

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

October 17, 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 October 17, 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 Jorge Diaz of McLennan & Associates; Rebecca Olvera of B & A Municipal Tax Service, LLC; Nathan White and Deano Wright of TOPS; Sergeant Kirby and Constable Alvarez of the Harris County Constable's Office, Precinct 4; John Elder of Acclaim Energy; Shawn Sharkey of Jacobs Engineering Group, Inc.; John Jessup, Jennifer Haney and Mari Mendez of the Kensington Apartments; and Clark Lord and Debbie Russell of Bracewell LLP.

**PUBLIC HEARING**

The Board convened a public hearing to receive comments regarding a proposed tax rate for 2017. There were no residents in attendance to make comments on the proposed tax rate and the public hearing was adjourned upon a motion made by Director Schoelman and seconded by Director Going.

**CONVENE REGULAR MEETING OF THE BOARD**

The Board next convened the regular monthly meeting of the Board of Directors.

**ORDER LEVYING TAXES**

The Board discussed adopting a tax rate for 2017. Following discussion, a motion was made by Director Schoelman and seconded by Director Going to adopt an Order Levying Taxes establishing a tax rate for 2017 of \$0.49 per \$100 assessed valuation, consisting of a \$0.24 component for debt service and a \$0.25 component for operation and maintenance. The motion carried by unanimous vote. A copy of the Order, thus adopted, is attached to and considered a part of these minutes.

## **AMENDED INFORMATION FORM**

Mr. Lord stated that it is necessary for the District to file an Amended Information Form with the Texas Commission on Environmental Quality (the "TCEQ") and Harris County reflecting the newly adopted tax rate for 2017. Following discussion, a motion was made by Director Schoelman to approve an Amended Information Form and authorize its filing with the TCEQ and Harris County. The motion was seconded by Director Going and carried unanimously.

## **APPEARANCES BEFORE THE BOARD**

There were no appearances before the Board.

## **SECURITY REPORT**

Sergeant Kirby reported on security matters within the District for the month of September, 2017.

## **APPROVE MINUTES**

The Board reviewed the minutes of September 19, 2017. Following discussion, upon a motion made by Director Going and seconded by Director North, the Board voted unanimously to approve the minutes of September 19, 2017.

## **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 September 19, 2017 to October 17, 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 September 30, 2017. Mr. Diaz then presented the monthly investment report for the period ending September 30, 2017.

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 September, a copy of which is attached. She reviewed the report, stating that as of October 2017, the District's 2016 taxes are 98.91% collected and the 2015 taxes are 99.83% 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 Going, 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 September 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 the roof on the building at the water plant needs to be replaced at a cost of \$7,200.

Mr. White next addressed the issue of the odor of the water at the Kensington Apartments. He stated that he flushed the system and turned off the ammonia so that the chlorine could clean out the lines. Mr. White noted that the complex's lines were flushed as well. He stated that this should eliminate the odor problem.

Upon a motion made by Director Going and seconded by Director Schoelman, the Board voted unanimously to approve the operator's report and authorize replacement of the roof on the building at the water plant.

## **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. Martin 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 Schoelman 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 informed the Board that PowerSecure submitted an Air Quality Permit Application to the TCEQ on behalf of the District. He stated that it is still under review by the TCEQ.

Mr. Elder next addressed the Board regarding matters relating to the installation and operation of the generator. He stated that a decision was made to change the management of the generator assets to MP2 which is owned by Shell. He stated that next month he will present an amendment to the energy management services agreement to make the change to MP2.

Director Mendel stated that he would like to meet with the operator and engineer regarding the lift station.

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

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

Director Mendel reported on matters discussed at the September meeting of the White Oak Bayou Joint Powers Board. He stated that the EPA had approved the changes to the permit for the Plant.

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

  
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Secretary, Board of Directors

(SEAL)

**ATTACHMENTS**

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