

TIMBER LANE UTILITY DISTRICT
Minutes of Meeting of Board of Directors
May 14, 2020

The Board of Directors (“Board”) of Timber Lane Utility District (“District”) met via telephone conference, on May 14, 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
Eric Langstaff, Director

and the following was absent:

None.

Also present were Mike Potter, Michelle Blevins, Tammy Carby, Mark Cervantes, Bill Russell, Jeff Vogler, Harris County Precinct 4 Sergeants Zinsman, Norton, and Flores, 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 April 9, 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 Flores presented a law enforcement report, copy attached. He reported the following crime statistics: zero burglaries of a habitation, one vehicle theft, one assault, 21 calls for family disturbances, 29 alarms, five reported runaways, five burglaries of a motor vehicle, three other thefts, zero sexual assaults, two calls for juvenile disturbance, 60 suspicious vehicles, one phone harassment, zero thefts of a habitation, zero robberies, nine criminal mischief calls, 154 other disturbances, 30 suspicious persons and 1,361 other calls. The Board also discussed the procurement of an additional officer to handle the newly-constructed neighborhoods located within the District. After discussion, upon motion duly made and seconded, the Board approved the law enforcement report as presented and requested that the deputies and attorney for the District take action to procure an additional officer to patrol the District.

4. The Board President executed certificates of election indicating that Daniel Meacham and Bud Gessel were elected without opposition, and the Board accepted the certificates of election as presented. The Directors presented their statements of officer, letter of qualifications, and oaths of office. They also completed conflict of interest disclosure statements,

information regarding closure of certain public information, and received a memorandum regarding completion of required open meetings and public information act training. Upon unanimous vote, the Board accepted the oaths of office of Directors Meacham and Gessel as presented.

5. The Board considered the election of officers. The Board voted to maintain the current slate of officers without changes.

6. 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.

7. Jeff Vogler presented the engineer's report, copy attached. The engineer stated that design and plan submittals 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 finally received authorization from the State of Texas to begin design.

Construction of the Community Center is nearing completion. The engineer presented Pay Application No. 16 in the amount of \$336,718.94 to A&M Contractors 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. 6 and Final in the amount of \$26,394.87 to Division III and recommended its payment.

In connection with the auxiliary power for facilities at various locations, the engineer stated that he expects delivery of the generator later this month. No pay application was submitted for approval.

In connection with the Breckenridge West outfall channel and detention, the engineer presented Pay Application No. 7 and Final in the amount of \$75,867.78 to Liscka and recommended the Board's concurrence in its payment by the developer.

With regard to Breckenridge West Phase II detention, the engineer presented Pay Application No. 2 in the amount of \$732,338.10 to Sonora and recommended the Board's concurrence in its payment by the developer.

As for Breckenridge West, Sections 3 and 5, the engineer presented Pay Application No. 4 in the amount of \$13,803.00 to Fellers & Clark and recommended concurrence in its payment by the developer.

With regard to the lift station for Breckenridge West, the engineer presented Pay Application No. 6 in the amount of \$74,295.00 and Pay Application No. 7 in the amount of \$83,780.00 to Jollux and recommended concurrence in their payment by the developer.

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.

Lastly, the engineer discussed a request for certain service from an out-of-District customer. After discussion, the Board decided that they would provide the services requested if he agrees to be annexed into the District.

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

8. Bill Russell presented a bookkeeper's report, copy attached. The District's debt service fund balance is \$5,945,896.78, and the capital projects fund balance is \$6,344,099.77. The capital projects park fund balance is \$435,151.09, and the operating fund balance is \$10,590,395.36. Upon unanimous vote, the Board approved the bookkeeper's report as presented.

9. There were no developers present.

10. Mike Potter presented an operator's report, copy attached. The District billed 6,370 accounts and had water accountability of 89.01%. The operator mailed 986 delinquent notices and terminated services to 0 accounts. The operator took 20 bacteriological tests, and all were acceptable. The Board briefly discussed the procedures in place during the COVID-19 pandemic and agreed to continue with suspension of water termination for another thirty days. Upon unanimous vote, the Board approved the operator's report as presented.

11. There was no report from Champions Hydro-Lawn.

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

13. The Board discussed its current contract with Blackboard Connect. After discussion, the Board agreed to table the matter until next month to give Director Gessel an opportunity to review the services.

14. Director Gessel presented a report on the District's parks and recreational facilities, a copy attached. Director Gessel discussed the status of the cost estimate being prepared for the Veteran's Memorial at the Timber Lane Community Center. After discussion, the Board requested that the estimate include a 50-foot flagpole for the American flag. The Board also agreed to further delay the opening ceremony for the Community Center. The Board also discussed its response to the COVID-19 pandemic. After discussion, the Board elected to keep the District's parks and restrooms closed for the time being.

15. The Board considered an Interlocal Contract with Harris County for the construction of trails. No action was taken by the Board. The attorney noted that a draft had previously been approved by the Board and sent to the county for review. The county's comments have not yet been received.

16. The Board considered a Lease Agreement for the garage and a portion of the building located at 2806 Trailing Vine, which recently was sold by the District to the Timber Lane Community Improvement Association. Upon unanimous vote, the Board approved the lease as presented.

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.

Secretary