

**TIMBER LANE UTILITY DISTRICT**  
Minutes of Meeting of Board of Directors  
February 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 February 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, Kayla Ray, Greg Lentz, Perry Miller, Morgan Campbell, Jim Campbell, Sergeant Brian Norton, Captain Vicente Medina, Lt. Juan 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. The meeting commenced with a recital of the Pledge of Allegiance.
2. Under public comment, Morgan Campbell with Troop 401 proposed a service project to construct additional benches at a District dog park in the amount of \$685.00 in materials. After discussion, the Board approved the service project.
3. The Board considered the minutes of the meeting held on January 14, 2021. Upon motion duly made and seconded, the Board unanimously approved the minutes of the meeting as presented.
4. Harris County Precinct No. 4 Captain Medina presented a law enforcement report, copy attached. He presented the following crime statistics: three burglaries of a habitation, two vehicle thefts, six assaults, 26 calls for family disturbances, 42 alarms, three reported runaways, five burglaries of a motor vehicle, eleven other thefts, one sexual assault, zero juvenile disturbances, 85 suspicious vehicles, six phone harassments, three thefts of a habitation, zero robberies, six criminal mischief calls, 104 other disturbances, 30 suspicious persons, and 1,100 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 2019 taxes are 99% collected, and the District’s 2020 taxes are 91% collected.

There were 17 checks presented for the Board's approval. Ms. Carby presented several requests for payment plans. After discussion, the Board authorized Ms. Carby to approve any payment plan requested by an individual or entity that has never previously defaulted on a payment plan with the District. Upon unanimous vote, the Board approved the tax assessor/collector's report as presented.

6. The Board discussed the upcoming May 2021 bond election. The Board discussed whether to administer its own election or partner with Harris County for the administration of same. After some discussion, upon motion duly made, seconded, and unanimously carried, the Board elected to partner with Harris County to run the District's election.

7. After Ms. Aylett noted that she was still waiting to receive the election agreement from Harris County, the Board tabled consideration of the matter.

8. There was presented the attached Resolution Authorizing Challenge to the Appraisal Roll. Ms. Aylett noted that the preliminary tax roll is released in May, and the tax assessor has a limited amount of time to review the roll and challenge any errors or omissions that are found. The tax assessor should be authorized to make such challenges on the District's behalf. Upon unanimous vote, the Board approved the resolution as presented.

9. Lori Aylett then discussed with the Board the requirements of Senate Bill 625. The law requires districts to annually provide certain records and information concerning the District's finances and tax rates to the Texas Comptroller of Public Accounts. The comptroller has created a special information database on their website, where the information will be assembled, updated, and made available to the public free of charge. The required information is already publicly available in other places, but the law requires submission of the information to the comptroller. The information includes the name of the District, the names of the Board members, any employees, addresses, websites if applicable, names of certain consultants, the total amount of bonds authorized by District voters, the aggregate principal amount of bonds issued, the tax rate, and audited financial information. Upon unanimous vote, the Board authorized the attorney to prepare and file the required report by the April 1, 2021 deadline.

10. Jeff Vogler and Mark Cervantes presented the engineer's report, copy attached. Regarding Werrington Park, Section 6, the engineer stated that contracts were being routed for execution.

As for District plant projects, the engineer requested authorization to advertise for bids to replace the motor control center.

Mr. Cervantes also presented the Board with color options for the recoating of Water Plant Nos. 1, 2, and 4. It was recommended that the Board select a color consistent with colors previously selected for its facilities.

With regard to the trail between the pedestrian bridge and the UPRR tract, the engineer noted that construction is underway.

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. 22 in the amount of \$215,467.95 to A&M Contractors. He also recommended approval of Change Order No. 11.

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. 7 and Final in the amount of \$20,650.00 to Division III.

As for Breckenridge West, Section 11, the engineer presented and recommended Board concurrence in its payment by the developer of Pay Application No. 2 in the amount of \$65,635.71 to R Construction.

Lastly, Mr. Vogler recommended that the District pay for the Hirschfield sanitary sewer pipe bursting with existing bond funds, since it is a repair of a previously approved TCEQ project.

After discussion, upon unanimous vote, the Board approved the engineer's report, including all pay applications and requests for authorization, as presented.

11. 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.

12. There was no developer's report.

13. Mike Potter presented an operator's report, copy attached. The District served 6,830 connections and had water accountability of 88.72%.

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.

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

14. Greg Lentz approached the Board and reported that the District advertised for bids for sale of the \$12,500,000 Unlimited Tax Bonds, Series 2021. The District received ten bids with the lowest bid from Robert W. Baird & Co., Inc. with a net effective interest rate of 1.617125%, noting that this was the lowest rate at which the District has ever sold bonds. Mr. Lentz recommended that the bonds be sold to Robert W. Baird & Co., Inc. Mr. Lentz also reported that the District qualified for bond insurance, and the underwriter elected to procure such insurance. Upon unanimous vote, the Board adopted the Order Awarding Sale of Series 2021 Bonds to Robert W. Baird & Co., Inc., which Order is attached to the minutes. Upon unanimous vote, the Board adopted the Bond Order for Series 2021 Bonds, which Order is attached to the minutes. It was mentioned that a Paying Agent/Registrar Agreement is required for each issuance of District bonds. Upon unanimous vote, the Board approved and authorized execution of a Paying Agent/Registrar Agreement with Amegy Bank for the Series 2021 Bonds. Greg Lentz described actions that will be taken to prepare and distribute the Official Statement

for the Series 2021 Bonds. After discussion, upon unanimous vote, the Board approved the Official Statement for the Series 2021 Bonds and authorized issuance and distribution of the Official Statement as required by law. Mr. Lentz noted that the sale was scheduled to close on March 16, 2021. The attorney noted that there would be several certificates, resolutions, orders and documents necessary to secure the approval, registration and delivery of the Series 2021 Bonds. Upon unanimous vote, the Board authorized the President, Secretary, and consultants to take all such actions necessary to secure approval, registration and delivery of the Series 2021 Bonds.

15. Perry Miller with Champions Hydro-Lawn then provided an update on the District's detention ponds, noting that everything is in good condition.

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

17. 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 Timber Lane Community Center and the installation of several remaining plaques, with the date being tentatively scheduled for March 26, 2021 at 10:00 a.m. Director Schenck also presented a proposal from DSC for additional security features related to the District's security cameras, with such proposal being approved by the Board.

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

19. There were no rewards for citizen information.

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

[ORIGINAL SIGNED BY JAMES F. MESSER]  
Secretary