

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

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

**December 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 December 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, 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"); Justin Waggoner of Touchstone District Services, LLC ("Touchstone"); and Kate Henderson and Charlotte Griffiths of Schwartz, Page and Harding, L.L.P. ("SPH").

The meeting was called to order, and declared 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 November 17, 2025. After review and discussion of the November 17, 2025, minutes presented, Director Wright 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 December 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 October 31, 2025, a copy of which is included with the Bookkeeper's Report. Following discussion, Director Pichon moved that the Board approve the Bookkeeper's Report and authorize payment of the disbursements listed therein. Director Vinzant seconded the motion, which unanimously carried. The Board then concurred to include the spotlight on cost of the District's water and wastewater found in the Bookkeeper's Report to the District's website.

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

Ms. Mata presented to and reviewed with the Board the Tax Assessor-Collector's Report dated as November 30, 2025, a copy of which is attached hereto as **Exhibit B**. Following review and discussion of the report submitted, it was moved by Director Vinzant, seconded by Director Fitzgerald and unanimously carried, that the Tax Assessor-Collector Report dated as of November 30, 2025, be approved, and that the disbursements identified therein be authorized for payment from the District's Tax Account.

### **DELINQUENT TAX REPORT**

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

### **ENGINEER'S REPORT**

The Board next considered the Engineer's Report. In the absence of a representative from Pape-Dawson Engineers, LLC ("Pape-Dawson"), the District's engineer, Ms. Henderson presented to and reviewed with the Board an Engineering Report dated December 15, 2025, a copy of which is attached hereto as **Exhibit C**.

Ms. Henderson advised the Board of communications with a resident of the District regarding the second water well and the timeline for completion of same and the resident's request for regular updates to the District's website regarding said project. Ms. Henderson reminded the Board of the concerns with the CenterPoint Energy's required easement for power to the second water well site and that, while the most direct route is through a residential property, Pape-Dawson has requested that the easement be located within and along the access road instead. Following discussion, the Board concurred that Director Dalton contact the resident to discuss the matter and to provide monthly updates to the District's website regarding the second water well project.

Following discussion of various matters contained therein, Director Fitzgerald moved that the Board approve all actions contained in the Engineer's Report, including ratification of the Board's prior approval of consent to assignment and assumption of contract from CFG Industries, LLC to CHROM. Director Wright seconded the motion, which unanimously carried.

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

Director Fitzgerald updated the Board on the Operations Advisory Committee meeting

earlier in the month.

## **OPERATIONS REPORT**

Mr. Buckley presented to and reviewed with the Board the Operations and Maintenance Report ("Operations Report") for the month of November 2025, a copy of which is attached hereto as **Exhibit D**.

The Board discussed the status of implementation of Inframark's new online payment system and communications with customers regarding same. Mr. Buckley proposed that Inframark continue to offer a grace period to customers enrolled in online payments throughout December in connection with the transition, and the Board concurred that Inframark waive any late fees and service termination to customers enrolled in the online payment program in December and to post notice to the District's website of the new online payment system.

The Board next discussed the water supplied to the District from Harris County Municipal Utility district No. 216 ("No. 216") in connection with the Supplemental and Emergency Water Supply Agreement (the "Agreement") among the District, Harris County Municipal Utility District No. 346 ("No. 346") and No. 216. Mr. Buckley advised that the Board that it is unlikely the District will be able to utilize the 30,000,000 gallons of water during the 2025 calendar year, in part due to No. 216's operator reducing flow to the District. Due to the "take or pay" nature of the agreement, the Board concurred for Inframark to document in writing any discussions regarding the matter with No. 216, to inspect the meter for accuracy, and for Ms. Henderson to reach out to No. 216 on behalf of the District regarding the matter. It was noted that no action was required of the Board in connection with the Operations Report.

## **WATER LOSS AUDIT**

The Board next considered authorizing the District's engineer and operator to perform a water loss audit. In connection therewith, Ms. Henderson advised the Board that, pursuant to Section 16.0121 of the Texas Water Code, municipal utility districts providing potable water to members of the public are required to perform and file with the Texas Water Development Board ("TWDB") a water audit every five (5) years computing the utility's most recent annual system water loss. She further reported that the audits are to account for various components of system water loss, including distribution line loss, meter inaccuracies, accounting inaccuracies, and theft. Ms. Henderson stated that the information from the audits is to be compiled by regional water planning area to be used in development of regional water plans under Texas Water Code Section 16.053. After discussion on the matter, Director Dalton moved that the District's operator and engineer be authorized to perform the annual 2026 water loss and file same with the TWDB by May 1, 2026. Director Fitzgerald seconded said motion, which unanimously carried.

## **AMENDED AND RESTATED THIRD AMENDMENT TO INTERIM AND PERMANENT WATER SUPPLY CONTRACT (THE "CONTRACT") BETWEEN THE DISTRICT AND NO. 346**

The Board next considered the status of the Contract between the District and No. 346. Ms. Henderson advised that the contract is still under revision by No. 346's legal counsel and that

she had nothing further to report 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 November 2025 Green Trails Monthly Reports and Harris County Constable Precinct 5 Beat Activity Reports, 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. Director Pichon provided a brief update regarding various matters relative to communications within the District.

### **STATUS OF HIKE AND BIKE UNDERPASS ON FRY ROAD BY WILLOW FORK DRAINAGE DISRICT ("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 addressed Director Pichon's inquiry at the November Board meeting regarding how Texas Proposition 4 on the ballot for November 4, 2025 election, regarding allocation of a portion of sales tax revenue to Texas Water Fund, would affect the District. Ms. Henderson reported to the Board that Proposition 4 should not impact the District.

### **CLOSED SESSION**

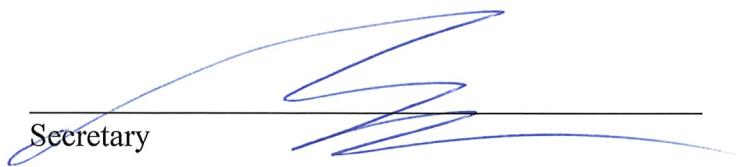
The Board determined it was not necessary to enter into Closed Session.

### **FUTURE AGENDA ITEMS**

The Board next considered matters to be placed on future agendas. No additional agenda items, other than routine and ongoing matters, were requested.

## **ADJOURNMENT**

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

  
Secretary

SEAL



List of Attachments to  
Harris County Municipal Utility District No. 345  
Minutes of Meeting of December 15, 2025

- Exhibit A Bookkeeper's Report and Quarterly Investment Inventory Report
- Exhibit B Tax Assessor-Collector Report
- Exhibit C Engineer's Report
- Exhibit D Operations Report
- Exhibit E Security Matters