

**TIMBER LANE UTILITY DISTRICT**  
Minutes of Meeting of Board of Directors  
March 12, 2020

The Board of Directors (“Board”) of Timber Lane Utility District (“District”) met at 2615 Ciderwood, Spring, Harris County, Texas in the District, on March 12, 2020 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

and the following was absent:

Eric Langstaff, Director.

Also present were Mike Potter, Michelle Blevins, Tammy Carby, Mark Cervantes, Bill Russell, Jeff Vogler, Perry Miller, Harris County Precinct 4 Deputy Flores and Deputy Norton, Kenny Ocheltree, Paulette Scott, Curt Trauth, Sarah Sanchez, Rita Fields, Chas Collins, 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. Under public comments, Rita Fields and Chas Collins approached the Board regarding a request for a payment plan and waiver of certain penalties and other fees associated with a large outstanding water bill. After some discussion, the Board requested the operator to review their payment history and usage and work with the customers to create a payment plan and restore their service.

Sarah Sanchez then approached the Board on behalf of the Timber Lane Tiger Sharks swim team. Ms. Sanchez asked whether the District would be consider sponsoring the swim team’s t-shirts, as it has done in the past. Upon motion duly made, seconded, and unanimously carried, the Board approved the sponsorship and required that the Water Smart logo be imprinted on the t-shirts. Ms. Sanchez thanked the Board for their continued support of the swim team program.

2. The Board considered the minutes of the meeting held on February 13, 2020. Upon motion duly made and seconded, the Board unanimously approved the minutes of the meeting as presented.

3. Harris County Precinct No. 4 Deputy Norton presented a law enforcement report, copy attached. He reported the following crime statistics: one burglary of a habitation, two vehicle thefts, two assaults, 16 calls for family disturbances, 46 alarms, one reported runaway, five burglaries of a motor vehicle, nine other thefts, zero sexual assaults, two calls for

juvenile disturbance, 60 suspicious vehicles, two phone harassments, three thefts of a habitation, no robberies, six criminal mischief calls, 91 other disturbances, 23 suspicious persons and 938 other calls. After discussion, upon motion duly made and seconded, the Board approved the law enforcement report as presented.

4. Tammy Carby presented a tax assessor/collector's report, copy attached. The District's 2019 taxes are 96% collected. Ms. Carby also presented one request for waiver of penalties and interest. Upon unanimous vote, the Board approved the waiver of penalties and interest and the tax assessor's report as presented.

5. Jeff Vogler presented the engineer's report, copy attached. The engineer stated that design for Sections 6, 7, 8, 9, 10, and 11 for Breckenridge West is underway.

Mark Cervantes then reported on matters related to Cypress Creek Park Trail and the Cypress Creek bridge to Cypress Creek Park pedestrian bridge. He stated that the District received bids for the project on February 14, 2020 and recommended award of the contract to Division III in the amount of \$201,145.00.

Construction of the Community Center continues, with completion scheduled for April or May. The Board expressed dissatisfaction with the pace of construction. The engineer presented Pay Application No. 14 in the amount of \$278,752.50 to A&M Contractors and recommended its payment. After some discussion, upon motion made, seconded, and carried, with Director Schenck voting nay, the Board approved the pay application as presented.

As for the sanitary sewer rehabilitation project for Sections 2, 3, and 5 of Timber Lane, the engineer presented Pay Application No. 4 and Final in the amount of \$71,495.20 to T Construction and recommended its payment.

With regard to the trail and canopy structures adjacent to the Union Pacific Railroad property, the engineer presented Pay Application No. 4 in the amount of \$33,089.40 to Division III and recommended its payment.

In connection with the auxiliary power for facilities at various locations, the engineer presented Pay Application No. 5 in the amount of \$305,022.48 to McDonald Electric and recommended its payment.

In connection with the clearing of Breckenridge West, the engineer stated that the work continues but no pay application was submitted this month.

As for the Breckenridge West outfall channel and detention, the engineer presented Pay Application No. 6 in the amount of \$120,682.69 to Liscka and recommended its payment.

As for Breckenridge West, Section 1, the engineer presented Pay Application No. 4 in the amount of \$25,875.40 to Fellers & Clark and recommended its payment.

With regard to Breckenridge West, Section 2, the engineer presented Pay Application No. 5 in the amount of \$34,137.19 to Clearwater and recommended its payment.

As for Breckenridge West, Sections 3 and 5, the engineer presented Pay Application No. 2 in the amount of \$434,357.32 to Fellers & Clark and recommended its payment.

With regard to the lift station for Breckenridge West, the engineer presented Pay Application No. 4 in the amount of \$129,618.00 to Jollux and recommended its payment.

With regard to the force main for Breckenridge West, the engineer presented Pay Application No. 1 in the amount of \$92,277.00 to Underground Construction Solutions and recommended its payment.

After discussion, upon unanimous vote (with the exception of the pay application to A&M Contractors as noted above), the Board approved the engineer's report, including all pay applications, change orders, and requests to advertise listed thereon.

6. Bill Russell presented a bookkeeper's report, copy attached. The District's debt service fund balance is \$5,924,030.34, and the capital projects fund balance is \$6,680,485.97. The capital projects park fund balance is \$385,435.57, and the operating fund balance is \$10,802,492.57. Upon unanimous vote, the Board approved the bookkeeper's report as presented.

7. There were no developers present.

8. Mike Potter presented an operator's report, copy attached. The District billed 6,256 accounts and had water accountability of 89.82%. The operator mailed 1,080 delinquent notices and terminated services to 40 accounts. The operator took 22 bacteriological tests, and all were acceptable.

Michelle Blevins presented several write-offs for approval. After discussion, the Board requested the attorney to pursue an entity named DCE who owes the District more than \$1,000 for damage to a District water line. Upon unanimous vote, the Board approved the operator's report as presented.

9. Perry Miller presented a Champions Hydro-Lawn report, copy attached. He presented a proposal for spring overseeding in the amount of \$10,436.30. After a brief review and discussion, upon motion duly made and seconded, the Board unanimously approved the report and proposal as presented.

10. The attorney noted that the District was required to review the FTC identity theft red flag program on an annual basis. The attorney recommended that no changes be made to the program. Accordingly, upon motion duly made, seconded and unanimously carried, the Board voted unanimously to adopt the attached Resolution Affirming Identity Theft Prevention Program.

11. There was presented the attached Order Establishing Office and Designating Meeting Place Outside District, which lists the Community Center being constructed

by the District as a new meeting location. Upon unanimous vote, the Order was adopted as presented, and the Board authorized publication of such notice of additional meeting place as required by law.

12. Ms. Aylett presented proposals from Arbitrage Compliance Specialists to conduct five-year arbitrage rebate reports on the District's Series 2015 and Series 2015A bond issues. After a brief review and discussion, upon motion duly made and seconded, the Board unanimously approved the proposals as presented.

13. The Board then considered the attached Order Declaring Unopposed Candidates Elected and Canceling Election. The Board reviewed a secretary's certificate certifying that all candidates for office of director are unopposed, and the deadline for filing an application to be a candidate has expired. After discussion, upon unanimous vote, the Order was approved and executed.

14. There was no hearing on violation of District rules.

15. Director Gessel presented a report on the District's parks and recreational facilities, a copy attached. Director Gessel discussed the status of several Eagle Scout projects. He provided an update on the construction of the Timber Lane Community Center, with the directors discussing the scheduling of a special meeting on March 18, 2020. Lastly, Director Gessel and Director Schenck discussed a proposal for the installation of security cameras to monitor District parks and facilities. After participating in a phone call with a representative for DSC, the Board voted to engage DSC to install and maintain the security equipment.

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

17. There were no rewards for citizen information.

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

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Secretary