

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

May 20, 2014

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 May 20, 2014, 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; Teri Schoener and Corey Bostick of TOPS; Shawn Sharkey and David Dybala of Jacobs Engineering Group, Inc.; Cathy Wheeler of Wheeler & Associates; Sergeant Lowery and Constable Jennifer McCants of Harris County Constable's Office, Precinct 4; and Clark Lord and Debbie Russell of Bracewell & Giuliani LLP.

SECURITY REPORT

Constable McCants reported on security matters within the District for the month of April 2014.

APPROVE MINUTES

The Board reviewed the minutes of April 15, 2014. Following discussion, upon a motion made by Director Going and seconded by Director Farrell, the Board voted unanimously to approve the minutes of April 15, 2014 as submitted.

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 April 15, 2014 to May 20, 2014. 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 April 30, 2014.

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. Wheeler next presented the tax assessor/collector's report for the month of April , a copy of which is attached. She reviewed the report, stating that as of April 2014, the District's 2013 taxes are 98.59% collected and the 2012 taxes are 99.72% collected. Ms. Wheeler also presented checks nos. 2432-2437 for payment.

Following discussion on the tax assessor/collector's report, upon a motion made by Director Farrell 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'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. Wheeler reported that notice was given to the delinquent taxpayers that the District would terminate water service to their property for the unpaid taxes. She stated that Manuel Cardena had requested an installment agreement for payment of his delinquent account. She noted that Dicky Dodds has not responded to the termination notice. The Board next considered termination of utility service to Mr. Dodds for failure to pay his delinquent tax account. Ms. Schoener reported that Mr. Dodds was given proper notice and the opportunity to be heard in order to explain, contest or correct his delinquent tax 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 was no appeal from Mr. Dodds. After discussion, Director North moved that the Board authorize the operator to hang the disconnect notice on the door of the delinquent taxpayer and terminate service. Director Farrell seconded the motion and it carried unanimously.

OPERATOR'S REPORT

Ms. Schoener presented the operator's report for April 2014, a copy of which is attached to these minutes.

Ms. Schoener then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 94%.

Ms. Schoener next reported that the fire hydrants in the District require painting at a total cost of \$5,000. She reported that she had gotten an additional proposal for tree trimming services for the plants around the fence at both water plants and that the estimate from BIO was the best.

Ms. Schoener reported on repairs and maintenance at District facilities.

Ms. Schoener then presented the draft consumer confidence report (the "CCR") for the Board's review. She stated that a link could be added to the customers' water bills to take them to the CCR for review. The Board authorized the addition of the link to the water bills.

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

authorize the tree trimming at the water plants and authorize the painting of the fire hydrants in the District.

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. Ms. Schoener 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 Farrell 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:

Amend the Groundwater Reduction Plan

Mr. Dybala reported that the amendment of the groundwater reduction plan is complete and will be forwarded to the Harris Galveston Subsidence District for review prior to the July 1, 2014, deadline upon receiving approval from the Board.

Elevated Storage Tank Waiver Application

Mr. Dybala next reported that he is working with the engineer for Harris County MUD No. 261 in connection with the TCEQ Elevated Storage Tank Waiver Application. He stated that based on the preliminary results, an emergency generator will be required at water plant no. 1. The Board agreed to wait on authorizing action for the installation of a generator until the completion of the final Elevated Storage Tank Waiver Application and the TCEQ approval of the Elevated Storage Tank Waiver Application which will require the installation of an emergency generator.

Coating Repair of Water Plant No. 1's Ground Storage Tank and Hydropneumatic Tank

Mr. Dybala then reported that he is preparing the construction documents in connection with the coating of the hydropneumatic and ground storage tanks.

Asset Management

Mr. Sharkey reported on the implementation of asset management. He stated that the first step is to conduct a field inventory and to then development a long range plan. Mr. Sharkey stated that the Board would then need to look at options for financing the replacement of District assets and next develop a preventive maintenance plan. The Board requested that Mr. Sharkey prepare an estimate for the cost of developing an Asset Management Plan for the District for review at the June Board meeting.

After discussion, Director Going moved that the Board approve the engineer's report and the Groundwater Reduction Plan as presented. Director Schoelman seconded the motion and it passed by unanimous vote.

ATTORNEY'S REPORT

Approve Proposals for Insurance Coverage

The Board reviewed insurance renewal proposals for the District's coverage for the period effective July 31, 2014. Following discussion, a motion was made by Director Schoelman and seconded by Director Farrell to approve insurance renewal proposals submitted by The Highpoint Group in the total premium amount of \$24,758.00 for the policy period effective July 31, 2014. The motion passed unanimously.

BUILDING OFFICE MANAGER'S REPORT

There was no report from the office manager.

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

Director Mendel reported on matters discussed at the April meeting. He stated that Jersey Village is working on generating funds for the rehabilitation of the plant. Director Mendel stated they have requested that their payment be paid out over a four-month period.

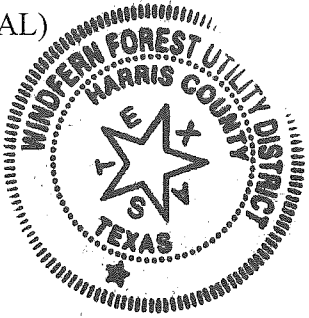
OTHER MATTERS

Director Farrell stated that he will be listing his home in the District for sale by the end of June. He stated that once it sells, he will be resigning from the Board. The Board discussed possible replacements for Director Farrell, but took no action on the matter.

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

Asst. Shau B. North
Secretary, Board of Directors

(SEAL)



ATTACHMENTS

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