

**TIMBER LANE UTILITY DISTRICT**  
Minutes of Meeting of Board of Directors  
April 9, 2020

The Board of Directors (“Board”) of Timber Lane Utility District (“District”) met via telephone conference, on April 9, 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  
B. Eric Langstaff, Director

and the following was absent:

None.

Also present were Mike Potter, Michelle Blevins, Tammy Carby, Mark Cervantes, Bill Russell, Jeff Vogler, Perry Miller, Harris County Precinct 4 Deputy Flores, Katie Golzarri, Jake Payne, 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 meetings held on March 12, 2020 and March 18, 2020. Upon motion duly made and seconded, the Board unanimously approved the minutes of the meetings as presented.
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, four vehicle thefts, zero assaults, 20 calls for family disturbances, 34 alarms, one reported runaway, four burglaries of a motor vehicle, three other thefts, zero sexual assaults, zero calls for juvenile disturbance, 45 suspicious vehicles, zero phone harassments, zero thefts of a habitation, one robbery, eight criminal mischief calls, 112 other disturbances, 24 suspicious persons and 950 other calls. The Board then discussed closing all District parks during Easter weekend following similar orders issued by Harris County and the City of Houston. 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 97% collected. Ms. Carby also presented one request for an installment payment agreement. Upon unanimous vote, the Board approved the installment agreement and the tax assessor’s report as presented.

5. The Board then considered a Resolution Adopting Rules for Electronic Submission of Bids, which would allow for the District to adopt an electronic bidding system to receive competitive, sealed bids in accordance with Section 49.2731 of the Texas Water Code. Jeff Vogler explained the electronic bid system proposed to be used. After discussion, upon motion duly made and seconded, the Board approved the resolution as presented.

6. 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. He stated that the District is still waiting on authorization from the requisite governmental entities.

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. 15 in the amount of \$193,275.76 to A&M Contractors and recommended its payment. The engineer also presented Change Order No. 2 in the amount of \$42,106.00.

With regard to the trail and canopy structures adjacent to the Union Pacific Railroad property, the engineer presented Pay Application No. 5 in the amount of \$40,072.50 to Division III and recommended its payment.

In connection with the auxiliary power for facilities at various locations, the engineer presented Pay Application No. 6 in the amount of \$303,823.57 to McDonald Electric and recommended its payment.

In connection with the clearing of Breckenridge West, the engineer presented Pay Application No. 5 in the amount of \$156,240.00 to K&K Earthworks and recommended its payment.

With regard to Breckenridge West Phase II detention, the engineer presented Pay Application No. 1 in the amount of \$229,725.00 to Sonora and recommended its payment.

As for Breckenridge West, Section 1, the engineer presented Pay Application No. 5 and Final in the amount of \$5,000 to Fellers & Clark and recommended its payment.

With regard to Breckenridge West, Section 2, the engineer presented Pay Application No. 6 and Final in the amount of \$25,958.13 to Clearwater and recommended its payment.

As for Breckenridge West, Sections 3 and 5, the engineer presented Pay Application No. 3 in the amount of \$92,575.87 to Fellers & Clark and recommended its payment.

With regard to Breckenridge West Section 4, the engineer presented Pay Application No. 1 in the amount of \$500,433.02 to Fellers & Clark and recommended its payment.

With regard to the lift station for Breckenridge West, the engineer presented Pay Application No. 5 in the amount of \$58,105.26 to Jollux and recommended its payment.

With regard to the force main for Breckenridge West, the engineer stated that no pay application was presented for payment.

The engineer also provided an update on service to the Mercer Arboretum.

After discussion, upon unanimous vote, the Board approved the engineer's report, including all pay applications and change orders listed thereon, with the caveat that the bookkeeper should hold the check to A&M Contractors until the engineer receives confirmation of a release of lien.

7. Bill Russell presented a bookkeeper's report, copy attached. The District's debt service fund balance is \$5,927,521.32, and the capital projects fund balance is \$6,670,500.94. The capital projects park fund balance is \$366,512.68, and the operating fund balance is \$10,855,011.50. Upon unanimous vote, the Board approved the bookkeeper's report as presented.

8. The Board then considered the election of officers and appointment of a treasurer. After discussion, the Board took no action.

9. The Board considered a Resolution Authorizing Bookkeeper and/or Treasurer to Sign Certain Disbursements Approved at a Telephonic Meeting. After discussion, the Board took no action.

10. There were no developers present.

11. Mike Potter presented an operator's report, copy attached. The District billed 6,318 accounts and had water accountability of 92.41%. The operator mailed 1,196 delinquent notices and terminated services to 26 accounts. The operator took 20 bacteriological tests, and all were acceptable. The Board briefly discussed the procedures in place during the COVID-19 pandemic. Upon unanimous vote, the Board approved the operator's report as presented.

12. Perry Miller presented a Champions Hydro-Lawn report, copy attached. He reported that all District facilities are in good condition. After a brief review and discussion, upon motion duly made and seconded, the Board unanimously approved the report as presented.

13. The Board considered a Resolution Authorizing Assistant Secretary to Execute Certain Real Estate Conveyance Documents on Behalf of the District. This resolution will allow for Director Gessel to sign and execute all necessary documents in connection with the previously approved sale of certain land to the Timber Lane Community Improvement Association. Upon motion duly made, seconded and unanimously carried, the Board approved the resolution as presented.

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

15. Katie Golzarri approached the Board regarding the design of the Veteran's Memorial to be constructed at the Timber Lane Community Center. The Board expressed their great satisfaction with the final design and thanked Ms. Golzarri for her hard work. She stated that the next step is to get cost estimates on various materials to be used in the selected design and present them to the Board.

16. Director Gessel presented a report on the District's parks and recreational facilities, a copy attached. Director Gessel discussed delaying the opening of the Timber Lane Community Center. After discussion, the Board agreed. Director Gessel discussed the removal of many feral hogs.

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

18. 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