

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 345

Minutes of Meeting of Board of Directors

June 16, 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 June 16, 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"); Bob Wempe of Pape-Dawson Engineers, LLC ("Pape-Dawson"); and Kate Henderson and Charlotte Griffiths of Schwartz, Page and Harding, L.L.P. ("SPH").

The President then 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 May 19, 2025. After review and discussion of the May 19, 2025, minutes presented, Director Fitzgerald moved that such minutes be approved, as written. Director Dalton seconded said motion, which unanimously carried.

BOOKKEEPER'S REPORT

Ms. Cooper presented to and reviewed with the Board a Bookkeeper's Report dated June 16, 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. Ms. Cooper also presented the Quarterly Investment Inventory Report for the period

ending April 30, 2025, a copy of which is included in the Bookkeeper's Report. Following discussion, Director Pichon moved that the Board (i) approve the Bookkeeper's Report and authorize payment of the disbursements listed therein, with the exception of check no. 11994, which was voided, and (ii) approve the Quarterly Investment Inventory Report and authorize the District's Investment Officer to execute same on behalf of the Board and District. Director Fitzgerald seconded the motion, which unanimously carried.

TAX ASSESSOR-COLLECTOR'S REPORT

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

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. Mr. Wempe presented to and reviewed with the Board an Engineering Report dated June 16, 2025, a copy of which is attached hereto as **Exhibit C**. Following discussion, Director Dalton moved that the Board approve all actions contained in the Engineer's Report, including approval of Pay Estimate No. 2 in the amount of \$84,150.00 from CFG Industries, LLC, in connection with the Water Plant Improvements Project, Phase 1, as recommended by Pape-Dawson. Director Wright seconded the motion, which unanimously carried.

OPERATIONS REPORT

Mr. Buckley presented to and reviewed with the Board the Operations and Maintenance Report ("Operations Report") for the month of May 2025, a copy of which is attached hereto as **Exhibit D**. He advised the Board that the fire hydrant repairs, improvements to aeration system at the Joint Wastewater Treatment Plant ("WWTP") and the repair to the weir at the clarifier at the WWTP were all complete. Following discussion of various matters contained therein, it was noted that no action was required of the Board in connection with the Operator's report.

CRITICAL LOAD STATUS

Ms. Henderson advised the Board that Section 13.1396 of the Texas Water Code, as amended, requires the District to update its information identifying the location and description of facilities that have qualified for critical load status and its information regarding emergency contacts (a) annually to each electric utility that provides transmission and distribution service to

the District and each retail electric provider that sells power to the District, and (b) immediately upon any change in the information to the above entities, as well as to the office of emergency management of Harris County, the Public Utility Commission of Texas, and the division of emergency management of the governor. Mr. Buckley advised that Inframark would provide the annual update and, if required, any changes to the information to the appropriate entities. After discussion on the matter, Director Wright moved that Inframark be authorized to make such annual filings on behalf of the District. Director Fitzgerald seconded the motion, which unanimously carried.

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

Director Fitzgerald provided the Board with an update on the Operations Advisory Committee meeting held earlier in the day. Following discussion, the Board concurred for Pape-Dawson to present a proposal for the WWTP Improvements Project, Phase 2 for its consideration at next month's Board meeting.

AMENDED AND RESTATED THRID AMENDMENT TO INTERIM AND PERMANENT WATER SUPPLY CONTRACT (THE "CONTRACT")

Ms. Henderson advised that the Contract is under review by Harris County Municipal Utility District No. 346 at this time. Ms. Henderson reminded the Board that the District would operate under the prior agreement until approved by all parties. Following discussion, the Board deferred consideration of the Contract 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 May 2025 Green Trails Monthly Report and Harris County Constable Precinct 5 Beat Activity Report, copies of which are attached hereto as **Exhibit E**. 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 in connection with same.

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.

AUTHORIZE COMPLETION, EXECUTION AND FILING WITH THE SECRETARY OF STATE OF A VOTING SYSTEM ANNUAL FILING FORM

The Board considered authorizing the completion, execution and filing with the Secretary of State of a Voting System Annual Filing Form relative to District elections. Ms. Henderson advised that pursuant to the Texas Election Code, each political subdivision in the State of Texas is required to complete and file said Form with the Secretary of State's office. After discussion, Director Dalton moved that SPH be authorized to complete and execute the Voting System Annual Filing Form and to file same with the Secretary of State's Office on behalf of the Board and the District. Director Pichon seconded said motion, which carried unanimously.

RECORDS DESTRUCTION REQUEST

Ms. Henderson advised the Board that the District's Records Retention Schedules adopted in connection with its Records Management Program require that certain records of the District be retained only for specific periods of time based on the type of record. As an example, she explained that notes taken during meetings which are used to prepare the official minutes of Board meetings are to be retained for ninety days after approval of such minutes by the Board. She next presented a request from the District's Records Management Officer for approval to destroy certain records (which will not be scanned in and stored electronically) in accordance with the District's Records Retention Schedules. A copy of the subject request is attached hereto as **Exhibit F** (the "Request"). After discussion on the matter, Director Dalton moved that SPH be authorized to destroy the records described in the Request. Director Fitzgerald seconded said motion, which unanimously carried.

ATTORNEY'S REPORT

The Board next considered the attorney's report. In connection therewith, Ms. Henderson presented to and reviewed with the Board a report from the Storm Water Solutions, LLC ("SWS"), a copy of which is attached hereto as **Exhibit G**. She noted that no action was required of the Board in connection with the SWS report.

The Board next discussed potential membership in the Association of Water Board Directors ("AWBD"). Director Fitzgerald reminded the Board that its cost \$750.00 annually to be a member and it offers annual conference and education events for Board members.

The Board next considered videoconferencing of Board meetings and a regular meeting place of the Board within the District and associated costs in connection with same. Director Pichon advised the Board that its current website provider does not offer videoconferencing

services.

Follow discussion, Director Dalton moved that (i) the Board authorize MA&C to submit an application for District's membership in the AWBD and submit the annual membership fee of \$750.00 to AWBD for same, and (ii) SPH be authorized to solicit proposals from Touchstone District Services and Off Cinco LLC for videoconferencing services for the Board's consideration at the next Board meeting. The Board then requested the District's consultants advise them of any additional cost that would be incurred if the Board meetings were to be held in the District.

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 Wright and unanimously carried, the meeting was adjourned.



Secretary

SEAL



List of Attachments to
Harris County Municipal Utility District No. 345
Minutes of Meeting of June 16, 2025

- Exhibit A Bookkeeper's Report
- Exhibit B Tax Assessor-Collector Report
- Exhibit C Engineer's Report
- Exhibit D Operations Report
- Exhibit E Security Matters
- Exhibit F Records Destruction Request
- Exhibit G SWS Report