ROMAN FOREST PUBLIC UTILITY DISTRICT NO. 3
Minutes of Meeting of Board of Directors
February 6, 2025

The Board of Directors (the "Board") of Roman Forest Public Utility District No. 3 (the "District") held its regular monthly meeting in accordance with the duly posted notice of meeting and the Texas Open Meetings Act. The roll was called of the duly constituted officers and members of said Board, as follows:

Ruth Ann Rawlins	President
Joanis Riebl	Vice President
Anna Jane Hornaday	Secretary/Treasurer
Robert Parr	Director
Randy Mire	Director

All the above were present, thus constituting a quorum.

Also present at the meeting were Jonathan Roach*, who remoted later in the meeting, Jessica Gentry, and Hayden Toth of Roach & Associates, PLLC (the "District's Attorney"); Eric Gonzalez of Clarity Consulting Corporation (the "District's Bookkeeper"); Monica Pena of Utility Tax Service, LLC (the "District's Tax Assessor"); Sergio Handal of Odyssey Engineering Group (the "District's Engineer"); Mario Garcia of Municipal Operations and Consulting, Inc. (the "District's Operator"); Ryan Keller of Southern Oaks Water Systems (the "District's Developer"); and Matt Rodriguez, who entered later in the meeting, and Janet Anders, members of the public. [*Remote Attendees]

PUBLIC COMMENTS

There were no public comments.

MINUTES OF PRIOR BOARD MEETING

The Board considered the regular meeting minutes of January 9, 2025, for approval. After no discussion, Director Hornaday motioned to approve the January 9, 2025, regular meeting minutes. Director Parr seconded the motion, which passed unanimously.

MOWING AND MAINTENANCE REPORT

There was nothing to report.

TAX ASSESSOR'S REPORT

Ms. Pena presented and reviewed the Tax Assessor's Report; a copy is attached as **Exhibit "A"**. After some discussion, Director Hornaday motioned to approve the Tax Assessor's Report and payment of invoices. Director Parr seconded the motion, which passed unanimously.

Mr. Roach entered the meeting.

RESOLUTION AUTHORIZING ADDITIONAL PENALTY ON DELINQUENT PERSONAL PROPERTY TAXES

Mr. Roach noted that pursuant to applicable sections of the Texas Tax Code, the District can levy an additional penalty of up to twenty percent (20%) to cover the costs of collections on any

delinquent personal property tax accounts as of February 1 each year. After a brief discussion, Director Hornaday motioned to maintain the previously approved additional twenty percent (20%) penalty as authorized for 2020 and subsequent years and to authorize the District's Delinquent Tax Attorney (Linebarger Goggan Blair & Sampson, LLP) to proceed with the usual statutory/contractual twenty percent (20%) additional penalty to be effective February 1, 2025. Director Parr seconded the motion, which passed unanimously.

RESOLUTIONS GRANTING EXEMPTIONS FROM TAXATION FOR 2025

Mr. Roach presented and reviewed the Resolution Concerning Exemptions from Taxation for 2025 (the "Resolution"); a copy is attached as **Exhibit "B"**. He explained the exemptions available under Section 11.13 of the Texas Tax Code and noted the prior years' exemptions adopted by the Board. Mr. Thatcher then presented the 2025 Tax Exemption Analysis. After some discussion, Director Parr made a motion to adopt the Resolution to: (1) keep the $10,000 exemption for individuals who are over sixty-five (65) years of age and under a disability according to applicable federal statutes; and (2) no general homestead exemption. Director Mire seconded the motion, which passed unanimously.

BOOKKEEPER'S REPORT

Mr. Gonzalez presented and reviewed the Bookkeeper's Report; a copy is attached as **Exhibit "C"**. Director Riebl inquired why the Board paid $21,000 to the District's Developer at the previous meeting. Mr. Gonzalez explained that the developer account had previously reimbursed the general account for legal fees, so the Board was reimbursing the District's Developer. Next, Director Rawlins inquired if they had received an invoice from Roman Forest Consolidated Municipal Utility District ("RFCMUD"). Mr. Gonzalez said that he received the meter readings from the District's Operator and had created a spreadsheet to match previous bills. He further noted that RFCMUD has cashed in the last few checks sent to them. A lengthy discussion ensued regarding billing amounts, access to invoices, and possibly voiding previous uncashed checks sent to RFCMUD. Mr. Gonzalez inquired whether the Board would like to void the previous uncashed checks to RFCMUD. The Board concurred not to void said checks. After further discussion, Director Hornaday motioned to approve the Bookkeeper's Report and payment of invoices. Director Parr seconded the motion, which passed unanimously.

DEVELOPER'S REPORT

There was nothing new to report.

OPTIONS FOR AND STATUS OF FUTURE BOND APPLICATIONS

Mr. Handal noted that the District's Engineer is working on the final draft of the bond application and would be presenting it to all consultants for a final review before submittal.

UPDATE ON COMMUNICATIONS WITH RFCMUD, ROMAN FOREST PUBLIC UTILITY DISTRICT NO. 4, AND ADJACENT PROPERTY OWNERS

Mr. Handal presented the latest drafts of the exhibits required for the RFCMUD interconnect agreement, noting that the District's Engineer is awaiting comments from RFCMUD.

He further stated that the District's Engineer had addressed all RFCMUD's requests for the agreement. Mr. Handal further discussed RFCMUD's request for the District to install flow meters on the sanitary sewer lines, noting that the District may be unable to afford it. He then proposed

installing smart covers on every manhole connected to RFCMUD so that every time there is an increased flow, it sends a reading of the changes in levels which will help determine where the infiltration is coming from. Mr. Handal noted that in addition to the cost-benefit, the District could move the smart covers to investigate infiltration elsewhere, whereas the flow meters would be expensive and incapable of being moved.

Next, Mr. Handal suggested cutting into the sanitary sewer lines and installing plugs in both lines, noting there is an easier way to plug from inside the manhole. He also stated that the District's Operator could inspect the manholes annually to ensure no leaks. He also indicated that he is awaiting RFCMUD's opinion on this concept. The Board then ensued in a discussion regarding additional uses for the smart covers.

ENGINEER'S REPORT

Mr. Handal presented the Engineer's Report; a copy is attached as **Exhibit "D"**, providing the following updates:

(1) Waterline Extension for Interconnect with Blue Topaz, noting the contract was awarded to Bull-G Construction in the amount of $434,211.00 contingent upon the water purchase contract with Blue Topaz. Mr. Keller inquired if Bull-G Construction would need to change its contract bid since it has been a while since it was initially accepted. Mr. Handal noted that a change order could be made, or they could rebid the project. He further indicated that he needed to review the contract with Bull-G Construction to see how long the bid was suitable.
(2) Interconnect with RFCMUD, noting that the as-built plans are 100% complete and have been submitted to the Texas Commission on Environmental Quality.
(3) Sanitary Sewer along Roman Forest Blvd. and Fairway Drive – Televising and Rehabilitation, noting the District's Engineer is awaiting the receipt of the televising videos.
(4) Emergency Preparedness Plan ("EPP"), noting that Board authorization is needed for the District's Engineer to begin the preparation of updating the EPP.
(5) Grant Research, noting the District Engineer recommends researching grants to help fund and resolve the ongoing drainage issues. He then explained that the District's Engineer has recently started working with a grant writing company and would utilize them for all his clients. The Board had a lengthy discussion regarding the process, resources, and legalities of grants.

After some discussion, Director Parr motioned to approve: (1) the Engineer's Report; (2) authorize the District's Engineer to begin preparation of the EPP update; and (3) authorize the District's Engineer to research grants for drainage improvements. Director Hornaday seconded the motion, which passed unanimously.

OPERATOR'S REPORT

Mr. Garcia presented the Operator's Report; a copy is attached as **Exhibit "E"**. He then presented the delinquent cut-off list. Director Riebl inquired if a house was still disconnected due to non-payment. Mr. Garcia confirmed there is still one (1) home disconnected. Director Riebl asked if it would be possible for the said home's tap to be removed and given to another customer requesting service. Mr. Garcia noted that he would need to confirm with the District's Attorney.

After some discussion, Director Parr motioned to approve the Operator's Report. Director Mire seconded the motion, which passed unanimously.

DIRECTOR'S REPORT

Director Rawlins explained the different seminars she attended at the Association of Water Board Directors ("AWBD") Midwinter Conference. Mr. Handal stated that videos of the presentations would be posted on AWBD's website soon and encouraged the Directors to review them. Director Rawlins noted that the District's Attorney sent the Board the presentations and her notes from the conference.

ANNUAL SURVEY OF WAGE RATE SCALES

Mr. Roach explained the requirements for adopting Wage Rate Scales for engineering/construction projects and advised that the District has historically adopted the Wage Rate Scales used by Montgomery County (the "County"). After a brief discussion, Director Parr motioned for the District to continue its adopting of the Wage Rate Scales used by the County and to adopt a corresponding resolution accordingly. Director Hornaday seconded the motion, which passed unanimously.

FILING OF SPECIAL PURPOSE DISTRICT REPORT WITH COMPTROLLER (*DUE APRIL 1, 2025*)

Mr. Roach reviewed the District's required annual filing with the Special Purpose District Public Information Database ("SPDPID"), indicating much of the financial information used for the report is taken from the District's most recent audit. After some discussion, Director Hornaday motioned to approve the filing of the District's financial report with the Comptroller. Director Mire seconded the motion, which passed unanimously.

ATTORNEY'S REPORT

Mr. Roach noted that there are a lot of pending bills related to potential tax reform, election terms, notices, and more. He confirmed that he would send a legislative summary to the Board for review.

*EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE SECTIONS 551.071, 551.074, ET. SEQ.

The Board did not enter into executive session.

BOOKKEEPER'S REPORT CONTINUED

Mr. Gonzalez stated that nine (9) uncleared checks are in RFCMUD's possession.

DISCUSS PENDING BUSINESS AND MATTERS FOR FUTURE AGENDAS

The Board concurred to reconvene for their next regular meeting on March 5, 2025, at 6:00 p.m. at the Roman Forest City Hall. There being no further business to discuss, Director Parr motioned to adjourn the meeting. Director Riebl seconded the motion, which passed unanimously.

Approved this 20th day of March 2025.

/s/Joanis Riebl
Vice President, Board of Directors

[SEAL]

LIST OF EXHIBITS

Exhibit A – Tax Assessor's Report
Exhibit B – Resolution Concerning Exemptions from Taxation for 2025
Exhibit C – Bookkeeper's Report
Exhibit D – Engineer's Report
Exhibit E – Operator's Report