

## ROMAN FOREST PUBLIC UTILITY DISTRICT NO. 3

Minutes of Meeting of Board of Directors

April 10, 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 Hornaday, who entered later in the meeting, 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, who entered later in the meeting, of Odyssey Engineering Group (the “District’s Engineer”); Bo Brewer of Municipal Operations and Consulting, Inc. (the “District’s Operator”); Ryan Keller of Southern Oaks Water Systems (the “District’s Developer”); Brian Taton of Double Oak Erosion (the “District’s Mowing/Maintenance Consultant”); and Janet Anders, a member of the public.

### **PUBLIC COMMENTS**

Ms. Anders inquired about the District’s tax exemption for those 65 years of age and older. Mr. Arce confirmed that anyone over 65 years of age who owns a homestead will receive a \$10,000 tax exemption. Ms. Anders inquired when the residents would be receiving these exemptions. Director Parr noted that the District is waiting for the Montgomery County Appraisal District (“MCAD”) to communicate with the District’s Tax Assessor regarding the refund required to be sent to the residents.

### **MINUTES OF PRIOR BOARD MEETING**

The Board considered the regular meeting minutes of March 20, 2025, for approval. After no discussion, Director Parr motioned to approve the March 20, 2025, 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”**.

### **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 Parr motioned to approve the Tax Assessor's Report and payment of invoices. Director Riebl seconded the motion, which passed unanimously.

### DELINQUENT TAX REPORT

Mr. Roach presented the Delinquent Tax Report, noting that no action was necessary.

### RESOLUTION AUTHORIZING ADDITIONAL PENALTY ON DELINQUENT REAL PROPERTY TAXES

Mr. Roach advised that, pursuant to the Texas Property Tax Code, the District could impose an additional penalty of up to 20% on delinquent real property taxes as of July 1st of each year and that the penalty is essentially to cover the costs of collections by the District's Delinquent Tax Attorney pursuant to their contract with the District. After no questions or discussion, Director Parr motioned to maintain the previously approved additional twenty percent (20%) penalty as authorized for 2020 and subsequent years and 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 July 1, 2025. Director Mire seconded the motion, which passed unanimously.

Ms. Pena exited the meeting.

### BOOKKEEPER'S REPORT

Mr. Gonzalez presented and reviewed the Bookkeeper's Report; a copy is attached as Exhibit "C". Director Rawlins inquired about the status of moving some of the District's money to a money market. Mr. Gonzalez noted that due to some issues the District's Bookkeeper encountered with Texas Class, he recommended that the District move its money into TexPool. The Board then discussed the amount of money to be transferred to TexPool and invoicing and billing matters concerning Roman Forest Consolidated Municipal Utility District ("RFCMUD").

Mr. Handal entered the meeting during the discussion.

After a brief discussion, Director Parr motioned to approve the Bookkeeper's Report and payment of invoices. Director Mire seconded the motion, which passed unanimously.

### OPERATOR'S REPORT

Mr. Brewer presented the Operator's Report; a copy is attached as Exhibit "D". Next, Mr. Brewer presented the Identity Theft Prevention Program Report for the Board's review and explained there were no violations to report. Director Parr inquired which of the two, water or sewer, cost more for the Operator to service. Mr. Brewer stated that the water service would be the most costly expense for the District's Operator since it requires them to read each meter physically and correspond with residents more frequently regarding water issues. Then, Mr. Brewer explained the Consumer Confidence Report ("CCR") to the Board and requested authorization to prepare and file it appropriately.

Director Hornaday entered the meeting.

After some discussion, Director Parr motioned to: (1) approve the Operator’s Report; and (2) authorize the District’s Operator to prepare and file the CCR. Director Mire seconded the motion, which passed unanimously.

### **DEVELOPER’S REPORT**

There was nothing new to report.

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

Mr. Roach noted that he received the latest revisions on the Amended and Restated Agreement with RFCMUD for Wholesale Water and Wastewater Service earlier that day. The Board then had a lengthy discussion regarding the revisions made in the agreement.

Director Riebl, Ms. Anders, Messrs. Gonzalez, and Taton exited the meeting.

After some discussion, Director Hornaday motioned to approve the RFCMUD Amended and Restated Agreement for Wholesale Water and Wastewater Service, subject to final review by the District’s Attorney and Engineer. Director Parr seconded the motion, which passed four-to-zero (4-0) with Director Riebl absent from the vote.

Next, the Board reviewed the Blue Topaz Agreement for Wholesale Water Service. After some discussion, Director Hornaday motioned to approve said agreement, subject to incorporation of final comments and review by the District’s Attorney and Engineer. Director Parr seconded the motion, which passed unanimously.

### **ENGINEER’S REPORT**

Mr. Handal presented the Engineer’s Report; a copy is attached as **Exhibit “E”**, providing the following updates:

- (1) Waterline Extension for Interconnect with Blue Topaz, where he discussed whether Bull-G would still honor the original bid the District was initially awarded.
- (2) Sanitary Sewer along Roman Forest Blvd. and Fairway Drive – Televising and Rehabilitation, noting that the District’s Engineer had reviewed the televising videos and found some roots, cracks, sags, debris, blockages, and joint offsets.
- (3) Emergency Preparedness Plan, noting that the District’s Engineer is preparing the update.

### **REQUEST FOR ESTIMATE OF VALUE**

Mr. Roach explained that the District’s Attorney had prepared the Resolution Requesting the Estimate of Value (“EOV”), and authorization is needed to approve the request for EOV to the Montgomery County Appraisal District (“MCAD”). Director Hornaday motioned to approve the request to MCAD for the EOV. Director Mire seconded the motion, which passed unanimously.

### **OPTIONS FOR AND STATUS OF FUTURE BOND APPLICATIONS**

There was nothing new to report.

**DIRECTOR'S REPORT**

Director Rawlins provided a brief overview of the American Association of Special Districts Conference she had recently attended.

**ATTORNEY'S REPORT**

Mr. Roach presented the District's Attorney Service Addendum with a flat fee rate for Board approval. After some discussion, Director Hornaday motioned to approve the addendum. Director Parr seconded the motion, which passed unanimously.

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

The Board did not enter an executive session.

**DISCUSS PENDING BUSINESS AND MATTERS FOR FUTURE AGENDAS**

The Board concurred to reconvene for their next regular meeting on May 1, 2025, at 12:00 p.m. at the District Attorney's Office. There being no further business to discuss, Director Rawlins motioned to adjourn the meeting. Director Mire seconded the motion, which passed unanimously.

Approved this 8<sup>th</sup> day of May 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 - Operator's Report
- Exhibit E - Engineer's Report