

ROMAN FOREST PUBLIC UTILITY DISTRICT NO. 3

Minutes of Meeting of Board of Directors

January 9, 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, except Director Riebl, thus constituting a quorum.

Also present at the meeting were Jonathan Roach, Ray Arce, and Jessica Gentry 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”); Brian Taton of Double Oak Erosion (the “District’s Mowing/Maintenance Consultant”); Ryan Keller of Southern Oaks Water Systems (the “District’s Developer”); and Matt Rodriguez, a member of the public.

PUBLIC COMMENTS

There were no public comments.

MINUTES OF PRIOR BOARD MEETING

The Board considered the regular meeting minutes of December 20, 2024, for approval. After no discussion, Director Hornaday motioned to approve the December 20, 2024, regular meeting minutes. Director Mire seconded the motion, which passed unanimously.

MOWING AND MAINTENANCE REPORT

Mr. Taton presented the Mowing and Maintenance Report; a copy is attached as **Exhibit “A”**. Mr. Keller noted that the Roman Forest City Council (“City Council”) will hold a drainage workshop on January 13, 2025.

REVIEW AUDIT REPORT FOR FYE SEPTEMBER 30, 2024

Mr. Rambo presented and reviewed the draft audit report for the September 30, 2024, Fiscal Year End (“FYE”). After some discussion, Director Hornaday motioned to approve the audit report and the filing of same, subject to final review and incorporation of any comments from the District’s Attorney, other consultants, and Directors. Director Mire seconded the motion, which passed unanimously.

TAX ASSESSOR’S REPORT

Ms. Pena presented and reviewed the Tax Assessor’s Report; a copy is attached as **Exhibit “B”**. 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.

DELINQUENT TAX REPORT

Mr. Roach presented the Delinquent Tax Report and noted there was no action.

RESOLUTION AUTHORIZING ADDITIONAL PENALTY ON DELINQUENT PERSONAL PROPERTY TAXES

This item was deferred.

RESOLUTIONS GRANTING EXEMPTIONS FROM TAXATION FOR 2025

This item was deferred.

BOOKKEEPER’S REPORT

Mr. Gonzalez presented and reviewed the Bookkeeper’s Report; a copy is attached as **Exhibit “C”**, presenting a check in the amount of \$21,346.72 to reimburse the District’s construction fund from the general fund. He explained that the construction fund had previously reimbursed the general fund to cover fees from the District’s Engineer. The Board concurred to defer this decision. After additional discussion, Director Parr motioned to approve the Bookkeeper’s Report and payment of invoices, subject to confirmation of the \$21,346.72 check. Director Hornaday seconded the motion, which passed unanimously.

DEVELOPER’S REPORT

Mr. Keller noted that he would attend the City Council’s drainage workshop to ask questions about the drainage along Roman Forest Boulevard and throughout the neighborhood.

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 will present it to all consultants for final review before submittal.

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

Mr. Roach noted an additional change to one (1) of the exhibits received from Roman Forest Consolidated Municipal Utility District (“RFCMUD”) concerning the wholesale water agreement. Mr. Handal then presented the latest drafts of the exhibits to the agreement.

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.
- (2) Interconnect with RFCMUD, noting that the as-built set of plans is 95% complete, and the District's Engineer will submit them to the Texas Commission on Environmental Quality tomorrow.
- (3) Sanitary Sewer along Roman Forest Blvd. and Fairway Drive - Televising and Rehabilitation, noting the District's Engineer reviewed the scope of work for the Sanitary Sewer Rehabilitation Phase 1 project and determined that a small segment of the active sanitary sewer line along Roman Forest Boulevard and Fairway Drive was not televised and Rehabilitated.

After some discussion, Director Hornaday motioned to approve: (1) the Engineer's Report; and (2) the authorization of the District's Operator to televise the above-mentioned segment of the sanitary sewer line. Director Parr seconded the motion, which passed unanimously.

OPERATOR'S REPORT

Mr. Garcia presented the Operator's Report; a copy is attached as **Exhibit "E"**. Next, he presented the delinquent cut-off list. After some discussion, Director Parr motioned to approve the Operator's Report. Director Mire seconded the motion, which passed unanimously.

BOOKKEEPER'S REPORT CONTINUED

After some discussion, Director Rawlins motioned to approve the reimbursement check for \$21,346.72, payable to the District's construction fund. Director Hornaday seconded the motion, which passed unanimously.

OPERATOR'S REPORT CONTINUED

Upon further discussion, Director Parr motioned to approve the purchase of approximately ten (10) inflow plugs for an amount not to exceed \$3,500, and designating Director Parr to approve any additional costs. Director Hornaday seconded the motion, which passed unanimously.

Mr. Rambo exited the meeting.

DIRECTOR'S REPORT

Director Rawlins noted that she had attended a community information-gathering focus group regarding trails, parks, commercial options, and more. Mr. Handal explained that the focus group was very beneficial in creating a comprehensive plan, looking at several resources, and prioritizing the input from the community. Mr. Keller stated that it was also helpful to have people from Montgomery County help determine feasible ideas.

Mr. Gonzalez and Ms. Pena exited the meeting.

ATTORNEY'S REPORT

Mr. Roach noted there was nothing new to report.

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

The Board did not enter into executive session.

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

The Board ensued in further discussion regarding the unused valves within the District. After a lengthy discussion, Director Hornaday motioned to bury all unused valves that are turned off, except for one (1) valve. Director Parr seconded the motion, which passed unanimously.

DISCUSS PENDING BUSINESS AND MATTERS FOR FUTURE AGENDAS

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

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Approved this 6th day of February 2025.

/s/ Anna Jane Hornaday
Secretary, Board of Directors

[SEAL]



LIST OF EXHIBITS

- Exhibit A - Mowing and Maintenance Report
- Exhibit B - Tax Assessor's Report
- Exhibit C - Bookkeeper's Report
- Exhibit D - Engineer's Report
- Exhibit E - Operator's Report