

HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 345

Minutes of Meeting of Board of Directors

September 15, 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 September 15, 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"). Debbie Shelton of Masterson Advisors, LLC ("Masterson") entered the meeting at a later time as noted herein.

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 members of the public present, 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 August 18, 2025. After review and discussion of the August 18, 2025, minutes presented, Director Dalton moved that such minutes be approved, as written. Director Fitzgerald seconded said motion, which unanimously carried.

BOOKKEEPER'S REPORT

Ms. Cooper presented to and reviewed with the Board a Bookkeeper's Report dated September 15, 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 July 31, 2025, a copy of which is included in the Bookkeeper's Report. Following discussion, Director Wright moved that the Board (i) approve the Bookkeeper's Report and authorize payment of the disbursements listed therein, and (ii) the Quarterly Investment Inventory Report and authorize the Investment Officers to sign same on behalf of the Board and District. Director Fitzgerald seconded the motion, which unanimously carried.

Mr. Buckley exited and re-entered the meeting at this time.

RESOLUTION ADOPTING LIST OF QUALIFIED BROKERS

The Board considered adopting a list of qualified brokers authorized to engage in investment transactions with the District. Ms. Henderson advised that, pursuant to the Public Funds Investment Act, the Board is required to conduct a review such list at least annually. She then presented to and reviewed with the Board a proposed Resolution Adopting List of Qualified Brokers Authorized to Engage in Investment Transactions with the District, with a list of financial institutions, brokers and dealers attached thereto, and a comparison of the list submitted and the list previously adopted by the Board, copies of which is included in **Exhibit B**. Ms. Henderson further noted that the broker list presented is a list of potential institutions with which the District may engage in investment transactions compiled with the input of the District's Investment Officer, but it is ultimately the Board's decision as to where the District's funds are actually placed. After discussion, Director Fitzgerald moved that: (i) the attached Resolution Adopting List of Qualified Brokers Authorized to Engage in Investment Transactions with the District be approved by the Board and the District; and (ii) the President and Secretary be authorized to execute same. Director Wright seconded said motion, which unanimously carried.

REVIEW OF ORDER ESTABLISHING POLICY FOR INVESTMENT OF DISTRICT FUNDS AND APPOINTING INVESTMENT OFFICER

The Board considered the annual review of its Order Establishing Policy for Investment of District Funds and Appointing Investment Officer ("Investment Policy"), and the adoption of a Resolution in connection therewith. Ms. Henderson presented to and reviewed with the Board a memorandum prepared by SPH summarizing the proposed changes to the Investment Policy, a copy of which is attached hereto as **Exhibit C**. She presented for the Board's adoption a Resolution Regarding Review of Order Establishing Policy for Investment of District Funds and Appointing Investment Officer ("Resolution"). After discussion on the matter, Director Fitzgerald moved that the revised Investment Policy and Resolution, attached hereto as **Exhibit D**, be adopted to reflect the proposed changes as noted therein, that the President and Secretary be authorized to execute same, and that the District's Investment Officer be authorized to purchase certificates of deposit for the District through IntraFi's Certificate of Deposit Account Registry Service. Director Dalton seconded said 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 August 31, 2025, a copy of which is attached hereto as **Exhibit E**. 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 August 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 September 15, 2025, a copy of which is attached hereto as **Exhibit F**. Following discussion of various matters contained therein, including the start of the Well Water No. 2 project and the projected impact on residents, Director Pichon moved that the Board approve all actions contained in the Engineer's Report, including (i) approval of a proposal from Pape-Dawson in the amount of \$208,950.00 for design, bidding, and construction phase services related to Water Plant Improvements Project, Phase 2, (ii) approval of a proposal from Pape-Dawson in the amount of \$153,720.00 for design, bidding, and construction services related to the Wastewater Treatment Plant Improvements Project, Phase 1, (iii) approval of Pay Estimate No. 3 from CFG Industries, LLC in the amount of \$62,400.00 relative to Water Plant Improvements Project, Phase 1, (iv) hanging of door tags as a courtesy to customers affected by the start of Well Water No. 2 project, and (v) posting of notice to the District's website regarding the Water Well No. 2 Project. Director Fitzgerald seconded the motion, which unanimously carried. Director Fitzgerald and Mr. Wempe then discussed updates to the District's capital improvement plan ("CIP") in connection with ongoing projects and timing of payments in connection with said projects.

Ms. Shelton entered the meeting at this time.

FINANCIAL ADVISOR'S RECOMMENDATION CONCERNING THE DISTRICT'S PROPOSED 2025 TAX RATE

The Board next considered the Financial Advisor's recommendation concerning the District's proposed 2025 tax rate. In connection therewith, Ms. Shelton presented to and reviewed with the Board a tax rate analysis prepared by Masterson relative to the District's 2025 maintenance tax rate, a copy of which is attached hereto as **Exhibit G**. Ms. Shelton noted the District does not have any outstanding bonds or notes, and, therefore, no debt service tax is necessary.

There next followed a discussion concerning the requirements for notice of the District's intention to adopt a 2025 tax rate. Ms. Henderson advised that, pursuant to Section 49.236 of the Texas Water Code, as amended, the District is required to provide a notice containing certain tax-related information in connection with each meeting at which the adoption of a tax rate will be considered. She further advised that the information to be included in the notice is set forth in the

Water Code and includes the proposed tax rate to be adopted. Ms. Henderson advised that the District must provide the notice by either (1) publishing it at least once in a newspaper having general circulation in the District at least seven days before the date of the meeting at which the tax rate will be adopted, or (2) mailing it to each owner of taxable property in the District, at the address shown on the most recently certified tax roll of the District, at least 10 days before the date of the meeting.

After further discussion on the matter, Director Dalton moved that the District declare its intention to levy a proposed 2025 maintenance tax rate of \$0.1539 per \$100 of assessed valuation, and that the District's Tax Assessor-Collector be authorized to publish notice of the District's intention to adopt such 2025 tax rate at its next meeting in the form and at the time required by law. Director Pichon seconded said motion, which unanimously carried. The Board concurred that the District's Tax Assessor-Collector provide a copy of notice to the District's website provider for inclusion on the District's website.

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.

OPERATIONS REPORT

Mr. Buckley presented to and reviewed with the Board the Operations and Maintenance Report ("Operations Report") for the month of August 2025, a copy of which is attached hereto as **Exhibit H**. In connection therewith, he advised that the painting of the fire hydrants throughout the District is complete and that repairs to valves and commercial meters are still in progress. Mr. Buckley next presented to and reviewed with the Board a Rate Study by Inframark in connection with comparison of water and sewer rates and regional authority rates of similarly situated municipal utility districts for which Inframark is the operator, a copy of which is included in **Exhibit H**. After discussion, it was moved by Director Fitzgerald, seconded by Director Dalton, and unanimously carried that the Board ratify its prior approval of preparation of the Rate Study by Inframark in all respects.

AMENDED AND RESTATED THIRD AMENDMENT TO INTERIM AND PERMANENT WATER SUPPLY CONTRACT (THE "CONTRACT") BETWEEN THE DISTRICT AND HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 346 ("NO. 346")

The Board next considered the status of the Contract between the District and No. 346 approved at the August 18, 2025, Board of Directors meeting subject to certain revisions and review of same by SPH. Ms. Henderson advised the Board that she had no updates regarding the Contract at this time. Following discussion, the Board concurred that no action was required of the Board in connection with the Contract.

SECURITY MATTERS

The Board next considered security matters throughout the District. In connection therewith, Ms. Henderson presented to and reviewed with the Board the August 2025 Green Trails Monthly Reports and Harris County Constable Precinct 5 Beat Activity Reports, 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. In connection therewith, Ms. Henderson presented the Board with an overview of the District's Groundwater Reduction Plan ("GRP") and fees associated with same for possible inclusion on the District website as previously discussed, a copy of which is attached as **Exhibit J**. Following discussion, the Board concurred to defer adding the overview to the website at this time.

CONSULTING AGREEMENT BETWEEN THE DISTRICT AND TOUCHSTONE DISTRICT SERVICES, LLC ("TOUCHSTONE") FOR VIDEOCONFERENCING

The Board next considered videoconferencing of Board meetings. Directors Dalton and Pichon reported that after discussions with Touchstone, they recommend that the Board move forward with engaging Touchstone for videoconferencing services. In connection therewith, Ms. Henderson presented to and reviewed with the Board a Consulting Agreement between the District and Touchstone for videoconferencing services and general consulting services for website postings and messages to District customers, attached hereto as **Exhibit K**. Following discussion, Director Fitzgerald moved that the Board approve the Touchstone Consulting Agreement, subject to final review by SPH, and authorize the President to sign on behalf of the Board and District. Pichon seconded the motion, which unanimously carried.

PUBLIC COMMENTS POLICY

Ms. Henderson reminded the Board that it is recommended that the District consider adopting public comment policies and procedures prior to videoconferencing Board meetings. The Board then considered a Resolution Adopting Public Comment Policies and Procedures, attached hereto as **Exhibit L**, in connection with same and discussed proposed terms for these policies and procedures. Following discussion, Director Dalton moved that: (i) the attached Resolution Adopting Public Comments Policies and Procedures be approved by the Board and the District; and (ii) the President and Secretary be authorized to execute same. Director Pichon seconded said motion, which unanimously carried.

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.

ATTORNEY'S REPORT

The Board next considered the attorney's report. In connection therewith, Ms. Henderson advised the Board that she had nothing further to discuss with the Board of a legal nature which was not covered under a specific agenda item.

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 September 15, 2025

- Exhibit A Bookkeeper's Report
- Exhibit B Resolution Adopting List of Qualified Brokers Authorized to Engage in Investment Transactions with the District and Redline Comparison of Changes
- Exhibit C Memorandum Summarizing Investment Policy Changes
- Exhibit D Investment Policy Order and Resolution
- Exhibit E Tax Assessor-Collector Report
- Exhibit F Engineer's Report
- Exhibit G 2025 Tax Rate Recommendation
- Exhibit H Operations Report and Rate Study
- Exhibit I Security Matters
- Exhibit J GRP Informational Overview
- Exhibit K Touchstone Consulting Agreement
- Exhibit L Resolution Adopting Public Comments Policies and Procedure