

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

May 16, 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 May 16, 2017, and the roll was called of the duly constituted officers and members of the Board, to wit:

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|----------------|--------------------------|
| 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 Schoelman, thus constituting a quorum.

Also present were Jorge Diaz of McLennan & Associates; Avik Bonnerjee 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.; Carol Lueb of the DAB; and Clark Lord and Debbie Russell of Bracewell LLP.

SECURITY REPORT

Constable McCants reported on security matters within the District for the month of April, 2017.

APPROVE MINUTES

The Board reviewed the minutes of April 18, 2017. Following discussion, upon a motion made by Director North and seconded by Director Going, the Board voted unanimously to approve the minutes of April 18, 2017, as submitted.

SWORN STATEMENTS, BONDS AND OATHS OF NEWLY ELECTED DIRECTORS

Mr. Lord informed that the Board that Directors Going, Schoelman and Hlavenka must executed Sworn Statements, Bonds, and Oaths of Office following the 2017 Directors Election. After execution of same, Director North moved that the Board approve the sworn statements, bonds and oaths of Directors Hlavenka and Going and authorize the filing of the oaths with the Secretary of State of Texas. Director Mendel seconded the motion and it carried by unanimous vote. Due to the absence of Director Schoelman, the Board deferred action on approval of his documents.

REORGANIZE THE BOARD

The Board discussed the officers for the District. Upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to leave the current slate of officers the same.

DISTRICT REGISTRATION FORM

Upon a motion made by Director Going and seconded by Director Hlavenka, the Board voted unanimously to authorize the preparation and filing of an updated District Registration Form.

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

Mr. Diaz presented the bookkeeper's report, a copy of which is attached to these minutes, for the period April 18, 2017 to May 16, 2017. He 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, 2017. Mr. Diaz then presented the monthly investment report for the period ending April 30, 2017.

Mr. Diaz reported on the District's investments and presented an application for an account with Texas CLASS.

Following discussion on the bookkeeper's report, upon a motion made by Director Hlavenka and seconded by Director North, the Board voted unanimously to approve the bookkeeper's report, payment of the bills, the investment report, investment of the District's funds and the account with Texas CLASS, subject to attorney review.

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

Mr. Bonnerjee next presented the tax assessor/collector's report for the month of April, a copy of which is attached. He reviewed the report, stating that as of May 2017, the District's 2016 taxes are 97.81% collected and the 2015 taxes are 99.72% collected. Mr. Bonnerjee also presented the checks for payment.

Mr. Bonnerjee next reported that Brittnae Drab is delinquent in paying her installment plan and that her account will be turned over to the delinquent tax attorney if her account is not brought current.

Mr. Bonnerjee then requested the Board's approval to write off certain delinquent personal property accounts.

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, payment of the tax bills and the delinquent personal property accounts.

OPERATOR'S REPORT

Mr. White presented the operator's report for April 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 next presented a list of delinquent accounts to be sent to collections.

Upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the operator's report and approve the transfer of the delinquent accounts to collections.

CONSUMER CONFIDENCE REPORT

Mr. White presented the 2016 Consumer Confidence Report, a copy of which is attached as an exhibit to these minutes. After review and discussion, Director Going moved that the Board approve the Report, subject to final review by the District's attorney. Director North seconded the motion and it carried by unanimous vote.

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 Going 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:

Mr. Sharkey reported that CenterPoint Energy's Witness Testing of the Water Plant No. 1 generator took place on April 19, 2017. He stated that the CenterPoint representative noted that all of the tests were successful, but the amount of power that exported back to the grid during the Reverse Power Test was less than expected. Mr. Sharkey stated that PowerSecure and CenterPoint will conduct the test again in the future.

Mr. Sharkey reported that he attended a public meeting concerning the MSD application for the property located at 12255 FM 529 and stated the application will not affect the District or

water supply. He stated that the District has not and is not exposed to any contamination and it is highly improbable that it will be exposed to the subject contamination in the future.

Mr. Sharkey informed the Board that PowerSecure submitted an Air Quality Permit Application to the TCEQ on behalf of the District and it was declared administratively complete on April 14, 2017. He stated that PowerSecure has published the first notices and has indicated that the will be responsible for the remaining requirements related to the issuance of the Permit.

Mr. Sharkey next stated that he and the operator continue to discuss ideas for increasing water production from water well no. 3.

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

ATTORNEY'S REPORT

Renewal of District Insurance

Mr. Lord presented proposals for renewal of the District's insurance coverage. He noted that the premium for the renewal has increased by \$202.00. After discussion, Director Hlavenka moved that the Board approve the proposal for renewal of the District's insurance as presented.

BUILDING OFFICE MANAGER'S REPORT

Ms. Lueb reported on problems with the phone message system in the DAB. She noted that she is working with AT&T to resolve the issue. Ms. Lueb stated that she working on getting additional proposals from landscapers due to injury to the current contractor.

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 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)

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