

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, May 20, 2024, at 12:00 Noon.

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

1. Public comments;
2. Review and approve minutes of the April 15, 2024, and May 14, 2024, Board of Directors meetings;
3. Acceptance of Qualification Statements, Bonds, Oaths of Office, Affidavits of Current Director and Elections Not to Disclose Certain Information for Directors Pichon, Wright and Fitzgerald;
4. Election of officers of Board of Directors;
5. Approval of District Registration Form relative to election of Directors;
6. Authorize preparation and maintenance of a local government officers list in connection with statutory changes in conflict of interest disclosure requirements;
7. Review and approval of audit report for fiscal year ended January 31, 2024, and authorize execution of Annual Filing Affidavit;
8. Bookkeeper's Report, including financial and investment reports and authorizing the payment of invoices presented;
9. Approval of Unclaimed Property Report(s) as of March 1, 2024, and authorize bookkeeper and tax assessor-collector to file Report(s) with State Comptroller prior to July 1, 2024;
10. Tax Assessor-Collector's Report, including authorizing the payment of invoices presented and approve moving of accounts to uncollectible roll;
11. 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;

12. 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;
 - i. Water Plant Improvements Project, Phase 1;
 - ii. Second Water Well; and
 - iii. Wastewater Treatment Plant Improvements Project, Phase 1;
 - (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; and
 - (f) Status of service line inventory required under new lead and copper regulations (due October 2024);
 - (g) 10-year Capital Improvement Plan;
13. Discussion regarding conversion to chloramine disinfectant;
14. Status of acquisition of property owned by Second Baptist Church for a second water well and Phase 1 Environmental Assessment; 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, including fire hydrants and repair to Lift Pump No. 1 at Lift Station No. 1;
 - (g) Status of water meter replacement program; and

- (h) Status of testing District's water supply for arsenic levels;
- 16. Consider an amendment to the Amended and Restated Professional Services Agreement between Inframark, LLC and the District;
- 17. Review and approval of Consumer Confidence Report and authorize distribution to customers;
- 18. Consider an Amended and Restated Emergency Water Supply Contract with Harris County Municipal Utility District No. 216;
- 19. Status of installation of a hike and bike underpass on Fry Road by Willow Fork Drainage District;
- 20. Approval of an amended Rate Order in connection with an increase in the City of Houston's groundwater reduction plan fees;
- 21. Green Trails Monthly Report regarding supplemental law enforcement services;
- 22. Consider an amendment to the Emergency and Interim Water Supply Contract between the District and Green Trails Municipal Utility District;
- 23. Mass communication messaging matters; status of creation of a District website;
- 24. Attorney's Report, including:
 - (a) Memorandum regarding Use of Social Media by Public Officials; and
 - (b) Letters of support for projects to be submitted by Harris County Municipal Utility District No. 346 to Harris County Precinct 4's Call For Projects;
- 25. Discuss status of litigation involving the District and authorize any action in connection therewith;
- 26. 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;
- 27. Reconvene in Open Session and authorize any actions related to matters discussed in Closed Session; and

28. Matters for possible placement on future agendas.



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.

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