

**TIMBER LANE UTILITY DISTRICT**  
Minutes of Meeting of Board of Directors  
December 14, 2023

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 December 14, 2023 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 Kayla Ray, Mark Ivy, Monica Pena, Jeff Vogler, Greg Lentz, Jared Welsh, Perry Miller, Lt. Juan Flores, Sergeant Juvencio Ramos, Captain Vicente Medina, Sergeant Lindley, Sergeant Brian Norton, Larry Byrne, Eric O’Brien, Kurt Trauth, Larry Byrne, Kyler Correia, 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. Director Langstaff led the recital of the Pledge of Allegiance.
2. There were no public comments.
3. The Board then considered the minutes of the meetings held on November 9, 2023. Upon motion duly made and seconded, the Board unanimously approved the minutes of the meetings as presented.
4. Sergeant Juvencio Ramos presented a law enforcement report, copy attached. The following crime statistics were reported: four burglaries of a habitation, seven vehicle thefts, four assaults, 24 calls for family disturbances, 41 alarms, three reported runaways, 19 burglaries of a motor vehicle, 15 other thefts, zero sexual assaults, five juvenile disturbances, 43 suspicious vehicles, two phone harassments, zero thefts of a habitation, zero robberies, eleven criminal mischief calls, 69 other disturbances, 42 suspicious persons, and 1,032 other calls. Upon unanimous vote, the Board approved the law enforcement report as presented.
5. Monica Pena presented a tax assessor-collector’s report, a copy of which is attached. The District’s 2022 taxes are 98.51% collected and the 2023 taxes are 2.90% collected as of the date of the report. Two wire transfers and seven checks were presented for the Board’s review and approval. Upon unanimous vote, the Board approved the tax assessor-collector’s report as presented.

6. The Board then considered an engineer's report, copy attached. Jeff Vogler reported on the status of several District engineering matters. Design of the wastewater treatment plant expansion continues. With regard to the District's wastewater discharge permit, the engineer confirmed that the application for a major permit amendment that would remove copper, TDS, and other testing requirements is underway. As for the Schultz Gulley pedestrian bridge, the engineer reported that Harris County Flood Control District is requiring the geotechnical report to be modified to meet their standards. Mr. Vogler stated that his office received bids for the recoating of the Schultz Gulley sanitary crossings, and he recommended that the contract be awarded to the low bidder, CFG Industries, in the amount of \$104,500.00. As for the sanitary sewer phase three project, the engineer stated that the contract has been circulated for execution. The engineer also stated that his office received bids for the Timber Lane Community Center auxiliary power project, and he recommended that the contract be awarded to the lone bidder, McDonald Municipal & Industrial, in the amount of \$176,469.00.

Mr. Vogler then presented and recommended payment of Pay Application No. 7 in the amount of \$730,807.29 to Principal Services for their work in connection with water plant no. 5.

The engineer also discussed a variety of other matters, including the bidding and commencement of the Treaschwig Road expansion project. Mr. Vogler stated that the District's financial contribution towards the project is due within 30 days following award of the contract.

Upon unanimous vote, the Board approved the engineer's report and action items thereon as presented.

7. Kayla Ray presented a bookkeeper's report, a copy of which is attached. Upon unanimous vote, the Board approved the bookkeeper's report as presented and authorized payment of the checks listed thereon.

8. Mark Ivy presented the operator's report, a copy of which is attached. The District served 7,624 active connections. The District's total current billing was \$499,100.98, while total current collections were \$629,269.09. The District had 91.27% water accountability. There were no excursions for the month of October.

Mark Ivy reported on repairs and maintenance performed during the prior month.

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

9. Perry Miller presented the report from Champions Hydro-Lawn. He noted that the District's facilities are in good shape.

10. Lori Aylett reported that pursuant to Texas law, all entities with the power of eminent domain must annually submit certain information to the Texas Comptroller. The District will be required to submit not later than February 1st of each year a report containing records and other information needed for the Controller's eminent domain database, including the following: (i) name, (ii) address and public contact information, (iii) the name of a representative and their contact information, (iv) the type of entity, (v) each provision of law that grants the District eminent domain authority, (vi) the focus or scope of eminent domain

authority, (vii) the earliest date on which the District had the authority to exercise eminent domain, (viii) the District's taxpayer identification number, if any, (ix) whether the District exercised its eminent domain authority in the preceding calendar year by filing a condemnation petition, and (x) the District's website address or, if it does not have one, the contact information to enable a member of the public to obtain information from the District. The attorney requested that the Board authorize her office to file the annual report with the Texas State Comptroller not later than the February 1, 2024 deadline. Upon unanimous vote, the Board authorized the attorney to make the submission as required by law.

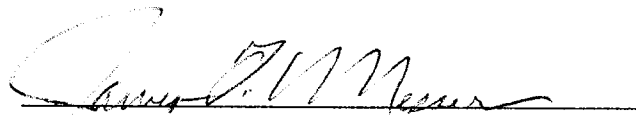
11. There were no developers' reports.

12. The Board then reconvened a public hearing on violations of District rules, the first part of which was held during the District's November meeting. The Board opened the floor to Mr. Kyler Correia, who was issued a violation notice for the unlawful trespass upon and damage to District property located on Casper Lane. Mr. Correia admitted that contractors performing work on his property had parked vehicles on the District's property and likely had removed cables from bollards installed by the District to prohibit future damage and trespassing to the District's property. Mr. Correia also admitted that he believed the District's property was "public property" that could be legally utilized for these purposes. The Board then raised the issue of installation of a fence on the boundary line between the District's property and Mr. Correia's land. The Board asked Mr. Correia whether he had obtained information related to the cost to relocate the shipping containers that he placed directly on the property line. Mr. Correia stated that he did not have such information. The Board continued to discuss the type of fence to be installed, agreeing that it should be chain link and have slats to provide a visual barrier. The Board requested that Mr. Correia determine a time frame and cost for relocating the shipping containers so that the fence can be installed. Mr. Correia acknowledged the request, and the Board concluded the hearing.

13. Director Bud Gessel presented a parks and recreational facilities report, a copy of which is attached. Director Gessel noted that the District hosted a Veteran's Day event on November 11, 2023. The event was a great success.

14. There were no rewards for citizen information.

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



Secretary