

JACKRABBIT ROAD PUBLIC UTILITY DISTRICT
Minutes of Board of Directors Meeting
December 12, 2023

The Board of Directors (the "Board") of Jackrabbit Road Public Utility District (the "District") met in regular session, open to the public on December 12, 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, except for Director Horn, thus constituting a quorum.

Also attending the meeting were: Mirna Bonilla-Odums of Inframark, LLC ("Inframark"); Miranda Burks of Wheeler & Associates, Inc. ("Wheeler"); Yaneth Copper of Municipal Accounts & Consulting, L.P. ("MAC"); Erik Miller of Sander Engineering Corporation ("SEC"); Eric Worthington from Harris County Municipal Utility District No. 136 ("MUD No. 136"); 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 presented, 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 November 14, 2023, regular Board meeting. After review and discussion of the draft minutes presented, it was moved by Director Falknor, seconded by Director Goings, and unanimously carried that said minutes be approved as written.

RATIFICATION OF PRIOR ACTION APPROVING ANNUAL AUDIT REPORTS

The Board next considered ratification of its prior action relative to approval of the District's audit reports prepared by FORVIS for the fiscal year ended July 31, 2023, for the District and for the Wastewater Treatment Plant and the authorization for the execution of Annual Filing Affidavits related to same. After discussion, Director Goings moved that the Board's prior action be ratified in all respects. Director Streit seconded the motion, which carried unanimously.

BOOKKEEPER'S REPORT

Ms. Copper presented to and reviewed with the Board the Bookkeeper's Report, dated December 12, 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, with the exception of check number 15995, payable to Director Horn.

Mr. Copper next presented to and reviewed with the Boar an amended budget for fiscal year ending July 31, 2024, relative to the Wastewater Treatment Plant Clarifier repair. After discussion, Director Falknor moved that said amended budget be approved, as presented. Director Goings seconded the motion, which carried unanimously.

TAX ASSESSOR-COLLECTOR REPORT

Ms. Burks presented to and reviewed with the Board the Tax Assessor-Collector Report dated November 30, 2023, and a Delinquent Collections Listings as of November 30, 2023, copies of which are attached hereto as **Exhibit B**. After discussion on the matter, it was moved by Director Falknor, 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. ("Cox"), dated December 6, 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

In connection with collection of sales tax revenue funds received by the District pursuant to the Strategic Partnership Agreement with the City of Houston, Mr. Barker presented to and reviewed with the Board the November 2023 Allocation Report prepared by Sales Revenue Inc. ("SRI"), a copy of which is attached hereto as **Exhibit D**, and noted that there is no action required by the Board at this time.

OPERATOR'S REPORT

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

Ms. Bonilla-Odums next requested authorization from the Board for Inframark to: (i) defer utility service disconnections until January 2, 2023, due to the fact that the District's regular termination date is so close to the holidays and (ii) transfer eleven (11) delinquent utility accounts, totaling \$1,872.07, to Collections Unlimited for collections. After discussion on the matter, Director Falknor moved to authorize Inframark to defer disconnections, and to transfer the accounts as requested. Director Goings seconded said motion, which unanimously carried.

Ms. Bonilla-Odums then presented to and reviewed with the Board a proposals from Inframark to (i) repair or replace lift pump no. 1 at Wastewater Treatment Plant No. 1 in the amount of \$18,754.00; and (ii) replacement of process pump no. 1 at Wastewater Treatment Plant No. 1 in the amount of \$8,079.00. Copies of both proposals are attached to the Operator's Report. After discussion, it was moved by Director Falknor, seconded by Director Horn, and unanimously carried that the Board approve Inframark's proposals in the amounts of \$18,754.00 and \$8,079.00, as discussed. Director Goings seconded the motion, which carried unanimously.

Ms. Burks exited the meeting at this time.

ENGINEER'S REPORT

Mr. Miller presented to and reviewed with the Board a written Engineer's Report prepared by SEC dated December 12, 2023, a copy of which is attached hereto as **Exhibit F**. It was noted that no action was being requested of the Board at this time with respect to items listed in said Report.

UTILITY COMMITMENT

In connection with the utility commitment request by the Shiva Durga Krishna Church (the "Church"), Mr. Miller reminded the Board that the check for the tap-exempt fee in the amount of \$32,108.87 had been received by SEC. He then advised that the revised drawings have not yet been resubmitted. There was no Board action taken on this matter.

PROPOSED ANNEXATION REQUEST

Mr. Miller reminded the Board that he previously presented to and reviewed with the Board an informal annexation request from developer Eugene Chong requesting the annexation of 16301 Pine Forest Lane, Houston, Texas 77084 into the boundaries of the District to receive water and sanitary sewer services to serve a proposed RV Park. Mr. Miller then informed the Board that Mr. Chung has not been in contact with SEC recently and reminded the Board that the preparation of a feasibility study for the proposed project is subject to the receipt of a \$15,000 deposit and the submission of all documentation requested by SEC.

Mr. Miller next reminded the Board that a second inquiry was recently made regarding 16301 Pine Forest Lane, Houston, Texas 77084 by Mr. Rico, a developer, considering the tract for a proposed office complex development. Mr. Miller then reminded the Board that SEC previously provided Mr. Rico with information regarding the annexation process and costs and noted that no response had been received to date.

WATER/SANITARY SEWER RATE ANALYSIS

Mr. Miller presented to and reviewed with the Board a water and sanitary sewer rate analysis prepared by SEC and Inframark, a copy of which analysis is attached hereto as **Exhibit G**. After discussion, the Board deferred taking any action and requested that an item be added to the next agenda to consider amending the District's current Rate Order. Mr. Barker noted that an item regarding same would be added to the next agenda.

MATTERS RELATED TO 2024 DIRECTORS ELECTION

Mr. Barker advised the Board that, pursuant to Section 141.040, Texas Election Code, the District is required to post a notice regarding the period during which a candidate may file an application to appear on the ballot for the District's directors election to be held on May 4, 2024. Mr. Barker noted that such notice must be posted by December 18, 2023 (1) at the in-District posting location for notices of meetings, and (2) at the District's administrative office. After discussion on the matter, upon motion made by Director Bell, seconded by Director Streit and unanimously carried, the Board authorized SPH to prepare and SPH and Touchstone post such notice on behalf of the Board and the District.

ATTORNEY'S REPORT

Mr. Barker informed the Board that he had nothing more of a legal nature to report at this time.

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.

TEXAS PRIDE DISPOSAL ("TEXAS PRIDE") MONTHLY REPORT

The Board deferred consideration of the Texas Pride Monthly Report as a copy of the report had not been received.

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 Falknor, and unanimously carried that the meeting be adjourned.




Secretary
Board of Directors

LIST OF ATTACHMENTS TO MINUTES

- Exhibit A Bookkeeper's Report
- Exhibit B Tax Assessor-Collector Report
- Exhibit C Delinquent Tax Report
- Exhibit D Sales and Use Tax Administration Report prepared by SRI
- Exhibit E Operator's Report
- Exhibit F Engineer's Report
- Exhibit G Water and Sanitary Sewer Rate Analysis