

TIMBER LANE UTILITY DISTRICT
Minutes of Meeting of Board of Directors
March 11, 2021

The Board of Directors (“Board”) of Timber Lane Utility District (“District”) met at 1904 NapleCHASE Crest Drive, Spring, Harris County, Texas in the District, on March 11, 2021 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 Jeff Vogler, Mark Cervantes, Tammy Carby, Bill Russell, Mike Potter, Michelle Blevins. Kayla Ray, Greg Lentz, Brian Lopera, Sergeant Brian Norton, Captain Vicente Medina, Lt. Juan Flores, Eric O’Brien, Paulette Scott, 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. The meeting commenced with a recital of the Pledge of Allegiance.
2. There was no public comment.
3. The Board considered the minutes of the meeting held on February 11, 2021. Upon motion duly made and seconded, the Board unanimously approved the minutes of the meeting as presented.
4. Harris County Precinct No. 4 Sergeant Flores presented a law enforcement report, copy attached. He presented the following crime statistics: two burglaries of a habitation, two vehicle thefts, zero assaults, 28 calls for family disturbances, 48 alarms, five reported runaways, five burglaries of a motor vehicle, seven other thefts, three sexual assaults, one juvenile disturbance, 86 suspicious vehicles, three phone harassments, one theft of a habitation, zero robberies, five criminal mischief calls, 75 other disturbances, 27 suspicious persons, and 1,044 other calls. Upon unanimous vote, the Board approved the law enforcement report as presented.
5. Tammy Carby presented a tax assessor/collector’s report, copy attached. The District’s 2020 taxes are 93% collected. Ms. Carby also noted that letters have been sent to property owners with delinquent taxes. Upon unanimous vote, the Board approved the tax assessor/collector’s report as presented.

6. Lori Aylett presented an agreement with Harris County (the “County”) for the County’s administration of the District’s May 2021 bond election. After some discussion, upon motion duly made, seconded, and unanimously carried, the Board approved the agreement as presented.

7. Lori Aylett then presented a Resolution to Adopt Hart InterCivic (Verity 2.4) Voting System, with such resolution being necessary to adopt in connection with the County’s administration of the District’s 2021 bond election. Upon motion made, seconded, and unanimously carried, the Board approved the resolution as presented.

8. Jeff Vogler and Mark Cervantes presented the engineer’s report, copy attached. Regarding District plant projects, the engineer noted that the bids to replace the motor control center at a District water plant are due on March 12, 2021.

As for the sanitary sewer rehabilitation project at Aldine Westfield, the engineer reported that the contractor began cleaning and televising the line and encountered a plugged line near Hirschfield. He noted that Wright Solutions is performing an emergency repair of the situation, and the engineer will bring an invoice for that work when it is available. The Board reviewed photographs showing the magnitude of the situation and repair.

With regard to the Veteran’s Memorial at the Timber Lane Community Center, the engineer reported that construction is nearing completion. He presented and recommended payment of Pay Application No. 23 in the amount of \$61,900.74 to A&M Contractors.

With regard to the Cypress Creek Park trail from the Cypress Creek pedestrian bridge to UPRR, the engineer presented and recommended payment of Pay Application No. 1 in the amount of \$16,560.00 to Division III.

As for the recoating of Water Plant Nos. 1, 2, and 4, the engineer presented and recommended payment of Pay Application No. 1 in the amount of \$18,000.00 to CFG Industries, LLC.

As for Breckenridge West, Section 11, the engineer presented and recommended Board concurrence in its payment by the developer of Pay Application No. 3 in the amount of \$43,700.00 to R Construction.

After discussion, upon unanimous vote, the Board approved the engineer’s report, including all pay applications, as presented.

9. Bill Russell presented a bookkeeper’s report, copy attached. Upon unanimous vote, the Board approved the bookkeeper’s report as presented and authorized payment of the checks listed thereon.

10. Brian Lopera of McCall Gibson Swedlund Barfoot PLLC presented an Agreed-Upon Procedures report of funds to be reimbursed to the developers from the proceeds of the Bonds. The auditor reviewed cancelled checks, pay estimates, construction contracts, and developer reimbursement agreements to confirm amounts due to the developers. Upon motion

duly made, seconded, and approved, the Board approved the Agreed-Upon Procedures Report and authorized release of the checks to the developers.

11. There was no developer's report.

12. Mike Potter presented an operator's report, copy attached. The District served 6,961 connections and had water accountability of 93.46%.

Mike Potter reported that twenty bacteriological samples were taken, and all were acceptable. Mr. Potter reported on routine maintenance at all water plants and facilities. Mr. Potter noted that there were no E. Coli violations at the District's wastewater treatment plant.

Mr. Potter also reported on the status of the District's facilities following winter storm Uri. He noted that the generators worked well, and the District did not have to issue a boil water notice during or following the storm.

Michelle Blevins then presented a request for a payment plan for the account at 23015 Briarcreek. After discussion, the Board approved a two-month payment plan.

Upon unanimous vote, the Board approved the operator's report as presented.

13. The Board then discussed temporary policies and procedures regarding payment plans and the assessment of penalties, late notice fees, and termination of water service following winter storm Uri. After discussion, the Board unanimously voted to suspend water terminations for this month and charge for water usage using the lowest available rate for any customers who can demonstrate a leak.

14. Lori Aylett noted that the District recently received correspondence from the North Harris County Regional Water Authority regarding an April 1, 2021 rate increase. That rate increase will be charged to the District's customers pursuant to its Rate Order.

15. Lori Aylett reported 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.

16. Lori Aylett and Greg Lentz presented certain financial and other information related to bonding authority being sought by the District through the propositions to be presented to the voters at the District's May 2021 bond election. This information included, but was not limited to, the amount of bonds to be authorized, the estimated interest on such bonds, the estimated principal and interest to be paid on such bonds, and the estimated maximum annual increase (none) in the amount of taxes that would be imposed upon a residence, should such propositions pass. Mr. Lentz provided a spreadsheet showing the most recent estimate of value received from HCAD and all assumptions used to support the feasibility of the bond issues. Based upon those assumptions, no tax rate increase would be necessary to support the debt service on the bonds that are the subject of the election. Ms. Aylett noted that such information will be made available to all District constituents in compliance with the law. She asked the

Board members to familiarize themselves with the assumptions and the notice so that they could respond to any questions from the residents.

17. Greg Lentz noted that the District's Series 2021 bond sale is scheduled to close on March 16, 2021. Upon unanimous vote, the Board approved the Amendment to Statement of Directors after the bond sale and authorized its filing as required by law.

18. With regard to Champions Hydro-Lawn, Director Langstaff provided an update on the status of the District's detention ponds.

19. There were no hearings on violations of District rules and damage to District property.

20. Director Gessel presented a report on the District's parks and recreational facilities, copy attached. The Board discussed the scheduling of the dedication ceremony for the Veteran's Memorial and the Timber Lane Community Center and the installation of several remaining plaques, with the date being scheduled for March 26, 2021 at 10:00 a.m. He also reported on various recent events held at the Community Center.

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

22. There were no rewards for citizen information.

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

Secretary