

MINUTES
HARRIS COUNTY MUNICIPAL UTILITY DISTRICT NO. 504

May 2, 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 2nd day of May, 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, thus constituting a quorum.

Also present at the meeting either in person or via videoconference were Don Empfield, resident of the District; Pastor Greg Jones of West Lake Church; Barry Hards of Texas Groundworks Management, Inc. (“TGM”); Christina Ferguson of Myrtle Cruz, Inc.; April Weems of TBG Partners (“TBG”); Jenna Craig of Touchstone District Services (“Touchstone”); Paul Schneider, director of Harris County Municipal Utility District No. 412 (“HC 412”); Corporal Oswaldo Alvarez of Harris County Constable’s Office; Perry Miller of Champions Hydro-Lawn, Inc.; Ryan Lesikar and Rachel Sternberg of BGE, Inc. (“BGE”); Melanie Garrett of Assessments of the Southwest, Inc. (“ASW”); Trina Kilgore of Inframark Water & Infrastructure Services (“Inframark”); and Sanjay Bapat, Elizabeth Cone, and Jennifer Ramirez of Allen Boone Humphries Robinson LLP (“ABHR”).

PUBLIC COMMENTS

Mr. Empfield expressed his appreciation to the Board for proceeding with the landscaping improvements to the Tranquility Grove Drive cul-de-sac project.

Pastor Jones introduced himself and updated the Board on the status of the expansion of West Lake Church. He also expressed his appreciation for the Board’s service.

Mr. Hards introduced himself and discussed the services provided by TGM.

APPROVE MINUTES

The Board reviewed the minutes of the April 4, 2025, regular meeting. After review and discussion, Director Bell moved to approve the minutes of the April 4, 2025, regular meeting, as presented. Director Turner 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.

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

Corporal Alvarez updated the Board on the status of security in the District.

TAX ASSESSMENT AND COLLECTION MATTERS

Ms. Garrett 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 98.12% collected as of April 30, 2025.

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

RESOLUTION REQUESTING APPRAISAL OF PROPERTY AND CERTIFICATE OF ESTIMATED APPRAISED VALUE

The Board discussed adopting a Resolution Requesting Appraisal of Property and Certificate of Estimated Appraised Value. After discussion, Director Hernandez moved to adopt the Resolution Requesting Appraisal of Property and Certificate of Estimated Appraised Value and direct that the Resolution be filed appropriately and retained in the District's official records. Director Bell seconded the motion, which passed unanimously.

AMENDMENT TO AGREEMENT FOR SERVICES OF TAX ASSESSOR/COLLECTOR

Ms. Garrett reviewed a proposed Seventh Amendment to Agreement for Services of Tax Assessor/Collector with ASW.

After review and discussion, Director Hernandez moved to approve the Seventh Amendment to Agreement for Services of Tax Assessor/Collector with ASW, subject to final review, and direct that it be filed appropriately and retained in the District's official records. Director Turner 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 Badu seconded the motion, which passed unanimously.

BUDGET FOR FISCAL YEAR END JUNE 30, 2026

Ms. Ferguson reviewed a draft 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 took no action on the budget, pending further review by the Board and consultants.

TRAVEL REIMBURSEMENT GUIDELINES

The Board reviewed the District's Travel Reimbursement Guidelines in preparation for the Association of Water Board Directors summer conference.

Director McGowen entered the meeting.

REPORT ON DETENTION AND DRAINAGE FACILITIES

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

Mr. Miller reviewed a proposal in the amount of \$5,282.00 for the removal of six dead trees and limb trimming around lift station nos. 2 and 3, a copy of which is attached.

After review and discussion, Director Hernandez moved to approve the proposal in the amount of \$5,282.00 for the removal of six dead trees and limb trimming around lift station nos. 2 and 3. Director Bell 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.

Director Turner discussed the size of the grate coverings on storm outfall pipes along Flewellen Creek. After discussion, the Board concurred to authorize Director Turner to conduct an inspection of the storm outfall pipes with Champions and bring any recommendations for modifications to the next meeting for the Board's consideration.

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 three 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 stated that there are two additional abandoned accounts that she is not recommending be sent to collections at this time, pending further investigation.

Ms. Kilgore stated that a builder is requesting an adjustment to a back charge for a sidewalk replacement. She discussed the sidewalk replacement and stated that the total amount of the back charge is \$2,384.00. In response to an inquiry from the Board, Ms. Kilgore stated that builder back charges are now being included on the utility bills in lieu of being invoiced separately. Discussion ensued regarding the request for an adjustment to the back charge.

The Board inquired about the status of pending fire hydrant repairs in the District. The Board requested that Inframark provide an update on the repairs in one week.

Following review and discussion, Director Hernandez 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) deny the request for an adjustment to the builder back charge for the sidewalk replacement. Director Badu 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 Hernandez 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 Badu seconded the motion, which passed unanimously.

APPROVE CONSUMER CONFIDENCE REPORT ("CCR")

The Board considered approving the District's CCR for 2024. After review and discussion, Director Bell moved to approve the CCR, subject to final review, and authorize Inframark to deliver a link to the CCR to District customers and certify the distribution with the Texas Commission on Environmental Quality by July 1, 2025. Director McGowen seconded the motion, which passed unanimously.

ENGINEER'S REPORT

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

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

Ms. Sternberg updated the Board on the status 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.

Ms. Sternberg stated that Harris County Precinct 3 ("Precinct 3") has agreed to plant tree saplings in the median of the newly expanded portion of Madera Run Parkway. After discussion, the Board concurred to proceed with the Precinct 3 plantings and designate Director Turner as the District's liaison with Precinct 3 for the plantings.

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 stated that

she had no pay estimates from Third Coast Services LLC for the Board's approval.

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 reviewed and recommended approval of Pay Estimate No. 1 and Final in the amount of \$103,800.00 and Change Order No. 1 to increase the contract in the amount of \$54,938.00, submitted by BSC Management, Ltd. ("BSC"). Ms. Sternberg stated that Change Order No. 1 is for additional site preparation. The Board determined that Change Order No. 1 is beneficial to the District. Ms. Sternberg also recommended the Board accept the project.

After review and discussion, and based on the engineer's recommendation, Director McGowen moved to (1) approve Pay Estimate No. 1 and Final in the amount of \$103,800.00 to BSC; (2) approve Change Order No. 1 to increase the contract in the amount of \$54,938.00, submitted by BSC, based on the Board's determination that the Change Order is beneficial to the District; and (3) accept the project. Director Bell seconded the motion, which passed unanimously.

GROVES NORTH RETAIL PUBLIC INFRASTRUCTURE

Ms. Sternberg stated that the District received two bids for construction of the Groves North retail public infrastructure project, which BGE is still reviewing.

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, as reflected in her report.

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 stated that he received an updated proposal from CustomScapes for the replacement of ten wooden boards on the Madera Run Parkway bridge and termite treatment, but he has not yet received the proposal for a revised inspection and maintenance schedule. After discussion, the Board tabled action on the proposal, pending receipt of the revised inspection and maintenance schedule proposal.

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

DEEDS AND EASEMENTS

There was no discussion on this agenda item.

LANDSCAPING REPORT

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

THE GROVES, SECTION 40

Ms. Weems updated the Board on the status of construction of The Groves, Section 40 project. She reviewed and recommended approval of Pay Estimate No. 11 and Final in the amount of \$83,993.34, submitted by HD Outdoor Designs, LLC ("HD Outdoor"). Ms. Weems also recommended the Board accept the project.

After review and discussion, and based on the landscape architect's recommendation, Director Hernandez moved to (1) approve Pay Estimate No. 11 and Final in the amount of \$83,993.34 to HD Outdoor; and (2) accept the project. Director Turner seconded the motion, which passed unanimously.

THE GROVES, SECTION 41

Ms. Weems updated the Board on the status of construction of The Groves, Section 41 project. She reviewed and recommended approval of Pay Estimate No. 8 and Final in the amount of \$25,437.33, submitted by HD Outdoor. Ms. Weems also recommended the Board accept the project.

After review and discussion, and based on the landscape architect's recommendation, Director Hernandez moved to (1) approve Pay Estimate No. 8 and Final in the amount of \$25,437.33 to HD Outdoor; and (2) accept the project. Director Turner seconded the motion, which passed unanimously.

LANDSCAPING IMPROVEMENTS TO TRANQUILITY GROVE DRIVE CUL-DE-SAC

Ms. Weems stated that the District received two bids for the landscaping improvements to Tranquility Grove Drive cul-de-sac project. She recommended that the Board award the contract to the low bidder, Landecor Landscaping Services ("Landecor"), in the amount of \$51,184.18. The Board concurred that, in its judgment, Landecor 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 the landscaping improvements to Tranquility Grove Drive cul-de-sac project to Landecor in the amount of \$51,184.18, based on the landscape architect's recommendation and subject to receipt of payment and performance bonds and the certificate of insurance and endorsements, if any, provided by the contractor. Director Turner seconded the motion, which passed unanimously.

LANDSCAPING IMPROVEMENTS TO MADERA RUN PARKWAY

Ms. Weems reviewed a preliminary design and cost estimate for landscaping improvements to Madera Run Parkway. Discussion ensued regarding the preliminary design, including the scope of the project. After discussion, the Board tabled discussion on the proposed design until the next regular meeting.

Ms. Weems also reviewed a task order to the General Landscape Services Agreement with TBG to increase the estimated annual budget by an additional \$15,000. After discussion, the Board concurred to table consideration of the task order, pending the receipt of additional information from TBG.

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

REPORT ON DEVELOPMENT

The Board considered authorizing execution of a Consent to Assignment of Agreements, consenting to the Assignment of all Reimbursement Agreements from RK Groves LLC to International Bank of Commerce. After review and discussion, Director Hernandez moved to authorize execution of the Consent to Assignment of Agreements. Director Bell seconded the motion, which passed unanimously.

REPORT FROM COMMUNICATIONS COMMITTEE, INCLUDING DISTRICT WEBSITE MATTERS

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

Director McGowen updated the Board on the annual town hall meeting scheduled for May 8, 2025. The Board reviewed the draft presentation for the town hall meeting. The Board concurred to record the town hall meeting and post the recording on the District's website.

The Board reviewed proposals from Touchstone, for (1) the purchase and administration of District iPads; (2) director email addresses; and (3) a District SharePoint site, copies of which are attached. After review and discussion, Director Badu moved to approve the proposals for director email addresses and a District SharePoint site. Director McGowen seconded the motion, which passed unanimously.

The Board reviewed Touchstone's invoice and discussed a representative from Touchstone only attending Board meetings on an as-needed basis.

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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