

## **HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 345**

### **Minutes of Meeting of Board of Directors**

**April 21, 2025**

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 345 (the "District") met in regular session at the Board's designated meeting place at 1300 Post Oak Boulevard, Suite 2500, Houston, Harris County, Texas, on April 21, 2025, in accordance with the duly posted notice of meeting, and the roll was called of the duly constituted members of said Board of Directors, as follows:

Everett M. Dalton, President  
Keith Wright, Vice President  
Aaron Pichon, Secretary  
David Vinzant, Assistant Secretary  
Michael Fitzgerald, Assistant Secretary

and all of said persons were present, except Director Vinzant, thus constituting a quorum.

Also present were Yaneth Cooper of Municipal Accounts & Consulting, L.P. ("MA&C"); Isabel Mata of Wheeler & Associates, Inc. ("Wheeler"); Chad Buckley of Inframark, LLC ("Inframark"); and Kate Henderson and Charlotte Griffiths of Schwartz, Page and Harding, L.L.P. ("SPH").

The President called the meeting to order, and declared it open for such business as might regularly come before it.

### **PUBLIC COMMENTS**

The Board began by opening the meeting for public comments. There being no comments from members of the public, the Board continued to the next item of business.

### **APPROVAL OF MINUTES**

The Board considered approval of the minutes of its regular meeting held on March 17, 2025. After review and discussion of the March 17, 2025, minutes presented, Director Dalton moved that such minutes be approved, as written. Director Wright seconded said motion, which unanimously carried. The Board next considered approval of the minutes of its special meeting held on March 28, 2025. Mr. Buckley noted one small change under the Attorney's Report. After review and discussion of the March 28, 2025, minutes presented, Director Dalton moved that such minutes be approved, as amended. Director Wright seconded said motion, which unanimously carried.

### **BOOKKEEPER'S REPORT**

Ms. Cooper presented to and reviewed with the Board a Bookkeeper's Report dated April

21, 2025, a copy of which is attached hereto as **Exhibit A**, including the disbursements presented for payment from the District's various accounts, a Fund Balance Report, Pledged Securities Report, Actual vs. Budget Comparisons for the District's various accounts, and a Cash Flow Forecast. Following discussion, Director Dalton moved that the Board approve the Bookkeeper's Report and authorize payment of the disbursements listed therein, with the exception of check no. 11938, which was voided. Director Fitzgerald seconded the motion, which unanimously carried.

#### **CLIENT SERVICES AGREEMENT WITH HR&P, INC. ("HR&P")**

Ms. Cooper next presented to and reviewed with the Board a draft Client Services Agreement with HR&P Company ("HR&P"). In connection therewith, Ms. Cooper reminded the Board that the HR&P Agreement will provide for direct deposit of Director per diems and reimbursable expenses at a cost of \$5.00 per direct deposit check, or \$50.00 per month, whichever is higher. She additionally advised the Board that there is a one time set up fee of \$200.00. Ms. Henderson reminded the Board that it had declined the service at the April 17, 2023, Board of Directors meeting. Ms. Cooper then presented to and reviewed with the Board a cost analysis of the HR&P payroll preparation cost versus MA&C's payroll preparation costs, attached hereto as **Exhibit B**. Following discussion on the matter, the Board concurred to defer taking action to participate in the HR&P program until next month's meeting in order to confirm willingness to participate by all Board members.

#### **ADOPTION OF RESOLUTION AUTHORIZING ELECTRONIC TRANSFER OF FUNDS FOR DIRECTOR PER DIEMS AND EXPENSE REIMBURSEMENTS**

The Board deferred taking action to adopt a Resolution Authorizing Electronic Transfer of Funds for Director Per Diems and Expense Reimbursements until next month's meeting.

#### **TAX ASSESSOR-COLLECTOR'S REPORT**

Ms. Mata presented to and reviewed with the Board the Tax Assessor-Collector's Report dated as of March 31, 2025, a copy of which is attached hereto as **Exhibit C**. Following review and discussion of the report submitted, it was moved by Director Dalton, seconded by Director Wright and unanimously carried, that the Tax Assessor-Collector Report dated as of March 31, 2025, be approved, and that the disbursements identified therein be authorized for payment from the District's Tax Account.

#### **RESOLUTION AUTHORIZING AN ADDITIONAL PENALTY ON DELINQUENT REAL PROPERTY TAXES**

The Board next considered the adoption of a Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes. Ms. Henderson advised the Board that the District is authorized, pursuant to Section 33.07 of the Texas Tax Code, as amended, to impose, under certain conditions on July 1, an additional penalty not to exceed twenty percent (20%) of the total taxes, penalty and interest due the District on real property taxes that remain delinquent as of July 1 of the year in which they become delinquent. Following discussion, it was moved by Director Fitzgerald, seconded by Director Wright and unanimously carried, that the Resolution Authorizing

an Additional Penalty on Delinquent Real Property Taxes, attached hereto as **Exhibit D**, be adopted by the Board, that the President be authorized to execute and the Secretary to attest same on behalf of the Board and the District, and that Perdue, Brandon, Collins, Fielder & Mott, L.L.P. be authorized to proceed with the collection of the District's 2024 delinquent real property tax accounts on July 1, 2025, subject to prior notice having been given as provided in said Resolution, including the filing of lawsuits as necessary.

### **DELINQUENT TAX REPORT**

Ms. Henderson reported that a Delinquent Tax Report was not received this month from the District's delinquent tax attorneys, Perdue, Brandon, Collins, Fielder & Mott, L.L.P.

### **ENGINEER'S REPORT**

The Board next considered the Engineer's Report. In the absence of a representative from Pape-Dawson Consulting Engineers, LLC, Ms. Henderson presented to and reviewed with the Board an Engineering Report dated April 21, 2025, a copy of which is attached hereto as **Exhibit E**. Following discussion, it was noted that no action was required in connection with the Engineer's Report at this time.

### **OPERATIONS REPORT**

Mr. Buckley presented to and reviewed with the Board the Operations and Maintenance Report ("Operations Report") for the month of March 2025, a copy of which is attached hereto as **Exhibit E**. He informed the Board of an excursion at the Joint Wastewater Treatment Plant due to elevated levels of E. Coli and confirmed that Inframark had reported same to the Texas Commission on Environmental Quality ("TCEQ") and that no additional action was needed by the Board in connection with same. Following discussion, Director Wright moved that the Board (i) authorize Inframark to perform repairs to District fire hydrants identified in Inframark's Fire Hydrant Survey Summary, attached to **Exhibit F**, at an estimated cost of \$5,650.00, (ii) authorize Inframark to perform a valve survey within the District for 240 valves without leak detection at a cost of \$45.00 per valve and for 15 valves with leak detection at a cost of \$75.00 per valve, the location of which shall be determined by Inframark and Director Fitzgerald, and (iii) approve replacement of a faulty pump controller at Lift Station No. 2 with a new Pump Daddy controller at an estimated cost of \$4,000.00. Director Dalton seconded the motion, which unanimously carried.

Mr. Buckley then presented to a reviewed with the Board three (3) proposals to rehabilitate the aeration system at the Joint Wastewater Treatment Plant, copies of which are included in the Operations Report. He advised the Board that Inframark recommends the Board awarding the contract to the second lowest bidder, Edustrial Solutions, in the amount of \$65,064.50 due to the timeframe offered to complete the project. After discussion, on a motion by Director Wright, seconded by Director Dalton and unanimously carried, the Board accepted the proposal from Edustrial Solutions.

Ms. Henderson then reminded the Board that Inframark had presented its annual report

regarding the District's Identity Theft Prevention Program (the "Program") at the March meeting and that Inframark was not recommending any changes to the program. The annual report was attached to the minutes from the March 17, 2025 Board meeting. After discussion on the matter, the Board concurred that no changes were necessary to the Program at this time.

The Board requested Inframark provide a proposal at next month's meeting to repaint the fire hydrants dark green.

#### **AMENDMENT TO DISTRICT RATE ORDER**

There was next a discussion regarding an amendment to the District's Rate Order. Ms. Henderson presented to and reviewed with the Board a notice from the City of Houston advising the District that its groundwater reduction plan ("GRP") fees were increasing from \$2.57 per 1,000 gallons to \$2.68 per 1,000 gallons effective April 1, 2025, a copy of which is attached hereto as **Exhibit G**. The Board then considered amending the District's Rate Order to address the City's increase in GRP fees. Following discussion, Director Fitzgerald moved that (i) the District's Rate Order be amended to increase the GRP fee billed to each District customer from \$2.83 to \$2.95 for each 1,000 gallons of water, (ii) the amended Rate Order, a copy of which is attached hereto as **Exhibit H**, be adopted and effective as of April 21, 2025, and any and all rate orders heretofore adopted by the Board be revoked as of such date, and (iii) Inframark be authorized to provide notice of such increase to customers on next month's water bill. Director Pichon seconded the motion, which unanimously carried.

Director Wright exited the meeting at this time.

#### **OPERATIONS ADVISORY COMMITTEE REPORT RELATIVE TO JOINT WASTEWATER TREATMENT PLANT (WWTP)**

Director Fitzgerald advised that he had no update regarding the Operations Advisory Committee at this time.

#### **SECURITY MATTERS**

The Board next considered security matters throughout the District. In connection therewith, Ms. Henderson presented to and reviewed with the Board the March 2025 Green Trails Monthly Report and Harris County Constable Precinct 5 Beat Activity Report, copies of which are attached hereto as **Exhibit I**. Following discussion, it was noted that no action was required of the Board in connection with the security reports.

#### **MASS COMMUNICATION MESSAGING SYSTEM AND DISTRICT WEBSITE**

The Board next considered the status of communications within the District and the District's website. Following discussion, it was noted that no action was required of the Board at this time.

## **STATUS OF HIKE AND BIKE UNDERPASS ON FRY ROAD BY WILLOW FORK DRAINAGE DISTRICT ("WILLOW FORK")**

Ms. Henderson advised that she had nothing new to report to the Board at this time in connection with the status of the installation by Willow Fork of a hike and bike underpass to be located on Fry Road.

## **STATUS OF AUDIT (DUE JUNE 15, 2025)**

Ms. Henderson advised the Board that Forvis Mazars, LLP is in the process of preparing a draft of the District's audit report and is expected to present same for review and approval by the Board at its next meeting.

## **ATTORNEY'S REPORT**

The Board next considered the attorney's report. In connection therewith, Ms. Henderson reminded the Board of the need to amend the Interim and Permanent Water Supply Contract between the District and Harris County Municipal Utility District No. 346 ("MUD 346") in connection with the construction of the second water well project and queried the Board about commencement of drafting same by SPH. Following discussion, Director Pichon moved that SPH be authorized to commence drafting an Amended and Restated Third Amendment to Interim and Permanent Water Supply Contract between the District and MUD 346. Director Fitzgerald seconded the motion, which unanimously carried.

## **CLOSED SESSION**

The Board determined it was not necessary to enter into Closed Session.


## **FUTURE AGENDA ITEMS**

The Board considered items for placement on future agendas. No items were requested to be added to future agendas other than those items hereinabove discussed.

## **ADJOURNMENT**

There being no further business to come before the Board, upon motion made by Director Dalton, seconded by Director Fitzgerald and unanimously carried, the meeting was adjourned.



Secretary 

List of Attachments to  
Harris County Municipal Utility District No. 345  
Minutes of Meeting of April 21, 2025

Exhibit A	Bookkeeper's Report
Exhibit B	HR&P Payroll Analysis
Exhibit C	Tax Assessor-Collector Report
Exhibit D	Resolution Authorizing an Additional Penalty on Delinquent Real Property Taxes
Exhibit E	Engineer's Report
Exhibit F	Operations Report
Exhibit G	Rate Order
Exhibit H	City of Houston Notice Regarding GRP Fee Increase
Exhibit I	Security Matters