

TIMBER LANE UTILITY DISTRICT
Minutes of Meeting of Board of Directors
March 14, 2024

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 14, 2024 in accordance with the duly posted notice of the meeting, with a quorum of Directors present, as follows:

Robert B. Schenck, Vice President
James F. Messer, Secretary
A.F. “Bud” Gessel, Assistant Secretary
Eric Langstaff, Director

and the following was absent:

Daniel M. Meacham, President

Also present were Kayla Ray, Mark Ivy, Rae Delk, Monica Pena, Jeff Vogler, Mark Cervantes, Perry Miller, Lt. Juan Flores, Sergeant Juvencio Ramos, Captain Vicente Medina, Sergeant Lindley, Sergeant Brian Norton, Kurt Trauth, Paulette Scott, J.D. Williams, Eric O’Brien, Jennifer B. Seipel, and Lori G. Aylett.

The Vice 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. Under public comments, Paulette Scott raised several issues observed in the District.
3. The Board then considered the minutes of the meetings held on February 8, 2024. 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: zero burglaries of a habitation, three vehicle thefts, two assaults, 22 calls for family disturbances, 36 alarms, one reported runaway, eight burglaries of a motor vehicle, eleven other thefts, one sexual assault, three juvenile disturbances, 38 suspicious vehicles, one phone harassment, zero thefts of a habitation, two robberies, ten criminal mischief calls, 46 other disturbances, 38 suspicious persons, and 838 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 2023 taxes are 94.74% collected as of the date of the report. Two wire transfers and 51 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. Mark Cervantes 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 testing needed in connection with the application for the major permit amendment has been submitted to the Texas Commission on Environmental Quality. As for the Schultz Gulley pedestrian bridge, the engineer reported that Harris County Flood Control District is waiting on the revised geotechnical report. Mr. Cervantes also presented a preliminary summary of costs for a recreation bond application.

Mr. Cervantes then discussed ongoing construction projects in the District. He presented and recommended payment of Pay Application No. 10 in the amount of \$185,023.81 to Principal Services for their work in connection with the construction of water plant no. 5.

Mr. Cervantes presented and recommended payment of Pay Application No. 1 in the amount of \$27,000.00 to McDonald Municipal for their work in connection with the generator for the community center building.

Mr. Cervantes then presented and recommended payment of Pay Application No. 3 in the amount of \$169,352.54 to Compact TX for their work in connection with the Breckenridge West, phase I trail project.

The engineer presented and recommended payment of Pay Application No. 1 in the amount of \$92,007.00 to Insituform Technologies for their work in connection with the sanitary sewer rehabilitation phase 3 project.

Mr. Cervantes presented and recommended payment of Pay Application No. 1 and Final in the amount of \$92,000.00 to CFG Industries for their work in connection with the recoating of the sanitary sewer aerial crossing at Schultz Gulley.

The engineer also discussed a variety of other matters, including the bidding and commencement of the Treaschwig Road expansion project, the Sandpiper drainage project, and the plans for the Serano tract.

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 \$443,853.02, while total current collections were \$648,824.65. The District had 92.01% water accountability. There was one excursion for e. Coli for the month of January.

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. The Board then convened a public hearing on projects contained in the Park Master Plan. Director Gessel presented a slide deck detailing the various park projects and their timelines for completion. Following that presentation, an opportunity for comment was provided. The Board then recessed the hearing.

10. The Board then considered the District's Water Conservation Plan and Drought Contingency Plan. Ms. Aylett reported that in order to remain compliant with state and local regulations, the Board must update and readopt the plans every five years. District consultants have worked to do so, and the Board has reviewed the plans in advance of the Board meeting. Subject to that discussion, upon motion duly made, seconded and unanimously carried, the Board voted to adopt the attached updated Water Conservation Plan and Drought Contingency Plan as presented.

11. The attorney noted 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.

12. Perry Miller presented the report from Champions Hydro-Lawn. He noted that the District's facilities are in good shape. Mr. Miller also presented a proposal in the amount of \$24,884.00 for general rehabilitation to the District's facilities, which the Board unanimously approved.

13. There were no developers' reports.

14. The Board considered issuance of a letter to Harris County Precinct No. 3 in support of their purchase of property which could be used to enlarge a planned detention facility and serve as an anchor park to the Cypress Creek Greenway. As previously discussed during the parks master plan public hearing, the Board expressed their belief that such purchase would be in the best interest of the community. Accordingly, the Board requested that such letter be sent on their behalf.

15. There were no hearings on violations of District rules. However, the Board discussed the status of the assessment of penalties sent to Mr. Kyler Correia last month, as well as further measures to be taken to address the violation.

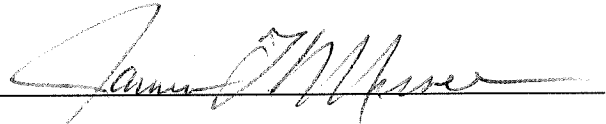
16. Director Bud Gessel presented a parks and recreational facilities report, a copy of which is attached. Director Gessel then stated that a dedication for the new playground equipment at Liberty Park is scheduled for March 28, 2024. The Board continued its discussion of trespass upon Herman Little Park by Mr. Kyler Correia and/or his contractors. Following that discussion, the Board elected to proceed with the installation of a fence separating the park from Mr. Correia's property. Director Gessel provided an update on several scout community service projects. After some discussion, the Board approved the parks report as presented.

17. There were no rewards for citizen information.

18. The Board then considered the attached Order Declaring Unopposed Candidates Elected and Canceling Election. The Board reviewed a secretary's certificate certifying

that all candidates for office of director are unopposed, and the deadline for filing an application to be a candidate has expired. After discussion, upon unanimous vote, the Order was approved and executed.

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


Secretary