

TIMBER LANE UTILITY DISTRICT
Minutes of Special Meeting of Board of Directors
September 6, 2022

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 September 6, 2022, in accordance with the duly posted notice of said 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

and the following director absent:

Eric Langstaff, Director.

Also present were Mark Ivy, Josh Maas, Jeff Vogler, Michael Hyatt, Clayton Galloway, Sergio Torres, David Galinda, Matt Lara, Josh Johnson, and Lori Aylett.

The President called the meeting to order and declared it open for such business as might properly come before it.

1. The chair opened the meeting for public comments. Mark Ivy introduced the various members of his operations staff and explained their respective roles in the operations of Timber Lane.

2. The Board considered and Interlocal Agreement for Law Enforcement Services with Harris County. The proposed agreement would provide for 14 Precinct 4 Constable law enforcement personnel spending 70% of their time within the District. Upon unanimous vote, the Board approved the Interlocal Agreement as presented.

3. Mark Ivy presented a special report on the operations status of the District. He noted that initially, billing was challenging, as the previous operator had sent disconnect notices to residents just before turning over the records. M. Marlon Ivy and Associates (MMIA) is now in possession of billing information and is taking all forms of payment. MMIA has added phone lines and staff. The payment drop box has been installed at the old meeting building on Ciderwood, and on Thursday night, a proposal will be presented for installing a camera at the drop box. H2O is planning to turn over more records related to operations and billing.

Mr. Ivy next reported on the status of the various generators in the District. MMIA uses contractor Texas Diesel Generators to inspect generators. The District has 15 generators. Fourteen of them are diesel and one is natural gas. All of the generators have been cleaned up and are now in a condition so that spills and leaks can be detected. Five units need replacement due to their age. The District may want to consider installation of a diesel depot at a location on high ground in the District. The District may also want to investigate the

possibility of replacing diesel generators with natural gas, where natural gas is in close proximity. Eight other generators were in various states of disrepair. Three have been repaired, and two more have minor repairs pending. Two of the generators need significant repair. The generator at lift station no. 9 has a nonfunctioning generator end, and the repairs will cost \$21,379. The Board authorized the repairs. It appears that there was a sudden or accidental mechanical breakdown, and the operator will file an insurance claim. At lift station no. 2, the generator transfer switch needs to be replaced at a cost of \$7,790. This appears to have been the result of a lightning strike, and the operator will file an insurance claim. It may be difficult to obtain coverage for the two repairs, as the operator does not know the exact date of loss in either case.

The operator completed an inspection of all facilities. Tree trimming and vegetation removal are needed at eleven of the facilities. Perry Miller of Champions Hydro-Lawn provided a bid of \$6,900 to do the work, and the Board authorized it to be done. Some of the lift station interiors have significant corrosion and will need to be coated, but the engineer needs to review and make a recommendation. Most of the motor controls have been cleaned and are in good condition. The District had a number of lift station pumps out of the ground and at the repair shop. The operator has tracked down all the pumps that are currently being repaired, and the operator stated that it is best practice to put rental pumps in their place to protect the remaining pumps.

At the sewage treatment plant, the mechanical bar screen has been out of service for over a year. When the mechanical bar screen is out, rags and debris are diverted to the manual bar screen. The manual bar screen must be swept and cleaned constantly so that rags and debris do not block up the screen and then overflow the bar screen and go into the plant. There appears to be a lot of debris and rags in the plant, so the bar screen has likely overflowed in the past. The plant needs to be cleaned, but first the bar screen must be repaired. The operator presented a proposal for repair of the bar screen at a cost of \$49,687.65, which the Board approved.

At the sewage treatment plant, the operator has been able to get all the valves to work except for two that are broken. The operator will attempt to place new actuators on the broken valves at a cost of about \$5,000. Mr. Ivy did not guarantee that installing the actuators will solve the problem and allow the sluice gates to move, but since the valves are not operational, the actuator replacement is the logical next step.

The District has had three major rainfall events in the past month. The onsite lift station at the sewage treatment plant receives a lot of flow from throughout the District. It appears that the District has significant inflow and infiltration, and the source of the inflow and infiltration has yet to be determined but will need further study.

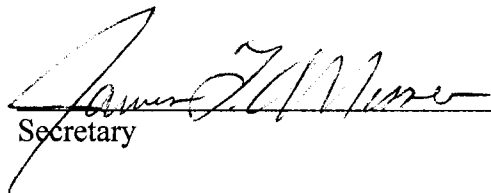
Next, the operator discussed the ultraviolet system and the e coli violations. The District has experienced three e coli violations since MMIA began operations on August 1. The first two were in early August before the operator had fully cleaned and repaired the ultraviolet system. The last exceedance took place on August 29, and the operator does not have an explanation for why this exceedance occurred. The ultraviolet system was not being operated and maintained properly, and the operator is working with the manufacturer, the manufacturer's

representative, and the maintenance contractor to get the ultraviolet system back in top operating condition. The operator recommended one change to the effluent sampling procedure. In the past few months, the engineer and operator have been obtaining samples from several locations before the ultraviolet lights and after the lights to see if a pattern regarding the violations could be established. No pattern has been observed, and the operator recommended that only the required samples at the outfall be taken. This will reduce the opportunity for mislabeling samples. Mr. Ivy noted that while the ultraviolet system was supposed to be self-cleaning, many components of it were not currently functioning in this manner. The operator is now working the system in hand and has resleeved and relamped 75% of the bulbs. Mr. Ivy noted that he has not yet found the “aha” moment with regard to the cause of the e coli violations, but he is continuing to work to improve the ultraviolet treatment process.

The operator reported that water plant 3 plant motor control system project is complete, but the plant cannot be put back online because the chlorination system is not functioning. Repairs will be made to restore the system to full function.

The operator also recommended a load bank testing for all generators, and the Board approved this action. Finally, the operator noted that they have plans to test and repair all fire hydrants. After the repairs are made, the hydrants can be painted.

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


Secretary

TIMBER LANE UTILITY DISTRICT
NOTICE OF PUBLIC MEETING

Notice is hereby given to all interested members of the public that the Board of Directors of the captioned district will hold a public meeting at **1904 NapleCHASE Crest Drive, Spring, TX 77373**.

The meeting will be held at **9:00 a.m., Tuesday, September 6, 2022.**

The subject of the meeting is to consider and act on the following:

1. Public Comments. (This provides an opportunity for the public to comment on agenda items or other District business in advance of regular business of the Board. Comments shall be limited to five (5) minutes per person. By state law, comments by the Board members on any item not on the agenda shall be limited to: a) Statements of specific factual information given in response to any inquiry; b) A recitation of existing policy in response to any inquiry; or c) A proposal to place the subject on the agenda for a future meeting.)
2. Interlocal Agreement for Law Enforcement Services with Harris County
3. Operations Workshop
4. Executive Session (closed) pursuant to Texas Government Codes §551.071 to consult with the District's attorneys about pending or contemplated litigation, §551.072 to deliberate the purchase, exchange, lease or value of real property, §551.074 to deliberate the duties of a public officer or employee, and §551.076 to deliberate on deployment or specific occasions for implementation of security personnel or devices
5. Pending Business



A handwritten signature in blue ink, appearing to read "Lori G. Aylett", is written over a horizontal line.

Lori G. Aylett, Attorney for the District