

**TIMBER LANE UTILITY DISTRICT**  
Minutes of Meeting of Board of Directors  
June 11, 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 June 11, 2024 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, 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, and Jennifer B. Seipel.

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. Under public comment, several residents raised concerns about drug use in Liberty Park behind a tree with overgrown vines. Perry Miller confirmed that the vines were removed today, and Captain Medina assured the residents that they would continue to patrol the area. Captain Medina encouraged the residents to contact his office if they witness suspicious activity.
3. The Board then considered the minutes of the meeting held on May 9, 2024. Upon motion duly made and seconded, the Board unanimously approved the minutes of the meeting as presented.
4. Sergeant Juvencio Ramos presented a law enforcement report, copy attached. The following crime statistics were reported: zero burglaries of a habitation, ten vehicle thefts, three assaults, 16 calls for family disturbances, 33 alarms, three reported runaways, seven burglaries of a motor vehicle, 20 other thefts, one sexual assault, five juvenile disturbances, 33 suspicious vehicles, zero phone harassments, zero thefts of a habitation, zero robberies, eleven criminal mischief calls, 64 other disturbances, 29 suspicious persons, and 608 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 97.35% collected as of the date of the report. Two wire transfers and 29 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. The engineer stated that the plans for the wastewater treatment plant expansion have been submitted to the requisite agencies for review. With regard to the District's wastewater discharge permit, the engineer confirmed that the first required notice has been published. As for the Schultz Gulley pedestrian bridge, the engineer reported that Harris County Flood Control District is conducting studies for the new proposed bridge location. With regard to the Schultz Gulley outfall repair, construction is underway. Mr. Cervantes stated that the contracts for phase 4 of the District's sanitary sewer project have been circulated for execution. The engineer then presented the bids received for phase 5 of the same project and recommended that the District award the contract to the low bidder, CSI, in the amount of \$49,875.00.

Mr. Cervantes then discussed ongoing construction projects in the District. He presented and recommended payment of Pay Application No. 13 in the amount of \$1,069,330.80 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. 4 in the amount of \$98,640.00 to Compact TX for their work in connection with the phase 1 of the Breckenridge West hike and bike trails.

The engineer presented and recommended payment of Pay Application No. 2 in the amount of \$63,900.00 to McDonald Municipal for their work in connection with the Community Center generator.

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

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

7. The Board then considered a Resolution Authorizing the Use of Surplus Funds, whereby the District would use \$77,021.81 in surplus construction funds from several prior bond sales to perform major repairs needed at District water plants, lift stations, and other facilities. The Board discussed that such use of surplus funds under these circumstances is authorized by the Texas Administrative Code. Accordingly, upon motion duly made, seconded, and unanimously carried, the Board approved the resolution as presented.

8. 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.

9. The Board then considered a Resolution Adopting Operating Budget for the Fiscal Year Ending June 30, 2025. 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 reviewed the ethics letter and update by investment officer, Mary Jarmon. The attorney noted that annually the investment officer is asked to disclose whether she has any personal business relationships (as that term is defined by statute) with anyone offering to engage in an investment transaction with the District. Ms. Jarmon submitted the required disclosure which indicated that she 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.

12. The Board confirmed the 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, 2024.

13. 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 \$506,532.38, while total current collections were \$481,119.56. The District had 91.25% water accountability. There were two excursions for e. Coli for the month of April due to large rainfall events.

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

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

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

15. There were no developers' reports.

16. The Board considered the interlocal agreement with the Harris-Galveston Subsidence District for participation in the "WaterWise Program." The agreement calls for 130 sponsorships of students at Hirsch Elementary School, with a cost of \$38.00 per sponsorship. In exchange, the District will receive 84,000 series B groundwater credits per sponsorship. Subject to that discussion, upon motion duly made, seconded and unanimously carried, the Board approved the interlocal agreement as presented.

17. 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 preparation and submission of the necessary documentation with input from the District's engineer and operator.

18. The Board discussed the need for certain employees to complete their annual cyber security training, as is required by Texas law. Director Gessel confirmed that the training will be completed by the deadline.

19. The engineer then noted that no updates to the District's emergency preparedness plan were required.

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

21. Director Bud Gessel presented a parks and recreational facilities report, a copy of which is attached. Director Gessel reported that the District is almost ready to submit its final reimbursement claim for the new playground facilities at Liberty Park. He also listed several upcoming events at the Community Center. Director Langstaff then presented a proposal for the purchase of several chain saws and other equipment that can be utilized by District personnel and the law enforcement officers during storm events and other emergencies. Director Langstaff proposed that such purchase be phase 1 of a three-phase emergency response plan, with the additional phases including the purchase of dedicated vehicles and equipment for the protection of people who utilize the District's park facilities. Director Gessel suggested that any persons who may be using such equipment be properly trained, and the Board agreed. Following that discussion, the Board unanimously agreed to the purchase of the equipment presented by Director Langstaff subject to confirmation by the attorney's office and the insurance provider. After that discussion, the Board approved the parks report as presented.

22. There were no rewards for citizen information.

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

  
Secretary