

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

April 19, 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 April 19, 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 Hlavenka, thus constituting a quorum.

Also present Diane Dover of McLennan & Associates; Ray Arce of Wheeler & Associates; Eric Martin and Deano Wright of TOPS; Shawn Sharkey of Jacobs Engineering Group, Inc.; and Clark Lord and Debbie Russell of Bracewell LLP.

**APPEARANCES BEFORE THE BOARD**

There were no appearances before the Board.

**SECURITY REPORT**

There was no report from the Constables for the month.

**APPROVE MINUTES**

The Board reviewed the minutes of March 15, 2016. Following discussion, upon a motion made by Director North and seconded by Director Going, the Board voted unanimously to approve the minutes of March 15, 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 March 15, 2016 to April 19, 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 March 31, 2016. Ms. Dover then presented the monthly investment report for the period ending March 31, 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. Arce next presented the tax assessor/collector's report for the month of March , a copy of which is attached. He reviewed the report, stating that as of March 2016, the District's 2015 taxes are 97.80% collected and the 2014 taxes are 99.60% collected. Mr. Fortner also presented checks nos. 2569-2577 for payment.

Following discussion on the tax assessor/collector's report, upon a motion made by Director Going and seconded by Director Schoelman, 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 March 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.

Following discussion on the operator's report, upon a motion made by Director North and seconded by Director Schoelman, 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 North to terminate utility service to customers with delinquent accounts. Director Schoelman seconded the motion, which carried by unanimous vote.

## **ATTORNEY'S REPORT**

### **Documentation for the Generator Project**

Mr. Lord presented an interconnection agreement with CenterPoint Energy in connection with the installation of the generator at water plant no. 1. He requested that the Board authorize Director Mendel to execute other documents that might be needed before the next meeting. After discussion, Director Going moved that the Board approve the interconnection agreement with CenterPoint and authorize Director Mendel to execute any ancillary documents in connection with the generator installation.

### **District Website**

The Board discussed whether to maintain the District's website or take it down. Director North stated that she believes that the District should maintain the website and keep it updated as necessary. Director Schoelman stated that he would look into website managers and get more information for the Board's evaluation.

## **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 the generator at water plant no. 1. Mr. Sharkey reported that Power Secure has completed the foundation for the generator, installed the underground electrical conduit and the paralleling switch gear. He stated that Power Secure plans to complete the installation by the end of June. Mr. Sharkey reported that Harris County MUD No. 261 ("HC261") will have to update the water model and submit same to the TCEQ. He stated that the engineer for HC261 estimates the cost for same to \$22,500. Mr. Sharkey also reported that he will have the revised Task Order for this project at the next Board meeting.

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

## **BUILDING OFFICE MANAGER'S REPORT**

Director North that limbs in a tree next to the building knocked out power to the building. She stated that a number of limbs were removed from the tree to allow restoration of the power, but noted that the tree should be removed. The Board authorized Ms. Lueb to contract for the tree removal.

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

Director Mendel reported on matters discussed at the meeting of the White Oak Bayou Joint Powers Board.

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 March .....2  
operator's report for March 2016.....2  
engineer's report .....3