

**TIMBER LANE UTILITY DISTRICT**  
Minutes of Meeting of Board of Directors  
June 10, 2025

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, 2025 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, Rae Delk, Monica Pena, Mark Cervantes, Jeff Vogler, Perry Miller, Captain Juan Flores, Sergeant Juvencio Ramos, Captain Vicente Medina, Sergeant Lindley, Sergeant Brian Norton, Paulette Scott, Eric O'Brien, Kurt Trauth, J.D. Williams, 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. The Board opened the floor for public comment. None was received.
3. The Board then considered the minutes of the meetings held on May 8, 2025. 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: one burglary of a habitation, four vehicle thefts, six assaults, 19 calls for family disturbances, 31 alarms, three reported runaways, eleven burglaries of a motor vehicle, 13 other thefts, one sexual assault, three juvenile disturbances, 44 suspicious vehicles, zero phone harassments, zero thefts of a habitation, zero robberies, five criminal mischief calls, 58 other disturbances, 32 suspicious persons, and 980 other calls. Two Flock hits resulted in two successful stolen vehicle Recoveries. Corporal Perry was recognized for responding to a juvenile who was drowning. He administered CPR, and the child survived. 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 2024 taxes are 97.53% collected as of the date of the report. Two wire transfers and 22 checks were presented for the Board's review and approval. Delinquent notices

were sent in May. Upon unanimous vote, the Board approved the tax assessor-collector's report as presented.

6. The Board considered an engineer's report, copy attached. Mark Cervantes reported on the status of several District engineering matters. With regard to the District's wastewater discharge permit, the engineer confirmed that the District is awaiting comments on the District's application from TCEQ; in the meantime, additional testing for chlordane is underway. As for the Schultz Gulley pedestrian bridge, the engineer reported that the revised plans are still under review by the Harris County Flood Control District and Harris County. Mr. Cervantes stated bids for the cleaning and televising of sanitary sewer lines in Sections 1, 2, 6, and 8 in Timber Lane are due on June 27, 2025. Mr. Cervantes stated that the preliminary design of the work needed to rehabilitate lift station nos. 1, 2, 3, 5, and 6 is underway.

Mr. Cervantes then discussed ongoing construction projects in the District. With regard to the construction of water plant no. 5, the engineer presented and recommended approval of Pay Application No. 19 and Final in the amount of \$73,030.09 to Principal Services.

As for phase 5 of the District's sanitary sewer rehabilitation project in Cypress Trails, the engineer presented and recommended approval of Pay Application No. 2 and Final in the amount of \$5,451.70 to Aims Companies.

The engineer presented and recommended approval of Pay Application No. 3 in the amount of \$8,200.50 to DL Meacham for their work in connection with the Park Springs hike and bike trail.

Mr. Cervantes confirmed that the rehabilitation of water well no. 3 is underway pending delivery of the pump.

With regard to the expansion of wastewater treatment plant, the engineer presented and recommended approval of Pay Application No. 1 in the amount of \$143,100.00 to C3 Construction.

The engineer also discussed a variety of other matters, including the bidding and commencement of the Treaschwig Road expansion project. The engineer received the final invoice from Harris County for the Sandpiper project in the amount of \$367,000 and recommended that the Board issue payment. Mr. Cervantes stated that additional items on his report will be discussed later in the meeting.

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

7. The engineer presented a feasibility study that they performed related to the potential annexation of a 2.56-acre tract on Aldine Westfield Road and owned by Expedia Towing, Inc. There is a sewer line in front of the tract and a water line across from it. Therefore, no reimbursement for infrastructure will be needed. The owner will tear down the existing buildings and build new buildings. The engineer estimated that the new buildings would add \$1.5 million of value to the District. After full discussion, upon unanimous vote, the Board approved preparation of an annexation agreement and annexation documents subject to the following

conditions: developer will deposit funds to cover the District's legal and engineering costs associated with the annexation and the contract; the property will be required to be platted pursuant to Texas state law; the property will receive no more than eight equivalent single-family connections of capacity; and development of the property will be performed in accordance with the approved plans already submitted to the District engineer.

8. The Board then considered a Resolution Authorizing the Use of Surplus Funds, whereby the District would use \$475,000.00 in surplus construction funds from several prior bond sales to perform major repairs needed on the District's sanitary sewer 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.

9. The engineer then noted that the updates to the District's emergency preparedness plan were submitted and approved by the TCEQ.

10. 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.

11. The Board then considered a Resolution Adopting Operating Budget for the Fiscal Year Ending June 30, 2026. After discussion, upon motion duly made and seconded, the Board unanimously adopted the attached Resolution as presented.

12. 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.

13. 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.

14. The attorney distributed a conflict of interest questionnaire to the Board. The Board members completed the questionnaires, noting no conflicts, and provided copies for the District's records.

15. Rae Delk presented the operator's report, a copy of which is attached. The District served 7,625 active connections. The District's total current billing was \$442,905.38, while total collections were \$430,678.84 for the prior period. The District had 90.14% water accountability. There were no excursions for e. coli in the month of April.

The operator then reported on repairs and maintenance performed during the prior month. Director Gessel asked questions about the booster pump. The operator will get responsive information on its status.

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

16. Perry Miller presented the report from Champions Hydro-Lawn. He noted that the District's facilities are in good shape. There have been some complaints about the fence line across from Breckenridge. To clean and haul away debris on the first section would cost \$4,500. The Board authorized fence clearing work at a cost not to exceed \$13,000.

17. 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 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.

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 Board then considered the purchase of a new 4-wheeler/all-terrain vehicle. Director Langstaff reported that he had been made aware that one of the District's 4-wheelers was flipped, and the District was not informed. Law enforcement personnel stated that they would check on this matter. In the meantime, the Board requested that Sergeant Lindley obtain pricing for a 4-wheeler and get information from BuyBoard for the Board's consideration.

Discussion returned to the law enforcement report and agreement. The Board authorized the attorney to inform Precinct 4 that the District would like to increase the contract officers by one from 14 to 15 officers.

20. There were no developers' reports.

21. There were no hearings on violations of District rules. However, Director Schenck reported that a person was recently caught tagging District facilities. The Board authorized the attorney to send notice of violation.

22. Director Bud Gessel presented a parks and recreational facilities report, a copy of which is attached. Director Gessel will obtain quotes for new camera equipment in the parks. The gate codes have been changed. Director Langstaff noted that with the beginning of hurricane season, the District should make certain that all of its chainsaws and equipment are running and that fuel is available.

23. There were no rewards for citizen information.

24. There was no executive session.

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

  
Secretary