

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

March 21, 2017

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 Lane, Houston, Texas, on March 21, 2017, 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, thus constituting a quorum.

Also present were Diane Doyle of McLennan & Associates; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Deputy Marquez of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; and Clark Lord and Debbie Russell of Bracewell LLP.

SECURITY REPORT

Deputy Marquez reported on security matters within the District for the month of February, 2016.

APPROVE MINUTES

The Board reviewed the minutes of January 17, 2017. Following discussion, upon a motion made by Director Schoelman and seconded by Director Going, the Board voted unanimously to approve the minutes of January 17, 2017, as submitted.

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

Ms. Doyle presented the bookkeeper’s report, a copy of which is attached to these minutes, for the period February 21, 2017 to March 21, 2017. 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 28, 2017. Ms. Doyle then presented the monthly investment report for the period ending February 28, 2017.

Following discussion on the bookkeeper’s report, upon a motion made by Director Schoelman 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.

A resident of the District entered the meeting and left an envelope for the Board.

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

Ms. Olvera next presented the tax assessor/collector's report for the month of February, a copy of which is attached. She reviewed the report, stating that as of March 2017, the District's 2016 taxes are 97.01% collected and the 2015 taxes are 99.67% collected. Ms. Olvera also presented the checks for payment.

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

DELINQUENT TAX REPORT

The Board next discussed the status of several delinquent tax accounts. Ms. Olvera stated that Perdue Brandon Fielder Collins & Mott given notice of the hearing on termination of water service to the delinquent tax accounts and now wanted authorization to the District's operator to hang the door notices of the terminations. She also presented a list of four delinquent accounts and requested authorization to transfer same to an uncollectable roll. After review and discussion, Director Going moved that the Board authorize the District's operator to terminate water service to delinquent tax accounts and authorize the transfer of the uncollectable accounts to an uncollectable roll. Director Schoelman seconded the motion and it carried unanimously.

OPERATOR'S REPORT

Mr. White presented the operator's report for February 2017, a copy of which is attached to these minutes.

Mr. White then reviewed a joint water production and accountability report with the Board and reported that water accountability for the prior month was 91%. He then reported on repairs and maintenance at District facilities.

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. White 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.

ENGINEER'S REPORT

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

TCEQ Elevated Storage Tank Waiver Application

Mr. Sharkey next informed the Board that the Elevated Storage Tank Waiver Application was approved by the TCEQ.

After discussion, Director Going moved that the Board accept the engineer's report. Director Schoelman seconded the motion and it carried by unanimous vote.

ATTORNEY'S REPORT

Accept Certificate Declaring Unopposed Status of Candidates

Mr. Lord next presented the Certificate Declaring Unopposed Status of Candidates for Election to the Board, a copy of which is attached to these minutes. He stated the certificate provides that three applications were received for the three positions that would have appeared on the ballot for the election. After discussion, Director North moved that the Board accept the Certificate as presented. Director Mendel seconded the motion and it carried by unanimous vote.

Adopt Order Declaring Unopposed Candidates Elected to Office

Mr. Lord next presented the Order Declaring Unopposed Candidates Elected to Office, a copy of which is attached as an exhibit to these minutes. Upon a motion made by Director North and seconded by Director Mendel, the Board voted unanimously to adopt the Order as presented.

Adopt Order Cancelling the Election

Mr. Lord then presented the Order Cancelling the Election, a copy of which is attached as an exhibit to these minutes, and stated that the District is hereby cancelling the May 6, 2017, Directors' Election. Upon a motion made by Director North and seconded by Director Mendel, the Board voted unanimously to adopt the Order as presented.

BUILDING OFFICE MANAGER'S REPORT

The Board reviewed an email from Carol Lueb regarding building matters, but took no action on the matter.

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

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

The Board next reviewed the letter from the resident regarding improvements needed on the playground and noted for the record that Ms. Lueb is arranging for the addition of mulch to the playground.

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

Secretary, Board of Directors

(SEAL)

ATTACHMENTS

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