

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, December 18, 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 November 20, 2023, and December 11, 2023, Board of Directors meetings;
3. Appointment of a new Director to fill the vacancy on the Board;
4. Acceptance of Qualification Statement, Bond, Oath of Office, Affidavit of Current Director and Election Not to Disclose Certain Information of new Director;
5. Discuss training requirements for new Director pursuant to the Texas Open Meetings Act and the Texas Public Information Act, and the procedures for compliance with same;
6. Discuss conflict disclosure statement reporting requirements memorandum for new Director;
7. Election of officers of Board of Directors of District;
8. Approval of District Registration Form relative to appointment of new Director;
9. Authorize preparation and maintenance of a local government officers list in connection with conflict of interest disclosure requirements;
10. Bookkeeper's Report, including financial and investment reports and authorizing the payment of invoices presented;
11. Tax Assessor-Collector's Report, including authorizing the payment of invoices presented and approve moving of accounts to uncollectible roll;
12. 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;

13. 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;
 - (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;
 - (f) Status of service line inventory required under new lead and copper regulations (due October 2024);
 - (g) Capital Improvement Plan; and
 - (h) Approval of proposal from Storm Water Solutions, LLC for removal of sediment from Storm Water Quality OGT Unit;
14. Status of acquisition of property owned by Second Baptist Church for a second water well; authorize any action in connection therewith;
15. 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;
 - (g) Status of water meter replacement program; and
 - (h) Status of testing District's water supply for arsenic levels;
16. Green Trails Monthly Report regarding supplemental law enforcement services;

17. Mass communication messaging matters; approval of First Amendment to Amended and Restated Messaging Services Agreement with Classic Messaging LLC in connection with the establishment of a District website;
18. Status of installation of a hike and bike underpass on Fry Road by Willow Fork Drainage District;
19. Attorney's Report;
20. Discuss status of potential litigation involving the District and authorize any action in connection therewith;
21. 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;
22. Reconvene in Open Session and authorize any actions related to matters discussed in Closed Session; and
23. Matters for possible placement on future agendas.

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



By: 
Katherine H. 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.