

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 504

June 5, 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 5th day of June, 2025, at The Groves Lifestyle Center, 17317 Cathedral Pines Drive, Atascocita, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

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, thus constituting a quorum.

Also present at the meeting were John Fitch of Si Environmental, LLC; Josh LaMartina of TBG Partners (“TBG”); Brian Krueger of Forvis Mazars, LLP (“Forvis”); Jenna Craig and Calep Estes of Touchstone District Services (“Touchstone”); Harry Rockwood, director of Harris County Municipal Utility District No. 412 (“HC 412”); Lieutenant Steven Romero of Harris County Constable’s Office (“HCCO”); Chip Patronella of Champions Hydro-Lawn, Inc.; Kevin Gilligan and Sam Gilligan of BGE, Inc. (“BGE”); Monica Garcia of Assessments of the Southwest, Inc.; Trina Kilgore of Inframark Water & Infrastructure Services (“Inframark”); and Sanjay Bapat, Elizabeth Cone, and Jennifer Ramirez of Allen Boone Humphries Robinson LLP; and members of the public as shown on the attached list.

PUBLIC COMMENTS

There were no comments from the public.

APPROVE MINUTES

The Board reviewed the minutes of the April 29, 2025, special meeting, the May 2, 2025, regular meeting, and the May 8, 2025, special meeting. After review and discussion, Director Badu moved to approve the minutes of the April 29, 2025, special meeting, the May 2, 2025, regular meeting, and the May 8, 2025, special meeting, as presented. Director Turner seconded the motion, which passed unanimously.

UPDATE FROM HC 412, INCLUDING REPORT FROM JOINT FACILITIES COMMITTEE

Mr. Rockwood 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. Rockwood and Mr. Fitch discussed a water outage the previous week at the joint water plant, which was partially caused by a generator battery failure.

REPORT FROM COMMUNICATIONS COMMITTEE, INCLUDING DISTRICT WEBSITE MATTERS

The Board reviewed the monthly communications report prepared by Touchstone, a copy of which is attached.

The Board reviewed a revised proposal from Touchstone for the purchase and administration of Apple iPads for use by the Board, a copy of which is attached. In response to an inquiry from the Board, Ms. Craig stated that the cost to purchase iPads with no wireless data service would be \$2,095.00.

After review and discussion, Director Hernandez moved to approve the proposal for the purchase and administration of District iPads with no added wireless data service in the amount of \$2,095.00. Director McGowen seconded the motion, which passed unanimously.

REPORT FROM BEST TRASH

The Board reviewed a report on garbage collection and recycling services in the District from Best Trash, a copy of which is attached.

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

Lieutenant Romero reviewed the security report from the HCCO, a copy of which is attached. The Board discussed security matters in the District, including potentially adding an additional deputy to the District's law enforcement contract.

ENGAGE AUDITOR TO PREPARE AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2025

Mr. Krueger reviewed an engagement letter with Forvis reflecting an estimated cost of \$23,500.00, plus expenses, to prepare the District's audit for the fiscal year ending June 30, 2025. After discussion, Director Bell moved to engage Forvis to prepare the audit report for fiscal year ending June 30, 2025. Director Badu seconded the motion, which passed unanimously.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Garcia reviewed the tax assessor/collector's report, a copy of which is attached, and reviewed the District's delinquent tax roll. She reported that the District's 2024 taxes were 98.55% collected as of May 31, 2025. Ms. Garcia reported that the District's 2025 preliminary assessed value is approximately \$957 million.

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

AUTHORIZE THE DELINQUENT TAX ATTORNEY TO PROCEED WITH COLLECTION OF DELINQUENT TAXES

The Board considered authorizing the District's delinquent tax attorney to proceed with the collection of 2024 delinquent taxes as of July 1, 2025. Following review and discussion, Director Turner moved to authorize the delinquent tax attorney to proceed with the collection of delinquent 2024 taxes. Director Hernandez seconded the motion, which passed unanimously.

FINANCIAL AND BOOKKEEPING MATTERS

The Board reviewed the bookkeeper's report prepared by Myrtle Cruz, Inc., a copy of which is attached, and reviewed the bills of the District submitted for payment.

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

ADOPT BUDGET FOR FISCAL YEAR END JUNE 30, 2026

The Board reviewed the proposed budget for the District for the fiscal year ending June 30, 2026, a copy of which is attached to the bookkeeper's report. The Board tabled this agenda item.

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. Patronella reviewed a proposal for an amended maintenance schedule for the District's lift stations, a copy of which is attached. After review and discussion, Director Hernandez moved to approve the proposal for an amended maintenance schedule for the District's lift stations. Director Badu seconded the motion, which passed unanimously.

The Board reviewed the report on the maintenance of the District's storm water quality features prepared by Storm Water Solutions, LLC, a copy of which is attached.

ADOPT BUDGET FOR FISCAL YEAR END JUNE 30, 2026 (CONT'D)

The Board discussed the proposed budget for the District for the fiscal year ending June 30, 2026, including the expenses included in the office expenses, website, and miscellaneous line items.

After review and discussion, Director McGowen moved to adopt the budget for the District for the fiscal year ending June 30, 2026, as presented. Director Bell seconded the motion, which passed unanimously.

REQUEST FROM WEST LAKE CHURCH REGARDING POTENTIAL USE OF TEMPORARY SEPTIC SYSTEM

The Board tabled discussion on this agenda item.

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 2,025 occupied homes.

Ms. Kilgore reviewed one abandoned account with an outstanding balance in excess of \$25.00 and requested authorization to turn over the account to a collection agency to pursue collection.

Following review and discussion, Director McGowen moved to (1) approve the operator's report; and (2) authorize Inframark to turn over the recommended account with an outstanding balance in excess of \$25.00 to a collection agency. 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.

ENGINEER'S REPORT

Mr. Gilligan reviewed the engineer's report, a copy of which is attached.

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

Mr. Gilligan updated the Board on the status of the Madera Run Parkway expansion (from Hickory Arroyo Drive to Radura Road) project. He stated that he had no pay estimates from Precise Services, Inc. for the Board's approval.

WOODLAND HILLS DRIVE AT PINE PEAK WAY TRAFFIC SIGNAL

Mr. Gilligan updated the Board on the status of construction of the Woodland Hills Drive at Pine Peak Way Traffic Signal project. He reviewed and recommended approval of Pay Estimate No. 3 in the amount of \$88,143.11, submitted by Third Coast Services LLC ("Third Coast").

After review and discussion, Director Hernandez moved to approve Pay Estimate No. 3 in the amount of \$88,143.11 to Third Coast, as recommended. Director Badu seconded the motion, which passed unanimously.

GROVES NORTH RETAIL PUBLIC INFRASTRUCTURE

Mr. Gilligan reported that the District received two bids for construction of the Groves North retail public infrastructure project. He recommended that the Board award the contract to C.E. Barker Ltd. ("C.E. Barker"), the second lowest bidder, in the amount of \$1,773,100.43, based on BGE's review of the low bidder's financial statements, work history, and qualifications. Mr. Gilligan stated that awarding the contract to C.E. Barker will be most advantageous to the District and will result in the best and most economical and timely completion of the project. The Board concurred that, in its judgment, C.E. Barker was a responsible bidder who would be most advantageous to the District and would result in the best and most economical completion of the project.

Following review and discussion, Director Hernandez moved to award the contract for construction of the Groves North retail public infrastructure project to C.E. Barker in the amount of \$1,773,100.43, based on the engineer's recommendation and subject to approval of payment and performance bonds and review of the certificate of insurance and endorsements, if any, provided by the contractor. Director Badu seconded the motion, which passed unanimously.

Mr. Gilligan requested the Board authorize execution of a maintenance

letter for the storm sewer lines and a storm water quality feature. After review and discussion, Director Hernandez moved to authorize execution of the maintenance letter, as recommended. Director Badu seconded the motion, which passed unanimously.

LIFT STATION NO. 1 EXPANSION AND GENERATOR ADDITION

Mr. Gilligan 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

Mr. Gilligan requested the Board approve the plans and specifications and authorize advertisement for bids for the lift station nos. 2 and 3 generator addition project.

After review and discussion, Director Hernandez moved to approve the plans and specifications and authorize advertisement for bids for the lift station nos. 2 and 3 generator addition project. Director Badu seconded the motion, which passed unanimously.

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

Mr. Gilligan 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, as reflected in his report.

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

Mr. Gilligan 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

Mr. Gilligan updated the Board on the status of commercial development and plan reviews in the District, as reflected in his report.

UPDATE ON DEVELOPMENT OF GIS ASSET MANAGEMENT SYSTEM

Mr. Gilligan updated the Board on the development of the GIS asset management system.

UTILITY COMMITMENT LETTERS

There was no discussion on this agenda item.

OTHER ENGINEERING MATTERS

Mr. Gilligan reviewed updated proposals from CustomScapes for the replacement of ten wooden boards on the Madera Run Parkway bridge, termite treatment and a revised inspection and maintenance schedule, copies of which are attached.

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

DEEDS AND EASEMENTS

The Board considered accepting a water line easement, a sanitary sewer easement, and a storm sewer easement from RK Groves, LLC to the District (collectively, the "Easements"). Mr. Bapat then reviewed the terms of a proposed letter agreement with RK Groves, LLC regarding allowable encroachments within the Easements and informed the Board it is on the form negotiated with RK Groves, LLC for all easements granted to the District. Mr. Gilligan also requested the Board authorize execution of a Letter of Intent regarding execution of the Easements.

Following review and discussion, Director Badu moved to (1) accept the Easements from RK Groves, LLC, subject to receipt, and direct that they be filed appropriately and retained in the District's official records; (2) approve the letter agreement with RK Groves, LLC and direct that it be filed appropriately and retained in the District's official records; and (3) authorize execution of a Letter of Intent. Director Bell seconded the motion, which passed unanimously.

LANDSCAPING REPORT

Mr. LaMartina reviewed the landscape architect's report, a copy of which is attached.

LANDSCAPING IMPROVEMENTS TO TRANQUILITY GROVE DRIVE CUL-DE-SAC

Mr. LaMartina updated the Board on the status of the landscaping improvements to Tranquility Grove Drive cul-de-sac project. He stated that he had no pay estimates from Landecor Landscaping Services for the Board's approval.

LANDSCAPING IMPROVEMENTS TO MADERA RUN PARKWAY

Mr. LaMartina reviewed an exhibit of the sections of Madera Run Parkway being considered for potential landscaping improvements, a copy of which is attached to the landscape architect's report. Discussion ensued regarding the scope of the potential project. Mr. LaMartina then requested the Board authorize design of the Madera Run landscaping improvements project and reviewed a task order to the General Landscape Services Agreement with TBG for design services for the project in an amount not to exceed \$88,800.00.

After review and discussion, Director Turner moved to (1) authorize design of the Madera Run landscaping improvements project; and (2) approve the design services task order with TBG in an amount not to exceed \$88,800.00. Director Badu seconded the motion, which passed unanimously.

Mr. LaMartina also reviewed a task order to the General Landscape Services Agreement with TBG to increase the estimated annual budget by an additional \$15,000.00.

After review and discussion, Director Turner moved to (1) accept the landscape architect's report; and (2) approve the task order from TBG to increase the estimated annual budget by an additional \$15,000.00. Director Badu seconded the motion, which passed unanimously.

REPORT ON DEVELOPMENT

There was no discussion on this agenda item.

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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