

TIMBER LANE UTILITY DISTRICT
Minutes of Meeting of Board of Directors
November 14, 2019

The Board of Directors (“Board”) of Timber Lane Utility District (“District”) met at 2615 Ciderwood, Spring, Harris County, Texas in the District, on November 14, 2019 in accordance with the duly posted notice of the meeting, with a quorum of Directors present, as follows:

Daniel M. Meacham, President
Robert B. Schenck, Vice President
James F. Messer, Secretary
A. F. “Bud” Gessel, Assistant Secretary
Eric Langstaff, Director

and the following was absent:

None.

Also present were Mike Potter, Michelle Blevins, Tammy Carby, Paulette Scott, Curt Trauth, Mark Cervantes, Bill Russell, Jeff Vogler, Harris County Precinct 4 Deputy Flores and Deputy Norton, Jennifer B. Seipel and Lori G. Aylett.

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

1. There were no public comments.
2. The Board considered the minutes of the meeting held on October 10, 2019. One change was suggested, and upon motion duly made and seconded, the Board unanimously approved the minutes of the meeting as amended.
3. Harris County Precinct No. 4 Deputy Flores presented a law enforcement report, copy attached. He reported the following crime statistics: one burglary of a habitation, seven vehicle thefts, one assault, 21 calls for family disturbances, 56 alarms, four reported runaways, two burglaries of a motor vehicle, nine other thefts, zero sexual assaults, one call for juvenile disturbance, 41 suspicious vehicles, two phone harassments, one theft of a habitation, three robberies, ten criminal mischief calls, 88 other disturbances, 31 suspicious persons and 893 other calls. After discussion, upon motion duly made and seconded, the Board approved the law enforcement report as presented.
4. The Board considered renewal of the District’s insurance policies. Kim Courte appeared by telephone to present the comparison chart of the District’s renewal policies. During that discussion, she noted several significant differences in coverage and premiums. After a full review and discussion, upon motion duly made and seconded, the Board unanimously approved the policy proposals presented by TML.

5. Tammy Carby presented a tax assessor/collector's report, copy attached. The District's 2018 taxes are 99% collected. Ms. Carby also reported that the District's 2019 tax bills have been mailed. Upon unanimous vote, the Board approved the tax assessor's report as presented. During this discussion, the attorney also presented a list of accounts and proposed that service be terminated for failure to pay taxes owed to the District. Upon unanimous motion, the Board approved termination of those accounts if the outstanding taxes are not paid.

6. Jeff Vogler presented the engineer's report, copy attached. The engineer requested authorization to advertise for bids for the Breckenridge West Sections 3, 4 and 5 and detention projects.

Mark Cervantes then reported on matters related to Cypress Creek Park and the Cypress Creek bridge to Cypress Creek Park pedestrian bridge. He stated that he is working on the redesign of the southern entrance.

Construction of the Community Center continues. The engineer presented Pay Application No. 10 in the amount of \$242,187.30 to A&M Contractors and recommended its payment.

As for the sanitary sewer rehabilitation project for Sections 2, 3, and 5 of Timber Lane, the engineer presented Pay Application No. 2 in the amount of \$73,360.90 to T Construction and recommended its payment.

With regard to the trail and canopy structures adjacent to the Union Pacific Railroad ("UPRR") property, the engineer stated that construction continues.

In connection with the auxiliary power for facilities at various locations, the engineer presented Pay Application No. 2 in the amount of \$45,000.00 to McDonald Electric and recommended its payment.

In connection with the clearing of Breckenridge West, the engineer stated that no pay application was submitted for approval.

As for the Breckenridge West outfall channel and detention, the engineer presented Pay Application No. 3 in the amount of \$718,802.49 to Liscka and recommended its payment.

With regard to Breckenridge West, Section Two, the engineer presented Pay Application No. 1 in the amount of \$619,745.76 to Clearwater and recommended its payment.

In connection with the Breckenridge West lift station, the engineer presented Pay Application No. 1 in the amount of \$215,236.80 to Jollux and recommended its payment.

The engineer also reported that the new contracts for completion of the Highland Glen, Section 5 project have been executed.

After discussion, upon unanimous vote, the Board approved the engineer's report, including all pay applications and requests to advertise listed thereon.

7. Bill Russell presented a bookkeeper's report, copy attached. The District's debt service fund balance is \$2,589,203.00, and the capital projects fund balance is \$6,784,890.11. The capital projects park fund balance is \$1,421,075.58, and the operating fund balance is \$8,466,780.47. Upon unanimous vote, the Board approved the bookkeeper's report as presented.

8. There were no developers present.

9. Mike Potter presented an operator's report, copy attached. The District billed 6,156 accounts and had water accountability of 91.57%. The operator mailed 1,051 delinquent notices, and terminated services to 97 accounts. The operator took 22 bacteriological tests, and all were acceptable.

Michelle Blevins also reported a recent situation involving the possible theft of water by a District resident. She requested the Board's permission to cut the house line back to prevent the additional theft of water. The Board granted such permission.

Michelle Blevins noted that she received and processed four requests for routine payment plans. Upon unanimous vote, the Board approved the operator's report as presented.

10. The operator then addressed the Board regarding rate increases associated with deeper water lines being constructed in the new developments within the District. After discussion, the Board requested that the operator determine the appropriate amount of increase and make a recommendation at the next meeting.

11. The Board took no action with respect to the Order for Adoption of Schedule of Water and Sewer Fees and Rates.

12. The attorney discussed the need to begin preparation of the preliminary official statement for the Series 2019 bond issue. Upon motion duly made, seconded, and unanimously carried, the Board authorized preparation of the preliminary official statement.

13. The Board was presented with a Resolution Requesting Preparation of Estimate of Total Appraised Value of Taxable Property within the District. Ms. Aylett explained that the Resolution is necessary so that the Harris County Appraisal District will prepare an estimate for use by the District's financial advisor in the upcoming bond sale. Subject to that discussion, upon motion duly made, seconded and unanimously carried, the Board approved the Resolution as presented.

14. The Board considered the annual review of the list of businesses for SPA collections. After a brief review and discussion, upon motion duly made and seconded, the Board unanimously authorized the bookkeeper to conduct the annual SPA survey.

15. Lori Aylett reported that pursuant to Texas law, all entities with the power of eminent domain must annually submit certain information to the Texas Comptroller. The District will be required to submit not later than February 1st of each year a report containing records and other information needed for the Controller's eminent domain database, including the following: (i) name, (ii) address and public contact information, (iii) the name of a

representative and their contact information, (iv) the type of entity, (v) each provision of law that grants the District eminent domain authority, (vi) the focus or scope of eminent domain authority, (vii) the earliest date on which the District had the authority to exercise eminent domain, (viii) the District's taxpayer identification number, if any, (ix) whether the District exercised its eminent domain authority in the preceding calendar year by filing a condemnation petition, and (x) the District's website address or, if it does not have one, the contact information to enable a member of the public to obtain information from the District. The attorney requested that the Board authorize her office to file the annual report with the Texas State Comptroller not later than the February 1, 2020 deadline. Upon unanimous vote, the Board authorized the attorney to make the submission as required by law.

16. The was no hearing on violation of District rules.

17. Director Gessel presented a report on the District's parks and recreational facilities, a copy attached. Director Gessel reported that the survey of the Liberty Building site is pending. Director Gessel discussed several community service projects. Finally, he gave an update on the status of the pending purchase of the UPRR property. Upon unanimous vote, the Board approved Mr. Gessel's report as presented.

18. There were no Eagle Scout projects for the Board's consideration.

19. There were no rewards for citizen information.

There being no further business to come before the Board, the meeting was adjourned.

Secretary