

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

June 20, 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 June 20, 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 except Director Schoelman, thus constituting a quorum.

Also present were Jorge Diaz of McLennan & Associates; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Lieutenant Garza of the Harris County Constable’s Office, Precinct 4; Shawn Sharkey of Jacobs Engineering Group, Inc.; Carol Lueb of the DAB; Clark Lord and Debbie Russell of Bracewell LLP; Ray Davia of the Woodwind Lakes Homeowners Association; and Jacquie Franco, a resident of the District.

**SECURITY REPORT**

Lieutenant Garza reported on security matters within the District for the month of May, 2017.

**APPROVE MINUTES**

The Board reviewed the minutes of May 16, 2017. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of May 16, 2017, as revised.

**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 May 16, 2017 to June 20, 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 May 31, 2017. Mr. Diaz then presented the monthly investment report for the period ending May 31, 2017. After review of the budget comparison, the Board requested that the item described as “pool utilities” be changed to Capital Projects – WWTP. The Board also requested that the budget comparison match the actual budget. Mr. Diaz stated that he would make those changes.

Following discussion on the bookkeeper's report, upon a motion made by Director Hlavenka 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.

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

Ms. Olvera next presented the tax assessor/collector's report for the month of May, a copy of which is attached. She reviewed the report, stating that as of June 2017, the District's 2016 taxes are 98.49% collected and the 2015 taxes are 99.76% collected. Ms. Olvera also presented the checks for payment.

Ms. Olvera next reported that Brittnae Drab has paid her delinquent installment account in full. She also reported that Victoria Waltrip was current on payment of her installment account.

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.

### **OPERATOR'S REPORT**

Mr. White presented the operator's report for May 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 98%. He then reported on repairs and maintenance at District facilities. Mr. White next reported that the ten horsepower pump on lift station no. 4 has failed. He stated that because the pump is 13 years old, he recommends replacing at a cost of \$16,000 rather than repairing same. Mr. White reported on the results of the water main valve survey. He stated that of the 257 valves surveyed, 56 need repair.

Mr. White informed the Board that the board of the Rolling Fork Utility District had requested that the District paint the air release valves. The Board agreed to consider the matter at a later meeting.

Upon a motion made by Director North and seconded by Director Hlavenka, the Board voted unanimously to approve the operator's report, approve the replacement of the lift pump at lift station 4 and authorize the repair of the water main valves over the course of several months.

### **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 that CenterPoint Energy and PowerSecure conducted a second Witness Testing of the Water Plant No. 1 generator on May 23, 2017. He stated that the generator exported too much power back to the grid resulting in the paralleling switchgear tripping and shutting down the test. Mr. Sharkey stated that on the morning of June 12, 2017, a third test was successfully completed.

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 notices and has indicated that they expect the Permit to be issued in 6 to 8 weeks.

Mr. Sharkey next reported on a request from the Bereans Baptist Fellowship Church (the "Church") for a utility commitment of 750 gallons per day of water and wastewater service to serve his property located at 7644 Gessner Road. He noted that the previous owner of the property was granted a commitment in 2015 for the tract.

After discussion, Director Going moved that the Board accept the engineer's report, revoke the previous utility commitment for 7644 Gessner Road and approve a new commitment to the Church as requested, subject to the preparation of same by the District's attorney. Director North seconded the motion and it carried by unanimous vote.

### **BUILDING OFFICE MANAGER'S REPORT**

Ms. Lueb reported on a hot plate that was left on the front porch. She stated that she is monitoring the situation to insure it is not returned. Ms. Lueb then reported that the tile in the building needs to be deep cleaned and sealed at a cost of \$1,500. She then presented a proposal from TexasScapes in the amount of \$822/month for landscaping at the DAB. She stated that Teakwood's bid is \$839/month, but noted that she has requested one additional bid. After discussion, the Board authorized the cleaning and sealing of the tile as requested.

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

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

## **OTHER MATTERS**

Director Hlavenka reported on her attendance at the meeting of the Woodwind Lakes HOA. She stated that she plans to attend the meeting of the Laurel Creek HOA next month. The Board then discussed the condition of the different segments of the esplanades.

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

---

Secretary, Board of Directors

(SEAL)

**ATTACHMENTS**

bookkeeper's report .....1  
tax assessor/collector's report for the month of May.....2  
operator's report for May 2017.....2  
engineer's report .....3