

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 504

March 7, 2025

The Board of Directors (the "Board") of Harris County Municipal Utility District No. 504 (the "District") met in regular session, open to the public, on the 7th day of March, 2025, at the offices of Allen Boone Humphries Robinson LLP, 3200 Southwest Freeway, Suite 2400, Houston, Texas, outside the boundaries of the District, and by videoconference, with access available to the public, pursuant to Chapter 551.127 of the Texas Government Code, and the roll was called of the members of the Board present in person:

John Hernandez	President
Ebony McGowen	Vice President
Kedrin Bell	Secretary
Anthony Turner	Assistant Secretary
Kimberly Badu	Assistant Vice President

and all of the above were present except Director Badu, thus constituting a quorum.

Also present at the meeting either in person or via videoconference were Ben Smith of The Groves Community Association ("HOA"); Ken Farrar of Best Trash, LLC; Wendy Ramirez of Forvis Mazars, LLP; Christina Ferguson of Myrtle Cruz, Inc.; Phil Halbert of Storm Water Solutions, LLC ("SWS"); Lauren Patel and Jacob Marek of TBG Partners ("TBG"); Simon VanDyk and Jenna Craig of Touchstone District Services ("Touchstone"); Paul Schneider and Harry Rockwood, directors of Harris County Municipal Utility District No. 412 ("HC 412"); Sergeant Blake Elmer of Harris County Constable's Office ("HCCO"); Chip Patronella of Champions Hydro-Lawn, Inc.; Ryan Lesikar and Rachel Sternberg of BGE, Inc. ("BGE"); Cameron Brown of Assessments of the Southwest, Inc.; Trina Kilgore of Inframark Water & Infrastructure Services ("Inframark"); and Sanjay Bapat and Jennifer Ramirez of Allen Boone Humphries Robinson LLP.

PUBLIC COMMENTS

There were no comments from the public.

APPROVE MINUTES

The Board reviewed the minutes of the February 6, 2025, regular meeting. Ms. J. Ramirez noted revisions to page no. 1 of the minutes. After review and discussion, Director Turner moved to approve the minutes of the February 6, 2025, regular meeting, as revised. Director Hernandez seconded the motion, which passed unanimously.

APPROVE DEVELOPER REIMBURSEMENT REPORT AND AUTHORIZE DISBURSEMENT OF FUNDS

Ms. W. Ramirez reviewed a draft developer reimbursement report reflecting the amounts reimbursable by the District to CF CSLK Groves LLC, PHHOU – Groves 33, LLC, and HSD-Lakeway Holdings, Ltd. for construction of the projects funded by the \$7,500,000 Unlimited Tax Bonds, Series 2025.

After review and discussion, Director Hernandez moved to approve the developer reimbursement report, subject to final review, and authorize the disbursement of the bond funds, subject to receipt of executed receipts by the developers. Director Bell seconded the motion, which passed unanimously.

UPDATE FROM HC 412, INCLUDING REPORT FROM JOINT FACILITIES COMMITTEE

Mr. Schneider reviewed an update provided by HC 412 on the status of the joint facilities, including repairs and maintenance conducted during the previous month and water usage.

Mr. Schneider stated that the next free chlorine maintenance of the water distribution system is scheduled to begin on April 14, 2025.

REPORT FROM BEST TRASH

Mr. Farrar reviewed a report on garbage collection and recycling services in the District, a copy of which is attached.

SECURITY MATTERS, INCLUDING CONSTABLE'S REPORT AND REPORT FROM THE SECURITY COMMITTEE

Sergeant Elmer reviewed the security report from the HCCO, a copy of which is attached.

ADOPT RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION

Mr. Bapat reviewed the various optional tax exemptions the District may offer its residents and noted that the District currently offers an exemption from ad valorem taxation of \$20,000 of the appraised value of residence homesteads of individuals who are disabled or are sixty-five years of age or older. Discussion ensued regarding the optional tax exemptions.

After review and discussion, Director Bell moved to adopt the Resolution Concerning Exemptions From Taxation providing for the exemption from ad valorem taxation of \$20,000 of the appraised value of residence homesteads of individuals who

are disabled or are sixty-five years of age or older but rejects a general homestead exemption, and direct that the Resolution be filed appropriately and retained in the District's official records. Director McGowen seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTION MATTERS

Mr. Brown reviewed the tax assessor/collector's report, a copy of which is attached, and reviewed the District's delinquent tax roll. He reported that the District's 2024 taxes were 93.51% collected as of February 28, 2025.

Following review and discussion, Director Turner moved to approve the tax assessor/collector's report and payment of the tax bills. Director Hernandez seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

Ms. Ferguson reviewed the bookkeeper's report, a copy of which is attached, and reviewed the bills of the District submitted for payment.

After review and discussion, Director Turner moved to approve the bookkeeper's report and payment of the bills. Director McGowen seconded the motion, which passed unanimously.

REPORT ON DETENTION AND DRAINAGE FACILITIES

Mr. Patronella reviewed the report on mowing and maintenance in the District, a copy of which is attached.

Mr. Halbert reviewed the report on the maintenance of the District's storm water quality features, a copy of which is attached. He then reviewed a proposal from SWS in the amount of \$4,237.00, a copy of which is attached, for cleanout of the West Lake Grove Drive storm water quality feature ahead of the annual permit renewal.

After review and discussion, Director Turner moved to approve the proposal in the amount of \$4,237.00. Director Hernandez seconded the motion, which passed unanimously.

OPERATION OF DISTRICT FACILITIES

Ms. Kilgore presented an operator's report, a copy of which is attached, and reviewed it with the Board. She reported that the District currently has 1,992 occupied homes.

Ms. Kilgore reviewed five abandoned accounts with an outstanding balance in

excess of \$25.00 and requested authorization to turn over the accounts to a collection agency to pursue collection. She also reviewed one abandoned account with an outstanding balance of less than \$25.00 and requested authorization to write off the account from the accounts receivable ledger as uncollectible.

Following review and discussion, Director McGowen moved to (1) approve the operator's report; (2) authorize Inframark to turn over the recommended accounts with an outstanding balance in excess of \$25.00 to a collection agency; and (3) authorize Inframark to write off the account with an outstanding balance of less than \$25.00 as uncollectible. Director Turner seconded the motion, which passed unanimously.

HEARING ON TERMINATION OF WATER AND SEWER SERVICE TO DELINQUENT CUSTOMERS AND AUTHORIZE TERMINATION OF SERVICE

Ms. Kilgore presented a list of delinquent customers and reported the residents on the termination list were delinquent in payment of their water and sewer bills and were given written notification, in accordance with the District's Rate Order, prior to the meeting of the opportunity to appear before the Board to explain, contest, or correct their bills and to show why utility services should not be terminated for reason of non-payment. Following review and discussion, Director McGowen moved to authorize termination of delinquent accounts in accordance with the District's Rate Order and direct that the delinquent customer list be filed appropriately and retained in the District's official records. Director Turner seconded the motion, which passed unanimously.

REVIEW CRITICAL LOAD SPREADSHEET FOR DISTRICT'S FACILITIES AND AUTHORIZE ANNUAL FILING

The Board reviewed the Critical Load Spreadsheet for the District's facilities. Mr. Bapat stated that the District's engineer, bookkeeper, and operator have also reviewed the Critical Load Spreadsheet.

Following reviewed discussion, Director Hernandez moved to authorize the annual filing of the updated Critical Load Spreadsheet. Director Bell seconded the motion, which passed unanimously.

ANNUAL REVIEW OF DROUGHT CONTINGENCY PLAN

Mr. Bapat reviewed the District's Drought Contingency Plan and stated that no changes are recommended at this time. The Board concurred to make no changes.

REVIEW EMERGENCY PREPAREDNESS PLAN ("EPP") AND AUTHORIZE FILING OF UPDATES, IF NECESSARY

Mr. Bapat discussed the District's EPP and requirements to file any updates with

the Texas Commission on Environmental Quality and other required entities. After discussion, Director Bell moved to authorize BGE to update the District's EPP and submit the updated pages to all required entities, if necessary. Director Turner seconded the motion, which passed unanimously.

ENGINEER'S REPORT

Ms. Sternberg reviewed the engineer's report, a copy of which is attached.

GROUND STORAGE TANK NO. 4

Ms. Sternberg updated the Board on the status of construction of the ground storage tank no. 4 project. She reviewed and recommended approval of Pay Estimate No. 15 and Final in the amount of \$70,015.00, submitted by Schier Construction Company, Inc. ("Schier"). Ms. Sternberg also recommended the Board accept the project.

After review and discussion, Director Turner moved to approve Pay Estimate No. 15 and Final in the amount of \$70,015.00 to Schier and accept the project, as recommended. Director Hernandez seconded the motion, which passed unanimously.

MADERA RUN PARKWAY EXPANSION (FROM HICKORY ARROYO DRIVE TO RADURA ROAD)

Ms. Sternberg updated the Board on the status of construction of the Madera Run Parkway expansion (from Hickory Arroyo Drive to Radura Road) project. She stated that she had no pay estimates from Precise Services, Inc. for the Board's approval.

The Board discussed requesting that Harris County Precinct 3 install additional trees within the public right-of-way of the road expansion. Mr. Lesikar stated that he would contact Precinct 3 to obtain information on possible tree plantings.

GROVES SOUTH PUBLIC INFRASTRUCTURE TO SERVE THE 26-ACRE COMMERCIAL TRACT

Ms. Sternberg updated the Board on the status of construction of the Groves South public infrastructure to serve the 26-acre commercial tract project. She reviewed and recommended approval of Pay Estimate No. 5 and Final in the amount of \$111,911.37, submitted by Fellers & Clark, L.P. ("Fellers"). Ms. Sternberg also recommended the Board accept the project.

After review and discussion, Director Turner moved to approve Pay Estimate No. 5 and Final in the amount of \$111,911.37 to Fellers and accept the project, as recommended. Director Hernandez seconded the motion, which passed unanimously.

WOODLAND HILLS DRIVE AT PINE PEAK WAY TRAFFIC SIGNAL

Ms. Sternberg updated the Board on the status of construction of the Woodland Hills Drive at Pine Peak Way Traffic Signal project. She reviewed and recommended approval of Pay Estimate No. 2 in the amount of \$68,371.94, submitted by Third Coast Services LLC ("Third Coast").

After review and discussion, Director Turner moved to approve Pay Estimate No. 2 in the amount of \$68,371.94 to Third Coast, as recommended. Director Hernandez seconded the motion, which passed unanimously.

CLEARING AND GRUBBING TO SERVE GROVES NORTH RETAIL

Ms. Sternberg updated the Board on the status of the clearing and grubbing to serve Groves North retail. She stated that she had no pay estimates from BSC Management, Ltd. for the Board's approval.

GROVES NORTH RETAIL PUBLIC INFRASTRUCTURE

The Board deferred the review of bids and award of contract for the Groves North retail public infrastructure project, pending receipt of bids.

LIFT STATION NO. 1 EXPANSION AND GENERATOR ADDITION

Ms. Sternberg updated the Board on the status of design and ultimate sizing of the proposed lift station no. 1 expansion and generator addition.

LIFT STATION NOS. 2 AND 3 GENERATOR ADDITIONS

Ms. Sternberg updated the Board on the status of design of the lift station nos. 2 and 3 generator addition project.

REHABILITATION OF GROUND STORAGE TANK NO. 2 (INTERIOR AND EXTERIOR) AND GROUND STORAGE TANK NO. 1 (EXTERIOR)

Ms. Sternberg updated the Board on the status of the rehabilitation of ground storage tank no. 2 (interior and exterior) and ground storage tank no. 1 (exterior) project.

DISTRICT CAPITAL IMPROVEMENT PLAN ("CIP") AND JOINT CIP WITH HC 412

Ms. Sternberg stated that there were no updates to the District's CIP or the joint CIP with HC 412 at this time.

COMMERCIAL DEVELOPMENT AND DISTRICT PLAN REVIEW

Ms. Sternberg updated the Board on the status of commercial development and plan reviews in the District, as reflected in her report.

UPDATE ON DEVELOPMENT OF GIS ASSET MANAGEMENT SYSTEM

Ms. Sternberg updated the Board on the development of the GIS asset management system.

UTILITY COMMITMENT LETTERS

There was no discussion on this agenda item.

DISCUSS DEDICATION OF DISTRICT FACILITY

There was no discussion on this agenda item.

OTHER ENGINEERING MATTERS

Mr. Lesikar reviewed a proposal in the amount of \$15,240.00, submitted by Custom Scapes, for the replacement of ten wooden boards on the Madera Run Parkway Bridge and termite treatment, a copy of which is attached. Discussion ensued regarding the type of wood used on the bridge. After discussion, the Board tabled action on the proposal, pending the receipt of additional information from TBG regarding a recommendation for termite-resistant wood to use for the replacement boards.

After review and discussion, Director Turner moved to approve the engineer's report. Director Hernandez seconded the motion, which passed unanimously.

DEEDS AND EASEMENTS

There was no discussion on this agenda item.

LANDSCAPING REPORT

Ms. Patel reviewed the landscape architect's report, a copy of which is attached.

THE GROVES, SECTION 40

Ms. Patel updated the Board on the status of construction of The Groves, Section 40 project. There were no action items for the Board's approval.

THE GROVES, SECTION 41

Ms. Patel updated the Board on the status of construction of The Groves, Section 41 project. There were no action items for the Board's approval.

LANDSCAPING IMPROVEMENTS TO TRANQUILITY GROVE DRIVE CUL-DE-SAC

Ms. Patel reviewed an updated preliminary design and cost estimate for landscaping improvements to Tranquility Grove Drive cul-de-sac project. She then requested that the Board authorize TBG to solicit bids for the project.

After review and discussion, Director Hernandez moved to (1) accept the landscape architect's report; and (2) authorize TBG to solicit bids for the landscaping improvements to Tranquility Grove Drive cul-de-sac project. Director McGowen seconded the motion, which passed unanimously.

REPORT ON DEVELOPMENT

There was no discussion on this agenda item.

REPORT FROM COMMUNICATIONS COMMITTEE, INCLUDING DISTRICT WEBSITE MATTERS

Ms. Craig reviewed the monthly communications report, a copy of which is attached.

The Board tabled consideration of the proposals for the purchase and administration of District iPads and a SharePoint site until the next regular meeting.

Director Turner stated that he met with the HOA to discuss a potential community-wide tree planting event on April 26, 2025. Discussion ensued regarding the type of trees to be planted and locations for the plantings.

DISTRICT ACTION ITEMS LIST

The Board reviewed the action list and noted items to be included and removed from the list.

There being no further business to come before the Board, the Board concurred to adjourn the meeting.

(SEAL)





Secretary, Board of Directors

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