

JACKRABBIT ROAD PUBLIC UTILITY DISTRICT  
Minutes of Board of Directors Meeting  
August 8, 2023

The Board of Directors (the "Board") of Jackrabbit Road Public Utility District (the "District") met in regular session, open to the public on August 8, 2023, at 16720 Pine Forest Lane, Houston, Texas, in accordance with the duly posted notice of public meeting, and the roll was called of the duly constituted officers and members of said Board, as follows:

Charles L. Falknor, President  
Ross L. Bell, Vice-President  
Michael Goings, Secretary  
James Horn, Assistant Secretary  
Gary Streit, Assistant Secretary

all of whom participated in the meeting, thus constituting a quorum.

Also attending the meeting were: Mirna Bonilla-Odums of Inframark, LLC ("Inframark"); Miranda Burkes of Wheeler & Associates, Inc. ("Wheeler"); Yaneth Copper of Municipal Accounts & Consulting, L.P. ("MAC"); Erik Miller of Sander Engineering Corporation ("SEC"); and Rick Barker of Schwartz, Page & Harding, L.L.P. ("SPH").

The President called the meeting to order and declared it open for such business as might regularly come before the Board.

PUBLIC COMMENTS

The Board began by opening the meeting for public comments. There being no comments offered, the Board continued to the next item of business.

MINUTES

As the next order of business, the Board considered approval of the draft minutes of the July 11, 2023, Board meeting. After review and discussion of the draft minutes presented, it was moved by Director Goings, seconded by Director Bell, and unanimously carried that said minutes be approved as written.

2023 TAX RATE RECOMMENDATION

The Board deferred consideration of the District's 2023 tax rate and publication of same until the next Board meeting pending the certification of the Harris County tax rolls.

## BOOKKEEPER'S REPORT

Ms. Castillo presented to and reviewed with the Board the Bookkeeper's Report, dated August 8, 2023, a copy of which is attached hereto as **Exhibit A**. After discussion, it was moved by Director Falknor, seconded by Director Goings, and unanimously carried that the Board approve the Bookkeeper's Report and authorize payment of the disbursements listed therein.

## TAX ASSESSOR-COLLECTOR REPORT

Ms. Burkes presented to and reviewed with the Board the Tax Assessor-Collector Report dated July 31, 2023, and a Delinquent Collections Listings as of July 31, 2023. Copies of which are attached hereto as **Exhibit B**. After discussion on the matter, it was moved by Director Goings, seconded by Director Streit, and unanimously carried that the Board approve the Tax Assessor-Collector Report.

## DELINQUENT TAX REPORT

The Board considered the Delinquent Tax Report received from the District's delinquent tax collections attorney, Ted A. Cox, P.C, dated August 1, 2023, a copy of which is attached hereto as **Exhibit C**. Mr. Barker noted that there was no action required by the Board at this time with respect to any of the delinquent tax accounts listed in the report.

## SALES AND USE TAX ADMINISTRATION REPORT

The Board deferred consideration of the Sales and Use Tax Administration Report after noting that no report was received this month.

## OPERATOR'S REPORT

Ms. Bonilla-Odums presented to and reviewed with the Board the Operator's Report for the month of June 2023, a copy of which is attached hereto as **Exhibit D**.

Ms. Bonilla-Odums next discussed the delinquent list of water accounts and requested that the Board consider authorizing Inframark to transfer seven (7) delinquent accounts totaling \$1,080.92 to Collections Unlimited ("CU") for collection, which accounts are reflected on the attached report. After discussion on the matter, it was moved by Director Falknor, seconded by Director Streit, and unanimously carried that Inframark be authorized to transfer the seven delinquent accounts to CU for collection and write off the one delinquent account.

Ms. Bonilla-Odums next reported that Blower Motors No. 1 and No. 6 are in need of repair or replacement and presented proposals for same from Northside Electric. She noted that Inframark is recommending that the Board approve the proposals for repair of Blower Motor No. 1 in the amount of \$11,695 and the replacement of Blower Motor No. 6 in the amount of \$19,900. After discussion, it was moved by Director Falknor, seconded by Director Streit, and unanimously carried to approve the proposals for the repair of Blower Motor No. 1 in the amount of \$11,695 and the replacement of Blower Motor No. 6 in the amount of \$19,900 as recommended.

## ENGINEER'S REPORT

Mr. Miller presented to and reviewed with the Board a written Engineer's Report prepared by SEC dated August 8, 2023, a copy of which is attached hereto as **Exhibit E**.

Mr. Miller then requested: (i) the approval of Pay Application No. 12 in the amount of \$61,425.00 and Pay Application No. 13 and Final in the amount of \$81,255.00 to C3 Constructors ("C3") for work completed on the Wastewater Treatment Plant ("WWTP") Flood Wall System; a copy of Pay Estimate No. 12 and No. 13 and Final are attached to the Engineer's Report. After discussion, it was moved by Director Falknor, seconded by Director Horn, and unanimously carried to approve Pay Application Nos. 12 and No. 13 and Final to C3 as discussed.

After discussion, the Board concurred to hold a special meeting at the WWTP to participate in a site inspection of the flood wall on Friday, October 20, 2023, **at a time to be determined.**

Ms. Burkes exited the meeting at this time.

## UTILITY COMMITMENT

In connection with the utility commitment request by the Shiva Durga Krishna Church (the "Church"), Mr. Miller discussed the the tax-exempt tap fee requirement applicable to the Church and reviewed with the Board the terms of a draft tax-exempt tap fee letter to the Church prepared by SEC. He noted that no Board action was required at this time.

## WATER/SANITARY SEWER RATE ANALYSIS

Mr. Miller reported that SEC and Inframark are continuing to work on the preparation of the water/sanitary sewer rate analysis for the Board's review.

## ATTORNEY'S REPORT

The Board next considered the Attorney's Report. In connection therewith, Mr. Barker advised the Board that he had nothing additional to discuss with the Board of a legal nature which was not covered under specific agenda items.

## SECURITY PATROL REPORT

The Board considered the Security Patrol Report. In connection therewith, Director Bell discussed with the Board the recent security related activities in the District. A copy of the Glencairn Crime Report for July 2023 is attached hereto as **Exhibit F**.

## TEXAS PRIDE DISPOSAL ("TEXAS PRIDE") MONTHLY REPORT

The Board next considered the Texas Pride Monthly Reports for June 2023 and July 2023, copies of the reports are attached hereto as **Exhibit G**. After discussion, the Board concurred to

authorize Director Falknor to prepare a message to be sent to the District's residents via the emergency messaging system informing them about certain issues and reporting procedures related to trash collection.

MATTERS FOR PLACEMENT ON FUTURE AGENDAS

The Board next considered matters to be placed on future agendas and noted that there were no additional items other than the items set forth hereinabove.

ADJOURNMENT OF MEETING

There being no further business to come before the Board, it was moved by Director Goings, seconded by Director Horn, and unanimously carried that the meeting be adjourned.

(SEAL)

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Secretary  
Board of Directors

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LIST OF ATTACHMENTS TO MINUTES

- Exhibit A Bookkeeper's Report
- Exhibit B Tax Assessor-Collector Report
- Exhibit C Delinquent Tax Report
- Exhibit D Operator's Report
- Exhibit E Engineer's Report
- Exhibit F Glencairn Crime Report
- Exhibit G Texas Pride Monthly Reports for June 2023 and July 2023

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