

**TIMBER LANE UTILITY DISTRICT**  
Minutes of Meeting of Board of Directors  
June 10, 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 June 10, 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, Joann Ramos, Bill Russell, Mike Potter, Michelle Blevins, Michelle Palmer, Jessica Garcia, Kayla Ray, Greg Lentz, Sergeant Brian Norton, Lt. Juan Flores, Sergeant Juvencio Ramos, 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 were no public comments.

3. The Board considered the minutes of the meeting held on May 13, 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 Juvencio Ramos presented a law enforcement report, copy attached. He presented the following crime statistics: two burglaries of a habitation, five vehicle thefts, two assaults, 19 calls for family disturbances, 44 alarms, two reported runaways, nine burglaries of a motor vehicle, five other thefts, four sexual assaults, six juvenile disturbances, 73 suspicious vehicles, three phone harassments, three thefts of a habitation, zero robberies, eight criminal mischief calls, zero other disturbances, 29 suspicious persons, and 1,239 other calls. Upon unanimous vote, the Board approved the law enforcement report as presented.

5. Joann Ramos presented a tax assessor/collector’s report, copy attached. The District’s 2020 taxes are 97.09% collected. There were two wire transfers and seven checks presented for approval. Upon unanimous vote, the Board approved the tax assessor/collector’s report as presented.

6. Jeff Vogler and Mark Cervantes presented the engineer's report, copy attached. With regard to Bond Issue No. 24, the engineer noted that his office submitted a draft of the cost summary to the District's financial advisor and attorneys for review.

As for the sanitary sewer rehabilitation project at Aldine Westfield, the engineer reported that design is underway following the cleaning and televising performed last month by Source Point.

With regard to the Veteran's Memorial at the Timber Lane Community Center, the engineer reported that there is an Americans with Disabilities Act inspection scheduled for the flag pole at the Veteran's Memorial.

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. 4 in the amount of \$30,809.25 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. 4 in the amount of \$37,800.00 to CFG Industries, LLC.

As for Breckenridge West, Section 9 utilities, the engineer presented and recommended Board concurrence in its payment by the developer of Pay Application No. 3 in the amount of \$27,718.09 to C.E. Barker.

As for Breckenridge West, Section 10 utilities, the engineer presented and recommended Board concurrence in its payment by the developer of Pay Application No. 4 in the amount of \$67,320.00 to Cross-Tex.

With regard to Werrington Park, Section 6 utilities, the engineer presented and recommended Board concurrence in the payment of Pay Application No. 2 in the amount of \$113,983.79 to Northtex.

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

7. The Board considered the attached Order Authorizing Filing Application for Approval of Texas Commission on Environmental Quality and Issuance of \$14,100,000 in Bonds. Greg Lentz reviewed with the Board a cash flow analysis showing that the District's taxable value is such that it can support issuance of the bonds being discussed. After a review and discussion, the Board unanimously approved the Order as presented.

8. Bill Russell presented a bookkeeper's report, copy attached. He noted that a recent merger of BBVA and Compass Bank has resulted in the need for the District to relocate its funds to new accounts. He reported that he is investigating new banks at which the District may open accounts. Upon unanimous vote, the Board approved the bookkeeper's report as presented and authorized payment of the checks listed thereon.

9. The Board then considered a Resolution Adopting Operating Budget for the Fiscal Year Ending June 30, 2022. After discussion, upon motion duly made and seconded, the Board unanimously adopted the attached Resolution as presented.

10. The attorney noted that with approval of the District's budget, the District is required to update the transparency report required by Tax Code Section 26.18. Upon unanimous vote, the Board authorized the attorney to update the compliance document.

11. The Board confirmed previous engagement of McCall Gibson Swedlund and Barfoot, PLLC to audit the books and records of the District for the fiscal year ending June 30, 2021.

12. The Board reviewed the ethics letter and update by investment officer, Bill Russell. The attorney noted that annually the investment officer is asked to disclose whether he has any personal business relationships (as that term is defined by statute) with anyone offering to engage in an investment transaction with the District. Mr. Russell submitted the required disclosure which indicated that he had no such relationships to disclose. The attorney noted that this document would be filed with the Texas Ethics Commission and in the District's records as required by law. Upon unanimous vote, the Board approved the investment officer disclosure as presented and authorized its necessary filing.

13. The attorney reported on the necessity to submit emergency operations information and an application for critical load status. Texas law requires that the District submit information regarding its emergency operations to state emergency operations offices and local Harris County offices. In addition, the District must apply for its critical water and sewer facilities to be given priority status for power restoration after a hurricane or other storm. Upon unanimous vote, the Board authorized the attorney to prepare and submit the necessary documentation with input from the District's engineer and operator.

14. There was no developer's report.

15. Mike Potter presented an operator's report, copy attached. The District served 6,443 connections and had water accountability of 94.63%.

Mr. Potter reported that twenty-five bacteriological samples were taken, and all were acceptable. He did note that the District's wastewater treatment plant was again experiencing issues with the levels of E. Coli present in its samples. In connection with that discussion, the attorney reported that the District received a Notice of Enforcement from the Texas Commission on Environmental Quality related to levels of E. Coli present in the District's samples during several months in 2020. Ms. Aylett stated that the notice gives the District the opportunity to meet with the TCEQ to discuss the matter, and she encouraged the Board to do so. The Board discussed their availability to hold such meeting, and Ms. Aylett noted that she would immediately relay this information to the TCEQ.

Michelle Blevins then noted that all current payment plans were being honored. There were no additional requests for payment plans this month.

Michelle Palmer with the operator's billing department inquired as to whether the District would like to offer a paperless billing option for its customers. She noted that it would save the District money on postage. After discussion, the Board unanimously agreed to allow for paperless billing. Ms. Palmer also asked whether the Board would like to allow for electronic payments to be made by District customers. The Board unanimously agreed to allow such form of payment.

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

16. Having previously discussed the Notice of Enforcement from the TCEQ, the Board moved to the next item on the agenda.

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

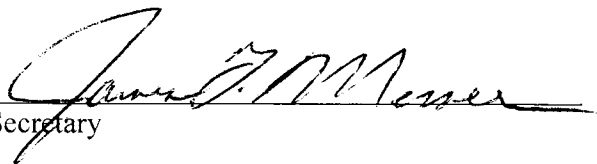
18. There were no hearings on violations of District rules.

19. Director Gessel presented a report on the District's parks and recreational facilities, copy attached. Director Gessel reported on the removal of a pipe that had been installed upon District-owned wetland property. The attorneys noted that a notice of violation will be sent to the suspected offender. The Board also briefly discussed its security system at the parks.

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

21. Under rewards for citizen information, Director Gessel recommended that the Board issue a reward of \$500 to a person for information provided regarding certain individuals who damaged District property. As a result of that information, the individuals were apprehended. Upon motion made, seconded, and unanimously carried, the Board approved the reward.

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

  
Secretary