

**HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 345**  
**NOTICE OF PUBLIC MEETING**

Notice is hereby given to all interested members of the public that the Board of Directors of the above captioned District will hold a public meeting at 1300 Post Oak Boulevard, Suite 2500, Houston, Harris County, Texas, said address being a meeting place of the District.

**The meeting will be held on Monday, April 17, 2023, at 12:00 Noon.**

The Board shall consider and/or act on following matters:

1. Public comments;
2. Review and approve minutes of the March 20, 2023, Board of Directors meeting;
3. Bookkeeper's Report, including financial and investment reports and authorizing the payment of invoices presented;
4. Discussion regarding payroll processing services for Director per diems, expense reimbursements, and related tax payments and reporting, including approval of Client Services Agreement with HR&P, Inc. and acknowledgment of TEC Form 1295 in connection with same;
5. Adoption of Resolution Authorizing Electronic Transfer of Funds for Director Per Diems and Expense Reimbursements;
6. Tax Assessor-Collector's Report, including authorizing the payment of invoices presented and approve moving of accounts to uncollectible roll;
7. Delinquent tax collections attorney report, and take any action in connection therewith, including authorizing foreclosure proceedings, installment agreements, and the filing of proofs of claim;
8. Adoption of Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes and authorize the delinquent tax attorney to pursue the collection of delinquent real property taxes beginning July 1, 2023, including the filing of lawsuits, as necessary;
9. Engineer's Report, including:
  - (a) Authorizing the design, advertisement for bids and/or award of construction contracts or concurrence in the award of a contract for the construction of water, sanitary sewer and drainage facilities within the District and acceptance of Texas Ethics Commission ("TEC") Form 1295;

- (b) Status of construction contracts, including the approval/and or concurrence of any pay estimates and change orders and/or acceptance of facilities for operation and maintenance purposes, authorization to accept of TEC Form 1295, approval of any related storm water permits and approving of related storm water plans, including:
    - i. Installation of generators at the District's Lift Station Nos. 1 and 2 (CSE W-Industries, Inc.); and
    - ii. Installation of a generator at the District's Joint Wastewater Treatment Plant (CSE W-Industries, Inc.);
  - (c) Acceptance of site and/or easement conveyances for facilities constructed or to be constructed for the District;
  - (d) Approval of any consents to encroachment relative to District facilities; and
  - (e) Discussion regarding the status of repairs to sidewalks and trails located within the District by Harris County Precinct 4 and Harris County Municipal Utility District No. 346;
- 10. Status of acquisition of property owned by Second Baptist Church for a second water well; authorize any action in connection therewith;
- 11. Operator's Report, including:
  - (a) Monthly Report;
  - (b) Compliance with permits and regulatory requirements, including review of any notices of violations, responses to notices and remedial action taken, self-reporting forms as and if required, and correspondence to and from regulatory agencies regarding same;
  - (c) Appeals of District charges;
  - (d) Refer accounts for collection;
  - (e) Write-off of uncollectible accounts;
  - (f) Repair and maintenance of District facilities, including status of repair of well motor;
  - (g) Status of water meter replacement program;
  - (h) Authorize the preparation of a draft Consumer Confidence Report for review by Board of Directors; and
  - (i) Annual report regarding status of the District's Identity Theft Prevention Program ("Program"), including discussion of Program compliance, staff training, effectiveness and suggested changes;
- 12. Approval of an Amended Rate Order in connection with an increase in the City of Houston's groundwater reduction plan fees;
- 13. Green Trails Monthly Report regarding supplemental law enforcement services;
- 14. Status of implementation of mass communication messaging system by Classic Messaging LLC and Opt-in Campaign relative to same;

15. Status of Audit (due June 15, 2023);
16. Attorney's Report;
17. Discuss status of potential litigation involving the District and authorize any action in connection therewith;
18. Convene Closed Session for consultation with attorney regarding pending or threatened litigation or matters protected by attorney-client privilege pursuant to Section 551.071, Texas Government Code, as amended, and deliberation regarding the purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code, as amended;
19. Reconvene in Open Session and authorize any actions related to matters discussed in Closed Session; and
20. Matters for possible placement on future agendas.

(SEAL)



SCHWARTZ, PAGE & HARDING, L.L.P.

By: \_\_\_\_\_

Katherine Henderson  
Attorney for the District

***Persons with disabilities who plan to attend this meeting and would like to request auxiliary aids or services are requested to contact the District's attorney at (713) 623-4531 at least three business days prior to the meeting so that appropriate arrangements can be made.***