

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

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

and the following was absent:

None.

Also present were Mike Potter, Michelle Blevins, Tammy Carby, Mark Cervantes, Bill Russell, Jeff Vogler, Greg Lentz, Harris County Precinct 4 Sergeant 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 meetings held on June 11, 2020 and June 30, 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: zero burglaries of a habitation, four vehicle thefts, two assaults, 25 calls for family disturbances, 38 alarms, five reported runaways, one burglary of a motor vehicle, 19 other thefts, zero sexual assaults, one call for juvenile disturbance, 66 suspicious vehicles, three phone harassments, zero thefts of a habitation, zero robberies, 12 criminal mischief calls, 100 other disturbances, 29 suspicious persons, and 1,004 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 98% collected. Ms. Carby also presented two requests for the District’s acceptance of partial payment of their outstanding taxes. After discussion, the Board also authorized Ms. Carby to accept partial payments on accounts with homestead exemptions going forward. Upon unanimous vote, the Board approved the installment agreements and the tax assessor’s report as presented.

5. Jeff Vogler presented the engineer's report, copy attached. The engineer presented bids for water, sewer, and drainage improvements in Section 8 of Breckenridge West and recommended award of the contract to Dimas Bros. Construction in the amount of \$928,702.00.

The engineer also presented bids for water, sewer, and drainage improvements in Section 9 of Breckenridge West and recommended award of the contract to C.E. Barker in the amount of \$1,008,045.31.

The engineer requested authorization to advertise for bids for water, sewer, and drainage improvements in Section 10 of Breckenridge West.

The engineer discussed a preliminary summary of costs for the next bond issue.

Construction of the Community Center is nearing completion, with the contractor working on addressing punch list items.

With regard to the Cypress Creek Park trail from the Cypress Creek Bridge to the Cypress Creek pedestrian bridge, the engineer gave an update on the status of construction.

In connection with the auxiliary power for facilities at various locations, the engineer presented Pay Application No. 7 in the amount of \$276,718.86 to McDonald Electric and its payment.

As for Breckenridge West, Section 6, the engineer presented Pay Application No. 1 in the amount of \$517,314.78 to Dumas and recommended concurrence in its payment by the developer.

As for Breckenridge West, Section 7, the engineer presented Pay Application No. 1 in the amount of \$554,039.52 to Fellers & Clark and recommended concurrence in its payment by the developer.

As for Highland Glen, Section 5, the engineer stated that a record drawing inspection with the Harris County Engineering Department is scheduled for July 10, 2020.

The engineer provided updates on the status of road construction in the District, as well as the expansion of the Mercer Arboretum.

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

6. Greg Lentz reviewed the cost summary for the District's next bond issue.

7. Bill Russell presented a bookkeeper's report, copy attached. The District's debt service fund balance is \$5,973,827.22, and the capital projects fund balance is \$6,063,495.99. The capital projects park fund balance is \$57,745.48, and the operating fund balance is \$10,027,798.30. 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 6,430 accounts and had water accountability of 90.63%. The operator mailed 998 delinquent notices and terminated services to 0 accounts. The operator took 20 bacteriological tests, and all were acceptable. The operator noted that District's wastewater treatment plant was again experiencing issues with the levels of E.Coli present in its samples. Upon unanimous vote, the Board approved the operator's report as presented.

10. The Board then discussed the procedures in place during the COVID-19 pandemic and agreed to continue with suspension of water termination for the time being, also instructing the operator to send a letter to District customers regarding the recommencement of water terminations and their payment options.

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

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

13. Director Gessel presented a report on the District's parks and recreational facilities, copy attached. The Board discussed the status of various park projects.

14. The Board discussed the Interlocal Contract with Harris County for the construction of trails. Lori Aylett previously provided a draft of the contract that includes comments from the District and noted that it has been presented to Harris County for review. Upon motion duly made, seconded, and unanimously carried, the Board approved the contract as presented.

15. The Board discussed the previously proposed 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. Director Gessel and the attorney noted that they were able to reach an agreement with the CIA to adopt the lease previously proposed by the District with a few minor changes. Upon motion duly made, seconded, and unanimously carried, the Board approved the lease as presented.

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