

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

August 21, 2012

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 August 21, 2012, and the roll was called of the duly constituted officers and members of the Board, to wit:

Eddie Mendel	President
Don Farrell	Vice President
Kurt Schoelman	Secretary/Treasurer
Shari North	Assistant Secretary
Pat Going	Director

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

Also present were Karla Efigenio of McLennan & Associates; Missy Steadman of TOPS; David Dybala of Jacobs Engineering Group, Inc.; Cindy Englebort of Wheeler & Associates; Deputy Coleman of Harris County Constable's Office, Precinct 4; Clark Lord and Debbie Russell of Bracewell & Giuliani LLP; and Arie Vernes, a resident of the District.

APPEARANCES BEFORE THE BOARD

Mr. Vernes stated that he was attending the meeting as an observer.

APPROVE MINUTES

The Board reviewed the minutes of July 17, 2012. Following discussion, upon a motion made by Director Shoelman and seconded by Director Farrell, the Board voted unanimously to approve the minutes of July 17, 2012 as revised.

SECURITY REPORT

Deputy Coleman reported on security matters within the District for the month of July 2012.

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

Ms. Efigenio presented the bookkeeper's report, a copy of which is attached to these minutes, for the period July 18, 2012 to August 21, 2012. 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 July 31, 2012. Ms. Efigenio then presented the draft operating budget for the fiscal year ending September 30, 2013 for the Board's review.

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

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

Ms. Engelbert next presented the tax assessor/collector's report for the month of July , a copy of which is attached. She reviewed the report, stating that as of July 2012, the District's 2011 taxes are 99.07% collected and the 2010 taxes are 99.81% collected. Ms. Englebert also presented checks nos. 2282-2288 for payment.

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

DELINQUENT TAX ATTORNEY'S REPORT

The Board reviewed the District's delinquent tax attorney's report, a copy of which is attached, regarding the status of collection of the District's delinquent taxes.

Ms. Engelbert reported that Perdue, Brandon, Fielder, Collins and Mott, LLP had requested the Board's authorization to transfer the delinquent personal property account in the name of Alex Sinclair for the tax years 2006 through 2010 to an uncollectable roll. She stated that the tax is on a vehicle that Mr. Sinclair has not owned since 2002. Following discussion and upon a motion by Director Farrell and seconded by Director Going, the Board voted unanimously to authorize the transfer of the Sinclair delinquent account to an uncollectable roll as requested.

ENGINEER'S REPORT

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

Status of Water Transmission Line to Water Plant No. 2 Design, Easements, and Exxon Property Environmental Assessment and Easements

Mr. Dybala reported that the project is currently under construction and estimated that it would be complete by October 2012. He reported on damage by the contractor to a sign and fence on Laurel Stone Lane. Mr. Dybala stated that any damage caused by the contractor would have to be repaired to the District's satisfaction before the retainage on the contract would be released. He then presented and recommended for payment Invoice No. 2 in the amount of \$120,541.32 from James Construction Group LLC (the "James Group") and Invoice No. 3 in the amount of \$304.50 from HTS for materials testing.

Response from TCEQ for Exception to Well Capacity Requirement and Elevated Storage Tank Waiver Application

Mr. Dybala next reported that this project is on hold until completion of the proposed 12-inch water transmission line and Water Well No. 3 projects.

Water Well No. 3 at Water Plant No. 1

Mr. Dybala next reported that he plans to advertise for bids for the installation of Water Well No. 3 during September.

New Aerial Map of the District

Mr. Dybala reported that he anticipates receiving the new 2012 aerial map of the Houston area by the end of August from the Landiscor mapping company. He noted that once he receives the map, he will prepare a new aerial of the District for the Board's review and approval.

Following discussion of the engineer's report, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the engineer's report, approve payment of Invoice No. 2 to the James Group and Invoice No. 3 to HTS based on the recommendation of the District's engineer.

OPERATOR'S REPORT

Ms. Steadman presented the operator's report for July 2012, a copy of which is attached to these minutes.

Ms. Steadman then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 101%.

Ms. Steadman next reviewed the list of delinquent utility customers and stated there were no appeals from residents.

Ms. Steadman reported that the conversion to TOPS is proceeding well with the exception of ACH accounts with BBVA Compass Bank. Ms. Russell stated that she would follow up with the bank to determine what was causing the delay of the ACH accounts.

Ms. Steadman also reported on the failure of a booster pump and stated that a replacement will be installed.

Following discussion on the operator's report, upon a motion made by Director North and seconded by Director Farrell, 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, but took no action on the matter due to the transition to the new operating service.

ATTORNEY'S REPORT

Resolution Authoring Application for the Release of Escrowed Funds

Mr. Lord stated that no action is necessary at this time.

REPORT OF DAB OFFICE MANAGER

Director North reported that the ceiling fans will soon be installed in the Administration Building. She also reported that the a dusk to dawn sensor light will be installed on the Building.

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

The minutes of the July 24, 2012 meeting were distributed to the Board. Director Mendel reported that the White Oak Board is working with Siemens regarding the feasibility of replacing existing equipment at the Plant to reduce electric consumption. He stated that the theory is that the reduction of the electricity cost was pay for the cost of the new equipment and that a study is underway to confirm this.

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



KE Scherb
Secretary, Board of Directors

ATTACHMENTS

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