

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

April 18, 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 April 18, 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 and Jorge Diaz of McLennan & Associates; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Deputy Marquez and Constable Jessica McCants 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

Constable McCants reported on security matters within the District for the month of March, 2016.

APPROVE MINUTES

The Board reviewed the minutes of March 21, 2017. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of March 21, 2017, as revised.

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 March 21, 2017 to April 18, 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 March 31, 2017. Ms. Doyle then presented the monthly investment report for the period ending March 31, 2017.

Mr. Diaz reported on the District’s investments and suggested that the Board consider moving some investments to either Texas CLASS or Texpool Prime since the rates are a little

higher. After discussion, the Board requested that Mr. Diaz bring information on transferring the funds to the next meeting for the Board's consideration.

The Board then questioned an entry on the budget to a valve survey and determined that the entry should be to sanitary sewer televising. Ms. Doyle stated that she would correct the budget to reflect same.

Following discussion on the bookkeeper's report, upon a motion made by Director Schoelman and seconded by Director Hlavenka, the Board voted unanimously to approve the bookkeeper's report, payment of the bills, the investment report, investment of the District's funds and amendment to the budget to correct valve survey to sanitary sewer televising.

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

Ms. Olvera next presented the tax assessor/collector's report for the month of March, a copy of which is attached. She reviewed the report, stating that as of April 2017, the District's 2016 taxes are 97.50% collected and the 2015 taxes are 99.69% collected. Ms. Olvera also presented the checks for payment.

Ms. Olvera then presented two requests for installment payments from District homeowners. She stated that Brittnae Drab would like to pay her delinquent account in seven payments of \$243.69. After discussion, Director North moved that the Board approve the installment plan requested. Director Going seconded the motion and it carried by unanimous vote. Ms. Olvera next stated that Victoria Waltrip had requested a payment plan of \$60.58 for eight months. Director Mendel stated that he would prefer a shorter payment period. After further discussion, Director Schoelman moved that the Board authorize Ms. Waltrip to pay her delinquent account in four payments of \$121.16. Director North seconded the motion and it carried by unanimous vote.

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

OPERATOR'S REPORT

Mr. White presented the operator's report for March 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 90%. He then reported on repairs and maintenance at District facilities. Mr. White reported that all meters with usage in excess of one millions gallons had been replaced. He also reported that the meter at the apartment complex was stuck and will be repaired at a cost of \$1,800.

Upon a motion made by Director North and seconded by Director Hlavenka, 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 Hlavenka 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:

Mr. Sharkey reported on a letter received regarding a hearing on contaminated ground water. He stated that he did not think that the District's water was affected, but asked whether the Board would like him to attend the hearing to obtain more information. The Board authorized Mr. Sharkey to attend the hearing. Mr. Sharkey then reported that the Subsidence District had approved the revised groundwater reduction plan.

Mr. Sharkey informed the Board that the District had received a notice from the TCEQ regarding an air quality permit application. He stated that he had contacted Power Secure and determined that it had made the application and would be handling the notice and publication requirements for same.

Mr. Sharkey next stated that he met with the operator regarding water well no. 3. He stated that it is likely that it will have to be used more in the summer and may cause odor issues. He reported on two systems that can be used to aerate the water. The Board discussed same, but took no action on the matter.

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

ATTORNEY'S REPORT

Resolution Providing for Annual Review of Identity Theft Prevention Program

The Board then discussed its annual review of the District's Identity Theft Prevention Program. Mr. Lord stated that the District's program is working and no changes are recommended and he presented a Resolution Providing for Annual Review of Identity Theft Prevention Program (the "Resolution") confirming same. Upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to adopt the Resolution as presented.

BUILDING OFFICE MANAGER'S REPORT

The Board discussed the mulch that is to be added to the playground area.

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

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

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

Secretary, Board of Directors

(SEAL)

ATTACHMENTS

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