

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

August 15, 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 August 15, 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 Bailey of McLennan & Associates; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Lieutenant Garza and Constable Martinez 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.

**APPROVE MINUTES**

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

**SECURITY REPORT**

Constable Martinez reported on security matters within the District for the month of July, 2017.

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

Ms. Bailey presented the bookkeeper’s report, a copy of which is attached to these minutes, for the period July 18, 2017 to August 15, 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 July 31, 2017. Ms. Bailey then presented the monthly investment report for the period ending July 31, 2017.

The Board next reviewed the draft operating budget for the fiscal year ending September 30, 2018. Director Hlavenka questioned whether a fund could be established to deposit a set amount each month in anticipation of funding community improvements sometime

in the future. Director Mendel suggested that the current surplus of \$7,500 reflected on the draft budget be allocated to such an account. The Board deferred action on the budget until the September meeting.

Following discussion on the bookkeeper's report, upon a motion made by Director Going and seconded by Director North, 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 July, a copy of which is attached. She reviewed the report, stating that as of August 2017, the District's 2016 taxes are 98.86% collected and the 2015 taxes are 99.83% collected. Ms. Olvera also presented the checks for payment.

Ms. Olvera next reported that Victoria Waltrip has paid her installment account in full.

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

### **Delinquent Tax Attorney Report**

Ms. Olvera next reported that the District's delinquent tax attorney had submitted its quarterly report to the Board. After review and discussion, it was determined that no action was required in connection with the report.

### **OPERATOR'S REPORT**

Mr. White presented the operator's report for July 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 93.1%. He then reported on repairs and maintenance at District facilities. Mr. White next reported that he had been contacted by the Laurel Creek HOA regarding the painting of the wall surrounding the south side of water plant no 2. He stated that the length of the wall is approximately 850 feet. Mr. White noted that he will bring estimates for the cost of the project to the next meeting. He also reported that the roof of the control room at water plant no. 1 is leaking. Mr. White stated that the roof has been patched in the past, but now must be replaced. He stated that he will obtain pricing for the project for the Board's review at the September meeting.

Upon a motion made by Director Hlavenka 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 Hlavenka to terminate utility service to customers with delinquent accounts. Director Schoelman seconded the motion, which carried by unanimous vote.

**ATTORNEY’S REPORT**

Interlocal Agreement for Waterwise Program

Ms. Russell stated that she had contacted the Harris Galveston Subsidence District (“HGSD”) regarding the possible sponsorship of a class in its waterwise program. She stated that the HGSD had advised that the Board could request a school in the District and could choose how many students to sponsor. After discussion, the Board declined to participate in the program.

**ENGINEER’S REPORT**

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

Mr. Sharkey informed the Board that PowerSecure submitted an Air Quality Permit Application to the TCEQ on behalf of the District and it is under technical review.

Mr. Sharkey reported that John Elder will attend the next meeting to report on the Acclaim Energy GenMax Program.

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

**BUILDING OFFICE MANAGER’S REPORT**

The Board discussed repairs to the gazebo on the DAB property. Director Mendel stated that he would like to inspect the gazebo before proceeding with any repairs. The Board tabled 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 July meeting of the White Oak Bayou Joint Powers Board.

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

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Secretary, Board of Directors

(SEAL)

**ATTACHMENTS**

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