

**MINUTES OF REGULAR MEETING  
OF  
WINDFERN FOREST UTILITY DISTRICT**

March 15, 2016

The Board of Directors of Windfern Forest Utility District of Harris County, Texas, met in regular session, open to the public, at a regular meeting place inside the boundaries of the District, at the Windfern Forest Utility District Administration Building (“DAB”), 14410 Mauna Loa Drive, Houston, Texas, on March 15, 2016, and the roll was called of the duly constituted officers and members of the Board, to wit:

Eddie Mendel	President
Pat Going	Vice President
Kurt Schoelman	Secretary/Treasurer
Shari North	Assistant Secretary
Karen Hlavenka	Assistant Vice President

and all of said persons were present except Director Schoelman, thus constituting a quorum.

Also present Diane Dover of McLennan & Associates; Ryan Fortner of Wheeler & Associates; Eric Martin and Deano Wright of TOPS; Shawn Sharkey of Jacobs Engineering Group, Inc.; Carol Lueb, DAB Administrator; Corporal Lopez and Lieutenant Jolly of the Harris County Constable’s Office, Precinct 4; and Clark Lord and Debbie Russell of Bracewell LLP.

**APPEARANCES BEFORE THE BOARD**

There were no appearances before the Board.

**SECURITY REPORT**

Corporal Lopez reported on security matters within the District for the month of February 2016. Director Hlavenka questioned whether codes had been obtained for the gate into her subdivision. Corporal Lopez stated that he would contact the management company about obtaining codes.

**APPROVE MINUTES**

The Board reviewed the minutes of February 16, 2016. Following discussion, upon a motion made by Director North and seconded by Director Hlavenka, the Board voted unanimously to approve the minutes of February 16, 2016, as presented.

**BOOKKEEPER’S REPORT, APPROVE PAYMENT OF BILLS AND REVIEW INVESTMENT OF DISTRICT FUNDS**

Ms. Dover presented the bookkeeper’s report, a copy of which is attached to these minutes, for the period February 16, 2016 to March 15, 2016. She next reviewed the checks presented for payment, the District’s investments and a comparison of actual versus budgeted

revenues and expenses for the period ending February 29, 2016. Ms. Dover then presented the monthly investment report for the period ending February 29, 2016.

Following discussion on the bookkeeper's report, upon a motion made by Director North and seconded by Director Going, the Board voted unanimously to approve the bookkeeper's report, payment of the bills, the investment report and investment of the District's funds.

### **TAX ASSESSOR/COLLECTOR'S REPORT AND APPROVE PAYMENT OF BILLS**

Mr. Fortner next presented the tax assessor/collector's report for the month of February , a copy of which is attached. He reviewed the report, stating that as of February 2016, the District's 2015 taxes are 96.20% collected and the 2014 taxes are 99.59% collected. Mr. Fortner also presented checks nos. 2558-2568 for payment.

Following discussion on the tax assessor/collector's report, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the tax assessor/collector's report and payment of the tax bills.

### **DELINQUENT TAX ATTORNEY REPORT**

There was no delinquent tax attorney report.

### **OPERATOR'S REPORT**

Mr. Martin presented the operator's report for February 2016, a copy of which is attached to these minutes.

Mr. Martin then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 90%.

Mr. Martin reported on repairs and maintenance at District facilities.

Mr. Martin then reported that he had installed the "quick connect" at the lift station as required by Harris County Pollution Control. He also reported that he is still investigating the possibility of reserving a generator that could be pulled into service if an emergency occurred.

Mr. Martin next reported that stack on the sewer line to the service connector at 8610 Hazy Meadows was not connected so it was removed and repaired.

Following discussion on the operator's report, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the operator's report.

**CONDUCT HEARING ON TERMINATION OF WATER SERVICE TO DELINQUENT WATER AND SEWER ACCOUNTS AND AUTHORIZE APPROPRIATE ACTION**

The Board next considered termination of utility service to customers with delinquent accounts. Mr. Martin reported that the residents appearing on the termination list were given proper notice and the opportunity to be heard in order to explain, contest or correct the utility service bill and show reason why utility service should not be terminated for reason of nonpayment, all as required by the District's Rate Order and stated there were no appeals from residents.

Following discussion, a motion was made by Director Going to terminate utility service to customers with delinquent accounts. Director North seconded the motion, which carried by unanimous vote.

**ENGINEER'S REPORT**

The Board next reviewed the engineer's report, a copy of which is attached, including the following matters:

**Emergency Generator at Water Plant No. 1**

The Board next discussed installation of a generator at water plant no. 1. Mr. Sharkey reported that he is working with Power Secure on the generator project. He stated that Power Secure have gotten permits from the County and the TCEQ and plans to start construction soon. Mr. Sharkey reported that Harris County MUD No. 261 ("HC261") will have to update the water model and submit same to the TCEQ. Director Mendel requested that the engineer for HC261 provide an estimate for the cost of preparing the model prior to commencing work on same. Mr. Sharkey also reported that he will have the revised Task Order for this project at the next Board meeting.

**Water Well No. 3**

Mr. Sharkey had nothing new to report in connection with the chlorine injection system to address the bacteria at water well no. 3.

After discussion, Director Hlavenka moved that the Board accept the engineer's report. Director North seconded the motion and it carried unanimously.

**BUILDING OFFICE MANAGER'S REPORT**

There were no issues to discuss.

**REPORT ON MATTERS DISCUSSED AT THE MEETING OF THE WHITE OAK BAYOU JOINT POWERS BOARD**

Director Mendel reported that the meeting was cancelled for lack of a quorum.

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

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Secretary, Board of Directors

(SEAL)

**ATTACHMENTS**

bookkeeper's report .....1  
tax assessor/collector's report for the month of February .....2  
operator's report for February 2016.....2  
engineer's report .....3