

TIMBER LANE UTILITY DISTRICT
Minutes of Meeting of Board of Directors
August 13, 2020

The Board of Directors (“Board”) of Timber Lane Utility District (“District”) met via telephone conference, on August 13, 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, Perry Miller, Lt. Juan Flores, Sergeant Brian 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 July 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 Lt. Flores presented a law enforcement report, copy attached. He reported the following crime statistics: zero burglaries of a habitation, six vehicle thefts, four assaults, 24 calls for family disturbances, 44 alarms, five reported runaways, four burglaries of a motor vehicle, three other thefts, one sexual assault, one call for juvenile disturbance, 63 suspicious vehicles, four phone harassments, three thefts of a habitation, zero robberies, five criminal mischief calls, 105 other disturbances, 22 suspicious persons, and 1,132 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 99% collected. Upon unanimous vote, the Board approved the tax assessor’s report as presented.
5. Jeff Vogler and Mark Cervantes presented the engineer’s report, copy attached. With regard to the design of the water, sewer, and drainage improvements for Section

10 of Breckenridge West, the engineer stated that he is addressing comments received from reviewing agencies.

The engineer discussed the upcoming need for the District to hold a bond election to obtain additional authorization from the voters to sell bonds needed to fund District projects. The engineer requested authorization to prepare a Bond Authorization Engineering Report that would include a list of projects that will need to be done in the coming years to meet the ultimate needs of the District.

The engineer discussed the expansion of District wastewater treatment facilities, which is necessary to meet the District's growing demands. He requested authorization to begin preliminary engineering of the expansion, including consideration of conversion to a chlorination/dechlorination methodology. He also suggested that the Board consider re-rating its sewage treatment plant to more accurately reflect the average daily flow attributable to each connection.

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 presented and recommended payment of Pay Application No. 2 in the amount of \$31,068.00 to Division III.

In connection with the auxiliary power for facilities at various locations, the engineer stated that the startup inspection was conducted on August 12, 2020.

With regard to the clearing of Breckenridge West, Phase II, the engineer stated that construction is complete and presented for approval and recommended Board concurrence in its payment by the developer of Pay Application No. 6 and Final in the amount of \$300,737.10 to K&K Earthworks.

As for Breckenridge West Phase II detention, the engineer presented and recommended Board concurrence in its payment by the developer of Pay Application No. 4 in the amount of \$144,219.60 to Sonora.

As for Breckenridge West, Section 6, the engineer presented Pay Application No. 2 in the amount of \$191,799.36 to Dumas and recommended Board concurrence in its payment by the developer.

As for Breckenridge West, Section 7, the engineer stated that no pay application was presented for approval.

As for Breckenridge West, Section 9, the engineer presented and recommended Board concurrence in its payment by the developer of Pay Application No. 1 in the amount of \$912,994.94 to C.E. Barker.

With regard to the Breckenridge West lift station, the engineer presented and recommended Board concurrence in its payment by the developer of Pay Application No. 9 in the amount of \$44,166.70 to Jollux.

The engineer provided updates on the status of various road construction projects and drainage studies in and around the District.

After discussion, upon unanimous vote, the Board approved the engineer's report, including all pay applications and requests for authorization 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 \$2,296,312.75, and the capital projects fund balance is \$6,057,984.99. The capital projects park fund balance is \$54,923.71, and the operating fund balance is \$9,880,279.25. Upon unanimous vote, the Board approved the bookkeeper's report as presented.

8. The Board considered the annual arbitrage maintenance report from Municipal Risk Management Group. Ms. Aylett presented a proposal from Arbitrage Compliance Specialists to conduct final arbitrage rebate report on the District's Series 2012 Bond and a fifth year report on its Series 2015A bond issues. After a brief review and discussion, upon motion duly made and seconded, the Board unanimously approved the proposals as presented.

9. There were no developers present.

10. Mike Potter presented an operator's report, copy attached. The District billed 6,489 accounts and had water accountability of 90.61%. The operator mailed 848 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.

11. The Board then discussed the procedures in place during the COVID-19 pandemic and agreed to return to normal Rate Order procedures.

12. Perry Miller presented the report for Champions Hydro-Lawn. He stated that the District's facilities are in good condition.

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

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

15. The Board discussed the Interlocal Contract with Harris County for the construction of trails. Lori Aylett noted that Harris County had agreed to various minor

amendments proposed by the District to the prior draft, and upon unanimous vote, the Board approved the Interlocal Contract as presented.

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

17. There were no rewards for citizen information.

18. The Board agreed that it would be appropriate for the Board to meet in person next month at the new community center building.

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

Secretary