon Owner's issuance of a notice to proceed. Contractor agrees to diligently prosecute the Work to completion within a reasonable time frame, subject to weather delays, material availability, or other unforeseen circumstances beyond Contractor's control.

## **6. WARRANTY**

Contractor warrants that the Work shall be free from defects in materials and workmanship for a period of **five (5) years** from the date of completion. Manufacturer warranties shall apply in addition to this warranty. Contractor shall correct any defects arising within the warranty period at no cost to Owner.

## **7. CHANGE ORDERS**

Any additions, deletions, or modifications to the Work must be agreed to in writing and signed by the Parties through a formal change order prior to execution.

## **8. INSURANCE AND COMPLIANCE**

Contractor shall agree to maintain during the term of this Agreement and provide to the District a current certificate of insurance as evidence of, General Liability coverage (minimum limits: \$1,000,000 per occurrence; \$1,000,000 aggregate) and Workers Compensation coverage (Statutory) prior to commencing the Project. Contractor agrees to provide updated certificate of insurance should the policy evidencing such coverage expire during the term of this Agreement.

Contractor will provide executed Form 1295 to the Owner prior to commencing the Project.

## **9. PERMITS; CODES; SAFETY**

Contractor will perform the Project in accordance with applicable laws, codes, and regulations and customary safety practices. To the extent permits or inspections are required, Contractor will obtain them unless otherwise required by law for Owner to obtain such approvals.

## **10. CLEANUP; WASTE DISPOSAL**

Contractor will keep the Project Site reasonably clean and free of debris and will haul away construction debris generated by the Work .

## **11. INDEMNIFICATION**

TO THE EXTENT PERMITTED BY LAW, CONTRACTOR SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS OWNER FROM THIRD-PARTY CLAIMS FOR BODILY INJURY OR PROPERTY DAMAGE ARISING OUT OF OR CAUSED BY THE NEGLIGENT ACT, ERROR, OMISSION OR INTENTIONAL WRONGDOING OF CONTRACTOR, ITS SUBCONTRACTORS OR THEIR RESPECTIVE AGENTS, EMPLOYEES OR REPRESENTATIVES WHICH ARISE FROM THE PERFORMANCE OF THE SERVICES OR OTHERWISE WHILE PRESENT ON OWNER'S PROPERTY FOR THE PURPOSE OF RENDERING SERVICES PURSUANT TO THIS AGREEMENT. THIS PROVISION DOES NOT REQUIRE CONTRACTOR TO INDEMNIFY OWNER FOR OWNER'S OWN NEGLIGENCE. NOTHING IN THIS AGREEMENT WAIVES OWNER'S GOVERNMENTAL OR SOVEREIGN IMMUNITY.

## **12. TERMINATION**

Owner may terminate this Agreement for convenience upon written notice to Contractor. Contractor shall be compensated for Work performed up to the date of termination.

## **13. ENTIRE AGREEMENT**

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements, representations, proposals, or discussions. Any modification must be in writing and signed by both Parties.

## **14. INDEPENDENT CONTRACTOR**

Contractor is an independent contractor and will never be construed as an employee of the Owner. No employment, partnership, or joint venture is created by this Agreement.

## **15. ASSIGNMENT**

Neither the Contractor nor the Owner may assign this Agreement without the other's expressed written consent.

## **16. GOVERNING LAW; VENUE**

Texas law governs this Agreement. Venue lies exclusively in the state courts located in Harris County, Texas.

## **17. SEVERABILITY**

In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

## **18. NO WAIVER**

The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

## **19. COUNTERPARTS**

This Agreement may be executed in counterparts, each deemed original and together one instrument.

## **20. STATE OF TEXAS VERIFICATIONS**

Verification Pursuant to Chapter 2271 of the Texas Government Code. By execution of this Agreement, Contractor hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, “boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

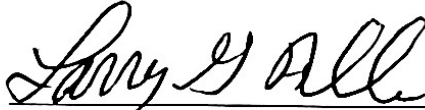
Verification Pursuant to Chapter 2252 of the Texas Government Code. By Execution of this Agreement, Contractor hereby represents and certifies that, at the time of execution of this Agreement, neither Party, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code. The term “foreign terrorist organization” in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

Verification Regarding Discrimination Against Firearm Industry or Trade Association. By execution of this Agreement, Contractor hereby certifies that neither Party, nor any parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, has a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association, and will not discriminate through the term of this Agreement against a firearm entity or firearm trade association pursuant to Section 2274.002, Texas Government Code, as amended.

Verification Regarding Energy Company Boycott. By execution of this Agreement, Contractor hereby certifies that neither Party, nor any parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, boycotts energy companies or will boycott energy

companies through the term of this Agreement pursuant to Section 2274.002, Texas Government Code, as amended.

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



Owner's Signature

LARRY G ALLEN I

Name

DIRECTOR

Title

**BLAZE GENERATORS SERVICES  
INC.**



Contractor's Signature

Kevin Robinson

Name

President

Title

CERTIFICATE FOR  
RESOLUTION ESTABLISHING MEETING PLACE  
OUTSIDE THE DISTRICT

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, October 16, 2025, at 12525 Wellington Parkway, Houston, Texas, 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 Allene 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

RESOLUTION ESTABLISHING MEETING PLACES  
OUTSIDE THE DISTRICT

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 October 16, 2025.

  
Secretary, Board of Directors

  
President, Board of Directors



RESOLUTION ESTABLISHING MEETING PLACES  
OUTSIDE THE DISTRICT

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

WHEREAS, Harris County Municipal Utility District No. 304 (the "*District*") is a political subdivision of the State of Texas, created as a conservation and reclamation district pursuant to Chapter 54, Texas Water Code, as amended; and

WHEREAS, in accordance with Sections 49.062 and 49.063 of the Texas Water Code, as amended, the Board of Directors (*the "Board"*), by previous resolutions, established 12525 Wellington Parkway, Houston, Texas; 2001 Timberloch Place, Suite 500, The Woodlands, Texas 77380; 12470 Walters Road, Houston, Texas 77014; and 14003 Walters Road, Houston, Texas 77014 as meeting places open to the public;

WHEREAS, the District wishes to establish additional meeting places outside the boundaries of the District; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304 THAT:

I.

The Board of Directors hereby designate the offices of Norton Rose Fulbright US LLP, 1550 Lamar Street, Suite 2000, Houston, Texas 77010; and the offices of Precision Utility, LLC, 9419 Lamkin Road, Houston, Texas 77049, as additional meeting places outside of the District boundaries. The Board's meeting places are hereby declared to be public places for the purpose of meetings of the Board. The public is invited to attend any meeting of the Board.

II.

The Preside or Vice President and the Secretary or Assistant Secretary of the Board of Directors are authorized to evidence adoption of this Resolution on behalf of the Board of Directors and to do all other things proper and necessary to carry out the intent hereof, including filing a copy hereof with the Texas Commission on Environmental Quality and publishing notice of the locations in a newspaper of general circulation in the District.

\* \* \*

## CERTIFICATE OF SECRETARY

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, October 16, 2025, at 12525 Wellington Parkway, Houston, Texas, 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

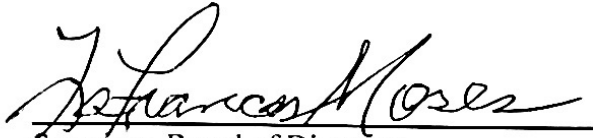
### **ORDER APPOINTING A RECORDS MANAGEMENT OFFICER AND ESTABLISHING A RECORDS MANAGEMENT PROGRAM**

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 October 16, 2025.

  
Secretary, Board of Directors

  
President, Board of Directors



ORDER ADOPTING A RECORDS MANAGEMENT OFFICER  
AND ESTABLISHING A RECORDS MANAGEMENT PROGRAM

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

WHEREAS, Harris County Municipal Utility District No. 304 (the "*District*") is a political subdivision of the State of Texas, created as a conservation and reclamation district pursuant to Chapter 54, Texas Water Code, as amended;

WHEREAS, Texas Local Government Records Act, Texas Local Government Code Chapter 203, requires governing bodies of local governments to appoint a Records Management Officer of the District (the "*RMO*") and to develop an active and continuous records management program which prescribes policies and procedures consistent with the Texas Local Government Records Act and in the interest of cost effective records management; and

WHEREAS, the Board of Directors of the District (the "*Board*") wishes to appoint an RMO and approve Records Management Program;

WHEREAS, the Board revokes any and all RMOs previously appoint and rescinds all previous Records Management Programs that may have been previously established; and

WHEREAS, Texas Local Government Code sections 203.025 and 203.026 requires that a copy of this Order and attachment be filed with the Director of the Texas State Library and Archives Commission after its adoption by the Board.

IT IS, THEREFORE, ORDERED that:

I.

The appointment of the RMO set forth in the attached Records Management Program is hereby approved.

II.

The Board hereby adopts the attached Records Management Program, which shall supersede any records management programs previously enacted.

III.

The RMO is hereby authorized to execute a "*Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act*" and to file such declaration and the attached program with the Texas State Library and Archives Commission.

\* \* \*

# **RECORDS MANAGEMENT PROGRAM**

## **ARTICLE I**

### **GENERAL**

#### Section 1.01 *Purpose*

The purpose of this Records Management Program is to establish, promote, and support an active and continuous program for the efficient and economical management of all Records, to cause policies and procedures to be developed, and to facilitate the creation and maintenance of Records that document the organization, functions, policies, decisions, procedures and essential transactions of Harris County Municipal Utility District No. 304 (the "*District*").

#### Section 1.02 *Definitions*

For purposes of this Records Management Program and compliance with the Act, the following terms shall have the meanings that are assigned to them in this Section whenever they are used in this Records Management Program.

"*Act*" means Local Government Records Act, Texas Local Government Code sections 201.001 - 205.009 as now or hereafter amended.

"*Board*" means the Board of Directors of the District.

"*Commission*" means the Texas State Library and Archives Commission.

"*Director*" means the executive and administrative officer of the Commission or its designee.

"*Record*" means any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium which is created or received by the District, its officers or employees pursuant to law or the transaction of business regardless of physical form or characteristic, and regardless of whether public access to it is open or restricted under state law; *however*, "*Record*" excludes: (1) extra identical copies of documents created only for convenience of reference or research by officers or employees of the District; (2) notes, journals, diaries, and similar documents created by an officer or employee of the District for the officer's or employee's personal convenience; (3) blank forms; (4) stocks of publications; (5) library and museum materials acquired solely for the purposes of reference or display; (6) copies of documents in any media furnished to members of the public to which they are entitled under the Open Records Act (Chapter 552, Texas Government Code); (7) any records, correspondence, notes, memoranda, or other documents associated with a matter conducted under an alternative dispute resolution procedure in which personnel of the District participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization; and (8) any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium that (a) either is not created or received by a District officer or employee or is duplicate of a document or other information medium created or received by a

District officer or employee and retained by a District consultant as part of its own records, and (b) is created or received by a District consultant that (i) is an independent contractor and (ii) is not an officer or employee of the District.

“*Records Control Schedules*” means the document prepared by or under the control of the RMO which lists the Records maintained by the District, their retention period, and other dispositive information required by the District.

“*RMO*” means the individual or office appointed from time to time by the board of directors of the District to serve as records management officer.

## **ARTICLE II**

### **RECORDS MANAGEMENT OFFICER**

#### **Section 2.01   *Designation***

The offices of the District’s General Counsel, Norton Rose Fulbright LLP, 1550 Lamar Street, Suite 2000, Houston, Texas 77010, shall serve as records management officer for the District. As provided by law, the name of each successive holder of the office shall, within 30 days after designation, be filed with the Director.

#### **Section 2.02   *Successor***

In the event of the resignation, retirement, or dismissal of the officer so designated as records management officer, a successor shall be appointed within a reasonable time by the Board.

#### **Section 2.03   *Duties***

The records management officer of the District shall perform all duties required by law of a records management officer, including:

- (1) assist in developing policies and procedures for the records management program established hereby;
- (2) administer the records management program and provide assistance to custodians for the purpose of reducing cost and improving the efficiency to record keeping;
- (3) prepare and file with the director and librarian any records control schedules and requests for authorization to destroy records not on an approved control schedule;
- (4) develop procedures to ensure the preservation of local government records that are essential or of permanent value;
- (5) ensure that the maintenance, preservation, destruction, or any other disposition of records is carried out in accordance with the policies and procedures of the records management program and the rules adopted thereto;

(6) disseminate to the District and Board information concerning state laws and administrative rules relating to local government records; and

(7) establish procedures to ensure that the handling of records is carried out with due regard for the duties and responsibilities of custodians that may be imposed by law and the confidentiality of information in records to which access is restricted by law.

### **ARTICLE III**

#### **RECORDS CONTROL SCHEDULE**

##### **Section 3.01 *Records Control Schedules***

The Board hereby adopts the following records control schedules issued by the Commission for use in the District's records management program, as the same now exist or may be amended:

- (1) Schedule EL (Records of Elections and Voter Registration)
- (2) Schedule GR (Records Common to all Governments)
- (3) Schedule TX (Records of Property Taxation)
- (4) Schedule UT (Records of Utility Services)

##### **Section 3.02 *Supplemental Schedules***

From time to time the Board may amend the schedules described in Section 3.01 by filing for approval with the Commission supplemental records control schedules on which are listed proposed retention periods for records that do not appear on schedules issued by the Commission. Such supplemental schedules shall prevail over any schedule adopted in Section 3.01 in the event of any conflict.

##### **Section 3.03 *Review of Schedules***

The RMO shall review the records control schedules annually and recommend to the Board any revisions.

### **ARTICLE IV**

#### **RECORDS DESTRUCTION AND ALIENATION**

##### **Section 4.01 *Destruction of Records***

Neither the District nor any person who has custody of a Record by consent of the District shall destroy a Record unless one of the following conditions exist:

(1) such Record is listed on a Records Control Schedule described in Section 3.01 or filed with and approved by the Director pursuant to section 203.041 of the Act and the retention period listed therein for such Record has expired;

(2) the Record appears on a list of obsolete Records, as described in the Act, approved by the Director pursuant to section 203.044 of the Act;

(3) if the RMO files a destruction request for the Record with the Director or the Director's designee and the Director or such designee approves such request;

(4) if the Record is directed to be destroyed or obliterated by an expunction order issued by a district court; or

(5) if the Record is exempt from scheduling or filing requirements by rules adopted by the Commission or listed as exempt in a record retention schedule issued by the Commission.

#### Section 4.02 *Methods of Destruction*

Records to which public access is restricted under the Open Records Act (Chapter 552, Texas Government Code), shall be destroyed by burning, pulping or shredding; all other Records can be destroyed by the above means or by burial in a landfill or by sale or donation for recycling, provided that the Board establishes procedures for ensuring that the District Records are rendered unrecognizable or uses other methods approved by the Director that render the Records unrecognizable as District Records.

#### Section 4.03 *Alienation of Records*

Neither the District nor any District consultant or other designee shall sell, donate, loan, or transfer any Record to a private college, university, private museum or library or private organization of any type, or to an individual, *except* (1) with the consent of the Director or the Director's designee and after such Record's retention period under the District's Record Control Schedule has passed, (2) temporarily for the purposes of microfilming, duplication, conversion to electronic media, restoration, or similar records management and preservation procedures, or (3) in a transfer of Records to a District consultant subject to Section 5.02 herein.

### **ARTICLE V**

### **CARE AND PRESERVATION OF RECORDS**

#### Section 5.01 *Storage*

District Records shall be held in a secure area free from moisture or any other condition which could damage, alter, or destroy such Records.

#### Section 5.02 *District Ownership of Records*

The District may transfer Records to a consultant provided that such consultant agrees to act as custodian of such Records and agent of the District; however, such transfer shall not impair, alter, or otherwise change District ownership of records.

#### Section 5.03 *Compliance with Open Records Act*

All Records shall be held in compliance with Open Records Act, Chapter 552, Texas Government Code.

#### Section 5.04 *Microfilm and Electronic Storage of Records*

Subject to Texas Local Government Code sections 204.001-205.009, the District and consultants who maintain Records may, after proper authorization by the Board, maintain Records on microfilm or store such Records electronically in addition to or instead of paper. The District and consultants agree to comply with the rules adopted by the Commission (13 T.A.C. §7.71 *et seq.*) regarding standards and procedures for management of electronic records with retention periods of ten years or more.

#### Section 5.05 *District Consultants*

Each District consultant who retains Records shall retain all District Records in accordance with the requirements of this Program. Each District consultant shall provide the District with a letter agreeing to comply with all provisions of this Program in connection with Records. Such letter shall detail the consultant's method of indexing, storing, and protecting Records. Each such letter shall be filed as part of the Records.

Each District consultant who wishes to destroy District Records which may be destroyed under the District's records control schedules shall file with the District a letter detailing the consultant's plans for destroying Records. Nothing herein shall require a District consultant to destroy Records for which the minimum retention period has expired, unless specifically directed to do so by the Board.

\*

\*

\*

## APPOINTMENT OF AGENT FOR THE 2025 BOND AUTHORIZATION ELECTION

WHEREAS, Harris County Municipal Utility District No. 304 (the "District") will hold a Bond Authorization Election on the first Tuesday in November of 2025;

WHEREAS, pursuant to Section 31.123 of the Texas Election Code, if the Secretary of the Board of Directors does not maintain an office, the Secretary is required to appoint an agent (i) to maintain office hours, (ii) to maintain the documents, records, and other papers relating to the election, (iii) to receive any personally delivered document relating to the election that the Secretary of the Board of Directors is authorized or required to receive; and (iv) to make available for inspection and copying documents, records and other papers that are required to be maintained in the agent's office, subject to approval of the Board of Directors (the "Board"); and

WHEREAS, pursuant to Section 49.109 of the Texas Water Code, the Board may appoint a person, including a District officer, employee or consultant, to serve as the District's agent under Section 31.123, Texas Election Code;

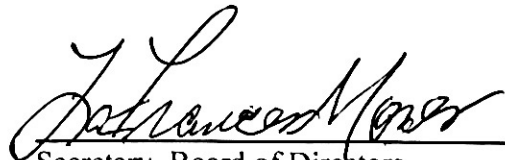
### NOW, THEREFORE, BE IT KNOWN THAT:

1. The Secretary of the Board hereby appoints Jessica Leung of Norton Rose Fulbright US LLP, as the Secretary's agent to perform the duties provided by Section 31.123 of the Election Code and to perform any other ministerial duties in connection with the election that may lawfully be performed by such agent, and the Board approves such appointment.

2. The Board hereby appoints Jesica Leung of Norton Rose Fulbright US LLP, as the District's agent to perform the duties provided by Section 31.123 of the Election Code and to perform any other ministerial duties in connection with the election that may lawfully be performed by such agent.

3. The Secretary and the Board hereby confirm and ratify all actions previously taken by such agent in connection with the 2025 Bond Authorization Election.

DATED this 16<sup>th</sup> day of October, 2025.

  
Secretary, Board of Directors

  
President, Board of Directors

CERTIFICATE FOR ORDER ADOPTING AND AUTHORIZING OFFICIAL  
NOTICE OF SALE AND BID FORM, AUTHORIZING DISTRIBUTION THEREOF  
AND OF A PRELIMINARY OFFICIAL STATEMENT AND AUTHORIZING PUBLICATION  
OF NOTICE OF SALE

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 October 16, 2025, 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 Scott, Secretary  
LaFrances Moses, Director  
Larry Gene Allen Sr., Director

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

ORDER ADOPTING AND AUTHORIZING OFFICIAL NOTICE OF SALE AND BID FORM,  
AUTHORIZING DISTRIBUTION THEREOF AND OF A PRELIMINARY OFFICIAL  
STATEMENTAND AUTHORIZING PUBLICATION OF NOTICE OF SALE

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, as amended, and Section 49.063, Texas Water Code, as amended.

SIGNED AND SEALED this October 16, 2025.

HARRIS COUNTY MUNICIPAL  
UTILITY DISTRICT NO. 304

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

ATTEST:

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



ORDER ADOPTING AND AUTHORIZING OFFICIAL NOTICE OF SALE AND BID FORM,  
AUTHORIZING DISTRIBUTION THEREOF AND OF A PRELIMINARY OFFICIAL  
STATEMENT AND AUTHORIZING PUBLICATION OF NOTICE OF SALE

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

WHEREAS, Harris County Municipal Utility District No. 304 (the “*Issuer*”) desires to issue its bonds described in the Official Notice of Sale attached hereto as *Exhibit A* to pay the cost of acquiring and constructing certain facilities needed by the Issuer;

WHEREAS, the Issuer desires to establish the terms by which such bonds shall be offered for sale; and

WHEREAS, the financial advisor to the Issuer has prepared and presented to the Board of Directors of the Issuer (the “*Board*”) drafts of an Official Notice of Sale, Preliminary Official Statement, and Official Bid Form and explained to the Board the proposed terms of such bonds and of their sale;

NOW, THEREFORE, BE IT ORDERED BY THE BOARD OF DIRECTORS OF HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304 THAT:

I.

The Board hereby invites bids to purchase the bonds of the Issuer described in, upon the terms and conditions prescribed by, the Official Notice of Sale attached hereto as *Exhibit A* and made a part hereof for all purposes as fully as if set forth herein in full, as the same may be completed, modified, or supplemented with the approval of the President and the Vice President of the Board, or either of them, and the Board hereby adopts such terms and conditions as the terms which shall prevail at and govern the receipt and acceptance of bids for such bonds.

II.

The financial advisor to the Issuer is authorized and instructed to produce and to distribute to prospective purchasers of such bonds an Official Notice of Sale, Preliminary Official Statement, and Official Bid Form substantially in the form and to the effect attached hereto as *Exhibit A* as the same may be completed, modified, or supplemented with the approval of the President and the Vice President of the Board, or either of them. After such completion, the Preliminary Official Statement shall be deemed final for purposes of SEC Rule 15c2-12.

III.

The financial advisor to the Issuer is authorized and instructed to publish notice of sale of such bonds in the manner required by Section 49.183, Texas Water Code.

IV.

The President and the Vice President of the Board, or either of them, and the Secretary and any Assistant Secretary of the Board, or any of them, are authorized to evidence adoption of this Order and to do all things proper and necessary to carry out the intent hereof.

**AGREEMENT BETWEEN HARRIS COUNTY AND  
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 304 ,  
RELATING TO THE GENERAL AND SPECIAL ELECTIONS TO BE  
HELD  
ON NOVEMBER 4, 2025**

THE STATE OF TEXAS

§  
§  
§

COUNTY OF HARRIS

THIS AGREEMENT is made and entered into by and between Harris County, a body corporate and politic under the laws of the State of Texas (hereinafter the “County”), on behalf of the Harris County Clerk’s Office and Harris County Municipal Utility District No. 304 , a body corporate and politic under the laws of the State of Texas (hereinafter referred to as the “Entity”).

**RECITALS:**

The County will conduct an election on November 04, 2025, for multiple entities within Harris County. The County will use an electronic voting system, Hart Verity 2.7 (hereinafter “Voting System”), that has been duly approved by the Secretary of State pursuant to Texas Election Code §§122.031-122.039, §122.061, §122.091.

Part, or all, of the Entity lies within the boundaries of Harris County.

The Entity desires to join the November 04, 2025, General and Special Elections (hereinafter referred to as the “November 04, 2025, General and Special Elections”) being conducted by the County.

The County desires to provide certain election services to the Entity for its election to be held on November 04, 2025.

**TERMS:**

In consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED as follows:

**I. Entity’s Responsibilities**

The Entity’s governing body will approve this agreement with the County for election services and will appoint Teneshia Hudspeth, Harris County Clerk, as the Early Voting Clerk and Central Count Manager. Additionally, the Entity will appoint Teneshia Hudspeth, Harris County Clerk, to perform duties as the election officer and custodian of records, requiring her to maintain election records except for those records the Entity is responsible for generating and maintaining, including, but not limited to, candidate filings, postings, notices, and canvass reports.

The Entity agrees that it has furnished the County with a list of race titles, proposition titles, and proposition language, if applicable, for the November 04, 2025, General and Special Elections. All information must be provided in four (4) languages: English, Spanish, Vietnamese, and Chinese. The Entity understands and agrees, said understanding and agreement also being of the absolute essence of this Agreement, that the County will provide the maximum of nine hundred

(900) characters for ballot language per race for which the Entity contracts. Any character count exceeding this limit shall be subject to additional charges.

The Entity agrees that it provided the County with a list of candidates' names and ballot positions for the General and Special Elections scheduled for November 4, 2025.

Furthermore, the Entity agrees that it has verified its current jurisdictional boundaries (including any and all separate districts) and the total number of Harris County precincts required by those jurisdictional boundaries. Should the Entity fail to provide the County with this information by the specified deadline, the County is hereby authorized to adopt the current jurisdictional boundaries and total number of Harris County precincts for the non-performing Entity that are provided to the County by the Harris County Tax Assessor-Collector & Voter Registrar's Office, and the non-performing Entity hereby agrees to the County's use of this information to fulfill the requirements of this paragraph.

The Entity agrees to the appointment of all specified positions by the Harris County Commissioners Court, Election Board, and the Early Voting Clerk. These positions include Election Day Presiding and Alternate Judges, Early Voting Judges and Clerks, Early Voting Ballot Board and Central Count Presiding and Alternate Judges, Central Count Manager, and Tabulation Supervisor pursuant to the Texas Election Code. Furthermore, the Entity agrees to accept the Early Voting and Election Day polling places approved by the Harris County Commissioners Court and the hours designated by Harris County for Early Voting.

The Entity agrees to prepare, post, and publish any and all notices required of the Entity by state law concerning the November 04, 2025, General and Special Elections. Unless explicitly specified otherwise herein, the Entity commits to undertaking all necessary actions related to the November 04, 2025, General and Special Elections. The Entity bears the responsibility for the preparation of election orders, resolutions, notices, and other relevant documents for adoption or execution by the designated officer of the Entity regarding the November 04, 2025, General and Special Elections. The County shall bear no responsibility or obligation related to these preparatory activities conducted by the Entity. Furthermore, the Entity shall be solely responsible for submitting, if required or desired, any documentation to the United States Justice Department pursuant to the Voting Rights Act of 1965, as amended. The County Entity shall have no responsibility or duty in connection with such submissions concerning the November 04, 2025, General and Special Elections.

Regarding Debt Obligation Elections, if an entity is conducting a bond election, the entity accepts the responsibility to ensure that the required information, including the order, is furnished to the County. The County shall then upload this information to the epollbooks and post notices at the polling locations.

## **II. County's Responsibilities**

The County agrees to follow the Texas Election Code in conducting the General and Special Elections scheduled for November 4, 2025. The County agrees to provide mail ballots to all voters within the Entity's jurisdictions who request them. Additionally, the County shall allocate adequate space on the ballot to accommodate all candidate races and issues pertaining to the Entity.

The County will provide the Entity with all scheduled dates and times for Early Voting no later than the 21<sup>st</sup> day prior to Election Day. Additionally, the County agrees to provide designated polling locations for the duration of Early Voting. Furthermore, the County will coordinate the delivery of the Voting System equipment, along with other necessary equipment and supplies, for

use during Early Voting through personal appearance at the November 04, 2025, General and Special Elections.

The County agrees to provide all equipment and materials needed for Early Voting by mail for the November 04, 2025, General and Special Elections. The County is authorized to employ or use such personnel as it deems necessary or desirable to prepare and conduct Early Voting by mail.

Furthermore, the County agrees to supply all polling locations on Election Day, Voting System equipment, and any other necessary or desirable equipment for the conduct of the General and Special Elections on November 4, 2025, and to ensure their delivery to such polling places. The County commits to providing the Voting System to all polling locations at least one (1) hour prior to the designated opening of polls. The County shall determine the quantity of voting equipment available for the November 04, 2025, General and Special Elections, and such determination shall be final.

The County shall employ or utilize such personnel as it deems necessary to program and operate the automatic tabulating equipment in accordance with the Texas Election Code.

The Harris County Commissioners Court shall appoint the Presiding and Alternate Election Judges for each countywide polling location, as well as the Central Counting Station, Central Count Manager, and Tabulation Supervisor, in accordance with the Texas Election Code. Any additional appointments deemed necessary shall be made pursuant to the provisions of the Texas Election Code. The County agrees to pay the Presiding Judges of the County and their clerks, in accordance with Texas Election Code §§32.091-32.093 and §271.013, as amended, for their services related to the General and Special Elections scheduled for November 04, 2025, at the expense of the Entity. Furthermore, the County agrees to pay the Presiding Judge and clerks of the Early Voting Ballot Board for processing Early Voting mail ballots, as per Texas Election Code §§87.001-87.025, §87.101, and §87.103, as amended, at the expense of the Entity.

The County agrees to perform its obligations under this Agreement in accordance with all applicable federal and state laws, rules, and regulations.

Regarding the posting of Debt Obligation Election Orders, Harris County will, as a courtesy, have copies of all Debt Obligation Election Orders available in four (4) languages in the epollbook at each Early Voting location for this election. A notice, approved by the Secretary of State, will be posted on the wall indicating that information about the Debt Obligation Election Orders is accessible. On Election Day, the entity will provide the Debt Obligation Election Order in four (4) languages to the County. The County will upload this information to the epollbook and post notices at the polling locations.

### **III. Compensation**

The fair and reasonable compensation for the use of the County's Voting System, equipment, supplies, staff, and other services provided for election administration is detailed in the itemized list of estimated election expenses under **Exhibit A**, attached hereto and incorporated herein. The Entity agrees to pay its share of costs to the County for the Voting System, equipment, furniture, telephones, election kits, Early Voting Ballot by Mail, printing, supplies, delivery and transportation services, personnel, polling places, technical support, training, administrative costs, and any other expenses incurred by the Entity under this Agreement for the November 04, 2025, General and Special Elections held by the County and the Entity. The Entity also agrees to share the cost of the November 04, 2025, General and Special Elections in accordance with the terms of this Agreement.

The Entity's share of costs will be computed by attributing the total number of registered voters in each of the Entity's precincts that will be serviced by the County in the November 04, 2025, General and Special Elections Election. The Voter Registry of the Entity, as of seventy (70) days before the November 04, 2025, General and Special Elections Election, will be used to determine the total number of registered voters in each of the Entity's precincts. An estimate of the Entity's total cost is attached and incorporated herein as **Exhibit B**. The final determination of the Entity's share of the costs incurred by the County for November 04, 2025, General and Special Elections Election necessary for the purposes contemplated by this Agreement shall be made by the County and its decision shall be final.

The fair and reasonable valuation for the general supervision and advisory services provided by the County, in connection with decisions to be made and actions to be taken by officers of the Entity, shall not be less than seventy-five dollars (\$75) nor exceed ten percent (10%) of the total contract, in accordance with the relevant provisions of Chapters 31 of the Texas Election Code, as amended. The Entity agrees to pay the County with an administrative fee calculated as either (1) ten percent (10%) of the total cost of the services provided or (2) seventy-five dollars (\$75.00), whichever amount is greater, for advisory services pertaining to the November 04, 2025, General and Special Elections. It is further understood that the fees collected for these advisory services shall be deposited into a separate fund within the County treasury, in compliance with Texas Election Code §31.100, as amended.

The Entity agrees to deliver sixty percent (60%) of its respective total estimated cost for its share of the November 04, 2025, General and Special Elections to the County within ten (10) days following the execution of this Agreement. The County shall provide a comprehensive final accounting of the actual expenses incurred for the November 04, 2025, General and Special Elections within ninety (90) days thereafter. The Entity agrees to settle the County's invoice for the remaining balance of the election expenses within thirty (30) days of receipt. Payments payable to Harris County must be submitted to the Harris County Clerk's Office, Attn: Elections Department, P.O. Box 1148, Houston, TX 77251-1148. All related invoices, records, or documentation utilized in determining the total election costs will be made accessible by the County as soon as practicable by the County upon written request to the County at the address above. Within ten (10) days of this Agreement's execution, the County shall issue to the Entity a Personal Entity I.D. ("PEID") number assigned by the County Auditor. Each payment made by the Entity to the County shall include and reference the respective PEID number.

The waiver of any penalty fees imposed upon the Entity under this Agreement shall be subject to the discretion of the County.

#### **IV. Additional Entities**

It is understood that other political subdivisions may wish to participate in the November 04, 2025, General and Special Elections and request the use of the above-mentioned election equipment, voting places, and personnel, etc. It is agreed that the County may contract with other political subdivisions for such purposes. It is understood and agreed that the County will use the same formula for determining a cost share for each entity as described in this Agreement.

#### **V. Cancellation of Election**

In the event that the Entity's General and Special Elections scheduled for November 4, 2025, are enjoined or canceled, or if the Entity, for any reason, chooses not to proceed with the elections, the Entity acknowledges its responsibility for its proportional share of any costs and expenses incurred by the County up to the date of cancellation.

## **VI. Presiding Judges and Clerks**

For Election Day, Presiding Judges and clerks shall be chosen in accordance with the Texas Election Code Chapter 32. Regarding their powers and duties, the Presiding Judge is responsible for managing and conducting the election at the polling place of the election precinct they serve. See Texas Election Code §32.071.

## **VII. Notice**

Any notices permitted or required to be given under this Agreement must be made by certified mail, return receipt requested, or hand-delivered to the parties at the following addresses:

Harris County:

Harris County Clerk's Office Elections Department  
15600 Morales Rd.  
Houston, TX 77032  
Attention: A.L. Garcia Carrera

Entity:

Harris County Municipal Utility District No. 304  
, Texas  
Mitchell, Zientek & Scruggs, LLP  
Attention: Frank Mitchell

## **VIII. Termination**

Each party may terminate this agreement with thirty (30) days' notice as outlined in this agreement. If the Entity terminates this contract, the Entity shall be responsible for its share of costs and expenses incurred up to the time of termination or as specifically described herein.

## **IX. Miscellaneous**

Third Party Beneficiaries. The County is not obligated or liable to any party other than the Entity for performing this Agreement. Nothing in the Agreement is meant or shall be interpreted to create or expand any additional rights or remedies for any third party, or to impose any duties or responsibilities on the County with respect to any third party.

Successors and Assigns. The County and Entity bind themselves and their successors, executors, administrators, and assigns to the other party of this Agreement and to the successors, executors, administrators, and assigns of such other party, regarding all covenants of this Agreement. Nothing herein shall be interpreted as creating any personal liability on the part of any officer or agent of any public body that may be a Party hereto.

Applicable Law and Venue. This Agreement is governed by the laws of the State of Texas. The Agreement is subject to federal and Texas state laws, orders, rules, and regulations. Each Party

shall adhere to all relevant federal, state, and local laws, ordinances, rules, and regulations related to the performance of this Agreement.

Entire Agreement. This instrument contains the entire agreement between the parties. Any oral or written representations or amendments related to this instrument shall be of no force and effect excepting a subsequent modification is documented in writing and signed by both parties to this Agreement.

Severability. If any provision of this Agreement is construed as illegal or invalid, this will not affect the legality or validity of any other provisions hereof. The illegal or invalid provisions will be deemed stricken and deleted here from to the same extent and effect as if never incorporated herein.

Subtitles. The subtitles in this Agreement are provided for organizational purposes only and do not give the Agreement substantive meaning.

Multiple Counterparts. This Agreement will be executed in several counterparts, each of which shall be an original and constitute only one instrument.

EXECUTED on this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

ATTEST:

**HARRIS COUNTY**

\_\_\_\_\_  
Teneshia Hudspeth  
Harris County Clerk

APPROVED AS TO FORM:

CHRISTIAN D. MENESEE  
County Attorney

By \_\_\_\_\_  
Neeharika Tumati  
Assistant County Attorney  
CACI: 25GEN2725

HARRIS COUNTY MUNICIPAL UTILITY  
DISTRICT NO. 304

Signed by: Sharon Mayo

Name: Sharon Mayo

Title: President

## EXHIBIT A - COST ESTIMATE

November 4, 2025

General and Special Elections

Item	Estimated Costs			Actual Costs			
	Qty.	Cost	Total	Qty.	Cost	Hours	Total
<b>EARLY VOTING</b>							
Early Voting Election Workers			\$3,002,875.20				
Early Voting Ballot Board			\$33,316.80				
Early Voting Polling Places	69		\$131,200.00				
Early Voting Technical Support	69		\$192,154.56				
Sheriff/Constables (Security)			\$312,323.14				
<b>Ballot by Mail</b>							
Postage, Printing, Supplies			\$167,432.58				
			<b>\$3,839,302.28</b>				\$0.00
<b>Locations</b>							
Early Voting Equipment Delivery	69	\$575.00	\$39,675.00				\$0.00
Early Voting Equipment Pick-up	69	\$575.00	\$39,675.00				\$0.00
			<b>\$79,350.00</b>				\$0.00
<b>ELECTION DAY</b>							
Election Day Judge/Clerk & Judge Supply Pick-up			\$2,619,099.44	Judge/Clerk & Judge Supply Pick-up			
Central Count Station Judges & Clerks			\$15,840.00				
Election Day Technical Support			\$1,047,170.40				
Election Day Polling Places	600		\$75,000.00				
Sheriff/Constables (Security)			\$50,666.93				
			<b>\$3,807,776.77</b>				\$0.00
<b>Locations</b>							
Election Day Equipment Delivery	600	\$220.00	\$132,000.00				
Election Day Equipment Pick-up	600	\$220.00	\$132,000.00				
			<b>\$264,000.00</b>				\$0.00
<b>ELECTION NIGHT</b>							
Sheriff/Constables (Security)			\$17,600.00				
Election Night Drop Off Sites (Usage & other related items)			\$177,678.93				
			<b>\$195,278.93</b>				
<b>OTHERS ELECTION COSTS</b>							
ADA Procedures & Remedies			\$269,564.95				
Election Department Temporary Staff			\$2,792,589.09				
Training Sites			\$8,000.00				
Election Supplies & Other Printing			\$345,287.94				
			<b>\$3,415,441.98</b>				
<b>RENTALS</b>							
Truck/Van Rentals			\$72,459.44				
Polling Places Tables & Chairs Rental			\$25,636.00				
			<b>\$98,095.44</b>				\$0.00
Misc. (Election Corps. Program)			\$125,000.00				
<b>November 4, 2025, General &amp; Special Election Cost Estimate</b>			\$11,824,245.40				\$0.00
<b>Base Contract Cost</b>			<b>\$8,728,977.38</b>				
							\$0.00
<b>Estimated TOTAL</b>			<b>\$8,728,977.38</b>				\$0.00

## EXHIBIT B - COST ESTIMATE

November 4, 2025

## General and Special Elections

Entity	VR Count	% Share	Base Cost	Admin 10%	Total Cost Estimate	Deposit Due 60% of the Total Cost Estimate (includes the Admin fee)	40% of the Total Cost Estimate (includes the Admin fee)
		100%	\$8,728,977.38	\$872,897.74			
HARRIS COUNTY	2,663,051	47.25%	\$4,124,306.27	\$412,430.63	\$4,536,736.90		
CONGRESSIONAL DIST 18	414,756	7.36%	\$642,338.72	\$64,233.87	\$706,572.59		
HOUSTON; CITY OF	1,186,468	21.05%	\$1,837,500.45	\$183,750.04	\$2,021,250.49	\$ 1,212,750.30	\$ 808,500.20
CYPRESS-FAIRBANKS ISD	382,035	6.78%	\$591,663.23	\$59,166.32	\$650,829.55	\$ 390,497.73	\$ 260,331.82
HOUSTON ISD POSITIONS 5, 6, & 7	268,654	4.77%	\$416,068.40	\$41,606.84	\$457,675.24	\$ 274,605.15	\$ 183,070.10
HOUSTON CITY COL DIST 1 & 2	225,681	4.00%	\$349,515.49	\$34,951.55	\$384,467.03	\$ 230,680.22	\$ 153,786.81
KLEIN ISD	178,028	3.16%	\$275,714.58	\$27,571.46	\$303,286.04	\$ 181,971.62	\$ 121,314.42
ALDINE ISD	126,378	2.24%	\$195,723.47	\$19,572.35	\$215,295.81	\$ 129,177.49	\$ 86,118.33
BAYTOWN CCP DISTRICT	38,379	0.68%	\$59,438.12	\$5,943.81	\$65,381.93	\$ 39,229.16	\$ 26,152.77
BAYTOWN FCP & EMS DISTRICT	38,379	0.68%	\$59,438.12	\$5,943.81	\$65,381.93	\$ 39,229.16	\$ 26,152.77
BAYTOWN; CITY OF	38,377	0.68%	\$59,435.02	\$5,943.50	\$65,378.53	\$ 39,227.12	\$ 26,151.41
BELLAIRE; CITY OF	13,809	0.25%	\$21,386.20	\$2,138.62	\$23,524.82	\$ 14,114.89	\$ 9,409.93
WOODLANDS TOWNSHIP	9,642	0.17%	\$14,932.71	\$1,493.27	\$16,425.98	\$ 9,855.59	\$ 6,570.39
NORTHWEST PARK MUD	9,136	0.16%	\$14,149.06	\$1,414.91	\$15,563.96	\$ 9,338.38	\$ 6,225.59
JERSEY VILLAGE; CITY OF	5,516	0.10%	\$8,542.71	\$854.27	\$9,396.98	\$ 5,638.19	\$ 3,758.79
HC MUD 304	3,964	0.07%	\$6,139.11	\$613.91	\$6,753.02	\$ 4,051.81	\$ 2,701.21
HC WCID 036	3,814	0.07%	\$5,906.80	\$590.68	\$6,497.48	\$ 3,898.49	\$ 2,598.99
MISSOURI CITY	3,626	0.06%	\$5,615.64	\$561.56	\$6,177.20	\$ 3,706.32	\$ 2,470.88
HC MUD 033	3,261	0.06%	\$5,050.36	\$505.04	\$5,555.39	\$ 3,333.24	\$ 2,222.16
FOUNTAINHEAD MUD	2,799	0.05%	\$4,334.85	\$433.49	\$4,768.34	\$ 2,861.00	\$ 1,907.34
HC UD 016	2,738	0.05%	\$4,240.38	\$424.04	\$4,664.42	\$ 2,798.65	\$ 1,865.77
HC-FT BEND MUD #3	2,502	0.04%	\$3,874.88	\$387.49	\$4,262.37	\$ 2,557.42	\$ 1,704.95
HC WCID 074	2,357	0.04%	\$3,650.32	\$365.03	\$4,015.35	\$ 2,409.21	\$ 1,606.14
HC WCID 116	2,116	0.04%	\$3,277.08	\$327.71	\$3,604.79	\$ 2,162.87	\$ 1,441.92
HC MUD 086	1,975	0.04%	\$3,058.71	\$305.87	\$3,364.58	\$ 2,018.75	\$ 1,345.83
HC MUD 130	1,697	0.03%	\$2,628.17	\$262.82	\$2,890.99	\$ 1,734.59	\$ 1,156.39
GREEN TRAILS MUD	1,651	0.03%	\$2,556.93	\$255.69	\$2,812.62	\$ 1,687.57	\$ 1,125.05
HC MUD 189	1,512	0.03%	\$2,341.66	\$234.17	\$2,575.82	\$ 1,545.49	\$ 1,030.33
HC FWSD 001A	1,304	0.02%	\$2,019.52	\$201.95	\$2,221.48	\$ 1,332.89	\$ 888.59
LOUETTA ROAD UD	1,051	0.02%	\$1,627.70	\$162.77	\$1,790.47	\$ 1,074.28	\$ 716.19
ST GEORGE PLACE MANAGEMENT	924	0.02%	\$1,431.01	\$143.10	\$1,574.11	\$ 944.47	\$ 629.65
NEW CANEY ISD	667	0.01%	\$1,032.99	\$103.30	\$1,136.29	\$ 681.78	\$ 454.52
RICE VILLAGE MD PROPOSED	21	0.00%	\$32.52	\$75.00	\$107.52	\$ 64.51	\$ 43.01
HC MUD 610-PROPOSED	3	0.00%	\$4.65	\$75.00	\$79.65	\$ 47.79	\$ 31.86
FALLBROOK UD - DEFINED AREA 1	1	0.00%	\$1.55	\$75.00	\$76.55	\$ 45.93	\$ 30.62
HARRIS WALLER COUNTY MUD 11	0	0.00%	\$0.00	\$75.00	\$75.00	\$ 45.00	\$ 30.00
	5,636,272						